



TEXAS WOMAN'S
UNIVERSITY™

Educational Diagnostician **Practicum Handbook**

Department of Teacher Education

Special Education Program

Welcome!

Thank you for your interest in the Educational Diagnostician program at Texas Woman's University. The goal of this handbook is to provide you with information about each step of the process from admission to graduation, including all of the requirements to receive your Educational Diagnostician certification.

Texas Woman's University

With an enrollment of approximately 15,000 students, Texas Woman's University (TWU) is the nation's largest university primarily for women. TWU has campuses in Denton, Dallas, and Houston and has been recognized by U.S. News and World Report as one of the ten most diverse schools in the United States. The Educational Diagnostician Program is located on our Denton campus. For more information about TWU, visit [the university's website](#).

College of Professional Education

The College of Professional Education (COPE) at TWU houses four departments: Teacher Education, Library and Information Sciences, Reading, and Family Sciences. COPE has multiple undergraduate and graduate programs that provide Texas and the nation with highly skilled professionals who are leaders in their fields. For more information about the College of Professional Education at TWU, visit the [COPE website](#).

Department of Teacher Education

The Department of Teacher Education at TWU is comprised of four separate programs: Special Education, Educational Leadership, Curriculum and Instruction, and English as a Second Language/Bilingual Education. Faculty members from all programs work collaboratively to best serve future educators and practicing educators working toward their undergraduate and graduate degrees. For more information about the Department of Teacher Education, visit [the department website](#).

Special Education Program

The Special Education Program at TWU offers undergraduate courses, an M.Ed. in Special Education, and a Ph.D. in Special Education. The Special Education Program also offers an Educational Diagnostician Program that can be completed as part of the M.Ed. or as a post-masters certificate program. Program graduates are employed in districts all over Texas and across the country. For more information about the Special Education Program and its faculty, visit [the program website](#). Special Education faculty members are listed below; clicking on their names will provide you with their email address, should you wish to contact any of them directly.

[Diane Myers](#), Ph.D., Teacher Education Department Chair and Associate Professor of Special Education

[Jerry Whitworth](#), Ed.D., Special Education Program Coordinator and Professor of Special Education

[Jane Pemberton](#), Ph.D., Professor of Special Education

[Minkowan Goo](#), Ph.D., Assistant Professor of Special Education

[Mary Dell Donelson](#), Ed.D., Assistant Visiting Professor of Special Education

What is the Educational Diagnostician Program?

The Educational Diagnostician Program provides a pathway for graduate students to pursue their educational diagnostician certification in accordance with the guidelines issued by the Texas Education Agency (TEA), the education certification authority in the state of Texas. Educational Diagnosticians are highly-trained specialists who assess students' academic, cognitive, social, emotional, and behavioral needs and work with teachers to recommend accommodations, modifications, and interventions based on assessment results. Diagnosticians work closely with special educators, school psychologists, and other specialized personnel (e.g., speech and language pathologists, occupational therapists) to ensure that all students, including those with disabilities, receive appropriate and effective services based on their individualized needs.

At TWU, the goals of our Educational Diagnostician Program are as follows:

1. Our Educational Diagnostician Program will prepare students to take the state Educational Diagnostician test and become certified as Educational Diagnosticians in the state of Texas.
2. Our graduates will be prepared to be leaders in educational assessment and special education in their schools and districts.
3. Our graduates will be able to assist teachers and families with appropriate planning for students with special needs based on data gathered from accurate, appropriate, and thorough assessments.

Process for Admission

The Educational Diagnostician program accepts applications on a year-round basis, although we prefer to receive applications as follows:

- Fall enrollment: Applications by July 1
- Spring enrollment: Applications by November 1
- Summer enrollment: Applications by April 1

Applying early ensures that the program and the Graduate School will have adequate time to review all documents, obtain any necessary additional information, and make a decision about acceptance in a timely manner. Please note that the process for admission to the Educational Diagnostician Program is a **two-step** process; both steps are described below.

