



Special Education Program Handbook

Special Education, M.Ed., and Special Education Certification
Special Education, M.Ed.
Special Education Certificate Only

Department of Communication Disorders, Special Education,
and Disability Services

June 2022

Graduate Special Education Programs:

Special Education, M. Ed. and Special Education Certification

Special Education, M. Ed.

Special Education Certificate Only

Department of Communication Disorders, Special Education and Disability Services

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Program Website: <http://www.iup.edu/special-ed/grad/edex-certification-med/>

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Introduction

Purpose of the Graduate Student Handbook:

The major purpose of the Graduate Student Handbook is to describe the requirements for the Master of Education in Special Education, to identify the requirements for Pennsylvania Certification in Special Education, and to explain the academic policies of this department and the university.

Students are responsible for familiarizing themselves with the information, policies, and procedures of this handbook, and knowing the program, degree, and certification requirements. Information, policies, and procedures sometimes change so please be certain to refer to the most up-to-date version of the handbook.

In addition to the descriptions in this handbook, students should be familiar with Graduate School Catalog found on www.iup.edu/gradcatalog the Schedule of classes, found on URSA- <http://www.iup.edu/myiup/> and the Special Education graduate program website <http://www.iup.edu/special-ed/grad/special-education-programs/>

Referring to this handbook regularly will enable you to answer most questions immediately and to take a more active role in attaining your personal and professional goals within the five-year time limit for degree completion. Additional questions should be directed to the Coordinator of the Graduate Program.

IUP's Civility Statement

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

To strengthen the university for academic success

Student Conduct and Student Rights

<https://www.iup.edu/studentsupportandstandards/policies/index.html>
www.iup.edu/gradcatalog

Department of Special Education Program Requirements

An applicant must have a bachelor's degree for the Masters in Special Education program. An applicant must have a bachelor's degree AND teacher certification from a regionally accredited college or university and current teacher certification in Pennsylvania for the Special Education Certification.

The Graduate School requires the applicant's cumulative undergraduate grade point average must be at least a 3.0.

The Graduate Record Examination (GRE) is not required for the Special Education graduate program.

Applicants are required to write a Professional Goals Statement that describes what they hope to achieve.

Faculty and Staff

Annah Hill – Dr. Annah L. Hill is an associate professor at Indiana University of Pennsylvania (IUP) where she teaches undergraduate and graduate courses in the Department of Communication Disorders, Special Education and Disability Services. She is the Graduate Coordinator for the Special Education program. Through her Doctor of Education in Curriculum and Instruction, Reading Specialist certification, Special Education certification, and her certification in Teaching English as a Second Language [ESL] she writes grants to support individuals with special needs. She works closely with both the Arc of Indiana County and the Arc of Pennsylvania to improve the quality of life for persons with complex needs, individuals with hearing loss and the Deaf Community, as well as individuals with multiple disabilities. Her research interests include: self-determination, self-advocacy, transition, ESL, service learning, assistive technology, and curriculum, instruction, and assessment. She enjoys advising the IUP Sign Language Club too.

Alexandria Kappel - Dr. Kappel received her Ed. D. in Special Education, specializing in Teacher Preparation and Early Childhood Special Education in 2012 from West Virginia University. She is an Assistant Professor and faculty advisor of the Best Buddies chapter at IUP. She teaches classes regarding typical and atypical development, perspectives on families of children with special needs, assistive technology, and methods for teaching preschoolers with special needs. Her research interests focus on the effects of sensory inputs on children with autism, creativity in teaching, and mentorship.

Ms. Jennifer Ruffner – Department Secretary- jruffner@iup.edu- 724-357-2450

Admission

Each applicant must file a completed application form. All application forms are contained in the application packet received from the Graduate School or at the IUP website.

The application should be accompanied by official transcripts from each undergraduate and graduate institution attended, regardless of whether or not a degree was earned. If the degree was earned at IUP, the applicant must submit a request to the Registrar's Office to forward official transcripts to the Graduate School.

