

**University of Saskatchewan, College of Education Department of Educational  
Psychology and Special Education**

# **SPECIAL EDUCATION CERTIFICATE PROGRAM**

This handbook provides details on admission, registration and program requirements for the online distance-delivered program.

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## **PROGRAM CONTACTS:**

Special Education Certificate Program  
Educational Psychology & Special Education  
College of Education, University of Saskatchewan  
28 Campus Drive Room 3104  
Saskatoon SK S7N 0X1  
Phone: 306-966-5253  
Fax: 306-966-7719  
Email: [spec.edpse@usask.ca](mailto:spec.edpse@usask.ca)

For questions about course delivery and obtaining program materials:

Centre for Continuing and Distance Education  
Williams Building, University of Saskatchewan  
221 Cumberland Avenue N  
Saskatoon SK S7N 1M3  
Phone: 306-966-4811  
Fax: 306-966-5590  
Email: [dean.evans@usask.ca](mailto:dean.evans@usask.ca)

## **Important Dates to Remember**

For a list of important dates to remember for the current year, please follow this link:

<http://www.usask.ca/calendar/dates/academicdates/>

Some of the items you'll need to be aware of include the following

- First day of classes for each term
- Last day to make changes in registration (this is the last day to add or drop classes without financial or academic penalty)
- Due dates for tuition payments
- Last day of classes for each term
- First & last days of exams for each term

## About the Special Education Certificate Program

The Special Education Certificate Program is a postgraduate certificate program for teachers working or planning to work with special needs students. SPEC is comprised of ten courses (30 credit units) of special education classes, completion of which allow you to become qualified to teach special education based on Saskatchewan Learning requirements. Because SPEC is approved by Saskatchewan Learning as an Additional Qualification Certificate (AQC), the program enables teachers to upgrade their classification.

**Thirty credit units** must be successfully completed for a student to be awarded the Special Education Certificate.

### Program Recognition

In the Saskatchewan K-12 education system, SPEC qualifies successful completers to obtain the 30-credit Additional Qualification Certificate (AQC). If you hold a B.Ed. degree and plan to teach in Saskatchewan, you may obtain further information about salary and other benefits of AQC status and the requirements for applying for an AQC from the Saskatchewan Teachers Federation or Saskatchewan Learning. Prior to enrolling in SPEC, you should inform your Board of Education that you are doing so with intent to apply for the AQC.

### How do you study?

All of the courses are delivered via distance education using a combination of online, print and video materials and internet-based conferencing. Some elective courses can be taken face-to-face on campus during the Spring and Summer session. However, the Certificate is designed to allow you to complete all your coursework at a distance.

Students taking distance courses in SPEC are engaging in computer-enhanced learning. You will interact with your instructor and course colleagues via computer conferencing. This type of interaction will deepen your knowledge of course content and help you bridge theory and practice. Participation will be part of your grade for the course. You will also be required to do assignments and final examinations.

All required courses are delivered online through the WebCT online course delivery system. Computer connectivity for those who would like to enroll in the computer conference version of a course requires:

- some basic experience clicking your way through web sites and sending electronic messages (e-mail).
- regular access to a computer and the Internet.
- a computer that contains at least a Pentium based processor running 100MHz, or a Macintosh Power PC processor.

- For other technical requirements, please go to the following website:  
[http://webct.usask.ca/tel\\_template/designer\\_info/telHardwareSoftwareStandards.html](http://webct.usask.ca/tel_template/designer_info/telHardwareSoftwareStandards.html)

You will find student connection options at the Campus Computer Store website:

You will also require access to a DVD player since most courses include recorded materials.

### **Admission Standards**

Currently, SPEC applications are being accepted from teachers holding Professional “A” teaching certificates for the Province of Saskatchewan and who have at least two years of teaching experience. Teaching Certificates from other provinces will be considered. Should you be a non-native speaker of English who may be interested in applying to enter the SPEC program, please note that high standards of oral and written proficiency in English are required for you to complete this program successfully.

### **Pre-requisites**

Applicants must have successfully completed the following undergraduate courses in Educational Psychology:

- EPSE 390.3
  - EPSE 414.3
- [www.ccs.usask.ca](http://www.ccs.usask.ca)

### **Transcripts**

For purposes of the SPEC program, original transcripts for your B.Ed. degree must be sent by the issuing institution to the Department of Educational Psychology and Special Education. Transcripts received become the property of the University of Saskatchewan and will not subsequently be released or photocopied for the student or forwarded to other institutions. If you have attended the University of Saskatchewan previously, the required documentation will already be on file; in this case, please provide your student number with your program application.

