

Updated 07/18/2023



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**Introduction to Special Populations**

**EDUC\_2301\_O280**

**Dr. Kayla Willis**

**NOTE: This is an 8-week online course**

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

## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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### **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](mailto:kmwillis@mclennan.edu)

Office Phone Number: 254-299-8788

## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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Cell Phone: 254-826-6101 (When using this form of communication, text messages are preferred. Note that I will not respond after 9:00 PM or before 7:00 AM)

Zoom ID: [254 299 0000](#)

Office Location: CSC (in the Child Development Center lobby area)

Drop In Office/Teacher Conference Hours:

Mondays:	11:00 AM -1:00 PM
Tuesdays:	8:00-11:00 AM
Tuesdays:	12:30-1:30 PM
Wednesdays:	8:00-9:00 AM
Wednesdays:	11:00 AM – 12:00 PM

**\*\*Other days/times available by appointment. We can meet in-person or [via Zoom](#).**

### **Required Text & Materials:**

Title: *Human Exceptionality: School, Community, and Family* (12<sup>th</sup> Edition)

Author: Michael L. Hardman, M. Winston Egan, and Clifford J. Drew

Edition: 12<sup>th</sup> Edition

Publisher: Cengage

ISBN: 978-1-305-50097-6 (Hardcover) or 978-1-305-63956-0 (Looseleaf)

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

### **Methods of Teaching and Learning:**

- Online lectures
- Reading assignments
- Online discussion boards
- Online quizzes
- Small and large group collaboration
- PK-12 Observation Hours
- Lab Journals
- Review of relevant research
- Research
- Reflection

## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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- Use of digital media

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\_O280

<b>Dates &amp; Module</b>	<b>Due Date(s)</b>	<b>Chapter &amp; Class Topic</b>	<b>Activities to Complete by the Due Date (see the checklist in each module for more information)</b>
10/16-10/22 Module 1	10/22 at 11:59 PM	Course Information and Welcome  Chapter 1: Understanding Exceptionalities	<ul style="list-style-type: none"> <li>• Read Chapter 1.</li> <li>• Complete Discussion 1.</li> <li>• Complete "A Plan for Lab Hours" assignment.</li> <li>• Complete "Choosing a Disability to Research and Present" assignment.</li> <li>• Complete Module 1.</li> </ul>
10/23-10/29 Module 2	10/29 at 11:59 PM	Chapter 2: Education for All  Chapter 3: Inclusion in Early Childhood and Elementary Education	<ul style="list-style-type: none"> <li>• Read Chapters 2 &amp; 3.</li> <li>• Complete Quiz 1.</li> <li>• Begin research for Disability Research Project/Presentation.</li> <li>• Complete Lab Journal 1.</li> <li>• Complete Module 2.</li> </ul>
10/30-11/5 Module 3	11/5 at 11:59 PM	Chapter 4: Inclusion in Secondary Education  Chapter 5: Cultural and Linguistic Diversity  Chapter 6: Exceptionalities and Families	<ul style="list-style-type: none"> <li>• Read Chapters 4, 5, &amp; 6.</li> <li>• Complete Discussion 2.</li> <li>• Complete Quiz 2.</li> <li>• Continue research for Disability Research Project/ Presentation.</li> <li>• Complete Module 3</li> </ul>
11/6-11/12 Module 4	11/12 at 11:59 PM	Chapter 7: Learning Disabilities  Chapter 8: Emotional and Behavioral Disorders  Chapter 9: Intellectual and Developmental Disabilities	<ul style="list-style-type: none"> <li>• Read Chapters 7, 8, &amp; 9.</li> <li>• Complete Quiz 3.</li> <li>• Complete Lab Journal 2.</li> <li>• Continue research for Disability Research Project/ Presentation.</li> <li>• Complete Module 4.</li> </ul>

# INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

<b>Dates &amp; Module</b>	<b>Due Date(s)</b>	<b>Chapter &amp; Class Topic</b>	<b>Activities to Complete by the Due Date (see the checklist in each module for more information)</b>
11/13-11/19 Module 5	11/19 at 11:59 PM	Chapter 10: Communication Disorders  Chapter 11: Autism Spectrum Disorders  Chapter 12: Severe and Multiple Disabilities	<ul style="list-style-type: none"> <li>• Read Chapters 10, 11, &amp; 12.</li> <li>• Complete Discussion 3.</li> <li>• Complete Quiz 4.</li> <li>• Continue research for Disability Research Project/ Presentation.</li> <li>• Complete Module 5.</li> </ul>
11/20-11/26 Module 6	11/26 at 11:59 PM	Chapter 13: Sensory Disabilities  Chapter 14: Physical Disabilities  Chapter 15: Gifted, Creative, and Talented Individuals	<ul style="list-style-type: none"> <li>• Read Chapters 13, 14, &amp; 15.</li> <li>• Complete Discussion 4.</li> <li>• Complete Quiz 5.</li> <li>• Complete Lab Journal 3.</li> <li>• Complete Module 6.</li> </ul>
11/27-12/3 Module 7	12/3 at 11:59 PM	Sharing Your Research  Final Exam Preparation	<ul style="list-style-type: none"> <li>• Submit Research Project Presentation.</li> <li>• Complete Discussion 5.</li> <li>• Complete Lab Journal 4.</li> <li>• Complete Thank You Note Activity.</li> </ul>
12/4-12/5 Module 8	12/5 at 11:59 PM	Final Reflection  Final Exam	<ul style="list-style-type: none"> <li>• Complete Final Reflection.</li> <li>• Submit the Final Exam by 5/2 at 11:59 PM.</li> </ul>

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](#)).

## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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### **Other Important Dates:**

- October 30: Registration for winter/spring
- November 5-December 2: Course Evaluations Available
- November 22-24: Campus Closed for Thanksgiving Break
- December 4-7: Finals Week

### **Course Grading Information:**

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

### **Grading Scale:**

<b>Letter Grade</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Total Average</b>	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

## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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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 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



## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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message (254-826-6101), phone (254-299-8788), or email ([kmwillis@mclennan.edu](mailto: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!

### **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.

## INTRODUCTION TO SPECIAL POPULATIONS

EDUC \_2301\_O280

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### **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.
- 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.



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Updated 07/18/2023



## **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](http://www.mclennan.edu/disability).

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **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](mailto: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/](http://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](mailto:ast@mclennan.edu)) by going to our website (<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](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto: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](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](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://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.

**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](http://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 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](mailto: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](mailto: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.