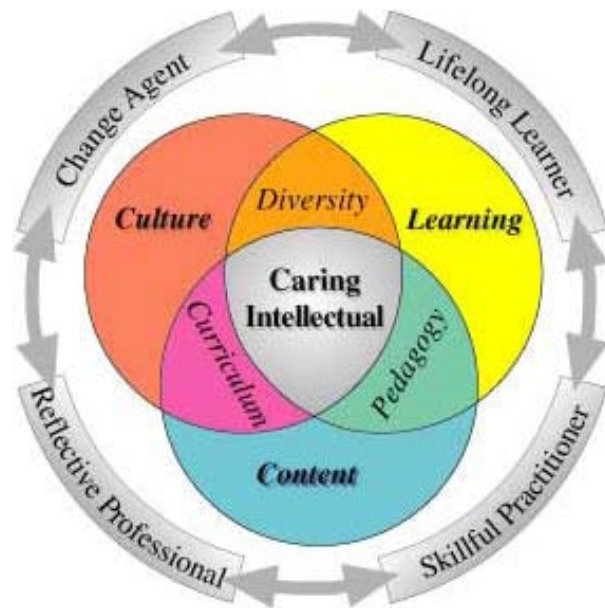




UW Oshkosh

Special Education Graduate Program



Mission Statement:

The mission of the Department of Special Education at the University of Wisconsin Oshkosh is to prepare traditional and nontraditional students to become caring professionals educated in research-based best practices for teaching individuals with disabilities in the changing environment of special education.



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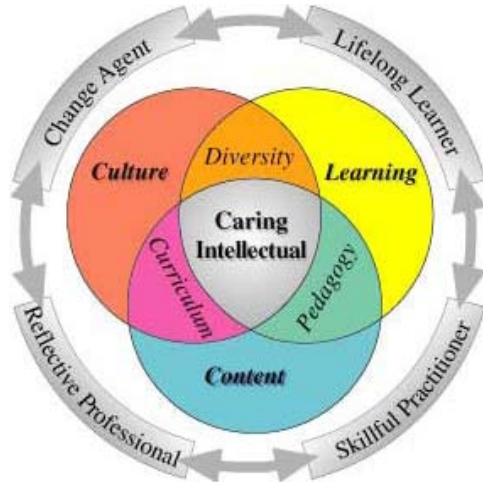
Important Contact Information

* all numbers have a 920 area code

| | | |
|--|----------|---|
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| Special Education Practicum Coordinator Susan Finkel | 424-3005 | finkel@uwosh.edu |
| Graduate Studies | 424-1223 | gradschool@uwosh.edu |
| Field Experience Office | 424-0465 | petesch@uwosh.edu or beahm@uwosh.edu |
| Financial Aid Office | 424-3377 | fao@uwosh.edu *include Student ID |
| Student Billings | 424-1332 | sa@uwosh.edu |
| Student Loans | 424-1336 | kriha@uwosh.edu or bogdenmm@uwosh.edu |
| Student Billing/Loans Cashier | 424-1338 | sa@uwosh.edu |
| Parking Services | 424-4455 | parking@uwosh.edu |
| Books & More University Book Store | 424-3458 | http://bookstore.uwosh.edu/contact.aspx |
| Titan Card Office | 424-1234 | http://reeve.uwosh.edu/services/titan-central |
| Project Success | 424-1033 | projectsuccess@uwosh.edu |
| Writing Center | 424-1152 | wcenter@uwosh.edu |

The Educator as a Caring Intellectual

The College of Education and Human Services has adopted a conceptual model for all of its education and human services programs.



Caring: means more than being nice to others. A caring educator is one who can understand the perspective of the cared-for and the “other.” A caring act involves stepping out of one’s own personal frame of reference into the other’s. When we care, we consider the other’s point of view, the other’s objective needs, and what the other expects of us. We act (or sometimes must choose not to act) so as to promote the well-being of the other.

Intellectual: does not mean “brainy” or “ivory-towered.” Educators, as transformative intellectuals, are thinking men and women with a special

dedication to the values of the intellect and the enhancement of the critical powers of the young. They take active responsibility of raising serious questions about what they teach, how they are to teach, and what the larger goals are for which they are striving.

Why should YOU consider a career in special education?*

- You want a career that allows you to help others. Being a special educator allows you to make a positive difference in the lives of children with disabilities. With the help of special educators, an increasing number of children with disabilities have been succeeding in school and enrolling in college.
- Being a special educator gives you the opportunity to use many talents and skills creatively and to grow both professionally and personally.
- According to the Council for Exceptional Children, “The need for special education professionals has never been greater. The U.S. Bureau of Labor Statistics estimates that “the number of special education teachers is expected to increase by 17 percent from 2008 to 2018, which is faster than the average for all occupations.” And the U.S. Department of Education reports “The number of students with disabilities served under IDEA continues to increase at a rate higher than both the general population and school enrollment.” In Wisconsin, there is a strong demand for special education teachers. Every year, the Wisconsin Department of Public Instruction commissions a statewide study of teacher supply and demand. The most recent Wisconsin Teacher Supply and Demand report can be found at: <http://dpi.wi.gov/tepd/supdem07.html>

The personal rewards of educating children and youth with disabilities is greater than you can ever imagine.