### **Permanent Resident Status**

If you have Permanent Resident (landed immigrant) status in Canada you must submit a copy of your record of landing certificate with your application for admission. If this document is not received by the admission deadline you will be assessed the international tuition fee (roughly three times the Canadian/Permanent Resident student rate). A copy of a permanent resident card (both sides) is acceptable as proof of status.

### **Recommendations for Course Load**

You should allow 10 to 12 hours of study per week for each course. If you are planning to take more than one course at a time, some factors you may wish to consider are:

- Your professional workload
- The extent of your previous background in Special Education
- Family and other personal commitments
- Any other life factors that may reduce the amount of time you have available.

## **Program Curriculum**

500.3 - Special Education History & Philosophy  
510.3 - Supporting Language & Communication Needs in the Classroom  
520.3 - Learning Disabilities in the Classroom  
530.3 - Supporting Behavioral & Social Needs in the Classroom  
540.3 - Collaboration Processes & Contexts  
551.3 - Designing Supports for Diverse Students Needs  
560.3 - Providing Supports for Diverse Students Needs  
570.3 - Individual Project in Special Education  
Plus two 3-credit electives in the area of Special Education

### **Course Availability**

Distance-delivered courses in SPEC are offered on a rotational basis during three annual academic terms of 13 weeks' duration:

Regular Session Term 1: September – December

Regular Session Term 2: January – April

Spring and Summer Session: May – August

### **Scheduled Course Offerings**

For an up-to-date list of the courses offered each term, please follow this link:

[https://pawncss.usask.ca/banprod/bwexschd.p\\_disp\\_dyn\\_sched](https://pawncss.usask.ca/banprod/bwexschd.p_disp_dyn_sched)

*Usually*, the pattern of courses offered for each term is as follows.

Fall Term [September]: 500.3, 510.3, 530.3, 551.3

Winter Term [January]: 500.3, 510.3, 520.3, 560.3

Spring & Summer Terms [May-August]: 520.3, 530.3, 540.3, 570.3

## Admission, Registration, & Online Access Procedures

The Application Form for the Special Education Certificate Program can be found at the following website. If you are interested in applying, please download the form, print it out, and fill it in. Here is the link: <http://edpsecertificate.usask.ca/application.pdf>.

A Complete Application Package includes the following 4 things:

1. A Completed Application Form
2. A Cheque or Money Order for the non-refundable \$75.00 Application Fee
3. A Copy of your resume, with references, outlining teaching experience
4. Your B.Ed. transcripts. [If your B.Ed. is from an institution other than the U of S, submit transcripts **from that institution DIRECTLY to us.**]

When you are ready to send in your application form, application fee, and resume please send them to the following address. Transcripts from other institutions should also be sent from the Registrar's Office of those institutions **directly** to this address.

Special Education Certificate Program  
Educational Psychology & Special Education  
College of Education, University of Saskatchewan  
28 Campus Drive  
Saskatoon SK S7N 0X1

The application deadline is the end of February each year to be considered for September. All documentation must be received by the application deadline date in order for you to be fully admitted and permitted to register for courses. Please apply and register early to ensure materials will reach you before the start of classes.

Normally, prospective program participants who apply to the program in spring plan to start their courses in the fall. However, some want to start as soon as they are accepted. If you apply to the program by the February deadline, but intend to start your courses during the Spring & Summer Session, please indicate this clearly in a letter to be submitted with your application. Otherwise, your application may not be processed in time to allow spring registration.

## Registration

All registration for University of Saskatchewan credit courses is now done online. Classes in the Special Education Certificate Program can be taken by Departmental Permission only, so please contact 306-966-5253 or email [spec.edpse@usask.ca](mailto:spec.edpse@usask.ca) with your student number and the number of the course(s) you want to register for so that you can be added to the “approved” list for your particular course(s). ***It is important to note that Departmental Permission DOES NOT guarantee you a spot in the class, nor does it mean you are registered in the class.*** Returning students should ensure they have no outstanding fees or they will not be permitted to register for classes.

You will need to be issued an NSID (Network Services Identification) code and password in order to obtain registration and other online campus services, and to participate in your online courses.

## Obtaining Your NSID

NSIDs and passwords are issued by the ITS (Information Technology Services) Help Desk and by the Alumni Services Office in University Advancement. If you are a new student to the U of S, or have never completed a degree but have been away from the U of S for a while, you should contact the ITS Help Desk at 1-800-966-4817 (966-4817 if you are calling from a local Saskatoon number). You may also email them at [help.desk@usask.ca](mailto:help.desk@usask.ca).

If you are a U of S Alumnus needing your NSID, please call University Advancement at 966-5186 locally, or toll-free at 1-800-699-1907 if you are calling from outside Saskatoon.

