

**HDCF 357-01  
SPECIAL NEEDS LAB**

**Spring 2008**

**Instructor:** Dr. Laura Massey  
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**Office Hours:** MWF 10:00 - 11:00  
additional hours  
by appointment

**Goals:**

The major goal of this course is to give students direct experience working with an individual with special needs. Students will be required to spend 30 hours in their field placement, attend designated class meetings and individual conferences.

**Objectives:**

1. Students will have direct experience working with an exceptional individual.
2. Students will examine their attitudes toward exceptional individuals through journal entries.
3. Students will analyze and synthesize their learning experiences through journal entries and conferences.

**Required Text:** HDCF 357 Journal

**Attendance:**

**Attendance at designated class meetings and individual conferences is mandatory.**

**Supervisor Evaluation:**

The direct supervisor in your "special needs" placement will be responsible for evaluating your performance on selected variables. The mid-semester evaluations will be submitted to the supervisor during the week of **March 3<sup>rd</sup>** and returned to your instructor by **March 7<sup>th</sup>**. The final evaluations will be submitted to your supervisor during the week of **April 28<sup>th</sup>** and returned to your instructor by **May 2<sup>nd</sup>**. Feedback to students will be provided by your direct placement supervisor and instructor.

**Journal:**

1. You will be required to keep a journal during the semester. There are specific topics to address for each week as indicated in the journal. **Under no circumstances** should any individual in your placement be identified by name in your journal entries. You will use pseudonyms, where appropriate.
2. Your journal packet is to be completed and submitted on designated dates. Please use complete sentences, correct spelling and grammatical structures in your journal entries. **Thoughtful, well-written analysis is expected.** Your entries will be word processed and pasted into the designated sections.

**Since the "special needs" placements involve both public and private sectors, aspects of confidentiality will be strictly enforced.**

**Grade is Pass/Fail:**

**In order to receive a pass in this course, the student MUST complete all of the following:**

1. Attend all designated class meetings and individual conferences.
2. Complete 30-hour time requirement.
3. Complete and submit journal at mid-semester and final meetings (formative and summative evaluations). Your journal will be a well-written and thoughtful analysis of the issues. Failure to adhere to this requirement will result in an "F".
4. Submit mid-semester and final evaluations on time.
5. Submit time sheets as designated.
6. Adhere to PROCEDURAL GUIDELINES
7. Strictly adhere to confidentiality in placement.

**NOTE: These requirements are mandatory. Failure to meet ANY of these requirements will result in a failing grade.**

**Required Class Meetings:**

Fridays, 12:00-12:50, 205 Herrick Hall

<b><i>Dates</i></b>	<b><i>Descriptions</i></b>
<b>Jan. 18</b>	Course overview, student schedules. Confidentiality of placements <b>(Class meets)</b>
<b>Jan. 25</b>	Field assignments and supervisor contacts <b>(Class meets)</b>
<b>Jan. 28</b>	Report to placements: placements begin
<b>March 3</b>	Submit mid-semester evaluation to your supervisor
<b>March 7</b>	Formative Evaluation Process Mid-semester evaluations due to instructor Submit journals, time sheets Schedule individual conferences <b>(Class meets)</b>
<b>March 17 - 21</b>	Individual conferences
<b>April 21</b>	Final evaluation process; group discussions <b>(Class meets)</b>
<b>April 28</b>	Submit final evaluation to your supervisor
<b>May 2</b>	Final meeting, summative evaluation process; group discussions Submit time sheets and final evaluation to your instructor Submit journal to instructor <b>(Class meets)</b>