*all career information is taken from the National Clearinghouse for Professions in Special Education (<http://www.specialedcareers.org/>)

Emergency Licensure

When school districts are unable to find a licensed teacher to fill a position they are permitted to hire people who hold a bachelor's degree, in any field, but do not have a teaching license. Unlicensed teachers are able to obtain an emergency license from the Department of Public Instruction once they have been hired by a school district. To hold an emergency license you must be enrolled in an approved teacher training program that will be completed in three years or less.

For more information see the DPI website at: <http://dpi.wi.gov/tepd/emerg.html>.

Where should I start?

The first step toward beginning our program in Special Education is to meet with the Graduate Program Coordinator. After arranging a meeting with the Graduate Program Coordinator, please gather all your transcripts (an unofficial student version is acceptable) and bring a copy of them to your initial advisement meeting. Your program of study will be developed and approved at your scheduled advisement meeting with the Graduate Program Coordinator. Use the two page program sheet you receive at this meeting to monitor your progress in completing all requirements. Note that the Graduate Program Coordinator is the only faculty member who can determine program requirements, including transfers, etc.

You can schedule an initial advisement appointment with the Graduate Program Coordinator by phone or email.

After your initial advisement meeting with the Graduate Program Coordinator, you must apply for Admission to Graduate Studies and pay the application fee.

Applying to Graduate School at UW Oshkosh

If you choose to go forth with the program after your initial advisement meeting with the Graduate Program Coordinator, you must apply for admission to the Graduate School and pay the application fee. Application forms can be obtained from the UW Oshkosh Graduate Studies website, www.uwosh.edu/gradstudies. Questions about this process can be directed to 920-424-1223.

Your full acceptance to the Special Education program is primarily predicated upon your having:

- Completion of the Application to Graduate Studies and application fee paid

- An undergraduate GPA of 3.0, overall, or 2.75 for your last 60 credits
- Three satisfactory letters of recommendation
- Passing score on the PPST
- Passing score on the Praxis II required for your program

Lower GPA's (2.5+) will be considered for probationary admittance. A maximum of nine graduate credits can be accepted in transfer from other universities (see Acceptance of Coursework from Other Universities, p.10). Acceptance into the graduate program usually takes six to eight weeks.

While you are waiting to be fully accepted into the graduate program you may enroll in classes as a special student (see Registering as a Special Graduate Student, p. 12).

What if I haven't completed the PPST and/or Praxis II exam?

- **Conditional Admission**

If you have not completed the PPST or Praxis II exam, you may enroll in classes under conditional admission to the Graduate School for up to one year after your initial advisement meeting with the Graduate Program Coordinator. You must submit original documentation of successful completion of both exams within one year of your advisement meeting or you will no longer be allowed to register for classes.

Information about the PPST and Praxis II exams can be found on the Special Education website <http://www.uwosh.edu/coehs/departments/department-of-special-education/graduate-program/advising> and on the ETS website www.ets.org.

Special Education Programs and Coursework

Program Options

- **Cross Categorical Special Education**

The Cross Categorical program leads to licensure in Cross Categorical Special Education with an emphasis in one of three areas: cognitive disabilities (CD), emotional/behavioral disabilities (EBD), or learning disabilities (LD), chosen by the student. See the planning sheet (Appendix 1, p. 24) for a detailed list of program course requirements.

- **Early Childhood Special Education**

The Early Childhood Special Education leads to licensure in early childhood special education, ages birth to age 8. See the planning sheet (Appendix 2, p. 24) for a detailed list of program course requirements.

- **Individualized Program Plan**

An Individualized Program Plan can be created by the Graduate Program Coordinator for students who already have a special education teaching license from UW Oshkosh and seek to add another special education category or age level.

- **Master of Science in Education (MSE) - Special Education Non-Licensure Program**

The Master's of Science in Education Non-licensure program is for students who have a bachelor degree and are seeking a master's degree in the field. See the planning sheet (Appendix 3, p. 24) for a detailed list of program course requirements.

Which of the special education program options should I pursue?

- The Special Education Department offers two licensure options for graduate students: (1) Cross Categorical Special Education, (2) Early Childhood Special Education (Birth - age 8).
- You should first determine what age of students you wish to teach. This will help you decide if you want to enter the Early Childhood Special Education or Cross Categorical (middle childhood through early adolescence AND/OR early adolescence through adolescence).

The Cross Categorical Special Education program has fewer total credits to degree.

- **Autism Spectrum Disorders Certificate Program**

Consider the Autism Spectrum Disorders Certificate Program to help distinguish your educational preparation! This certificate program is for teachers (both graduates and non-graduates of UW Oshkosh), as well as paraprofessionals, other school personnel, parents and family members, and service providers.

Some people may want to take just the autism-specific courses and not the full certificate program.

