

Updated 07/18/2023



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

Introduction to Special Populations

EDUC_2301_O080

Dr. Kayla Willis

NOTE: This is a 16-week online course

You are required to complete 16 hours of observation in a PK-12 school setting.

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

Course Description:

EDUC 2301 Introduction to Special Populations is an enriched, integrated pre-service course and content experience that provides an overview of schooling and classrooms from the perspectives of language, gender, socioeconomic status, ethnic and academic diversity, and equity with an emphasis on factors that facilitate learning. This course provides students with opportunities to participate in 16 hours of early field observations of EC-12 special populations. Semester Hours 3 (3 lec/lab).

Prerequisites and/or Corequisites:

No Prerequisites Required

Course Notes and Instructor Recommendations:

This course will provide foundational and occupational insight into the field of education, especially within the various groups considered special populations. Students will be provided opportunities to observe teaching in action with the mandated 16 hours of observation/laboratory experience, case studies, and supplemental assignments. Students will gain an understanding of the various groups that compose a school culture and climate among a multitude of distinct populations (culturally diverse, learning diverse, and socioeconomically diverse).

Please check your MCC student email and Brightspace daily. I will use these methods to communicate with you often. Please sign up for MyAlert (information can be found on MCC homepage). The College uses this system to communicate important information to students.

I am here to help you succeed. Please use me as a resource. If you need help, don't understand something, or just need to talk, I'm here for you.

Instructor Information:

Instructor Name: Kayla Willis, EdD

MCC Email: kmwillis@mclennan.edu

Office Phone Number: 254-299-8788

EDUC 2301_O080

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

You will be expected to complete the weekly reading, view the weekly lesson, participate in weekly activities (discussions, quizzes, or lab journals as assigned), complete a research project and presentation, complete 16 hours of observation in a PK-12 educational environment, maintain regular participation, and complete all assigned activities.

Course Objectives and/or Competencies:

By the end of this course, you will

1. Describe public laws and their significance to individuals with exceptionalities.
2. Identify characteristics of individuals with special needs.
3. Identify appropriate interventions and services for children with exceptionalities.
4. Explain the professional characteristics of an educator working with children with exceptionalities.
5. Understand appropriate communication when working with children and families with special needs.
6. Discuss the significance of perception and its role in attitude and adjustment of life skills.
7. Discuss ethical and legal issues facing educators.
8. Identify current trends and issues in special education with application.
9. Assess your own feelings concerning persons with special needs by gaining a better understanding of special populations and the challenges they face.
10. Complete 16 hours of field observations/laboratory experiences specific to EC-12 with various and diverse populations.

Course Outline or Schedule:

The following is a **tentative** schedule for the semester. **Circumstances may cause the schedule to change.** If changes are necessary, they will be announced in Brightspace and/or through the MCC email system.

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

Dates & Module	Due Date(s)	Chapter & Class Topic	Activities to Complete by the Due Date (see the checklist in each module for more information)
8/21-8/27 Module 1	8/27 at 11:59 PM	Chapter 1: Understanding Exceptionalities	<ul style="list-style-type: none"> • Read Chapter 1. • Complete Discussion 1. • Complete Module 1.
8/28-9/3 Module 2	9/3 at 11:59 PM	Chapter 2: Education for All	<ul style="list-style-type: none"> • Read Chapter 2. • Complete Discussion 2. • Set up observation hours & submit documentation. • Choose an exceptionality to research. • Complete Module 2.
9/4-9/10 Module 3	9/10 at 11:59 PM	Chapter 3: Inclusion in Early Childhood and Elementary Education	<ul style="list-style-type: none"> • Read Chapter 3. • Take Quiz 1. • Begin observation hours. • Begin research for Disability Research Project/ Presentation. • Complete Module 3
9/11-9/17 Module 4	9/17 at 11:59 PM	Chapter 4: Inclusion in Secondary Education	<ul style="list-style-type: none"> • Read Chapter 4. • Submit Lab Journal 1. • Schedule next set of observation hours. • Complete Module 4.
9/18-9/24 Module 5	9/24 at 11:59 PM	Chapter 5: Cultural and Linguistic Diversity	<ul style="list-style-type: none"> • Read Chapter 5. • Complete Discussion 3. • Complete Module 5.
9/25-10/1 Module 6	10/1 at 11:59 PM	Chapter 6: Exceptionalities and Families	<ul style="list-style-type: none"> • Read Chapter 6. • Take Quiz 2. • Complete Module 6.