Step 1: All interested applicants should follow the application directions at the [TWU Graduate School website](#). When applying, applicants will be asked to select their program. Applicants wishing to pursue their Educational Diagnostician certification should select "M.Ed. (Educational Diagnostician)" if they do not already have a masters degree and intend to pursue one in conjunction with their diagnostician certification. Applicants who have a masters degree and wish to apply for the certification only should select "Educational Diagnostician Certification Only." For both programs, applicants will need to submit their resume, statement of intent, two professional letters of reference, Teacher Service Record, and a copy of any professional certifications.

Updated on 11/7/2017

In order to be accepted into the Educational Diagnostician certification program, all students must score 13/15 on the Application Rubric. The Application Rubric scores applicants on the following:

- Letter of intent (content and style)
- Letters of recommendation
- [Service record](#)
- Application materials

In addition to scoring at least 13/15 on the Application Rubric, applicants must meet the following criteria* for admission:

- 3.0 GPA in undergraduate and/or masters' program
- Hold a valid classroom teaching certification
- At least two years' teaching experience as teacher of record before enrolling in their final 15 hours of coursework (which includes the advanced assessment courses and practicum hours)

* If a student does not meet one of the criteria (e.g., GPA) but the program coordinator determines that the applicant demonstrates great promise and meets expectations in other areas, the applicant may be recommended for provisional acceptance. The program coordinator will determine (a) the conditions the applicant must meet in order to be accepted into the program unconditionally and (b) a timeline for review.

Step 2: Apply to the TWU Educator Preparation Program through the Office of Student Support Services using [this link](#). Prior to acceptance, all applicants will be asked to sign statements indicating their agreement to follow the [TWU Teacher Education Professional Dispositions](#) and that they will abide by the [Educators' Code of Ethics](#) (Chapter 247, Rule 2 of the Texas Administrative Code).

Please note that all applicants for the Educational Diagnostician certification program need to have **at least three years'** experience as the teacher of record before enrolling in their final 15 hours of coursework (which includes the advanced assessment courses and practicum hours). Applicants who do not have this experience when applying will be asked to sign a form indicating that they understand they will be unable to register for their final 15 hours of coursework until they can document two years of experience as the teacher of record in a school. If accepted into the Educational Diagnostician certification program, students will first be notified by the Office of Student Support Services. Accepted students will also receive a letter from the Graduate School indicating their acceptance to TWU; this letter will contain information about the student's faculty advisor. Accepted students should contact their advisor as soon as possible to determine courses and to plan out their program.

TWU Educational Diagnostician Program Standards

The TWU Educational Diagnostician Program adheres to the TEA standards required for the Educational Diagnostician Certificate ([§239.83 of the Texas Administrative Code](#)). All coursework, practicum experiences, and professional preparation activities are designed to meet these standards and are also informed by the Council for Exceptional Children’s [Advanced Preparation Standards for Special Education Diagnostician Specialist](#).

The 12 TEA Standards and the specific coursework/experiences that align with those standards are listed below. Complete descriptions of coursework and experiences can be found in the next sections.