Completion of this certificate program will not lead to licensure. Currently there is not a Wisconsin teaching license specifically for Autism Spectrum Disorders, so if you are not a licensed teacher, hold a bachelor's degree, and wish to obtain a special education license, you must complete either the Early Childhood or Cross Categorical program. The certificate program may be taken concurrently with either licensure program if you wish to have expertise related to teaching individuals with an Autism Spectrum Disorder in addition to a teaching license. Those who do not wish to obtain a teaching license, or already have a teaching license, may choose to complete just the certificate program.

The Autism Spectrum Disorders Certificate Program addresses the strong need for developing expertise related to educating and supporting individuals with Autism Spectrum Disorders.

The rapid increase in number of students identified as having Autism Spectrum Disorders has created a shortage of professionals with expertise in this area and a demand for greater knowledge and support sources on behalf of families, caregivers, and others who work with individuals with Autism Spectrum Disorders.

The certificate program is a 19-credit program that includes four existing special education licensure courses, two new courses specific to autism (offered in hybrid format with on-line and on-campus components), and field experience working with students with autism. Participants could finish the autism specific courses in one summer (Spec Ed 473/673 and Spec Ed 474/674). The final component of the certificate program is a 100-hour field experience working with individuals with autism (Spec Ed 475/675). The program can be completed at the undergraduate or graduate level.

Program participants will learn: characteristics, issues, teaching methods, behavior management techniques, and technology applications in working with students with Autism Spectrum Disorders.

Time to complete the program

The length of time required to complete each program varies. Some students enter a program with some requirements already completed whereas some do not. Also, students who take classes part-time may take longer to complete the program than students who take classes full-time.

It is important to note, once you take your first graduate level course toward your degree, you have seven years to complete your Master of Science in Education-Special Education or your credits begin to expire. If you need more time you must complete a Time to Degree Completion Extension Request. This form can be completed online at: http://www.uwosh.edu/graduatestudentstudies/forms_pubs/docs/extnrqstform.pdf

Program Requirements

All candidates working towards special education licensure, as determined by the Wisconsin Department of Public Instruction (DPI), must be evaluated for completion of requirements in the following categories:

- **Human Relations Code Requirement**
- **Special Education Program Curriculum** (either middle childhood through early adolescence AND/OR early adolescence through adolescence course)

work for the cross categorical license **OR** early childhood special education and early childhood PK-3 course work)

- **Student Teaching**
- **Portfolio Process**
- **PPST and Praxis II**

Human Relations Code Requirement

What are the objectives (or intent) of the Human Relations requirement?

The broader goal of this requirement is to contribute to the mission of the College of Education and Human Services in preparing educators who are caring intellectuals. Given this mission, consider the following criteria for selecting meaningful Human Relations experiences. The experience will:

- Contribute to an understanding of historically marginalized diverse groups
- Improve the ability to critically analyze stereotypes, preconceptions, and prejudices directed at these groups
- Enhance the ability to promote effective and empathetic social interaction
- Contribute to an understanding of the educator's role as a change agent (a person committed to a vision of education that strives for a democratic society in which exceptionality, social class, race, ethnicity, and gender are included and affirmed in all realms of social and political life)

Graduate Students who are in a graduate program must complete 25 hours working with a historically marginalized diverse population and 25 hours working with disabled learners. The Human Relations Report Form and Verification Form are submitted when the total 50 hour commitment has been met. Please return the completed forms to the Field Experience Office, N/E 113. These hours must be completed prior to student teaching.

The Human Relations Requirement consists of two separate and unique experiences. One experience will contribute to your understanding of diversity and one experience will contribute to your understanding of individuals with disabilities. The requirements for each of these experiences are described below.

1. Diversity Requirement

- A minimum of 25 documented clock hours of direct involvement with members of historically marginalized racial, cultural, language, and economic groups who are different from self.
- In a large group situation, at least 20% must be members of diverse groups.

What types of experiences will fulfill this requirement?

- Placement site suggestions can be found in the Field Experience Placement Binder in N/E 113.

Examples of inappropriate experiences:

- Babysitting for an ethnic infant (Fewer insights can be gained from a non-verbal child.)
- Working with a newly adopted Russian child (Child is being assimilated into your cultural group.)

2. Individuals with Disabilities Requirement

- A minimum of 25 documented clock hours of direct involvement with individuals who have emotional, learning, or cognitive disabilities.
- In a large group situation, at least 20% must be individuals with disabilities.

Examples of inappropriate individuals with disabilities experiences:

- Tutoring a family member with disabilities (Time spent with any family members will not be applicable.)

PPST and Praxis II Exams

In order to be admitted into the Special Education Graduate Program students are required to submit original documentation of successful completion of the PPST and Praxis II exams to the College of Education and Human Services. Students are also required to retain records of their PPST and Praxis II scores for their own record. The university will not provide copies for the students for any reason.

Information about the PPST and Praxis II exams can be found on the Special Education website <http://www.uwosh.edu/coehs/departments/department-of-special-education/graduate-program/advising> and on the ETS website www.ets.org.