When you are obtaining your NSID, be prepared to answer some personal questions drawn from your application information, because the person helping you is required to confirm your identity before releasing security information such as a password.

After you receive your password, please log in promptly at the PAWS homepage and change it. Here is the link: <https://paws.usask.ca/cp/home/displaylogin>.

## Registration Steps:

1. Go to <http://www.usask.ca> and click on the link to PAWS.
2. Login to PAWS using your NSID and password.
3. Select the Academics Tab.
4. Select Student Services.
5. Select Add/Drop Classes.
6. Enter the CRN number of the course you want in the first cell.

7. Click on submit.

In order to do a course search to select the courses you want for the term, go to <http://students.usask.ca/academic/registration>. Select Term 1 or Term 2, then select Educational Psych and Special Education from the SUBJECT dropdown menu.

### **Registration Deadlines**

It is important to keep checking PAWS and the online calendar for important dates and deadlines. To find the important dates section in the university calendar, go to this website: <http://www.usask.ca/calendar/dates/academicdates/> where you will see a huge table of all the important dates for various things in the academic year. The last day to add or drop classes for each term is a very important one, this usually occurs near the middle of September for First Term classes [September-December], and classes running through BOTH terms [September-April] of the regular session, fall & winter. The last day to add or drop classes offered in the Second Term is near the middle of January each year. Please make sure you check the website above and are aware of these deadlines, otherwise penalty fees will be added to your costs. For the amount of those fees, check the following website: <http://www.students.usask.ca/moneymatters/tuition/>.

## **Distance Course Materials Distribution**

If you register by the online registration deadlines, you can rely on the regular system of materials distribution in place at CCDE in order to receive your materials on time. If you register after the distance registration deadlines, you should make special arrangements for pick-up or delivery of your materials by contacting the CCDE general office at (306)966-5563.

Once CCDE has received your online registration information, your initial course package will be sent to you via expedited mail unless you have made arrangements for in-person pickup. The package will include general information about logging into your online course contact information for your instructor; your paper course guide and reprint package (if any; some SPEC courses have all materials posted or linked online), instructions for purchasing some texts from the University Bookstore, and information on borrowing some A-V resources from the University's Educational Media Access and Production (EMAP). You should allow at least two weeks for delivery if you are in a rural or out-of-province location.

You will find complete information about materials for your courses, including those that must be ordered from the bookstore or EMAP, later in this handbook under “Course Descriptions”. If you are registering too close to the start date, please take the initiative of placing your bookstore and/or EMAP order as soon as you have registered successfully for your courses. To order your textbooks from the bookstore, please follow this link:

[https://www.usask.ca/consumer\\_services/bookstore/store.php](https://www.usask.ca/consumer_services/bookstore/store.php)

Videotapes for this course have been reproduced in 1/2" VHS-NTFC format only (standard North American). If you require a different format, you are responsible for arranging necessary conversion of videotapes.

Note that the materials fees are non-refundable. Bookstore items may be refundable within one week of purchase. Used textbooks in good condition may be eligible for bookstore buyback if they are needed in future terms.

Information regarding your course instructor will be provided with your CCDE course package. Instructors will be available at specified times to receive collect telephone calls from students resident in Canada and will also be available by email. Students out of country are required to bear the cost of any telephone calls to their instructors. Under certain circumstances, instructors may call you to provide assistance or identify problems; however they are more likely to email you, either at your direct U of S email address, or by using the online course communication tools.

Course administration for distance-delivered SPEC courses is handled by the Centre for Continuing and Distance Education (CCDE). On-campus Spring and Summer courses administration is the responsibility of the Spring and Summer program unit which is part of the Student and Enrollment Services Division. If you are taking an on-campus elective course, you will receive information about your materials when you arrive at your class; however, if you are taking a distance course (WebCT), you must obtain information from the Centre for Continuing and Distance Education in order to get the right materials.

## **Financial Requirements**

### **Schedule of Fees**

Visit [www.students.usask.ca/moneymatters](http://www.students.usask.ca/moneymatters) if you have financial questions that are not answered in the sections below. Please note that all fees may change at the discretion of the university.

Tuition per 3 credit unit class – as of August 2009 is \$469.68

Course guides, texts, tapes – these are variable from class to class.

Off Campus student fees – as of August 2009 are \$22.25 per fall or winter term.

For textbooks and their cost, go to the Bookstore's website:  
[https://www.usask.ca/consumer\\_services/bookstore/store.php](https://www.usask.ca/consumer_services/bookstore/store.php) and click on 'Class', then enter the name and number of the class [EPSE 500] in the search box.

### **Possible Additional Fees**

Supplemental Examinations = \$25.00 - \$50.00

Cancellation Fees – See above, p.