TEA Educational Diagnostician Standard	Coursework/ Experience Alignment
I. The educational diagnostician understands and applies knowledge of the purpose, philosophy, and legal foundations of evaluation and special education.	EDSP 5043, 5033 EDSP 5413, 5303
II. The educational diagnostician understands and applies knowledge of ethical and professional practices, roles, and responsibilities.	EDSP 5043, 5033 EDSP 5833, 5843 EDSP 5853
III. The educational diagnostician develops collaborative relationships with families, educators, the school, the community, outside agencies, and related service personnel.	EDSP 5033 EDSP 5853, 5973
IV. The educational diagnostician understands and applies knowledge of student assessment and evaluation, program planning, and instructional decision making.	EDSP 5103, 5303, 5413 EDSP 5833, 5843 EDSP 5853
V. The educational diagnostician knows eligibility criteria and procedures for identifying students with disabilities and determining the presence of an educational need.	EDSP 5033, 5843 EDSP 5843, 5853
VI. The educational diagnostician selects, administers, and interprets appropriate formal and informal assessments and evaluations.	EDSP 5833, 5843 EDSP 5853
VII. The educational diagnostician understands and applies knowledge of ethnic, linguistic, cultural, and socioeconomic diversity and the significance of student diversity for evaluation, planning, and instruction.	EDSP 5033 EDSP 5833, 5843 EDSP 5853, 5973
VIII. The educational diagnostician knows and demonstrates skills necessary for scheduling, time management, and organization.	EDSP 5843, 5853
IX. The educational diagnostician addresses students' behavioral and social interaction skills through appropriate assessment, evaluation, planning, and instructional strategies.	EDSP 5303 or 5343 EDSP 5853, 5973
X. The educational diagnostician knows and understands appropriate curricula and instructional strategies for individuals with disabilities.	EDSP 5423 EDSP 5853, 5973

Coursework Requirements for the Educational Diagnostician Program

The coursework requirements can be found, [here](#).

These courses are requirements for the Educational Diagnostician Program **ONLY**. Students pursuing their M.Ed. in Special Education + the Educational Diagnostician Certification will be required to take additional coursework, including a research course.

Please note: All students must take at least 15 credit hours at TWU to be able to sit for the Educational Diagnostician Certification test. These 15 hours must include a special education law course and the advanced assessment courses. Students who have a masters degree in special education or a related field may be able to waive some of these required courses; their advisor will determine appropriate substitutions after a full transcript review.

Please note: Course rotation (i.e., semesters and years when each course will be offered) is available on the Department of Teacher Education Homepage, [here](#).

Suggested course sequences (please note that students may also require a course in child development if they have not previously taken a course with that content):

Med + Diagnostician Student starting in the Fall (2-year plan):

	Fall	Spring	Summer
Year 1	EDSP 5003 (if needed) EDSP 5043 EDSP 5033	EDSP 5843 EDSP 5423	EDSP 5103 EDSP 5313
Year 2	EDSP 5833 ELDR 5303	EDSP 5853 EDSP 5203	EDSP 5413 EDSP 5973

Med + Diagnostician Student starting in the Spring (2-year plan):

	Spring	Summer	Fall
Year 1	EDSP 5003 (if needed) EDSP 5423 EDSP 5043	EDSP 5103 EDSP 5033	EDSP 5833 EDSP 5303
Year 2	EDSP 5843 ELDR 5203	EDSP 5413 EDSP 5313	EDSP 5853 EDSP 5973

MEd + Diagnostician Student starting in the Summer (2-year plan):

	Summer	Fall	Spring
Year 1	EDSP 5003 (if needed) EDSP 5103 EDSP 5313	EDSP 5033 EDSP 5303	EDSP 5843 EDSP 5423
Year 2	EDSP 5413 ELDR 5203	EDSP 5833 EDSP 5043	EDSP 5853 EDSP 5973

Descriptions of Advanced Assessment Courses

EDSP 5833: Individual Diagnostic Assessment

Using co-normed appraisal instruments in special education evaluations; educational diagnostician ethics and standards

EDSP 5843: Special Education Evaluation

Current methods and processes for the evaluation of students with suspected disabilities; interpreting the results of formal tests and informal information gathered through a variety of methods

EDSP 5863: Educational Diagnostician Practicum

Field based practicum based on Texas' Educational Diagnostician state standards

* See additional information about practicum expectations and requirements in the next section.

Practicum Information

According to Texas Administrative Code §228.2, all candidates seeking professional certification (which includes Educational Diagnostician Certification) are required to have a practicum consisting of 160 clock hours provided by the Educator Preparation Program (i.e., TWU). The practicum is defined as "A supervised professional educator assignment at a public school accredited by the Texas Education Agency (TEA) or another school approved by the TEA for this purpose that is in a school setting in the particular field for which a professional certification is sought."