If you have not completed the PPST or Praxis II exam, you may enroll in classes under conditional admission to the Graduate School for up to one year after your initial advisement meeting with the Graduate Program Coordinator. You must submit original documentation of successful completion of both exams within one year of your advisement meeting or you will no longer be allowed to register for classes.

Special Education Program Curriculum

At your initial advisement meeting with the Graduate Program Coordinator you will be given a program sheet that lists all of the courses and other program requirements that must be completed for licensure and the M.S.E. While looking at your previous transcripts, the Graduate Program Coordinator will check off any courses that you are not required to take based on previous coursework completed (see Acceptance of Coursework from Other Universities, p.10). All licensure requirements that are not fulfilled by prior coursework must be completed before you are permitted to student teach. Only the five research courses (700 level courses) may be taken after student teaching.

Acceptance of Coursework from Other Universities

The Graduate Program Coordinator is the only person who can decide if previous coursework from other universities can replace required Special Education coursework at UW Oshkosh. This may be determined at your initial advisement meeting with the Graduate Program Coordinator. You may be required to provide a syllabus or course description to help determine if the course is equivalent to one at UW Oshkosh.

Registering for Classes

When are classes offered?

Special Education has courses offered during the day, evenings, and weekends. Most courses are available at both times, however both times are not available every semester. A course may be offered in the day one semester, and in the evening the next. To see when courses are offered you can look on Titan Web. Go to the Special Education website http://www.coehs.uwosh.edu/spec_ed/gradadv/viewingclasses.htm to find out how to find the information on Titan Web.

Summer Courses

Some Special Education courses are offered during the summer. The best way to determine which courses are usually offered during the summer is to look at what was offered during past summer terms. You can do this on Titan Web by selecting Browse schedule of classes and choosing the past summer term. If a course was offered in the past summer it is likely to be offered during the next summer but not guaranteed. Summer schedules are subject to change from year-to-year.

Registering for Graduate Level Courses

You will register for your classes online via Titan Web. Log on to <http://www.uwosh.edu/registrar/titanweb/>

- For a tutorial about Titan Web and navigating through it, please visit: http://www.uwosh.edu/faculty_staff/johnsos/v9.0Demo/Student_Cntr_General_demo/Student_Cntr_General_demo.htm

You can also fill out a paper Graduate Registration Form http://www.uwosh.edu/graduate_studentstudies/registration/index.php if you would like.

You are advised to register early for courses. Low enrollment classes will be canceled, so it is important to register early to assure classes are held.

To view registration dates, click on http://www.uwosh.edu/registrar/registration_calendar/calendar.php

- Need assistance with registering? Please visit the following tutorials for help:
 - Logging into Titan Web:
http://www.uwosh.edu/registrar/titanweb/tutorials/student/docs/EZ_Login_and_Registration.doc
 - Adding classes to your schedule:
http://www.uwosh.edu/registrar/titanweb/tutorials/student/docs/Search_for_Add_classes.doc

Graduate Students Taking Undergraduate Level Licensure Courses (must have applied to the Graduate Program to be eligible for this option)

To be eligible to take undergraduate courses as a graduate student, you must first be admitted to a degree program or have an actively pending degree application. To take an undergraduate-level course, each semester you will need to complete the Graduate Registration Form: http://www.uwosh.edu/graduate/studentstudies/forms_pubs/docs/gradregisform.pdf and submit it to:

Department of Special Education
University of Wisconsin Oshkosh
800 Algoma Blvd.
Oshkosh, WI 54901

Not Admitted to the Program - Registering as a Special Graduate Student

While you are waiting to be accepted into the graduate program you may enroll in classes as a special graduate student. **IMPORTANT:** In order to register for classes as a special graduate student you must have submitted an application to Graduate Studies and paid the application fee. To register for classes as a special graduate student, fill out the class registration form found on the Office of Graduate Studies Forms and Publications page http://www.uwosh.edu/graduate/studentstudies/forms_pubs/index.php or their Registration page <http://www.uwosh.edu/graduate/studentstudies/registration/index.php>

Mail the completed form back to:

Department of Special Education
University of Wisconsin Oshkosh
800 Algoma Blvd.
Oshkosh, WI 54901

It is important to note that you are not eligible for financial aid if you are enrolled as a special graduate student. Only when you have been accepted into the Graduate Program will you become eligible for financial aid. However, it is a good idea to apply for financial aid early in order to minimize delay in receiving aid once you have been accepted.

I'm Unable to Register for the Class I Want, What Do I Do?

Contact the Department office by phone at 920-424-3421 or through email at thorson@uwosh.edu. If a course is full, you will be placed the waiting list (provide name, student id, telephone number, and class--including class number and section and/or course number--that you are interested in). If you are admitted to the course prior to the start of the semester, you will be contacted. If you have been not contacted prior to the start of the semester, plan on attending the first time of class to determine if the instructor is able to admit you.

Portfolios

- **Graduate-Level Portfolio for Licensure**

(For graduate students seeking a new or additional licensure whose initial advisement meeting occurred after September 1, 2008.)

