

SPED828

Professional Practice in Special Education

S2 External 2017

Department of Educational Studies

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Disclaimer

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General Information

Unit convenor and teaching staff Unit Convenor Mark Carter mark.carter.mq@gmail.com Contact via Dialog X5A Room 113 By appointment

Lecturer Sally Howell sally.howell@mq.edu.au Contact via Email By appointment

Credit points 4

Prerequisites SPED821 and SPED824 and SPED825 and SPED826

Corequisites SPED822 and SPED823 and SPED827

Co-badged status

Unit description

Students will implement and document an evidence-based instructional cycle including initial assessment, program design and justification, program delivery, monitoring and evaluation in their work place or other approved site. Students will reflect deeply at each stage of the cycle and critique and evaluate their own professional practice.

Important Academic Dates

Information about important academic dates including deadlines for withdrawing from units are available at https://www.mq.edu.au/study/calendar-of-dates

Learning Outcomes

On successful completion of this unit, you will be able to:

Integrate and synthesize theory, knowledge and skills from across the program and apply to professional practice as a special educator in a work-related context.

Apply clinical judgement in the selection and application of evidence based pedagogical practices to solve complex problems in the education of students with special education needs.

Apply appropriate professional ethical standards in the implementation and documentation of educational programs.

Effectively communicate complex ideas regarding program planning and implementation to relevant stakeholders.

Critically evaluate and reflect on the process and outcomes of educational programs.

General Assessment Information

General Assessment Information Overview of assessment requirements

This is a unit of study where each student develops an individual case study project. As a capstone unit, SPED828 is designed to be an independent study unit with limited supervision. Please note that there are no compulsory seminars, classes nor lectures to attend for this unit. Nonetheless, there is a lot for you to do over the semester. It is very important that you get started immediately on your case study project.

Based on the knowledge and skills gained in your program of study, you are expected to design and implement a special education intervention. The program would normally be conducted in your workplace but, for full-time students, interventions may be conducted in the on-site school, in negotiation with the principal (Dr Sally Howell). It would normally be expected that your intervention will consist of approximately 20 lessons over four weeks of instruction. Variations may be appropriate and these should be discussed with your supervisor. Your intervention may be with a class, small group or individual learner.

The program may address any relevant area (e.g., reading, math, social skills, communication) but must be approved by your supervising academic. The program may be one you have developed yourself or an appropriate commercial or packaged program. Please note that you may submit your assignments early. If you do so, notify your supervisor so they can be marked as soon as possible.

Supervisor consultation

Students are expected to design and implement the program with limited guidance from their supervisor. Students will, however, be able to contact the unit convenor (or other appointed supervisor) for guidance on specific questions at nominated times during the semester. The supervisor consultation times for the unit convenor are provided in this unit guide. Consultation times for other supervisors will be provided for other supervisors on the unit website in the first two weeks of the semester or as soon as students have determined their chosen area of study and have been allocated their supervisor. Note that consultation times will vary per supervisor and that supervisors will only be available at these times.

Only responses to administrative questions will be addressed by dialog or email. Supervisors will

not address questions related to your assessment or teaching programs via dialog or email. Such questions should be addressed at a scheduled consultation time.

Grading procedures

Results for assessments will be reported as Grades (i.e., HD, D, Cr, P, F) consistent with University grade descriptors. Where the grades are used to report results for assessment components with significant weighting, convenors may also optionally add the suffixes of + (plus) or - (minus) to the generic descriptor in order to provide additional detail. For example:

Pass +

Pass

Pass -

In this case, a 'Pass +' would indicate performance in the upper end of the pass range, a grade of 'Pass' would indicate a mid range pass and a 'Pass -' would indicate performance at the lower end of the pass range. This principle is applied to all grade descriptors (i.e., HD, D, CR, P, F)

Raw scores for all assessments will be moderated according to the University guidelines so that work judged to be of a given standard is awarded a moderated score within the following distribution: High Distinction 85 - 100; Distinction 75 - 84; Credit 65 - 74; Pass 50 - 64; Fail 0 - 49.

For example, if it is judged that the HD standard for a particular assessment is met by work scoring 90 - 100, raw scores will be adjusted so that students received moderated scores between 85 and 100. This moderation takes into account both the stated performance standards for the assessment component and the degree of difficulty of the specific task.