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

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10/2-10/8 Module 7	10/8 at 11:59 PM	Chapter 7: Learning Disabilities	<ul style="list-style-type: none"> • Read Chapter 7. • Submit Lab Journal 2. • Schedule next set of observation hours. • Complete Module 7
10/9-10/15 Module 8	10/15 at 11:59 PM	Chapter 8: Emotional and Behavioral Disorders	<ul style="list-style-type: none"> • Read Chapter 8. • Complete Discussion 4. • Complete Module 8
10/16-10/22 Module 9	10/22 at 11:59 PM	Chapter 9: Intellectual and Developmental Disabilities	<ul style="list-style-type: none"> • Read Chapter 9. • Take Quiz 3. • Complete Module 9.
10/23-10/29 Module 10	10/29 at 11:59 PM	Chapter 10: Communication Disorders	<ul style="list-style-type: none"> • Read Chapter 10. • Submit Lab Journal 3. • Schedule final set of observation hours. • Complete Module 10.
10/30-11/5 Module 11	11/5 at 11:59 PM	Chapter 11: Autism Spectrum Disorders	<ul style="list-style-type: none"> • Read Chapter 11. • Complete Discussion 5. • Finalize your Research Project Presentation. • Complete Module 11.
11/6-11/12 Module 12	11/12 at 11:59 PM	Chapter 12: Severe and Multiple Disabilities	<ul style="list-style-type: none"> • Read Chapter 12. • Take Quiz 4. • Submit your Disability Research Project Presentation. • Complete Module 12.

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

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11/13-11/19 Module 13	11/19 at 11:59 PM	Chapter 13: Sensory Disabilities	<ul style="list-style-type: none">• Read Chapter 13.• Complete Discussion 6.• Submit Lab Journal 4.• Complete Module 13
11/20-11/26 Module 14	11/26 at 11:59 PM	Chapter 14: Physical Disabilities & Chapter 15: Gifted, Creative, and Talented Individuals	<ul style="list-style-type: none">• Read Chapter 14.• Read Chapter 15.• Send Thank You Email or Note to School for allowing observation.• Complete Module 14
11/27-12/3 Module 15	12/3 at 11:59 PM	Final Reflections and Final Exam Preparation	<ul style="list-style-type: none">• Take Quiz 5.• Complete the Final Course Reflection.• Prepare for the Final Exam.• Complete Module 15.
12/4-12/7 Module 16	12/5 at 11:59 PM	Final Exam	<ul style="list-style-type: none">• Submit the Final Exam by 12/5 at 11:59 PM.

Note: Weekly modules will run from Monday (at 12:01 AM) until Sunday (at 11:59 PM). All assignments, activities, discussions, journals, quizzes, etc. are due by Sunday night at 11:59 PM.

All work will be submitted through Brightspace ([see supported file types here](#)).

Other Important Dates:

- September 6: Last Day to Drop Classes (potential refunds available and the drop doesn't appear on your transcript)
- October 24: Last Day to Withdraw (goes on your transcript and counts within your withdrawal limit)
- October 30: Registration for winter/spring
- November 5-December 2: Course Evaluations Available
- November 22-24: Campus Closed for Thanksgiving Break

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

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- December 4-7: Finals Week

Course Grading Information:

Assignment Category	Percentage of Total Grade
Discussions	25%
Quizzes	25%
Lab Journals/Observation Hours	25%
Disability Research Project Presentation	25%

Grading Scale:

Letter Grade	A	B	C	D	F
Total Average	90-100	80-89	70-79	60-69	59 or below

Please note that the grade you receive is the grade you earned. All work in this course should be **your own**. Cheating and academic dishonesty are taken seriously. The first offense will result in a failing grade on the assignment and a discipline referral. The second offense will result in a failing grade for the course and another discipline referral.