The Wisconsin Department of Public Instruction expects that all licensed teachers are able to demonstrate competence in each of the 10 Wisconsin Educator Standards. To demonstrate your competence for special education licensure, each section of your assessment portfolio will address one of the 10 Educator Standards. ***You will include a reflection paper for each portfolio submission (Initial, Admission to Student Teaching, and Transition to Teaching) of no more than 6 pages, double-spaced that (1) explains your understanding of each standard, (2) the dispositions you hold that support each standard, and (3) a description of how the artifacts in your portfolio demonstrate competence in each of the ten standards.***

- For each artifact you include in your portfolio that is a course assignment, it is your responsibility to have the course instructor complete an evaluation rubric. You will include the completed instructor evaluation rubric with your assignment artifact in your portfolio. If you have added evidence that is from your classroom, it will be reviewed by the individual evaluating your portfolio.

Portfolio I: Initial **

Successful completion of Portfolio I is required to maintain participation in graduate program. Portfolio I is to occur prior to the start of your third semester after the initial advisement meeting with the Graduate Program Coordinator or prior to student teaching, whichever comes first.

- PPST and Praxis II successful results
- Overall reflection paper regarding initial knowledge, skills, and dispositions related to the 10 WI Educator Standards
- Departmental Disposition Statement with student's signature
- Presentation of Portfolio to Graduate Program Coordinator

Portfolio II: Admission to Student Teaching **

Successful completion of Portfolio II is one requirement for student teaching application approval.

- Overall reflection paper (updated) regarding growth of knowledge, skills, and dispositions related to the 10 WI Educator Standards
- Lesson plan
- Implementation of behavior change project
- Demonstration of data collection
- Documented contact/interactions with family members of children with disabilities
- Assessment and Individualized Education Plan project
- Initial Practicum Self-evaluation of teaching performance (if Initial Practicum waived, include waiver approval letter)
- Initial Practicum Cooperating Teachers' evaluation (if Initial Practicum waived, include waiver approval letter)
- Initial Practicum Supervisor evaluation (if Initial Practicum waived, include waiver approval letter)
- Advanced Practicum Self-evaluation of teaching performance
- Advanced Practicum Cooperating Teachers' evaluation (not applicable for on-the-job placement)
- Advanced Practicum Supervisor evaluation
- Human relations report and supervisor verification
- Presentation of Portfolio to Graduate Program Coordinator

Final Certification Portfolio: Transition to Teaching

Successful completion of the Final Certification Portfolio is one requirement for certification.

Second set of materials that demonstrates growth from Portfolio II:

- Daily lesson plan
- Implementation of behavior change project
- Demonstration of data collection
- Assessment & Individualized Education Plan project
- Documented contact/interactions with family members of children with disabilities
- Self-evaluation of teaching performance***
- Cooperating Teachers' evaluations *** (not applicable for on-the job placements)
- Student Teaching Supervisors' evaluations***
- Pre-professional Development Plan/Professional Development Plan
- Presentation of Portfolio to student teaching supervisor
- Application for Licensure

**Portfolio I and II may be combined if number of credits needed for certification is less than nine. If you are adding on a certification and are required to take nine credits or fewer contact the Graduate Coordinator to discuss the portfolio requirements.

***Evaluations for both first and second placements, if applicable.

Field Experiences

Licensure coursework includes two field experiences prior to student teaching.

- **Initial Practicum**

The Initial Practicum semester is the entry experience into the special education program. This is an exciting semester where you experience two different full day, four-week placements in special education programs. During weeks when you are not in a school placement, you will be taking introductory special education courses. Close relationships with professors and peers and exploration of career goals are an integral part of the Initial Practicum semester.

What is the purpose of Initial Practicum?

All of us know what the regular classroom is like, but few of us have had extensive experience with students with disabilities. Further, the Special Education Department believes that by having these early experiences, the rest of your course work will be that much more real and beneficial.

The Initial Practicum semester is designed to give the special education major initial opportunities to learn and experience the daily roles and responsibilities of teachers of students with disabilities.

- It is scheduled early to build an experiential basis to relate current and future coursework.
- Provides opportunities for students to assess how well their career goal fits their interests, personalities, abilities, and skills.
- Permits those few students not matched for teaching students with disabilities to change their major early.

Who is eligible for Initial Practicum?

Eligible graduate students are those who: (1) have completed the initial advisement meeting with the Graduate Program Coordinator, (2) have an approved planning sheet, and (3) have submitted an application for admission to Graduate Studies and paid the application fee.

Applying for Initial Practicum

To obtain an application for Initial Practicum, you must attend an informational meeting. (Informational meetings to apply for Fall semester are held in February/March and Spring semester meetings are held in September/October). Students should try to attend one of the first two meetings as admission into the program is based on a first come basis.

- **Advanced Practicum**

Advanced Practicum is designed to give students additional experience working with children with disabilities prior to student teaching. Comments from past special education majors revealed they felt a gap existed between the Initial Practicum field experiences and student teaching.