Assessment weighting

All assessment tasks must be attempted for students to be eligible for an overall passing grade in the unit.

Students are required to gain an overall pass on the unit, but do not have to pass all assessment components. If you perform poorly on one component, you may compensate for this with a better performance in the other components.

Consistent with the University Assessment Policy, moderated scores will be used in the calculation of final grades. The final unit score will be the weighted average of the moderated scores for the unit.

Resubmission

Students are required to gain an overall pass on the unit, but do not have to pass all assessment components. If you perform poorly on one component, you may compensate for this with an improved performance in the other component. **Resubmission is not permitted.**

Appeals against grades for individual assessment components

If any student has concern about the marking of an assessment, they must:

- Consult the member of staff who marked the work.
- If there is no satisfactory resolution, an appeal should be made in writing to the unit

convenor within **one week** of the marked assessment being returned or of results being made available. The student should explicitly state the basis of the appeal.

The Unit convenor will review the marking and may, at their discretion, ask for a re-marking by a second marker. If re-marking by a second marker is judged appropriate, the final mark will normally be the average of the two marks awarded for the assessment task. Students should note that the revised mark for the task may be higher, the same, or lower than the original mark.

Please note that it is policy to double mark all failing assessments. The decision of the unit convenor is final.

Appeals against final unit grades

See the Policies and Procedures section for details on appeals against Unit Grades.

Academic honesty and plagiarism

You must read the Academic Honesty Policy that is linked in the Policies and Procedures section of this guide.

Important points:

- Close paraphrasing of another persons' writing is considered to be plagiarism. You must express ideas using your own words.
- Claim of ignorance of the University policy on plagiarism is NOT a defence. If you do not understand the Academic Honesty Policy, please seek advice from a member of the academic staff.

Information Regarding the Assignments What is required for the assignment?

In general, good presentation, correct grammar, spelling and appropriate word choice will be expected. Express your ideas concisely and clearly, and observe any stated word limits.

Strict APA referencing procedures should be used.

How do I submit my assignment?

You will submit your assignment through the iLearn website via the link in the Assessment section.

How do I know my assignment submission was successful?

Staff will NOT respond to requests to confirm that assignments have been correctly submitted. You will receive an email receipt on successful submission of your assignment in your student email account. Make sure that this has been received and retain this receipt. No claims will be considered regarding missing assignments without this receipt. You can also re-download your assignment to double-check it was submitted (see above).

Assignment extensions and late penalties

Applications for extensions must be made via AskMQ at https://ask.mq.edu.au as a "Disruption to Studies" request before the submission date. Students who experience a disruption to their studies through ill-health or misadventure are able to apply for this request. Extensions can only be granted if they meet the Disruption to Studies policy and are submitted via ask.mq.edu.au. This will ensure consistency in the consideration of such requests is maintained.

In general, there should be no need for extensions except through illness or misadventure that would be categorised as unavoidable disruption according to the University definition of same, and currently available at: https://students.mq.edu.au/study/my-study-program/special-consideration/disruption-to-studies

Late submissions without extension will receive a penalty of 5% reduction of the total possible mark for each day late (including weekends and public holidays). You are reminded that submitting even just 1 day late could be the difference between passing and failing a unit. Late penalties are applied by unit convenors or their delegates after tasks are assessed.

No assessable work will be accepted after the return/release of marked work on the same topic. If a student is still permitted to submit on the basis of unavoidable disruption, an alternative topic may be set.

Students should keep an electronic file of all assessments. Claims regarding "lost" assessments cannot be made if the file cannot be produced. It is also advisable to keep an electronic file of all drafts and the final submission on a USB untouched/unopened after submission. This can be used to demonstrate easily that the assessment has not been amended after the submission date.

What if my hard drive crashed, my pet hippopotamus ate my computer, etc?

Computer problems will not be accepted as reasons for extensions. You are responsible for making sure your work is adequately backed up. Make sure your work is regularly backed up on a USB drive or to a cloud-based backup and don't leave your submission to the last minute. Always keep your hippopotamus and computer in separate rooms.

When is the deadline for submission?

