FAU

FLORIDA ATLANTIC UNIVERSITY

COURSE CHANGE REQUEST
Undergraduate Programs

Department Special Education

College Education

UUPC Approval 1/26/26
UFS Approval _____
SCNS Submittal _____
Confirmed _____
Banner Posted _____
Catalog _____

***Current* Course Prefix and Number** EEX 4751	***Current* Course Title** Collaboration with Professionals and Families

Syllabus must be attached for ANY changes to current course details. See Template. Please consult and list departments that may be affected by the changes; attach documentation.

Change title to:

Change prefix

From: **To:**

Change course number

From: **To:**

Change credits*

From: **To:**

Change grading

From: **To:**

Change WAC/Gordon Rule status**

Add ☐ **Remove** ☐

Change General Education Requirements***

Add ☐ **Remove** ☐

*See Definition of a Credit Hour.

**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See WAC Guidelines.

***GE criteria must be indicated in syllabus and approval attached to this form. See Intellectual Foundations Guidelines.

Change description to:

Change prerequisites/minimum grades to:

Change corequisites to:

None

Change registration controls to:

Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).

Effective Term/Year for Changes:

Terminate course? Effective Term/Year for Termination:

Faculty Contact/Email/Phone Lisa Finnegan/lfinnegan@fau.edu/561-297-3284

Approved by		***Date***
Department Chair	[signature]	12-1-25
College Curriculum Chair	[signature]	12/18/2025
College Dean	Charles Dukes	1/5/2026
UUPC Chair	Korey Sorge	1/26/26
Undergraduate Studies Dean	Dan Moeroff	1/26/26
UFS President		
Provost		

Email this form and syllabus to mienning@fau.edu seven business days before the UUPC meeting.

EEX 4751
Collaboration with Professionals and Families

MWF 11:00 – 11:50
3 credits
Semester, Year
Prof. XXXXX YYYYY
Office: XXXXXX
Office hours: MWF 11-12
Classroom: XXXX
Telephone: 561-297-XXXX
Email: zzzzz@fau.edu

TA name	xxxxxx xxxxxxxxx
Office	xxxxxxxx
Office hours	MWF xx:xx – xx:xx
Telephone	561-297-xxxx
Email	xxxxxx@fau.edu

Course Description

This course will cover strategies to collaborate with parents and family members of students with disabilities and with school and community personnel who work with these students and their families.

Instructional Method

This is a fully online course with no in-person lectures and no scheduled livestream lectures. The entire course will be delivered via Canvas and it is your responsibility to stay up to date on the assigned lectures and corresponding assessments/assignments. Announcements will be made periodically throughout the course to remind you of important due dates and any changes to the syllabus schedule.

Prerequisites/Corequisites: None

Course Objectives/Student Learning Outcomes

Content Selection and Focus

In compliance with Florida Statutes Section 1000.05 and Rules 6A-5.066 and 6A-5.081, Florida Administrative Code, this course:

- *Emphasizes critical thinking, content mastery, and effective instructional strategies*
- *Focuses on research-based practices that promote student achievement*
- *Provides opportunities to develop professional competencies and pedagogical skills*

Instructional Materials Usage

Selected Content: Course instruction will focus on textbook chapters, articles, and materials that directly support course objectives and professional preparation. Not all chapters or sections of assigned textbooks may be covered, as content selection is guided by:

- *Alignment with Florida state standards and educator competencies*
- *Evidence-based research supporting effective teaching practices*
- *Professional relevance to classroom instruction and student success*
- *Compliance with state educational requirements*

Course Objectives / Learning Outcomes:

Teacher Candidates will demonstrate proficiency in applying skills and behaviors in effective teaching, management, and collaboration. Teacher Candidates must demonstrate the Florida Educator Accomplished Practices through observations, coursework and interactions with stakeholders.

By the end of the course, teacher candidates shall successfully demonstrate the competencies as outlined in the Florida Educator Accomplished Practices.

The FEAP are based upon and further describe the following four (4) essential principles:

1. The effective educator creates a culture of high expectations for all students by promoting the importance of education and each student's capacity for academic achievement.
2. The effective educator demonstrates deep and comprehensive knowledge of the subject taught.
3. The effective educator exemplifies the standards of the profession.
4. The effective educator acknowledges that all persons are equal before the law and have inalienable rights, and provides instruction that is consistent with the principles of individual freedom as outlined in section 1003.42(3), F.S.