Students enrolled in the Educational Diagnostician program at TWU will complete their 160-hour practicum in EDSP 5863. Specific requirements for the practicum are outlined in the next sections.

Site Supervisor (district employee)

Upon admittance in the program, all students will be asked to identify a potential site supervisor from an [accredited school district](#) or [accredited private school](#) who is willing to supervise the student's practicum hours. This can be the district where the student is currently employed, if the district and supervisor meet the criteria. A **site supervisor**, as defined by the TEA (TAC 228.2), must meet the following criteria:

- He or she has at least three years' experience as an educational diagnostician;
- He or she holds current, valid certification as an educational diagnostician;
- He or she has completed training as defined by the educator preparation program (EPP);
- He or she is an accomplished educator as shown by student learning;
- He or she will guide, assist, and support the candidate during the practicum; and
- He or she will report the candidate's progress to the candidate's field supervisor.

See site supervisor agreement and other paperwork in the Appendices.

Field Supervisor (TWU employee)

According to the TEA, "Supervision of each candidate shall be conducted with the structured guidance and regular ongoing support of an experienced educator who has been trained as a field supervisor." The field supervisor will be an employee of TWU who has certification and experience as an educational diagnostician; this field supervisor will also be the student's instructor for EDSP 5853. He or she will be required to complete a university supervisor training.

Other responsibilities of the field supervisor are as follows:

- He or she will make contact with the student within the first three weeks of the assignment.
- He or she will conduct at least three formal observations of the student, each lasting at least 45 minutes (for a total of 135 minutes). At least one formal observation must be conducted in person, and the first must be done within the first third of the practicum, one in the second, and one in the third. Formal observations consist of:
 - An individualized pre-observation conference with the student;
 - Documentation of educational practices observed;
 - Providing written feedback through an individualized, synchronous, and interactive post-observation conference with the student. **Note:** Pre- and post-observation conferences do not need to be completed on site;
 - A field supervisor shall not be employed by the same school where the candidate being supervised is completing his or her clinical teaching, internship, or practicum.
- Provide support to the student as appropriate.

Sample EDSP 5853 Course Syllabus with Practicum Requirements

EDSP 5853: Educational Diagnostician Practicum

Instructor	Office	Communications	Office Hours

Course Description and Overview: Field based practicum based on Texas' Educational Diagnostician state standards. Prerequisites: EDSP 5833 and EDSP 5843. Credit: Three hours.

Goals and Outcomes:

Special Education Program Goals

The Special Education Program is committed to the preparation of educators and other professionals who work to enhance the education and lifespan development of individuals with disabilities.

Department of Teacher Education Goals

The Department of Teacher Education is committed to teacher preparation that focuses on a learner-centered climate in which the learners, teachers, administrators, parents and the community all have responsibility for the learner's success.

Student Outcomes (Based on Educational Diagnostician State Standards)

1. Demonstrate an understanding and application of knowledge of the purpose, philosophy, and legal foundations of evaluation and special education;
2. Demonstrate an understanding and application of knowledge of ethical and professional practices, roles, and responsibilities of educational diagnosticians;
3. Demonstrate an understanding of the importance of, and appropriate processes for collaborative relationships with families, educators, the school, the community, outside agencies, and related service personnel;
4. Demonstrate an understanding and application of knowledge of student assessment and evaluation, program planning, and instructional decision making;
5. Demonstrate knowledge of eligibility criteria and procedures for identifying students with disabilities and determining the presence of an educational need for special education;
6. Demonstrate skills in selecting, administering, and interpreting appropriate formal and informal assessments and evaluations;
7. Demonstrate an understanding and application of knowledge of ethnic, linguistic, cultural, and socioeconomic diversity and the significance of student diversity for evaluation, planning, and instruction;
8. Demonstrate skills necessary for scheduling, time management, and organization;
9. Demonstrate skills in addressing students' behavioral and social interaction skills through appropriate assessment, evaluation, planning, and instructional strategies; and
10. Demonstrate an understanding of appropriate curricula and instructional strategies for individuals with disabilities.