The deadline is 11:59 pm on the due date. Note that this means you must submit **BEFORE** 11:59 pm. Note that it takes time to upload your assignment to Turnitin. This is normally quite quick but will depend on the speed of your internet connection at the time. The submission time is the time that assignment is recorded as received by Turnitin as we can not verify the time you started uploading. You need to allow time for the upload. **Do not leave submission of your assignment to the last hours (or minutes).**

What if my assignment is only 11 seconds late?

Late is late. Any submission after the deadline will be considered late. **Do not leave submission** of your assignment to the last hours (or minutes).

What if I accidentally submit a blank assignment, the wrong

document, etc?

We can only mark what you submit. Make sure you re-download your assignment from the location that it was submitted and verify the correct document has been submitted. No consideration will be offered if you submit the incorrect document. You may submit your assignment as many times as you wish before the due date and only the last submitted version will be marked.

When preparing your assignments, it is essential that:

- Students regularly save a copy of all assignments before submission.
- Unless there are exceptional circumstances, no assessment will be accepted after the date that the assessment has been returned to other students.

Final Submissions

- Students are responsible for checking that their submission has been successful and has been submitted by the due date and time.
- Late submissions due to last minute technical difficulties will incur a lateness penalty.

How will I get feedback for my assignment?

Individual feedback will be provided electronically where you submitted your assignment. Assignment grades will be available in the Grades section of the website.

Assignment rubrics

Assignment rubrics and performance criteria will be available on the iLearn site in the Assessment section.

Assessment Tasks

Name	Weighting	Hurdle	Due
Proposal	0%	No	11/8/17 before 11:59pm
Assessment and Program Design	40%	No	8/9/17 before 11:59pm
Portfolio of Implementation	40%	No	3/11/17 before 11:59pm
Presentation	20%	No	3/11/17 before 11:59pm

Proposal

Due: **11/8/17 before 11:59pm** Weighting: **0%**

Submit a brief proposal (100 words) maximum describing your project. You should include a description of your learners or learner, context in which the teaching will occur and the skill or skills to be taught.

On successful completion you will be able to:

• Apply appropriate professional ethical standards in the implementation and documentation of educational programs.

Assessment and Program Design

Due: 8/9/17 before 11:59pm

Weighting: 40%

Report on student assessment procedures, analysis of results, justification and documentation of proposed program design. Length will vary depending on the details of your program but recommended length is 2,000 to 3,000 words.

Details:

This assignment must be structured using the following headings. In all cases, sufficient detail should be provided to offer the marker with a clear understanding of what you have done (in the case of assessment) or are proposing (in the case of intervention). Appendices may be used for bulky and supplementary material and these do not contribute to the suggested word count.

1. Description of Learner(s)

Provide a succinct description of the learner(s) to whom the skill will be taught. Normal ethical and professional standards apply here with regard to confidentiality and no identifying information should be provided. First names only or pseudonyms should be employed.

2. Description of Assessment Content and Procedures

Provide a clear and concise description of the assessment content (scope and sequence) as well as procedures used during the assessment.

3. Results and Interpretation of Assessment

Provide a comprehensive summary of the assessment results as well as a summary of the findings and implications for programming.

4. Instructional Objective or Objectives

An instructional objective or objectives should be presented appropriate to the skill or skills being taught.

5. Description of Intervention Program Including Monitoring

Provide a clear description of your proposed intervention and data collection strategies. The description of the intervention should include scope and sequence as well as teaching procedures and/or lesson plans, as appropriate.

6. Justification of Proposed Intervention Program

Provide a justification of your proposed intervention program in relation to empirical research evidence. Your justification should consider the strength and extent of available evidence. Your justification may be in terms of specific techniques employed (e.g., progressive time delay

fading) or, in the case of a commercial or package program, evaluation studies.

If you are using a commercial or package program there are additional requirements for your justification. In this instance, you are also expected to provide a clear and robust rationale for the selection of the program in relation to alternatives, with a comprehensive address of the relative strengths and weaknesses. You should also outline any adaptations or modifications that may be necessary for your learners. You must articulate the specific features of the program that make it the most appropriate option for your purpose, clearly indicating your understanding of the underlying principles relating to instruction and curriculum design.

7. References

References should be presented in strict APA format.