Effective educators apply these foundational principles through six practices. Each of the practices is clearly defined to promote a common language and statewide understanding of the expectations for the quality of instruction and professional responsibility.

1. Instructional Design and Lesson Planning
2. The Learning Environment
3. Instructional Delivery and Facilitation
4. Assessment
5. Continuous Professional Improvement
6. Professional Responsibility and Ethical Conduct

This course complies with Rules 6A-5.066 and 6A-5.081, Florida Administrative Code. Course content and assessments focus on providing students with opportunities to think critically, master content knowledge, learn effective instructional strategies, and demonstrate teaching competence. All evaluation of student work is based solely on demonstrated skill and performance. Course materials do not distort significant historical events, promote identity politics, or endorse theories that systemic racism, sexism, oppression, or privilege are inherent in U.S. institutions.

Expected outcomes based on the FEAPs

The Candidate:

- Conveys high expectations to all students (A.2.a)
- Respects students' backgrounds (A.2.d)
- Maintains a climate of openness, inquiry, fairness, and support (A.2.f)
- Integrates current information and communication technologies (A.2.g)
- Applies technology to organize and integrate assessment information. (A.4.f)

- Creates a classroom environment where students are able to demonstrate resiliency (A.2.j)
- Collaborates with the home, school and larger communities to foster communication to support student learning and continuous improvement (B.1.d)
- Implements knowledge and skills learned in professional development in the teaching and learning process. (B.1.f)

Note Regarding Florida ESOL Competencies
This course incorporates multiple language acquisition instructional strategies throughout its design and delivery. While these strategies are integrated into our coursework and classroom practices, they are not specifically identified in this syllabus because the Florida ESOL standards are currently undergoing revision. Students will receive guidance on appropriate language acquisition strategies during relevant course activities and discussions.

Course Evaluation Method

Student Introduction and Syllabus & Course Agreement

You will post an introduction in the student introduction discussion board (and reply to at least two others' posts) and complete a syllabus and course agreement.

1. CRITICAL ASSIGNMENT (CA) April 14th (60 points):

NOTE: The critical assignment for this class (Collaborative Plan) is to be submitted to the LiveText website as well as being submitted through Canvas. More info on this will be provided in class.

Collaborative Plan
Students will select a real situation that is happening in your practicum site in which they would create a plan for engaging in collaborative problem solving about a student with a disability. Think about a problem with a student at your school. Then create a detailed plan should describe who would be involved in the problem solving process and their roles, discussion points regarding curricular modifications, testing, and grading, related service needs, and the evaluation process and predicted outcomes.
The plan should be consistent with school policy, facilitative and fair to the student. You do not need to share your plan with your CT or school staff. A template and rubric will be provided. Rubric will be provided in Canvas.
FEAP-2023.B.2.a, B.2.b, B.2.c, B.1.d;

Critical Assignments and Florida Educator Accomplished Practices

The Florida Department of Education has identified a set of Accomplished Practices that must be mastered in order to continue in the ESE Bachelor's Degree Program. For this course, the Educator Accomplished Practice (EAP b.1.c) will be measured by the Collaborative Plan, which is the Critical Assignment. Please read carefully the ESE departmental policy on Critical Assignments.

ESE Departmental Policy on CRITICAL ASSIGNMENT(S):

Assessment criteria:
A student must earn a **minimum grade of 73%** of the points allotted for the Critical Assignment to receive a passing grade in this course. In other words, a student cannot pass the course without successfully completing the critical assignment.

Remediation policy:

- **If a student is earning a grade of C or better in the course**, but has failed to pass the Critical Assignment with a minimum of 73% of the possible points for the assignment, the student will receive an "I" in the course until the Critical Assignment is successfully redone (only one attempt allowed). The conditions and time frame for the resubmission of the assignment will be determined by the instructor. However, the second attempt must be completed within one semester. **Upon successful completion of the resubmitted assignment,** the "I' will be changed to a grade for the course and the student may continue in the ESE sequence of courses. The original points earned for the initial attempt at the Critical Assignment will be used to calculate the final grade in the course. **If the resubmitted**

  Critical Assignment is not successfully passed, the grade for the course will be C- or below regardless of the total points earned in the course.
- **If a student is not passing the course,** and has failed to pass the Critical Assignment with a minimum of 73% of the possible points, the student will not be allowed to resubmit the Critical Assignment. The student will need to repeat the course and the Critical Assignment.