Practicum Requirements

As explained in the TWU Educational Diagnostician Program and Practicum Handbook, a 160 clock-hour field-based practicum is required for all Educator Preparation Program students seeking certification as an Educational Diagnostician. At TWU, the practicum requirements are the basis of the EDSP 5853 course. This course is completely field based, so there is no class attendance requirements. However, there is a requirement for attendance at a two-hour introduction to the course.

Each TWU practicum student will have two supervisors. One is a TWU employee and the professor of the EDSP 5853 course. The TWU employee is the field supervisor and the other supervisor is the site supervisor who is an experienced practicing diagnostician. See the handbook for more information about the supervisors including the requirement for three observations during the practicum semester.

Practicum process:

- Attend a 2-hour introductory practicum training
- Complete and turn in required documents from handbook
- Identify a site supervisor (see site supervisor requirements in the handbook)
- Obtain signatures from the site supervisor and site administrator using information obtained in the introductory practicum training
- Conduct needs assessment
- Meet with site supervisor to start planning practicum activities
- Contact field supervisor to determine if the first observation can be the meeting with the site supervisor
- Perform activities as outlined in this syllabus and in the handbook including documentation of each activity
- Notify the site and field supervisors if you have difficulty with the practicum requirements and when you have concluded the required 160 clock hours

Needs Assessment

Domain	Domain Title	Standards Assessed	Priority Rate the domains 1-4 in the order of your need for more information / training with 1 being your highest priority – make comments as needed
I	Students with Disabilities	V, VII	
II	Assessment and Evaluation	IV, VI	
III	Curriculum and Instruction	IX-X	
IV	Foundations and Professional Roles and Responsibilities	I-III, VIII	

Additional Information for Needs Assessment

Skill / knowledge area	Rate the skill / knowledge areas in the order of your need for more information / training with 1 being your highest priority – make comments as needed
Students of different age groups	
Students in different instructional settings	
Organizational systems	
ARD/IEP Process	
Other:	

Refer to Practicum Activities in the Appendices section for detailed practicum activity requirements.

Personal Liability Insurance

All TWU Educational Diagnostician practicum students are encouraged to become a member of the [Texas Educational Diagnosticians’ Association](#) and purchase professional liability insurance. If he or she chooses, they may obtain professional liability elsewhere. The practicum student must provide their field supervisor with proof of their liability insurance.

Confidentiality

A TWU practicum student may have access to the school records of students receiving special education services as well as general education students. It is a legal requirement that the information in these records, as well as anything that the student might observe or hear discussed regarding students or adults in the practicum setting must remain confidential (private) and that the information is used only in an appropriate and professional manner. Practicum students must not release or discuss any confidential information with any unauthorized person.

Testing Requirements and Resources

Testing Policy

All students enrolled in the Educational Diagnostician program should consult with their advisor about whether they need to take the TWU practice exam prior to sitting for the official state exam. If a student is required to take the TWU practice exam, he/she is expected to do so as part of their practicum in EDSP 5853 and/or EDSP 5973 unless their primary assessment professors determine that they are prepared to take the test after their EDSP 5833 and 5843 courses. Students can make arrangements for their practice test through the TWU [TExES Prep Center](#).

Students are expected to take the official TExES certification exam during their last semester of coursework or earlier if their primary professors and advisor agree. Once the decision has been made that a student is ready to take their official certification exam, one of the professors will contact the Student Support office and provide the name and ID number of the student they are recommending. Practice and study materials are provided in the assessment courses and can also be found at the TExES Prep Center website.

Personnel in the Student Support office are the university's primary contact persons for all educator certifications of TWU students. After the student has been approved by their primary professors to take the official certification exam, they should email Linda Kobler (lkobler@twu.edu) letting her know that they are ready to take their exam. She will check the student's records to make sure they are eligible to take the exam, and if so, will email them telling them how to register for the exam. They will register for the test on the [ETS TExES website](#).