Course Attendance/Participation Guidelines:

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

I will keep track of attendance through the weekly assignments. Please make sure you complete assignments by the due date (unless otherwise approved by me). Once you have accumulated 5 missed assignments, you will be withdrawn from the course for

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

attendance purposes. **If you wish to drop/withdraw from this course, please let me know as soon as possible.**

Please note that if you are not completing assigned work by the census date, I will be required to drop you from the course on the census date. This impacts financial aid and refunds. If you choose to withdraw from the course after the census date, please reach out to me and let me know. You have until the 60% day (date where 60% of the semester is completed) to request to be withdrawn from the course. Withdrawals will be marked on your transcript as a "W." Please note Texas has a withdrawal limit of 6 courses. Please view the MCC Attendance policy below for more information.

[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)

(<https://www.mclennan.edu/highlander-guide/policies.html>)

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

Late Work and Make Up Work Policies:

I know that life happens, and for that reason, I **do** accept late work. Please note that you **may** lose points on an assignment if it is turned in late (unless you have communicated with me and let me know ahead of time that you need an extension and I have approved that extension or if you have some sort of emergency/other important life happening and communicate that information to me). You can expect to lose one point for each day the assignment is late.

Communication is very important! If you are experiencing extenuating circumstances, please reach out to me so we can develop a plan for you to be successful. I'm here to help you and I want you to succeed! Always feel free to reach out to me via text message (**254-826-6101**), phone (**254-299-8788**), or email (kmwillis@mclennan.edu). If you've read this far, send me an email and include the code word "sprinkles." You'll earn extra credit just for doing this!

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

Student Behavioral Expectations or Conduct Policy:

It is very important that you complete your assignments on time and thoroughly. All responses and reflections should be respectful and should appropriately address the topic of the prompt/activity. Please pay attention to normal conventions of writing (use capitalization, punctuation, and correct spelling) so your thoughts are clear to me (the professor) and other students.

In both the face-to-face and online environments, all students are expected to maintain classroom decorum that includes: (a) respect for other students and the instructor, (b) prompt and regular attendance, and (c) an attitude that seeks to take full advantage of the educational opportunity.

While honest discussion and debate of topics is expected and encouraged, such interactions should not involve aggressive or derogatory comments or hostile behaviors (verbal or otherwise). This class is a safe space to share ideas and opinions. Please be respectful of those who may have an opinion that is different from your own. I (as the instructor) reserve the right to act to protect the decorum of the learning environment and the image of MCC.

If you are using Zoom to meet with me, other students, or other professors, please ensure that you are dressed appropriately and are in a location where you can focus on your responsibilities as a student. Example: It is not appropriate to attend a Zoom meeting while lying in bed and/or half dressed. Please be respectful of others and mute yourself if background noise will be a problem.

Ethics:

Cheating will not be tolerated. Any student found cheating will be subject to grade reduction, receiving a zero on assignments that involve cheating/plagiarism, and/or dismissal from the course.

Examples of cheating include but are not limited to:

- Copying the work of another student.

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

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- Seeking excused absences/tardiness under false pretenses.
 - Plagiarism (claiming the work of another as your own)

This course will teach you to think critically. Critical thinking is one of the top work skills in the *Future of Job* reports. Please maintain your integrity and do your own work. There is no reason to cheat in this class (or in any other class). Remember, I'm here to help you and we have many resources available to help if you are struggling with the course content.



ACADEMIC RESOURCES/POLICIES

Accommodations/ADA Statement:

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit www.mclennan.edu/disability.

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

disabilities@mclennan.edu

254-299-8122

Room 319, Student Services Center

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

Title IX:

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at titleix@mclennan.edu or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>.

Go to McLennan's Title IX webpage at www.mclennan.edu/titleix/. It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

Student Support/Resources:

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email (ast@mclennan.edu) by going to our website

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

(<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing crew@mclennan.edu or a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg. Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

MCC Foundation Emergency Grant Fund:

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html> to find out more about the emergency grant. The application can be found at https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf.

MCC Academic Integrity Statement:

Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

Minimum System Requirements to Utilize MCC's D2L|Brightspace:

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

Minimum Technical Skills:

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

Backup Plan for Technology:

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

Email Policy:

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to www.mclennan.edu/studentemail.

Instructional Uses of Email:

Faculty members can determine classroom use of email or electronic communications.

Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

INTRODUCTION TO SPECIAL POPULATIONS

EDUC 2301_O080

method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email Helpdesk@mclennan.edu for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

Forwarding Emails:

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email helpdesk@mclennan.edu

Disclaimer:

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.



I AM SO GLAD YOU ARE HERE!

Updated 07/18/2023



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