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2. Activities (4 X 10 points)

Individual or partner activities are required and may include: reacting and posting online regarding various collaborative situations, critiquing videos, brainstorming effective practices, or summarizing points from the chapter.

FEAP-2023.B.1.d

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3. Team Meeting Simulation
(25 points; 12.5 points for script and 12.5 points for video recording)

Select one strategy and record yourself teaching the strategy to a group of individuals. The recorded segment should include the introduction of the strategy to the group and be accompanied by a lesson plan.

Parts required for this assignment:

- A lesson plan describing the complete strategy to be taught.

- Create a 15–20-minute (no more than 20 minutes) video segment of you teaching—yes, teaching the strategy to a real person.
- Self-evaluation using the evaluation tool on Canvas.

1. With a small group, you will write a script documenting a portion of a simulated team meeting. **This script is to exemplify best collaborative practices.** Each student will be assigned one role.

    - Your group will need to get together, record the scenario using your script, and upload it to Canvas.

        - Students will choose their own groups- Groups of 3

        - Recommendation: Recording should be on Zoom. That way, all members have access to complete this recording and decrease concerns of location to meet as well as video uploading size capacity.

        - Every member will need to upload the pre-recording link from Zoom to the assignment submission page.

            - Recording must be 10-15 minutes long.

    - A template will be provided

    (FAU-FEAP-2023.B.2.a, FAU-FEAP-2023.B.2.c;

The instructor will calculate your grade based on the following weighted distribution:

Assessment	**Percentage (%)**	**Number of Points**
Collaborative Plan (Critical Assignment due last class)	48	60
Activities (due bi-weekly)	32	40
Team Meeting Simulation script and (video recording)	20	25
TOTAL:	**100%**	125

Course Grading Scale

Grade	**Percentage (%)**
A	93 – 100%
A-	90 – 92%

Grade	Percentage (%)
B+	87 – 89%
B	83 – 86%
B-	80 – 82%
C+	77 – 79%
C	73 – 76%
C-	70 – 72%
D+	67 – 69%
D	63 – 66%
D-	60 – 62%
F	0 – 59%

Policy on Makeup Tests, Late Work, and Incompletes (if applicable)

If you do not accept late work or apply penalties to late work, state so. Please note that students may not be penalized for absences due to participation in University-approved activities, including athletic or scholastics teams, musical and theatrical performances, and debate activities. Instructors must allow these students to make up missed work without any reduction in the student's final course grade. Reasonable accommodation must also be made for students participating in a religious observance. Also, note that grades of Incomplete ("I") are reserved for students who are passing a course but have not completed all the required work because of exceptional circumstances. If your college has elaborated on this policy, state so here.

Special Course Requirements (if applicable)

State if any requirements are associated with the course, such as mandatory field trips or film viewings, special fees, or purchase of course-related materials.

Classroom Etiquette Policy (if applicable)

If you have a particular policy relating to student behavior in the class, such as relating to tardiness or on the use of electronic devices in the classroom, state so here. Recognizing the unique relationship between faculty and student and adhering to the principles of academic responsibility, any such policies must be reasonable, non-discriminatory and not impede the educational mission.

Policy on the Recording of Lectures (optional)

Because of a new Florida Statute in 2021, the following model language is suggested for inclusion in course syllabi, at the discretion of individual faculty:
Students enrolled in this course may record video or audio of class lectures for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach students about a particular subject. Recording class activities other than class lectures, including but not limited to student

presentations (whether individually or as part of a group), class discussion (except when incidental to and incorporated within a class lecture), labs, clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, and private conversations between students in the class or between a student and the lecturer, is prohibited. Recordings may not be used as a substitute for class participation or class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct and/or the Code of Academic Integrity.

Attendance Policy

Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University-approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to http://www.fau.edu/counseling/

Disability Policy

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at www.fau.edu/sas/.

Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on

personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see University Regulation 4.001.

If your college has particular policies relating to cheating and plagiarism, state so here or provide a link to the full policy—but be sure the college policy does not conflict with the University Regulation.