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Portfolio of Implementation

Due: **3/11/17 before 11:59pm** Weighting: **40%**

Portfolio of intervention program implementation including lesson plans, monitoring, and critical reflections and evaluations. Length will vary depending on the details of your program but recommended length is 2,000 to 3,000 words. It is expected that your program will involve at least 20 teaching sessions unless otherwise negotiated with your supervisor.

Details:

This assignment must be structured using the following headings. In all cases, sufficient detail should be provided to offer the marker with a clear understanding of what you have done. Appendices may be used for bulky and supplementary material and these do not contribute to the suggested word count.

1. Copy of Description of Intervention Program Including Monitoring (with Revisions if Appropriate)

You MUST also include a summary of changes made in response to supervisor feedback at the

start of this section.

You must also Include a copy of your Description of Intervention Program Including Monitoring (from the preceding assignment) at the start of this assignment. If you have revised the description based on feedback from your supervisor, you MUST indicate these revisions using the Track Changes feature of your word processor. This is MANDATORY.

PLEASE ONLY USE TRACK CHANGES FOR THIS SECTION OF YOUR ASSIGNMENT.

NOTE THAT THIS SECTION IS NOT DIRECTLY ASSESSABLE IN THIS ASSIGNMENT BUT MARKER INTERPRETATION OF THE REMAINDER OF THE ASSIGNMENT IS LIKELY TO BE SIGNIFICANTLY COMPROMISED IF YOU FAIL TO DOCUMENT REVISIONS CLEARLY OR YOUR INTERVENTION IS NOT WELL DESIGNED.

2. Log of Teaching Sessions

Include a log of your teaching sessions including dates and content taught in each session.

3. Results

You should include a clear summary of student performance data (e.g., graphs, tables) during your instruction. In addition, at the very least, three examples of raw data you collected should be provided.

Ensure that you provide information that is critical to understanding the results. For example, describe any changes made to instruction in response to student data.

4. Interpretation and Critical Reflection

You should use and address each of the following subheadings in this section:

(a) Interpretation of the program with regard to effectiveness

Provide a clear interpretation of your results including in relation to the set instructional objectives.

(b) Justification of changes made to instruction in response to student data

If no changes were made just provide the heading above and state "No changes."

(c) Suggestions for changes or improvements to the program

Provide suggestions for any changes or improvements to the program that could be made but were not actually implemented.

5. References

References should be presented in strict APA format.

On successful completion you will be able to:

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Presentation

Due: **3/11/17 before 11:59pm** Weighting: **20%**

Presentation with 10 supporting slides. The presentation should be limited to 12 minutes and markers will only mark up to this limit.

Detail:

Your presentation should be in the format of a narrated self-contained PowerPoint file with a maximum of 10 slides. The presentation should be set up to advance slides automatically.

An internet search for the following may assist:

- How to record narration in Powerpoint
- How to Run Powerpoint in Kiosk Mode

The assignment will be evaluated in the following areas:

- Comprehensiveness of presentation (addressing background, assessment, intervention, justification, monitoring (i.e., results), changes and critical reflections, etc., references).
- Clarity of presentation and appropriateness to professional audience

On successful completion you will be able to:

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Delivery and Resources General organisation of the unit

The unit is organised in external mode only, and in a flexible delivery format.

Delivery is designed such that students may seek as much or as little assistance as required in completing the unit. In flexible delivery units, it is critical that students are organised and disciplined. It is suggested that you allocate a total of 8-12 hours per week to study for this unit. If you get significantly behind in your topic coverage, it may be impossible to catch up. Please start your study as soon as possible.

Unit delivery: Teaching and learning activities

- Online presentations provide information and highlight key concepts.
- Forums provide students with the opportunity to ask question and discuss issues
 relevant to the unit. Contributions to the online discussion forum are not compulsory but
 can be a beneficial way of exchanging ideas and discussing unit content with other
 students. Although unit convenors typically check the Discussion Forums daily (on
 weekdays), they will not respond to all posts, as discussion between students may be
 more appropriate. Forums should be checked every 48 hours for important
 announcements.
- Dialog allows students to communicate privately with the unit staff. Dialog should be checked every 48 hours for important information.
- Zoom Meeting Consultations allow students to meet online with unit staff to discuss relevant issues
- Assessments allow students to refine and demonstrate achievement of unit learning outcomes.