Advanced Practicum, a 2-credit field placement required of all special education majors, provides an opportunity to practice skills learned in special education methods courses. Advanced Practicum is taken in conjunction with Spec Ed 480/680 Research-based Instructional Strategies **OR** Spec Ed 413/613 Assessment and Curriculum for Children with Disabilities Ages 3-8.

Applying for Advanced Practicum

To apply for Advanced Practicum, complete the application for either Spec Ed 480/680 Research-based Instructional Strategies **OR** Spec Ed 413/613 Assessment and Curriculum for Children with Disabilities PK-3. The application will be available on the door of the Special Education Office (NE 405) the week prior to registration beginning. Applications may be turned in when a student is eligible to register for the upcoming semester.

- **Practicum Waivers**

If you are an emergency licensed teacher or have had recent experience with children with disabilities you may be eligible to be waived out of the Initial Practicum (4 credits) **or** Advanced Practicum (2 credits) experience. You must complete a waiver form and provide documentation of your experience. The Department of Special Education will determine if your application for a waiver is accepted. The waiver application forms can be found outside the Special Education Office Nursing/Education Room 405 or on the Special Education website at <http://www.uwosh.edu/coehs/departments/departments-of-special-education/graduate-program/forms>

Student Teaching

Applying for Student Teaching

Applications for student teaching are available from the Field Experience Office, NE 113, 920-424-3324. Make sure you specify if you would like to student teach on-the-job so that you receive the correct application package.

Applications for student teaching are due on the following dates:

- Fall semester placement—March 1st

- Spring semester placement—October 1st

**Friday before if the above dates fall on a weekend

Emergency licensed teachers who will complete student teaching on-the-job must turn in the student teaching application by the following dates:

- Fall semester placement- April 1st
- Spring semester placement- November 1st

**Friday before if the above dates fall on a weekend

Please submit the completed student teaching application directly to the Field Experience Office, NE 113. Graduate students must choose to register for student teaching and seminar at either the graduate- or undergraduate-level.

Student Teaching Eligibility

Graduate students are eligible to apply for student teaching when the following have been attained:

- All licensure course work has been completed
- A 3.0 GPA achieved for licensure courses
- A grade of B or better in Initial Practicum courses (Spec Ed 353/553, 370, 380/580, 381/581, and Ed Found 235 or Spec Ed 606 – beginning Fall 2010)
- Granted admission to Graduate Studies
- Completion of Human Relations Code requirement
- Received passing scores on Praxis II (beginning Fall 2006 Praxis II is a requirement for admission to the Graduate Studies Program)
- Portfolio I: Initial and Portfolio II: Admission to Student Teaching

Upon receipt of application, your program plan will be reviewed to assure completion of licensure requirements. The Special Education Department generally requires you complete all courses before student teaching begins. With permission, some students may be allowed to complete **one** course during the student teaching semester, but **under no circumstances can more than one licensure course be taken at the same time as student teaching (Spec Ed 680 Research-based Instructional Strategies or Spec Ed 413/613 Assessment and Curriculum for Children with Disabilities Ages 3 to 8 must be taken prior to the student teaching semester). No licensure courses may be taken after student teaching is completed.** Students will be able to apply for a teaching license upon successful completion of all student teaching placements.

Options for Student Teaching

- **Cross Categorical Student Teaching**

Students in the cross categorical special education track will complete two 9-week, full day student teaching placements in two different disability areas; one in the student's concentration area. Through Initial Practicum, Advanced Practicum, and student teaching, the student should have had experience in all three disability areas. If the student has not had experience in all three disabilities areas, in the student teaching placement the student will engage in a tutoring/job shadowing experience in that disability area. If receiving licensure in both middle childhood to early adolescence and early adolescent to adolescence, the student will have one student teaching placement at the elementary level and one placement at the secondary level. Each placement will be in a different disability area. One of the student's five placements (student teaching, Advanced Practicum, Initial Practicum) will be at the middle school level.

- **Early Childhood Special Education Student Teaching**

Students in the early childhood special education track will complete an 18-week full day student teaching experience in a preschool/kindergarten – 3rd grade setting. The following factors should be taken into consideration: 1) student preference and (2) student area of deficit or lack of experience. Alternate age range experiences will be provided in Initial Practicum and Advanced Practicum placements.

- **Emergency Licensed/On-the-job Student Teaching**

For on-the-job student teachers, licensure from student teaching will be based on the program designation. If on-the-job program designation is disability-specific, the student teacher will have the option to develop a structured experience with other categorical areas in order to receive cross categorical licensure. The student will submit this proposal for approval by the Graduate Program Coordinator with the student teaching application. On-the-job student teachers will fulfill their requirements in full-day teaching over 18 weeks. On-the-job student teaching for emergency licensed teachers leads to either (1) middle childhood to early adolescence licensure **OR** (2) early adolescence to adolescence licensure. If the on-the-job student teaching is in a middle school setting, the student **must choose** licensure in either (1) middle childhood to early adolescence **OR** (2) early adolescence to adolescence.