Watermark (Livetext) Assessment Tool Statement for Course

Students in this course are required by the College of Education to have an active Livetext account to track mastery of programs skills, competencies and critical assignments and to meet program and college accreditation requirements. Students must have an account within: the first four (4) weeks of the fall or spring semester, within the first three (3) weeks of summer session, or after the first class of a fast-track course. Students who do not have an active Livetext account may have an academic hold placed on their record. Information regarding account activation is provided on the college of education website: https://www.fau.edu/education/students/livetext/

Artificial Intelligence Preamble

FAU recognizes the value of generative AI in facilitating learning. However, output generated by artificial intelligence (AI), such as written words, computations, code, artwork, images, music, etc., for example, is drawn from previously published materials and is not your own original work. FAU students are not permitted to use AI for any course work unless explicitly allowed to do so by the instructor of the class for a specific assignment. [Policy 12.16 Artificial Intelligence].

Class policies related to AI use are decided by the individual faculty. Some faculty may permit the use of AI in some assignments but not others, and some faculty may prohibit the use of AI in their course entirely. In the case that an instructor permits the use of AI for some assignments, the assignment instructions will indicate when and how the use of AI is permitted in that specific assignment. It is the student's responsibility to comply with the instructor's expectations for each assignment in each course. When AI is authorized, the student is also responsible and accountable for the content of the work. AI may generate inaccurate, false, or exaggerated information. Users should approach any generated content with skepticism and review any information generated by AI before using generated content as-is.

If you are unclear about whether or not the use of AI is permitted, ask your instructor before starting the assignment.

Failure to comply with the requirements related to the use of AI may constitute a violation of the Florida Atlantic Code of Academic Integrity, Regulation 4.001.
Proper Citation: If the use of AI is permitted for a specific assignment, then use of the AI tool must be properly documented and cited. For more information on how to properly cite the use of AI tools, visit https://fau.edu/ai/citation

AI Flexible Policy:
The use of AI to assist in work assigned in this specific course is permitted only for specific assignments as indicated by the instructor. Use must be properly documented and cited per instructor guidelines.

Required Texts/Readings

Detmer, P., Thurston, L.P., & Dyck, N, J. (2017). C*onsultation, collaboration and teamwork for students with special needs* (8th Ed.). Boston, MA: Allyn and Bacon.

This course utilizes textbooks and materials selected for their academic rigor and alignment with evidence-based educational practices. All assigned readings and materials support the development of professional competencies outlined in the Florida Educator Accomplished Practices (FEAPs) and course learning objectives.

Supplementary/Recommended Readings (if applicable)

Course Topical Outline

Include a breakdown of topics covered (generally, by class day or by week), deadlines for course assignments/requirements, and dates of exams, quizzes, papers, and completion of readings. The *Provost's Policy and Procedure: Definitions of a Credit Hour* needs to be followed in developing out-of-class assignments.

Class/Week	Topic	Readings	Assignment Due
1 Week of	Course Introduction and Syllabus Review • Consultation, Collaboration, and Teamwork in Schools. • Foundations and Frameworks for Collaborative School Consultation.	Chapters 1 & 2	No assignment
2 Week of	Working Together with Families and Students	Chapter 8	Assignment: See Canvas Due: __, 11:59 PM: Chapter 8 activity
3 Week of	Communication Processes and Problem Solving Strategies for Consultation, Collaboration, and Teamwork	Chapter 4 & 5	No assignment
4 Week of	Management and Assessment of Collaborative School Consultation	Chapters 3 & 6	Assignment: See Canvas Due: Due: __, 11:59 PM: Chapter 3 and 6 activity - Due: Team Meeting Simulation Script
5 Week of	Consulting and Collaborating for English Language Learners (ELL), Other populations	Chapter 9	Assignment: See Canvas Due: - Due: __, 11:59 PM: Chapter 9 activity
6 Week of	Consulting, Collaborating and Co- Teaching for Students with Disabilities.	Chapter 7	- No assignment
7 Week of	Roles of Administrators, Directors, and Paraeducators	Chapters 10 & 12	Assignment: See Canvas

Class/Week	Topic	Readings	Assignment Due
	in Collaborative School Consultation		Due: Due: __, 11:59 PM: Chapters 10 and 12 activity
8 Week of			Due: Collaboration Critical Assignment