All students pursuing Educational Diagnostician certification should be aware that they only have **five opportunities** to take and pass the Educational Diagnostician exam. Additional information about testing re-take policies can be found on the [ETS TExES website](#).

Linda Kobler is also the person who will monitor the student's progress through their masters degree or certification program and, once she sees that the person has finished all their requirements, she will contact the student with information about how to apply for their certificate.

Appendices Index

Appendix	Form type/information	When completed	Who completes?
A	Letter to Site Supervisor	At the beginning of EDSP 5853 course	Student and Field Supervisor
B	Site Supervisor and Site Administrator Agreement	At the beginning of EDSP 5853 course	Site Supervisor and Site Administrator
C	FERPA Agreement	At the beginning of EDSP 5853 course	Student
D	Student Site Agreement	At the beginning of EDSP 5853 course	Site Supervisor and Student
E	Practicum Activities	At the beginning of EDSP 5853 course	Student with guidance from supervisors
F	Cumulative Practicum Log	Weekly during EDSP 5853 course	Student, Site Supervisor, Field Supervisor
G	Practicum Activities Documentation and Reflections	Throughout the semester	Student
H	Field Supervision Rubric	After each observation	Field Supervisor
I	Field Supervision Documentation	Throughout the practicum	Field Supervisor
J	Acknowledgment of Receipt of Handbook	At the beginning of EDSP 5853	Student, Site Supervisor, Field Supervisor, and administrator at practicum site

Please note: cumulative practice logs and other documentation will be uploaded (by the student) at this website: www.twu.edu/copeforms

**TWU Educational Diagnostician Practicum
Letter to Site Supervisor**

Date: _____

Dear Site Supervisor,

Texas Woman’s University knows that site supervisors are one of the most important participants in our student’s preparation as a certified Educational Diagnostician. We realize that you have willingly assumed additional work and responsibility by agreeing to this site supervision that is a requirement for all educational diagnostician programs in Texas. We at TWU want to help make this practicum experience a success for you and the practicum student.

Information regarding the practicum student’s responsibilities as well as the site supervisor’s responsibilities and the TWU field supervisor’s responsibilities can be found in the TWU Educational Diagnostician’s Handbook that has been provided to you. Included in the handbook is also a list of suggested practicum activities along with other guidance for this process.

We realize that the evaluation, ARD/IEP process, and the education of students with disabilities is a confidential process. Your district may wish to have our practicum student to sign a confidentiality statement. Additionally, even though the practicum experience needs to include activities that the student will be expected to perform as a working diagnostician, we know that our students are not yet certified as a diagnostician. Therefore, you may wish to restrict the practicum student’s activities to those that will not cause liability problems with your evaluations or other highly scrutinized processes.

The practicum student’s professor for the practicum course (EDSP 5853) who is their field supervisor is your primary TWU contact person. The field supervisor is a certified and experienced diagnostician.

Field Supervisor: _____ Contact Information: _____

Practicum Student: _____ Contact information: _____

**TWU Educational Diagnostician Practicum
Site Supervisor and Site Administrator
Agreement and Acknowledgement of Training**

Please print

Practicum Candidate Name:

Site Supervisor Name:

Campus or Site Name:

As a site supervisor, I agree to supervise the above named Practicum Candidate during the time he/she is involved in meeting the Practicum requirements of the Educational Diagnostician Program at Texas Woman's University. Candidates may take their Practicum in either the Fall or Spring semester. I further agree to provide this candidate with assistance and supervision to help fulfill the requirements of the Practicum. The Practicum requires a minimum of 160 hours with a wide range of field-based experiences. As the Site Supervisor to the above named candidate,

I acknowledge that I have reviewed the TWU Educational Diagnostician Program and Practicum Handbook which also serves as the site supervisor training offered by Texas Woman's University.