Applying for Licensure

When you are nearing the end of your student teaching experience you must apply for your initial teaching license. It is a good idea to begin this process early as the license can take a while to process. However, the University will not be able to officially certify your application until your student teaching grades have been posted on Titan Web.

To apply for licensure go to the Wisconsin Department of Public Instruction website <http://dpi.wi.gov/tepd/application.html> to print off the Initial In-State Teaching License application form. Directions for completion are on the form. Print and complete the form, then send the completed form *including payment* to:

Graduate Program Coordinator
Department of Special Education
University of Wisconsin Oshkosh
800 Algoma Blvd.
Oshkosh, WI 54901

The University will verify that you have completed all of the licensure requirements then certify the application and send it directly to the Department of Public Instruction.

Emergency License Renewal

Emergency licenses must be renewed each year. In order to renew your license you must complete and send the Emergency License Form to the Special Education Department at UW Oshkosh. The department can validate your renewal only if you have successfully completed **at least 6 credits** toward your teaching certification in the last year. Once the department has validated your renewal the Special Education Department will send it on to the DPI for processing.

The Emergency License Application and Renewal form can be found on the DPI website at: <http://dpi.state.wi.us/tepd/application.html>.

Completing the Masters of Science in Education – Special Education

The Special Education Department offers the graduate courses during specific semesters. Please keep these in mind when planning out your academic program.

- Sped Ed 705 – fall semester only
- Spec Ed 781 – spring semester only
- Spec Ed 790 – summer interim only
- Spec Ed 794/795 – fall semester only

Applying for Admission to Candidacy

Application for Admission to Candidacy should be submitted after the completion of 9 credits and before completion of 21 credits. Be sure to check with your program coordinator as some programs require submission at other times. In all cases, Admission to Candidacy must be completed **no later** than one term before the term of graduation. Typically Special Education graduate students apply for admission to candidacy while taking Special Education 781, Introduction to Advanced Studies in Special Education.

Application for Admission to Candidacy forms can be found online on the Special Education website under Forms, or at: http://www.uwosh.edu/graduatestudentstudies/forms_pubs/docs/webcandform.pdf.

Applying for Spec Ed 790/794

To register for Special Education 790 Critical Analysis you must contact the Special Education Department office at (920) 424-3421 where you can be put on the list for the class. You cannot register for Spec Ed 790 on Titan Web, you must go through the department.

During Spec Ed 790, after receiving topic approval, you will write the first three chapters of your Thesis or Field Report topic (795/794). Also, during 790 the Institutional Research Board (IRB) must accept your human subjects application. Once your first three chapters and human subjects application have been approved, your Spec Ed 790 instructor will submit your registration for Spec Ed 794, Field Report in Special Education or Spec Ed 795, Thesis. Please note that you must take Spec Ed 790 and 794 consecutively.

Applying for Graduation

During the semester you expect to finish your master's degree, you must apply for graduation in order to receive your degree. To apply for graduation you must fill out the application form. This can be done on the Graduate Studies website at: <http://www.uwosh.edu/graduatestudentstudies/gradrequirements/gradcompapp.php>

For the spring and fall semesters, submit the form by the end of the 4th week of the semester. During the summer semester complete this form by the end of the 1st week of the semester. Additionally, Admission to Candidacy, transfer credit transcripts and time to degree extensions, as appropriate, must have been submitted to apply for graduation/completion.

Additional Important Information

E-Mail (Titan Mail)

Access to e-mail is a requirement of the graduate program. Students are responsible for all e-mail communications sent to their UW Oshkosh e-mail account at: <https://webmail.uwosh.edu/uwc/auth>

- What is my default e-mail username and password?

- Your default username is: First 5 letters of your Last Name + First letter of First Name + last 2 digits of your Student ID number; Your default password is your 7-digit Campus ID number.
- I'm trying to log into the new email system for the first time, but I can't. Why not?
 - You must change your password from the default to something new before the server will allow you to log in.

Please note the following information regarding this procedure:

- If you have not previously changed your password, it is currently set to your 7-digit Campus ID number.
- Enter your user name in lower case.
- Passwords must meet the following requirements:
- At least 7 characters
- Not a word found in the system dictionary
- Not the same as the username
- No consecutive same characters
- At least one character from **three** of the following categories:
 - Upper Case (A-Z)
 - Lower Case (a-z)
 - Numbers (1-9)
 - Special characters (!@#\$%^&* _+,-./)
- Enter the requested information below and click the Change Password button. If the password change is not successful, read the error message displayed (if any) and try again.

If you would like your Titan Mail forwarded to a different email account please visit the following website for information on how to set that up:

<http://www.acs.uwosh.edu/faq-items/how-do-i-forward-my-titanmail-to-another-email-account>

* Occasionally the Special Education Department will use postal service to send mail. Please remember to update your contact information if it changes.

Desire2Learn (D2L)

D2L is utilized by faculty to enhance their courses. Courses offered in a hybrid format will require four to seven meetings on campus and extensive internet communication and exchanges utilizing D2L to offer students an alternative to regular classroom courses and a more flexible learning environment.