Shipping and Handling fee for materials sent outside of Canada or the U.S. = \$35.00 / course

\*\*This fee is to partially offset the costs of sending materials overseas. This fee must be remitted before course materials will be sent.

### **Late Registration Fee**

The last day for penalty-free registration varies each year, but is usually around the middle of September for Term 1 [Fall] classes, as well as classes that stretch into both terms, starting in September and ending in April, [Two Term Classes]. For Winter, Term 2, the last day to make changes in registration [adding or dropping a class] is usually around the middle of January. For specific dates for the current year, please go to the following website, where you will find the schedule of Important Dates for the current academic year:

<http://www.usask.ca/calendar/dates/academicdates/>.

A late registration fee of \$60.00 per course will be charged to you when you register after the deadlines listed above and on the website, whether or not permission to register late has been obtained. Late registration fees are non-refundable.

### **Cancellations and Refunds**

Registration automatically results in a financial obligation. Non-payment of fees, non-attendance or non-submission of assignments does not constitute cancellation of a course. If you wish to cancel or drop a course, you must do so officially. Failure to do so will result in liability for all associated fees. You may cancel a course through PAWS once you have received your campus computer Network Services ID (NSID) code and password. If you have already started the course, at the time of withdrawal, your instructor would appreciate the courtesy of an email or phone call notifying him or her of your withdrawal. If you choose to cancel before you have received your NSID, please contact the Department of Educational Psychology and Special Education at 306-966-5253, or by email at [spec.edpse@usask.ca](mailto:spec.edpse@usask.ca).

If you cancel or drop all your classes, you will be assessed a \$60.00 non-refundable mandatory fee or cancellation charges on an individual course basis, whichever is *greater*. You will be charged tuition for individual course cancellations as noted on the Money Matters website (subject to a minimum fee of \$60 for complete cancellation). This applies to both audit and credit registrations.

### **Fee Payment**

Once registered, you are responsible for the payment of any assessed fees. Fees are due upon assessment. A statement of tuition, student fees, and other balances owing will be available through PAWS; however payment is due regardless of whether or not a paper statement is received. You do not wait to receive a statement of fees owing before making a payment. To determine the current amount owing, please click on the Academic Services tab on PAWS. This is particularly important if any class changes have been made.

If payment is not received on or before these deadlines, a late payment fee equal to 1.5% will be charged monthly on any past due balance. Amounts that remain past due will be charged the late payment fee on a monthly basis until the balance is paid in full. If you add a class after a payment deadline you must pay your fees immediately for that class or risk incurring a late payment fee. For more information, please check out this website:

<http://www.students.usask.ca/moneymatters/tuition/> or call 306-966-4606 – Student Accounts.

Failure to make payment by the stated deadlines on this website will result in the withholding of future services by the University and in some cases may result in termination of student status. You will not receive grades or transcripts, will not receive parchments upon graduation, and you are not eligible for re-registration until all overdue accounts have been cleared with the University.

### **Withdrawal Policies**

Non-payment of tuition and fees does not constitute an official withdrawal from the University. If you choose to withdraw from a course, you must do so formally through the PAWS academic tab. **You will not be allowed to formally withdraw officially until you have settled any outstanding accounts.** Note that if your formal withdrawal occurs after November 15 in Term 1, or March 15 in Term 2, you will receive a WF (Withdraw-Failure) on your transcript.

## **Method of Payment**

Tuition and other fees can be paid by a variety of methods. Cash, cheque, Interact debit card, Visa, Master Card, Money Order, telephone or internet banking are all acceptable methods of payment.

You can pay in-person at the Student Accounts and Treasury Office in the Administration Building between 08:30 and 16:30, Monday through Friday. In order to avoid lineups, however, you are strongly encouraged to make payment by telephone or internet banking service or at a financial institution.

If you have subscribed to your bank's telephone or internet banking service, you can pay your tuition using this method. Your account number for the University of Saskatchewan is your student number. The University is registered with the following banks: Bank of Montreal, Bank of Nova Scotia, Canadian Imperial Bank of Commerce, Royal Bank of Canada, Toronto Dominion Bank, and most Credit Unions.

If you have received a statement in the mail, it can be paid at any financial institution or ATM in Canada. The detachable portion of the statement has micro-encoding that will allow it to be processed by the financial institution. Bring the original statement along with a method of payment (cash, cheque, bank draft, money order) to the financial institution. Please note that financial institutions cannot accept payment by Visa or Master Card without taking a cash advance which will result in interest charges on your Visa or Master Card account. To pay at an ATM, include the stub portion along with the payment in the envelope provided by the ATM, and follow the on-screen prompts. Payments will be considered to be received by the University on the day that payment is made at the financial institution or ATM as indicated by the bank stamp on the back of the payment stub.

