



## Early Childhood Special Education

### Madera County Superintendent of Schools

#### **POLICIES AND PROCEDURES**

*We request that as much as possible all contact with faculty is conducted through Blackboard.  
In case of an emergency, please contact Madera County Superintendent of Schools  
Graciela Magdaleno at gmagdaleno@mcsos.org or 559-662-4667.*

#### **Participant(s) are:**

- Responsible for completing all fieldwork assignments with a minimum grade of competent.
- Encouraged to refer to the enrollment agreement for program and course start dates.

#### **ONLINE THREADED DISCUSSIONS**

Participants are required to respond to a discussion question each week. Participants are required to post 1 substantive response to the discussion question/s by Wednesday (midnight) of each week. Participants must also respond (substantive) to other participants' submissions a minimum of 3 times per week. Total participation is measured as 1 personal response to the discussion question and 3 total responses to other participant submissions. Discussions question participation is mandatory. This meets the face-to-face course component for accreditation.

#### **SUBSTANTIVE POST**

Both quantity and quality are important considerations when it comes to participation. For example, a message that says simply, "I agree," does not constitute participation, because it does not add anything of substance to the discussion. While there is no set word count for participation, each post must be substantive in order to receive full credit.

#### **Some of the characteristics of effective and substantive class participation are:**

Are the points that are made relevant to the discussion in terms of increasing everyone's understanding, or are they merely regurgitation of case facts?

1. Do your comments take into consideration the ideas offered by others earlier in the class, or are the points isolated and disjointed? The best contributions tend to be those which reflect, not only excellent preparation, but good listening, and interpretative and integrative skills as well.
2. Do your comments show evidence of a thorough reading and analysis of the assigned readings?
3. Does the comment distinguish between different kinds of data; that is, facts, opinions, assumptions, and inferences?
4. Is there a willingness to test new ideas or are all comments cautious/"safe"?
5. Is the participant willing to interact with other class members by asking questions or challenging conclusions?

#### **PLAGIARISM**

Participants are expected to do their own work and properly cite any work referenced in assignments. If a student is found to have plagiarized, possible consequence may be removal from the program.

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## POLICIES AND PROCEDURES

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### ASSIGNMENTS

All weekly activities, discussion questions and fieldwork are expected to be submitted by the posted due dates. See below for Extension request information.

**Short Term Extension:** Participant may negotiate with the course instructor to determine an agreed upon submission date.

**Long Term Extension:** Reasons for this request may be due to long-term illness, death in the family, etc.; as soon as possible contact Graciela Magdaleno or Donna Waddell. Options may include extended time to complete assignments or transfer to an upcoming Cohort to complete course work. This request requires the use of the Extension/Transfer that is in Blackboard and at the MCSOS office.

**IMPORTANT:** Assignments not completed and/or turned in beyond the agreed upon due date may result in the participant being required to retake the course at an additional cost. Communicate with your instructor!

### COMPLETING FIELD ASSIGNMENTS IN A GROUP

If you plan to complete a fieldwork assignment with another participant(s), we require the following:

- That a request be made to our office or course instructor, prior to conducting the group work.
- Everyone who is in the group has their name on the assignment to assure appropriate credit.
- Everyone in the group must upload the completed assignment into their respective place.

Requirements must be met, or credit may not be given for completion of the assignment.

### GRADING

100% participation is expected.

Field Work Assignments receive a score of Proficient (2), Competent (1), or DNMS (0 - does not meet standard).

Weekly assignments receive a score of Complete (2) or Incomplete (1).

Complete (2) indicates that the standard has been met, and all areas have been addressed (these assignments may reflect personal experience and preferences therefore they are graded based on thoroughness of addressing the assignment). Incomplete (1) is generally for an assignment which fails to address the questions.

Instructors are available to provide an appropriate level of feedback to assist participants with meeting grading criteria.

### DISABILITY ACCOMODATIONS PROCEDURE

MCSOS strives to provide access to programs and services to all qualified students with disabilities and is committed to adhering to the guidelines of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It is the student's responsibility to voluntarily identify himself/herself as having a disability to the Added Authorization Staff and Faculty to receive needed supports.

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### GRIEVANCE AND APPEAL POLICY

Should the participant question prerequisites for program participation, program requirements, participation hours, special needs, provisions, anti-discrimination policy, program extension request rationale, and/or denial of Added Authorization, the following process will be implemented.

### GRIEVANCE AND APPEAL POLICY

Grievances regarding instruction/grading must begin with the instructor.

Step 1: The candidate will submit his/her concern in writing to the Program Director.

Step 2: Following review of the concern, the Program Director will confer with the candidates to attempt to resolve the issue within two weeks of receiving the written concern.

Step 3: If a satisfactory resolution cannot be reached, the Program Director, candidate and Director will meet to review the grievance.

Step 4: If a satisfactory resolution cannot be reached, the Program Director will meet with the Program Administration Team to review the grievance, the proposed resolution, and make a final decision regarding the grievance.

Step 5: The decision of the Program Administrator Team will be final: a written decision will be forwarded to the candidate within seven days following the Team meeting.

### APPLYING FOR YOUR ADDED AUTHORIZATION

After meeting the participation and grading requirements of the Program continuum, a Letter of Completion will be issued along with the Credential Recommendation Form. Upon completion and return of the completed form to MCSOS, Alyssa Dorado, Credential Analyst will submit the recommendation to CTC. CTC will notify you via e-mail that you have been recommended for the Added Authorization and provide instructions to complete the recommendation process, which will include an additional fee to CTC.

### APPLYING FOR OPTIONAL PROFESSIONAL DEVELOPMENT UNITS

The Letter of Completion may be used to purchase optional units from the University of Massachusetts Global. Information pertaining to purchasing units will be available at the time of program completion. Units must be purchased within six (6) months of completion according to the University of Massachusetts Global Policy. Course Tuition does not include the purchase of optional units.

### REFUND POLICY

Refunds after enrollment will be pro-rated less the \$500.00 non-refundable deposit.

Respectfully,

**Jason Mercier**

*Director, Credential & Certification Programs*

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Tricia Protzman, Superintendent