Technologies used and required

The unit uses an Ilearn web site. You may access the site from:

https://ilearn.mq.edu.au

Zoom Meetings will be used for consultation. You can sign up to use the service for free (https://www.zoom.us) and download clients for computers and mobile devices here:

https://www.zoom.us/download#client_4meeting

Details regarding how to join each meeting will be posted on the iLearn site.

Unit Schedule Classes

Classes or consultations are not compulsory but you can attend via Zoom Meetings.

Date	Time	Торіс
3/8	5.30pm	Overview - Zoom Meeting (Mark Carter) (recorded)
10/8	5.30pm	Consultation - Zoom Meeting (Mark Carter)
17/8	5.30pm	Consultation - Zoom Meeting (Mark Carter)
24/8	5.30pm	Consultation - Zoom Meeting (Mark Carter)
31/8	5.30pm	Consultation - Zoom Meeting (Mark Carter)
7/9	5.30pm	Consultation - Zoom Meeting (Mark Carter)
14/9	5.30pm and 6.15pm	Consultation - Zoom Meeting (Mark Carter)
5/10	5.30pm and 6.15pm	Consultation - Zoom Meeting (Mark Carter)
12/10	5.30pm and 6.15pm	Consultation - Zoom Meeting (Mark Carter)
29/10	5.30pm	Consultation - Zoom Meeting (Mark Carter)
26/10	5.30pm	Consultation - Zoom Meeting (Mark Carter)
2/11	5.30pm	Consultation - Zoom Meeting (Mark Carter)

Note: If no students join the Zoom meeting in the first 10 minutes, the remainder of the session will be cancelled.

Policies and Procedures

Macquarie University policies and procedures are accessible from <u>Policy Central</u>. Students should be aware of the following policies in particular with regard to Learning and Teaching:

Academic Honesty Policy http://mq.edu.au/policy/docs/academic_honesty/policy.html

Assessment Policy http://mq.edu.au/policy/docs/assessment/policy_2016.html

Grade Appeal Policy http://mq.edu.au/policy/docs/gradeappeal/policy.html

Complaint Management Procedure for Students and Members of the Public http://www.mq.edu.a

u/policy/docs/complaint_management/procedure.html

Disruption to Studies Policy (in effect until Dec 4th, 2017): <u>http://www.mq.edu.au/policy/docs/disr</u>uption_studies/policy.html

Special Consideration Policy (in effect from Dec 4th, 2017): <u>https://staff.mq.edu.au/work/strategy-</u>planning-and-governance/university-policies-and-procedures/policies/special-consideration

In addition, a number of other policies can be found in the Learning and Teaching Category of Policy Central.

Student Code of Conduct

Macquarie University students have a responsibility to be familiar with the Student Code of Conduct: https://students.mq.edu.au/support/student_conduct/

Results

Results shown in *iLearn*, or released directly by your Unit Convenor, are not confirmed as they are subject to final approval by the University. Once approved, final results will be sent to your student email address and will be made available in <u>eStudent</u>. For more information visit <u>ask.m</u> <u>q.edu.au</u>.

Student Support

Macquarie University provides a range of support services for students. For details, visit <u>http://stu</u> dents.mq.edu.au/support/

Learning Skills

Learning Skills (<u>mq.edu.au/learningskills</u>) provides academic writing resources and study strategies to improve your marks and take control of your study.

- Workshops
- StudyWise
- Academic Integrity Module for Students
- Ask a Learning Adviser

Student Services and Support

Students with a disability are encouraged to contact the **Disability Service** who can provide appropriate help with any issues that arise during their studies.

Student Enquiries

For all student enquiries, visit Student Connect at ask.mq.edu.au

IT Help

For help with University computer systems and technology, visit <u>http://www.mq.edu.au/about_us/</u>offices_and_units/information_technology/help/.

When using the University's IT, you must adhere to the Acceptable Use of IT Resources Policy.

The policy applies to all who connect to the MQ network including students.

Graduate Capabilities

PG - Capable of Professional and Personal Judgment and Initiative

Our postgraduates will demonstrate a high standard of discernment and common sense in their professional and personal judgment. They will have the ability to make informed choices and decisions that reflect both the nature of their professional work and their personal perspectives.