If you are mailing fees, please forward your cheque or money order (on which your student number is clearly written) to the following address:

Student Accounts and Treasury  
University of Saskatchewan  
E-40 – 105 Administration Place  
Saskatoon, SK S7N 5A2

Cheques or money orders should be made payable to "University of Saskatchewan". Cash should NOT be sent in the mail. Payments sent through the mail must be received by the payment deadline to avoid late payment charges.

You can also pay online using a credit card through PAWS ([paws.usask.ca](http://paws.usask.ca)) using the “My Tuition and Fees” channel under the “Academics” tab. You will need to know your NSID and have an active PAWS account to do this.

### **Canada Student Loans**

To receive university confirmation of enrolment of a Canada Student Loan, you must present the approved loan form\* along with proof of registration (i.e., the confirmation copy of their Registration Form). It is university policy that total assessed fees will be deducted from Canada Student Loans, unless students are able to produce proof that fees have already been paid. Students with out-of-province loans wishing to pay tuition and student fees for Term 1 only must present a Student Financial Assistance Branch Notice of Assessment indicating further loan disbursements. Without this document, the tuition and student fees for the full year will be deducted. Installment payments will not be allowed.

\*Student loan forms cannot be signed more than 30 days before the start date of classes. These forms are signed at Student Central. The mailing address for Student Central is as follows:

Student Central  
University of Saskatchewan  
105 Administration Place  
Saskatoon, SK S7N 5A2

To contact them by phone, please call 306-966-1212, or if you prefer, please email them at this address: [askus@usask.ca](mailto:askus@usask.ca). Student Central is the Registrar’s Office. The officers are able to assist students in a wide range of areas. Student Loans are only one area they specialize in. For more information about what Student Central does, please visit their website: [www.students.usask.ca](http://www.students.usask.ca).

### **Income Tax Information**

You may claim the following as deductions on your Canadian Income Tax Returns:

- Tuition exceeding \$100.00
- An education credit for each month (excluding paid work placements) during which a student was in full-time or part-time registration. Consult the current taxation guide for further details.
- Some ancillary fees (Consult the current taxation guide for further details).

A Tuition and Education Credit Certificate (Form T2202A) will be made available approximately the last week in February for the preceding tax year. Students who were registered for classes during that time will be eligible for a certificate. To access your T2202A certificate, and for further information, please go to <http://www.usask.ca/fsd/t2202a/>.

## **COURSE NEEDS**

### **Course Assignments**

Assignments are submitted according to a specific schedule. The number and length of assignments vary from course to course. Final grades are based on written assignments, participation in computer conferences, and in most cases a final examination. Details regarding submission of assignments are included in the online course manual and in the course syllabus information sheet sent to you as part of the course materials package. Assignments may be submitted by mail to the Centre for Continuing and Distance Education, or directly to the instructor via the online course room. Assignments submitted by surface mail that are over-sized (i.e., do not fit in a 9" x 12" envelope) may not be returned to you.

Supplementary materials may be available from the University Library if you wish to do additional research and reading. However, the library cannot guarantee that they will be able to lend materials if you reside outside Canada.

### **Textbooks**

Information on recommended and required textbooks will be included with the course materials package. You can also find textbook information online through a textbook search at [http://www.usask.ca/consumer\\_services/bookstore/index.htm](http://www.usask.ca/consumer_services/bookstore/index.htm). Select "Book Search" and search for your texts by class.

Textbooks may be ordered using the Textbook Order Form located in the centre of this handbook C.O.D. (Canada only) or with Master Card or Visa at:

[https://www.usask.ca/consumer\\_services/bookstore/store.php](https://www.usask.ca/consumer_services/bookstore/store.php).

In Person: University Bookstore, Marquis Hall, University Campus, Monday-Friday, 8:30 a.m. – 4:30 p.m. (summer); 8:30 a.m. – 5:00 p.m. (Sept-April)

Mail Order : University Bookstore University of Saskatchewan, 97 Campus Drive, Saskatoon, SK S7N 4L3

Phone/Fax: FOR ORDERS ONLY, call toll free (Canada only) at 1-888-214-8888, or Phone: (306) 966-4476 (Collect calls not accepted.). Fax: (306) 966-7416

Be specific about the name and section of the course for which textbooks are being ordered (e.g., EPSE 510 W02) and include as much information as possible regarding author, title, edition, publisher, and ISBN (if provided). The University Bookstore should be contacted in advance

concerning its refund policy should it become necessary to return a particular textbook. If a book is marked in any way, it will NOT be returnable.

You may also order or purchase textbooks through your local bookstore.