I understand that if I have questions or concerns during the course of my mentorship/supervision, for any reason, that I can contact Texas Woman's University Teacher Education Program at: 940-898-2271 or teachereducation@twu.edu.

The above named Practicum Candidate and Supervisor may participate in the Educational Diagnostician Practicum of Texas Woman's University with permission on this campus. When permissible and possible, time within the school day for practical experience and work toward completion of the Practicum is very helpful, but certainly dependent on the realities of the situation on your campus.

The practicum candidate will make a copy of this document for records. Thank you for your willingness to share your talent and expertise in site supervision.

Site Administrator Signature

Date

Site Supervisor Signature

Date

**TWU Educational Diagnostician Practicum
FERPA Agreement to Release Educational Records and Information**

The *Family Educational Rights and Privacy Act* (FERPA) protects candidate confidentiality by placing certain restrictions on the disclosure of information contained in a candidate's education records. By signing this form, you agree that university personnel may provide information from your education records as indicated below. Read this document carefully and complete all sections.

Name of Candidate: _____ TWU ID Number: _____

Name of Course, Section, Term:

I give my voluntary consent to Texas Woman's University Teacher Education Department to disclose records relating to:

- Any of my field-based experiences
- My performance in the field

To the following person(s):

- Program faculty
- Discussions in triadic or group supervision
- School-based agency/administrators/site supervisors

These records are being released for the purpose of:

- Conversing and reviewing performance
- Acquiring feedback
- Procuring required signatures

I understand and acknowledge that under the Family Educational Rights and Privacy Act of 1974 ("FERPA" 20 USC 123g, 34 CFR §99; commonly known as the "Buckley Amendment") no disclosure of my records can be made without my writing consent unless otherwise provided in legal statues and judicial decisions. I also understand that I may revoke this consent at any time (via written request to Texas Woman's University) expect to the extent that action has already been taken upon this release.

Practicum Student's Signature

Date

**TWU Educational Diagnostician Practicum
Student Site Agreement**

Name of Candidate: _____ TWU ID Number: _____

Name of Course, Section, Term: EDSP 5853, _____, _____

In order to become and remain a practicum student at Texas Woman's University (TWU), I hereby affirm that:

1. I have read and understand the policies published in the most recent TWU Graduate Catalog, the College of Professional Education's Teacher Education Handbook, the Student Code of conduct found in the most recent TWU Student Handbook and Planner, and the Code of Ethics and Standard Practices for Texas Educators adopted by the Texas Education Agency's (TEA) State Board for Educator Certification (SBEC) that was referenced earlier in this handbook.
2. I will abide by Texas Woman's University's Department of Teacher Education's Disposition Policy.
3. I will comply with the campus and district policies at my placement site.
4. I understand that this signed Student Site Agreement is required before I can begin my practicum activities.
5. I understand that should I violate stated procedures, I may be removed from my practicum assignment without the guarantee of an additional placement.
6. I understand that willful violations of policies stated in the TWU Code of conduct (Section 4) may result in disciplinary sanctions up to and including disciplinary probations, suspension and/or expulsion.
7. I understand that I may be held liable for my actions while at the school site or in settings pertaining to my practicum experience.
8. I understand that no worker injury program applies, including, but not limited to, Worker's Compensation. I understand that I must rely upon my own financial resources and health insurance for coverage of any medical expenses arising out of participation in the practicum activities.
9. I understand that I assume the risk of participating in practicum activities, I release from liability, waive, discharge and covenant not to sue Texas Woman's University, its regents, administrators, staff, or faculty, for any liability, claim, and/or cause of action arising out of or related to any loss, damage, or injury, including death, involving my practicum activities.
10. I understand that my signature below constitutes a professional agreement with a school system and Texas Woman's University to conduct practicum activities during the semester requested.

Practicum Student's Signature _____ Date _____

Site Supervisor's Signature _____ Date _____

TWU Educational Diagnostician Practicum Activities

Note: detailed descriptions of each activity can be found in the EDSP 5853 (Practicum) syllabus.