Students access course materials via a standard web browser. Course web sites can provide students with a customized and personalize online learning experience. They can include a variety of features including the following:

- A home page and web site for each course
 - Password protection and authentication for enrolled students
 - Online quizzes, surveys and tests
 - Threaded discussions and chat groups
 - Document storage, sharing and management
 - A course event calendar
 - A grade book
- **Log on to D2L**
Your username and password are the same as your UW Oshkosh email username and password.
 - **D2L Help Desk:** http://idea.uwosh.edu/D2Lwiki/index.php/Main_Page You can also get technical help at 1-888-435-7589, choose option 3. This desk is open from 6am to 1am, 7 days a week, 365 days a year. Be aware that this phone number is not a UW Oshkosh help desk. It is staffed out of UW Madison and can only help with questions that are D2L related such as javascript, error messages, cookies, etc.

Purchasing Books

Textbooks and materials can be purchased at Books & More University bookstore in Reeve Union. You will need to know your course department, number, section, and instructor. You can also purchase or reserve your books online. For more information see the Books & More website <http://bookstore.uwosh.edu/Home.aspx>

Parking

Parking regulations on campus are enforced year round. The best way to ensure parking on campus is to buy a parking permit. Permits are available from Parking Services in the lower level of Blackhawk Commons. For more information see the Parking Services website <http://www.uwosh.edu/parking/index.html> Also, Parking Services offers free rides on city buses to all faculty, staff and students. Present your Titan Card and you can ride anywhere in the city on an Oshkosh city bus. The system offers service from 6:15 a.m. to 6:10 p.m. Monday through Saturday.

Getting your Titan ID Card

It is necessary for all students to have a Titan ID Card. The TITANCARD is the official University One Card for students, faculty and staff. It offers a safe, convenient and cost-effective way to make purchases and get the most out of campus life at UW Oshkosh. The TITANCARD serves as the following:

- University ID
- Meal plan Card
- Library card

- Declining balance (debit) account for on-campus purchases
- Access Card to computer labs, Student Recreation and Wellness Center, and some other buildings
- Sports pass for regular season athletic events
- ATM card and PIN-based Debit card (optional UW Credit Union account)

Even if you choose not to use your Titan Card for purchases, you must have it for identification, library check-out, and access to some classrooms and computer labs. Bring \$15.00 and a picture ID to Titan Central in Reeve Memorial Union to obtain your Titan Card. For more information call (920)-424-1234 or see the Titan Central website http://www.reeve.uwosh.edu/titancentral/?page=tc_welcome

Graduate Assistantships

Graduate Assistantships are available in various departments. These are paid positions with benefit options that are open only to graduate students. They offer flexible hours around your school schedule and a job conveniently located on campus.

Position qualifications include:

- Full standing admission in a master's degree program at UW Oshkosh.
- Enrolled for a minimum of six graduate credits each semester.
- Not more than one "Incomplete" course grade carried over to the next semester.

More information can be found at: http://www.uwosh.edu/graduatestudentstudies/forms_pubs/docs/gradasstinfo.pdf

Applications for Graduate Assistant positions are available at the Graduate Studies office in Dempsey Hall Room 337, or on the Graduate Studies website under Forms and publications http://www.uwosh.edu/graduatestudentstudies/forms_pubs/index.php

Scholarships

The Special Education Department offers a number of scholarships for students in the department. These scholarships are posted on the Department website in late January of each year. The office of Graduate Studies also has scholarships available. For more information about these scholarships see the Graduate Studies website and select Financial Information <http://www.uwosh.edu/graduatestudentstudies/financialinfo/index.php>

UWO Accommodations for Individuals with Disabilities

The University of Wisconsin Oshkosh is committed to providing reasonable accommodations for students with disabilities. Please contact Disability Services [Dean of Students Office 125 Dempsey Hall 424-3100 (voice) 424-1319 (TTY)] for the University's accommodation request form and documentation requirements. Information

related to an individual's accommodation request and/or arrangements will be confidential and will be shared with relevant University personnel or offices on a 'need to know' basis.

UWO Academic Integrity Policy

The University of Wisconsin Oshkosh is committed to a standard of academic integrity for all students. The system guidelines state: "Students are responsible for the honest completion and representation of their work, for the appropriate citation of source, and for respect of others' academic endeavors." (UWS 14.01, Wisconsin Administrative Code)

Appendices

The program planning sheets for the Cross Categorical, Early Childhood Special Education, and the Master's in Education only (non-licensure option) for the Special Education Graduate Program can be found by clicking on the links below:

Appendix 1

[Cross Categorical Program Planning Sheet](#)

Appendix 2

[Early Childhood Special Education Program Planning Sheet](#)

Appendix 3

[Master's in Education in Special Education \(non-licensure option\)](#)

Appendix 4

[College of Education and Human Services Professional Dispositions Statement](#)

Appendix 5

[Graduate Portfolio Form](#)