You are encouraged to register and order textbooks early. Registering after the distance registration deadline may result in textbook shortages and delays. Delivery to some overseas locations can take up to six weeks; deliveries to rural and remote locations within Canada can also be slow.

### **Loaned Videotapes**

Most videotapes or DVDs for SPEC courses are lent to students by either the Centre for Continuing and Distance Education, or by the University's Department of Media and Technology (DMT). Tapes held by CCDE will be sent automatically with your course packages. You must order DMT tapes, however, on the basis of instructions included on your syllabus information sheet.

## **Examination Regulations**

### **Regular Examinations**

Examinations for the SPEC courses are take-home examinations. Your instructor will post your examination in your online course room on the official examination date. You will be required to return the completed examination to your instructor no more than seven days following the official examination date. Because you have successfully completed at least one university degree, the University assumes that you are aware of issues around academic honesty and that these take-home examinations, available only by special permission of the University to the SPEC program, will be completed in an honest manner by you. Should the University have any reason to believe that students in the program are not adhering to standards of academic honesty, such students will be endangering the continuance of SPEC's special status with regard to examinations.

### **Deferred Examinations**

Rules that determine grounds for a deferred examination, such as compassionate, health and other legitimate unforeseen and uncontrollable reasons, are the same as for undergraduate degree courses. **Note that because SPEC courses use take-home examinations rather than more strictly scheduled invigilated exams, a deferral will seldom be appropriate in the SPEC program.**

A request for a deferred examination must be directed to the Centre for Continuing and Distance Education Office within three (3) days of the missed examination. Upon receipt of this request, an application form is sent to the student. The application form, detailed documentary evidence outlining the reason for the request, and applicable fees must be returned to the CCDE Program Office within thirty (30) days of the missed exam.

Deferred examinations are considered either to be “Regular” or “Special”. Regular deferred examinations take place on a set date early in the following term. A special deferred examination on an alternate date may be granted by special permission of the academic coordinator of the SPEC program if you submit satisfactory evidence of inability to write during the regular deferred examination period. The fee for a Regular Deferred Examination is \$15.00 (per course) and the fee is \$40.00 (per course) for a Special Deferred Examination. Payment for the deferred examination(s) must accompany the application form.

### ***Supplemental Examinations***

If a student obtains a failing grade because of a poor final examination, a Supplemental Examination may be discussed/arranged between student and instructor. Special requests/accommodations are left to the discretion of instructors of distance courses.

### **Final Grades**

Once an examination period for a term or session has ended, you may access your grades through the **PAWS (Personal Access to Web Services)** portal. All registered students have access to email, personal calendars, administrative services, (e.g., final grades) and more. The website is: <http://paws.usask.ca> or you can link to PAWS from the U of S website at <http://www.usask.ca>. You will need a Network Services ID (NSID) and password to log in to PAWS. If you already know these, you can log in now. If not, contact the ITS Help Desk by phoning (306) 966-4817 (local) or toll-free in Canada 1-800-966-4817 to obtain your NSID and password. If you are a U of S alumnus, you may also receive your NSID and password from the Alumni Relations Office in University Advancement. Their phone number is 966-5186 in Saskatoon, and toll-free in Canada: 1-800-699-1907.

### **Transcripts**

Please visit <http://students.usask.ca/academic/transcripts> to order transcripts electronically (will require NSID, credit card payments only), or to download the appropriate forms to request them. Transcript prices are subject to change. Please note the correct price before you send your request in. If you choose to order your transcript by mail, send the completed forms along with a

method of payment (Visa, Master Card or cheque made payable to the University of Saskatchewan) to the following address:

Transcript Office  
Student and Enrolment Services  
University of Saskatchewan  
105 Administration Place  
Saskatoon, SK S7N 5A2

If you would like your final grades of a class on your transcript, please ensure the grades have been posted on PAWS before placing your transcript order, otherwise the grades will not be on your transcript. The Transcript Office will not hold orders to wait for final grades to be posted. If you would like to order a transcript with the statement of your graduation from the Certificate Program, you can order your transcripts and ask them to be held until after graduation. Please note that these will not be available until after the next (either spring or fall) graduation ceremony has passed, and you must apply to graduate in order for the certificate notification to be placed on your transcripts.

### **Promotion, Certification and Graduation**

The following conditions apply in the area of promotion, certification and graduation:

- a) Students must obtain 50% or better in each course.
- b) Students who have failed the same course twice or failed two courses will be advised to discontinue for a minimum of one year and then re-apply for admission.
- c) Students must maintain an overall average of 60% in the program and have achieved a “pass” designation in the practicum.
- d) Students must submit all assignments and write the final examination in order to be assigned a grade in any given course.
- e) Students must submit all assignments and pass the final examination in order to be assigned a passing grade in any given course. A passing grade is 50%. Students failing the final examination will receive a final grade no higher than 45%.