At least two letters of recommendation are required for each applicant. These letters must be from individuals familiar with the applicant's academic abilities (someone who has taught the applicant in a college level classroom experience) or from an individual who is familiar with the applicant's professional skills.

A non-refundable application fee must accompany the application. The application cannot be processed without this fee.

Students are encouraged to apply by the following deadlines to guarantee a space if requirements are met:

Fall Semester Admission – March 15th

Spring Semester Admission – October 15th

Graduate Admissions: www.iup.edu/admissions/graduate/

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

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Financial Assistance

Tuition, Fees, and Financial Aid

- See graduate catalog or call the Graduate School, Stright Hall, for complete and up-to-date information. The phone number for the graduate school is 724-357-2222 and the website is

Campus Resources & Student Support

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/

Graduate Catalog: www.iup.edu/gradcatalog

Office of Student Billing: <https://www.iup.edu/student-billing/>

Office of the Registrar: www.iup.edu/registrar/

Special Education MED and PreK-12

MED and Certification Candidates

CERTIFICATE REQUIREMENTS (24 cr.)	CREDITS	GRADE	COURSE	SEM
Methods and Curriculum – Mild to Moderate Disabilities	3	_____	EDEX 525	_____
Methods and Curriculum – Severe Cognitive Disabilities	3	_____	EDEX 535	_____
Transition Assessment and Planning for Youth with Disabilities	3	_____	EDEX 558	_____
Education of Persons with Emotional or Behavioral Disorders, Learning Disabilities, or Brain Injury	3	_____	EDEX 569	_____
Education of Persons with Intellectual/Developmental and Physical/Multiple Disabilities	3	_____	EDEX 578	_____
Assessment of Persons with Disabilities	3	_____	EDEX 752	_____
Practicum and Internship (Severe)	3	_____	EDEX 785	_____

Course Descriptions

EDEX 558

EDEX 754 ADVANCED INSTRUCTIONAL DESIGN IN SPECIAL EDUCATION

Emphasizes effective instructional approaches appropriate for the education of students with mild to profound disabilities. Considers educational priorities and effective teaching practices in developing and evaluating individualized, integrated interventions.

EDEX 755 PROFESSIONAL COLLABORATION AND TEAM BUILDING FOR SPECIAL EDUCATORS

Focuses on strategies for collaborating with families, regular and special educators, paraprofessionals, and other service providers in the school and community.

EDEX 785/786 PRACTICUM AND INTERNSHIP

Advanced students are offered guided practicum experiences in selected schools, clinics, or agencies. Internships or supervised student teaching are planned individually. Students analyze, evaluate, and report on the experience. Students will have the option to complete the practicum near campus during the summer or to arrange for a practicum experience in the home region with online supervision. Practicum experiences at sites in home region must be approved by the Special Education Graduate Coordinator.

Evaluation of Students

For information regarding School of Graduate Studies and Research policies on grading, view the Graduate Catalog: www.iup.edu/gradcatalog

Option 2 – Private or public agency. Any student wishing to complete the experience in a Private School or Agency should discuss this option with the instructor and complete the attached application. The Office of Educational College-

Application for Pre-Practicum Assignment in EDEX 578 and EDEX 569

Graduate Program—Special Education EDEX _____

Type directly on the form below on the lines and save as a new document. Return the completed electronic version of the form per the directions from the instructor.

Name _____ Banner
(Last) (First) (Middle) ID _____

Home Address: _____
(Street) (City/State) (Zip Code)

Home Phone: _____ Campus Phone: _____

Clearances: (valid for one year)

TB Clearance Date: _____ Liability Insurance Type: _____

Act 34 Clearance Date: _____ Act 24 Clearance On File: _____

Act 151 Clearance Date: _____

Practicum and Internship Experiences

All students in the Special Education program (e.g. M.Ed., M.Ed. and Certification or Certification only) must complete either three (3) credits of Practicum or Internship.