This graduate capability is supported by:

Learning outcomes

- Integrate and synthesize theory, knowledge and skills from across the program and apply to professional practice as a special educator in a work-related context.
- Apply clinical judgement in the selection and application of evidence based pedagogical practices to solve complex problems in the education of students with special education needs.
- Apply appropriate professional ethical standards in the implementation and documentation of educational programs.
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- Critically evaluate and reflect on the process and outcomes of educational programs.

Assessment tasks

- Assessment and Program Design
- Portfolio of Implementation
- Presentation

PG - Discipline Knowledge and Skills

Our postgraduates will be able to demonstrate a significantly enhanced depth and breadth of knowledge, scholarly understanding, and specific subject content knowledge in their chosen fields.

This graduate capability is supported by:

Learning outcomes

- Integrate and synthesize theory, knowledge and skills from across the program and apply to professional practice as a special educator in a work-related context.
- Apply clinical judgement in the selection and application of evidence based pedagogical practices to solve complex problems in the education of students with special education

needs.

- Apply appropriate professional ethical standards in the implementation and documentation of educational programs.
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Assessment tasks

- Assessment and Program Design
- Portfolio of Implementation
- Presentation

PG - Critical, Analytical and Integrative Thinking

Our postgraduates will be capable of utilising and reflecting on prior knowledge and experience, of applying higher level critical thinking skills, and of integrating and synthesising learning and knowledge from a range of sources and environments. A characteristic of this form of thinking is the generation of new, professionally oriented knowledge through personal or group-based critique of practice and theory.

This graduate capability is supported by:

Learning outcomes

- Integrate and synthesize theory, knowledge and skills from across the program and apply to professional practice as a special educator in a work-related context.
- Apply clinical judgement in the selection and application of evidence based pedagogical practices to solve complex problems in the education of students with special education needs.
- Apply appropriate professional ethical standards in the implementation and documentation of educational programs.
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Assessment tasks

- Assessment and Program Design
- Portfolio of Implementation
- Presentation

PG - Research and Problem Solving Capability

Our postgraduates will be capable of systematic enquiry; able to use research skills to create new knowledge that can be applied to real world issues, or contribute to a field of study or practice to enhance society. They will be capable of creative questioning, problem finding and problem solving.

This graduate capability is supported by:

Learning outcomes

- Integrate and synthesize theory, knowledge and skills from across the program and apply to professional practice as a special educator in a work-related context.
- Apply clinical judgement in the selection and application of evidence based pedagogical practices to solve complex problems in the education of students with special education needs.
- Apply appropriate professional ethical standards in the implementation and documentation of educational programs.
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Assessment tasks

- Assessment and Program Design
- Portfolio of Implementation
- Presentation

PG - Effective Communication

Our postgraduates will be able to communicate effectively and convey their views to different social, cultural, and professional audiences. They will be able to use a variety of technologically supported media to communicate with empathy using a range of written, spoken or visual formats.

This graduate capability is supported by:

Learning outcomes

- Integrate and synthesize theory, knowledge and skills from across the program and apply to professional practice as a special educator in a work-related context.
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- Apply appropriate professional ethical standards in the implementation and

documentation of educational programs.

- Effectively communicate complex ideas regarding program planning and implementation to relevant stakeholders.
- Critically evaluate and reflect on the process and outcomes of educational programs.

Assessment tasks

- Proposal
- Assessment and Program Design
- · Portfolio of Implementation
- Presentation

PG - Engaged and Responsible, Active and Ethical Citizens

Our postgraduates will be ethically aware and capable of confident transformative action in relation to their professional responsibilities and the wider community. They will have a sense of connectedness with others and country and have a sense of mutual obligation. They will be able to appreciate the impact of their professional roles for social justice and inclusion related to national and global issues

This graduate capability is supported by:

Learning outcomes

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Assessment tasks

- Assessment and Program Design
- Portfolio of Implementation
- Presentation

Changes from Previous Offering

Assessment tasks have been revised.

Required Unit Materials and Readings

Text

There is no set text for this unit. students may find the following texts and readings from all units in their program of study relevant.

Unit Web Page Access

An iLearn website has been established to support this unit. The website may be accessed at:

https://ilearn.mq.edu.au

Withdrawing from this Unit

If you are considering withdrawing from this unit, please seek academic advice by writing to https://ask.mq.edu.au before doing so as this unit may be a co-requisite or prerequisite for units in the following semesters and may impact on your progression through the degree.