University certificates are issued during the May and October graduation periods only. If you have completed all required elements of the program and need to receive confirmation of this for specific time-sensitive employment or academic purposes, the Department of Educational Psychology and Special Education will, upon your request, issue a letter confirming your successful program completion.

An *Application to Graduate* must be submitted electronically through this website: <http://students.usask.ca/academic/convocation/>. It will then be approved and processed in the College of Education General Office. Information regarding the ceremony, parchment distribution, and other aspects of graduation will be found on this website. If you have any further questions, you may contact Student Central at 306-966-1212 or [askus@usask.ca](mailto:askus@usask.ca).

### **Student Rights, Appeals, Academic Dishonesty, Discrimination and Harassment**

Guidelines for Academic Conduct, approved by the University Council, may be read at [www.usask.ca/university\\_council/reports.shtml](http://www.usask.ca/university_council/reports.shtml). These guidelines describe a set of expectations for ethical behavior in the teaching-learning environment of the University of Saskatchewan and are meant to be an educational tool, intended to motivate the members of the University community to engage in thoughtful, ethical behavior in all of their interactions in the learning environment. The Council has also developed a set of rules and procedures for academic dishonesty and student appeals. Student Appeals in Academic Matters and Student Academic Dishonesty may be viewed at the above website. Regulations on non-academic dishonesty are under review.

Students should be aware that they are considered responsible adults and will be treated as such in regard to academic dishonesty and non-academic offenses. The results in such cases can be serious, and may lead to suspension or expulsion from the University.

The University is committed to providing all students and employees with an environment that is free of discrimination and harassment. The Discrimination and Harassment Prevention Policy and Procedures are available at: [www.usask.ca/dhps/policy.html](http://www.usask.ca/dhps/policy.html). Students with physical disabilities should consider registering with the Disability Services for Students office at (306) 966-5673. For more information about the DSS Office, please see their website: <http://www.students.usask.ca/disability/>.

## **COURSE DESCRIPTIONS**

### **EPSE 500.3**

#### **History and Philosophy of Special Education**

[Prerequisites: EPSE 390.3, 414.3]

Provides an understanding of foundational beliefs and practices that underpin modern special education. Examines models, theories, and philosophies that provide the basis for special education. Includes an historical profile of special education legal mandates and service provision within Saskatchewan, across Canada, and internationally. Examines social, cultural, and familial contexts of exceptionality.

### **EPSE 510.3**

#### **Supporting Students with Language and Communication Needs in the Classroom**

[Prerequisites: EPSE 390.3, 414.3]

Language and communication development and disorders studied with emphasis on their impact on students' academic, social, emotional and cognitive development. Addresses the teacher's role, including classroom identification and assistance for students having language and communication disorders. Classroom and instruction modifications will be presented.

### **EPSE 520.3**

#### **Supporting Students with Learning Disabilities in the Classroom**

[Prerequisites: EPSE 390.3, 414.3]

Designed to facilitate a broad understanding of issues in LD as well as research-based knowledge about several important elements in the field. Course topics include definitional issues in LD, a language-oriented view to reading disability, memory processing problems, reading, writing, and arithmetic instruction, metacognition, social issues, inclusion, and assessment issues of LD.

### **EPSE 530.3**

#### **Supporting Students with Behavioral and Social Needs in the Classroom**

[Prerequisites: EPSE 390.3, 414.3]

The goal of this course is to provide the student with the best effective practices for assessment and educational intervention for children and youth that have behavioral and social problems. While relevant theory and research will be reviewed, major emphasis will be placed on exploring practical strategies for improving behavior in the school setting.

### **EPSE 540.3**

#### **Collaboration Processes and Contexts**

[Prerequisites: EPSE 390.3, 414.3, 500.3]

Examines models of service delivery in special education. Emphasis is placed on collaborative processes and team contexts. Students learn basic communication and decision-making skills for collaborative team planning and program implementation. Collaborative teamwork is considered in a variety of team contexts: families, school-based teams, and integrated services.

**EPSE 551.3****Designing Supports to Meet Diverse Student Needs**

[Prerequisites: EPSE 390.3, 414.3, 500.3, 510.3, 520.3, 530.3, 540.3]

Builds applied skills in the professional practice of Special Education and prepares them to engage in the practicum course (EPSE 560.3). The central theme is use of effective practices to meet the individual needs of diverse learners. Emphasis is placed on authentic assessment, adaptive instruction, collaborative teamwork, and inclusive school practices.