As with the Pre-practicum Field Experiences, there are a variety of options that students may select based upon the student's certification status and their program of studies. Graduate students must have completed at least nine (9) semester hours in the EDEX curriculum prior to requesting a practicum/ internship placement. Additionally, the Graduate Coordinator reserves the right to limit the number of placements being conducted in any given semester. The options available to students are as follows:

OPTION 1: SPECIAL PROJECT - Master of Education Program

Students in this program are already certified in Special Education and are required to enroll for three credits of Practicum and/or Internship (EDEX 785/786). The student must discuss the proposal with the Graduate Coordinator when submitting the Application for EDEX 785/786 Practicum/Internship Form. The project must be approved by the coordinator and the faculty assigned to supervise the EDEX 785/786 practicum. The special projects might include a literature review, curriculum development, or single subject research. The product and the evaluation procedure will be outlined in an individual contract between the student and the instructor. The project will serve as a student's required benchmark project.

OPTION 2: ESY PROGRAM - M.Ed. with Certification or Certification Only

Students in these programs are not certified in Special Education and are required to enroll for three (3) credits of Practicum/Internship

All students participating in this experience must complete the required application for the experience and return it along with the necessary clearances (in CastleBranch) to your Ms. Samantha Bozzer (srbozzer@iup.edu) and copy your advisor by March 10th prior to the start of the experience.

Application for EDEX 785/786-Practicum Internship

5-Week Off-campus ESY Field Placement – Summer

Date _____ Banner ID# _____

Please Print or Type

1. Name: _____
Last First Middle

2. Present Certification (type and date issued in PA): _____

3. Requested placement (district name and ESY Site) _____

4. Contact person at ESY site: _____ Email: _____

ESY Contact Phone number: _____

5. Are you presently employed as a teacher in this district? _____ Grade/Level _____

6. Level of Special Education Certification for ESY Field Placement: Prek-8th grade _____ or 7-12 _____

7. Clearances (valid for one year)

TB Clearance Date: _____ Liability Insurance Type: _____

Act 34 Clearance Date: _____ Act 24 Clearance _____

Act 151 Clearance Date: _____ FBI Fingerprinting Date: _____

Act 126 Certificate _____

****Clearances must be on file with Castle Branch**

7. PRAXIS Scores: _____

8. Permanent Address: _____

Phone: Work _____ Home _____

Email _____

Student Signature

Date

Faculty Advisor Signature

Date

Successful completion of the Special Education PRAXIS Exam –

PRAXIS Exam

The Pennsylvania Educator Certification Test (PRAXIS) in the student's designated certification area is required for all graduate students who will be certified in Pennsylvania. Contact the Office of Teacher Education at 104 Stouffer Hall (357-2485) for additional information.

Successful completion of the Special Education P

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2. Log In.
 3. If this is your first visit to TIMS, enter your social security number, date of birth and your name.
 4. From the TIMS homepage, or “dashboard”, select the “New Credential Application”.
 5. Select your certification option from the pull down menu and continue through the application.

Pay careful attention to the following when establishing your profile:

Stop and save your application to obtain answers to your questions as you proceed through the screens.

You cannot change the application after it is submitted

Check all pages carefully before clicking on the submit button. You can delete an incorrect application on the TIMS dashboard **before it** is submitted. PDE cannot correct or return an application once submitted so this is an important step.

SELECT CREDIT CARD AS PAYMENT.





Thesis and/or Dissertation Completion

Thesis/Dissertation Defense Department Process or Protocol

Departments determine if the defense of a thesis/dissertation are open (faculty and students welcome) or closed (only the committee and chair of the project). Each program that offers thesis/dissertation should develop and put in writing in their handbook the programmatic decision about open or closed defenses.

Evaluation Outcome for Dissertation and/or Thesis



All e-mail correspondence will go to your IUP e-mail account from graduate-