Number	Activity	Minimum number of hours required per activity
1	Interviews	10
2	Observations	10
3	Shadowing	20
4	Learning to administer new tests	20
5	Administration, scoring, interpreting, and explaining assessments	30
6	Attending applicable training, including workshops and webinars	30
7	Attending meetings (e.g., LPAC, ARD, 504) related to an individual student	20
8	Activities related to knowledge / skills identified in needs assessment	10
9	Other relevant activities	18
10	Being observed by field supervisor (135 minutes)	2
	Total	160

Educational Domains and Standards (determined by the Texas Education Agency)

Domain	Domain Title	Standards Assessed
I	Students with Disabilities	V, VII
II	Assessment and Evaluation	IV, VI
III	Curriculum and Instruction	IX-X
IV	Foundations and Professional Roles and Responsibilities	I-III, VIII

Full descriptions of Standards are available on Page 5 of this document.

**Educational Diagnostician
Practicum Activities Documentation and Reflections
To Accompany Cumulative Practicum Log**

TWU Student Name: _____

Date of Activity: _____ Start Time: _____ Stop Time: _____

Description of Activity:

Reflections:

Date of Activity: _____ Start Time: _____ Stop Time: _____

Description of Activity:

Reflections:

TWU Educational Diagnostician Practicum
Field Supervision Rubric for Formal Observation and Interactive Conference

1. Supervision of each practicum student shall be conducted with the structured guidance and regular ongoing support of an experienced educator who has been trained as a field supervisor.
2. Observations must be at least 45 minutes in duration.
3. A total of three observations must be completed during the Practicum semester.
 - a. The first observation is due by week 4.
 - b. The second observation is due by week 7
 - c. The third observation is due by week 11.
4. At least one of the formal observations must be on the practicum student's site in a face-to-face setting.
5. The observation process shall include a pre-conference, observation, and post-conference. During the observation the field supervisor should document educational practices observed, provide written feedback, and provide a copy of the feedback to the Teacher Education, Special Education Department.
6. Informal observations and coaching shall be provided throughout the semester and documented by the university field supervisor as appropriate, and site supervisor.

TWU Student Name: _____

Date of Formal Observation: _____ Start Time: _____ Stop Time: _____ On-site Off-site

Name of Session or Activity: _____

Date of Observation Pre-conference: _____ Observation # _____

Start Time: _____ Stop Time: _____

Key points from the Pre-conference related to standards, self-assessment, a logical progression of proficiency, goal-setting, and professional development:

Date of Observation: _____

Start Time: _____ Stop Time: _____

Key points from observation such as gathering evidence related to the topics covered in the pre-conference and to generate questions to reinforce and refine practices:

Date of Post-conference: _____

Start Time: _____ Stop Time: _____

Key points from post-conference with a focus on support, growth, and development:

Remedial Plan if needed:

Field Supervisor Signature: _____

Date: _____

Student Signature: _____

Date: _____

Acknowledgment of Texas Woman's University Educational Diagnostician Practicum Policy

Student's Name: _____

University Advisor: _____

University Field Supervisor: _____

1. Your signature below acknowledges that you have received a copy of the Texas Woman's University Educational Diagnostician Policy.
2. Your signature below indicates that you have read and fully understand the policy and processes herein and supplements and agree to abide by the policies and procedures defined or referenced in the handbook.

The practicum student has an obligation to inform his or her university supervisor if there are any questions or concerns regarding the content of the handbook.

This form must be signed by all parties and returned no later than 10 days after receipt.

Contact information if additional information is required:
Department of Teacher Education: 940-898-2271
Dr. Diane Myers, Chair of Teacher Education: dmyers1@twu.edu

Student Signature: _____

Date: _____

Field Supervisor Signature: _____

Date: _____

Site Supervisor Signature: _____

Date: _____

School administrator: _____

Date: _____