**EPSE 560.3****Providing Supports to Meet Diverse Student Needs**

[Prerequisites: EPSE 390.3, 414.3, 500.3, 510.3, 520.3, 530.3, 540.3, 551.3]

Provides students with practical skills essential for delivery of appropriate educational programs for students with special needs. A central unifying theme is collaborative consultation and involves a variety of practicum activities within school settings.

**EPSE 570.3****Individual Project in Special Education**

[Prerequisites: EPSE 390.3, 414.3, 500.3]

Designed to assist student to integrate content and experiences from other courses through an individual project. Aim is to prepare reflective practitioners capable of conducting a critical review of the research literature, integrating this knowledge into their professional repertoire, and communicating the products of this research to colleagues and others.

**Elective #1 and Elective #2**

[Prerequisites: Nil; Electives]

Elective Classes from within and/or outside Ed. Psych. and Special Education, chosen by the student in consultation and with permission of the Program Director.

## TRANSCRIPTS AND SESSIONAL CERTIFICATE DETAILS

<b>Document</b>	<b>What it Includes</b>	<b>When Available</b>	<b>Cost*</b>
Transcript	Complete record of all courses and final grades at U of S. Any degrees/ certificates awarded. Any faculty actions assigned.	Any time	\$10.00 Price subject to change!!
Certification of Degree or Diploma or Certificate	Confirmation of awarding of degree/ diploma or certificate. Name of degree/diploma or certificate. Date awarded.	Any time email: askus@usask.ca	No Charge
Sessional Registration Certificate	Confirmation of full or part time registration in any session(s) (no classes or grades included)	Any time	No Charge
Sessional Course Enrolment Certificate	Confirmation of courses in which a student is registered for a session. For current session (no grades) which it is produced.	April 30 for Reg Session August 31 for Spring & Summer	No Charge

## APPENDIX: COMPUTER ENHANCED LEARNING

This FAQ on computer enhanced courses has been provided to explain the value of this mode of study. If you have further questions about the computer enhanced courses, contact the Centre for Continuing and Distance Education office, [extcred@usask.ca](mailto:extcred@usask.ca) or call 306-966-5563.

*What are computer enhanced courses?*

Computer enhanced courses are an exciting addition to the menu of choices available to the modern university student. Computer enhancement allows you to interact with other students and with the instructor on course content. Educators believe that learners deepen their knowledge and analytical abilities through discussion. In addition to the required interaction for each course, you can connect on a social basis and network with each other, developing a community of English language teachers that may extend beyond the duration of the course. In addition, you will further develop your comfort with information technology. This will help you participate in other computer enhanced or Web-based courses in this program and elsewhere.

*How are computer enhanced courses different from the print-based courses?*

In addition to print and audiovisual materials, you will receive instructions for linking to the course Website that includes directions for participating online. Some and in a few cases most of your supplemental readings will also be posted in your online courseroom or provided via weblinks to other sites. Being linked via computer allows you to submit questions and assignments electronically, thus speeding up your instructor's response time.

*Will I need to be at the computer at a specific time?*

As an adult learner, you have a busy life with responsibilities in addition to your studies. For this reason, the discussion postings in your computer enhanced courses are "asynchronous", that is, you can participate in the interaction anywhere that you have access to a computer and at times of the week convenient for you. In the required discussions you have time to read others' comments and then add your own each week.

In some SPEC courses, you will also participate in live "chats" (typed realtime conversations) with your classmates. Some of these will be casual exchanges of ideas; others will be purposive, such as planning sessions for online group assignments. You and your fellow group members will be responsible for creating mutually appropriate schedules for these chats.

*Will the discussions and chats be guided?*

Your instructor will provide you with discussion topics and schedules, and will provide some level of moderation of your weekly discussions. Chats tend to be self-moderated by participants. However, "netiquette" standards posted in WebCT should be maintained at all times.

*Will my participation be graded?*

Yes. We believe that learning is a communal activity that is enhanced by dialogue with others. Discussion is such an important part of your learning experience that your participation in course discussions will be part of your grade.

*What if I need help with computer enhanced learning?*

In order to participate in a computer enhanced course, you should have the computer requirements outlined in your Registration Handbook. You should have a basic familiarity with how to use the Worldwide Web and email. When you first log into the WebCT course area, you will find an online tutorial which will teach you the basic skills needed to navigate and create postings in your computer enhanced courses.

Your instructor will guide you in the interactive discussions if you have problems. A technical person is available at [help.desk@usask.ca](mailto:help.desk@usask.ca) to help you with difficulties related to the conferencing system (software). Your Internet Service Provider (ISP) should be available to help you with any problems connecting to the internet. You can also contact the Centre for Continuing and Distance Education Coordinator at 306-966-2085 if you aren't sure who should be helping you with a particular type of problem, or if you have been having trouble contacting the appropriate person or desk.