

**Curriculum Proposal Cover Sheet – form is available on-line as an interactive PDF**

LSC Use Only Proposal No:	UWUCC Use Only Proposal No: <u>13-49</u>	Senate Action Date: <u>App-10/8/13</u>
LSC Action-Date:	UWUCC Action-Date: <u>AP-9/3/13</u>	

**Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee**

Contact Person(s) Nancy Yost	Email Address njyost@iup.edu
Proposing Department/Unit EDEX	Phone 7-3948

Check all appropriate lines and complete all information. Use a separate cover sheet for each course proposal and/or program proposal.

**1. Course Proposals (check all that apply)**

New Course                       Course Prefix Change                       Course Deletion  
 Course Revision                       Course Number and/or Title Change                       Catalog Description Change

Current course prefix, number and full title: \_\_\_\_\_

Proposed course prefix, number and full title, if changing: DISB 440 Professional and Ethical Behaviors

**Received**  
**MAY 24 2013**

**2. Liberal Studies Course Designations, as appropriate**

This course is also proposed as a Liberal Studies Course (please mark the appropriate categories below)

Learning Skills     Knowledge Area     Global and Multicultural Awareness     Writing Intensive (include W cover sheet)  
 Liberal Studies Elective (please mark the designation(s) that applies – must meet at least one)

Global Citizenship                       Information Literacy                       Oral Communication  
 Quantitative Reasoning                       Scientific Literacy                       Technological Literacy

**Liberal Studies**  
**Received**  
**SEP 6 2013**  
**Liberal Studies**

**3. Other Designations, as appropriate**

Honors College Course                       Other: (e.g. Women's Studies, Pan African)

**4. Program Proposals**

Catalog Description Change                       Program Revision                       Program Title Change                       New Track  
 New Degree Program                       New Minor Program                       Liberal Studies Requirement Changes                       Other

Current program name: \_\_\_\_\_

Proposed program name, if changing: \_\_\_\_\_

5. Approvals	Signature	Date
Department Curriculum Committee Chair(s)	<i>Joanna Miguvel</i>	3-24-13
Department Chairperson(s)	<i>Janece Baker</i>	3-26-13
College Curriculum Committee Chair	<i>Roger Brazier</i>	5-21-13
College Dean	<i>Edward Ward</i>	5-22-13
Director of Liberal Studies (as needed)		
Director of Honors College (as needed)		
Provost (as needed)		
Additional signature (with title) as appropriate		
UWUCC Co-Chairs	<i>Gail Sedquist</i>	9-6-13

## Part II. Description of Curricular Change

### 1. Catalog Description

#### DISB 440 Ethical and Professional Behaviors

1c-01-1cr

**Prerequisites:** DISB Major, junior standing, 2.75 GPA

Emphasizes the professional standards and ethical behaviors of disability services professionals. Information about and the laws surrounding the ages of birth to three years and over 21 years of age will be covered. Students will be exposed to the wide range of services in which they can be employed.

### 2. Course Outcomes

Students will be able to:

- A. Explore their knowledge and understanding of the CEC Ethical Principles and Practice Standards and the CEC Standards for Professional Practice
- B. Investigate the importance of day-to-day responsibilities in agencies that lead to efficient program management
- C. Demonstrate an understanding of the legal issues and responsibilities as they relate to the consumers in the birth – three years of age and adult populations
- D. Express an awareness and understanding of principles of ethical etiquette
- E. Evaluate the variety of agencies where they can work
- F. Analyze perspective sites and apply to an approved internship site

### 3. Detailed Course Outline

WEEKS	TOPICS
Weeks 1-3	Examining the CEC Ethical Principles and Practice Standards.  Examining the CEC Standards for Professional Practice  Looking at disability services place within these standards
Weeks 4	Resumes and interviewing in preparation for visiting potential internship sites
Weeks 5-6	Laws pertaining to the Zero-three services  Guest lecture from Early HeadStart
Weeks 7-8	How to apply for internship  Locating an agency  What to tell the agency when you discuss potential internship opportunity; what you bring; expectations of program; what services they provide
Weeks 9-12	Serving Adults in PA

	PA Law 6400 Programing for Adults
	Identification and Services available for Adults
	Restrictive Procedures with Adults
Weeks 13-14	Site visits to local agencies
Week 15	Culminating activity regarding agency visits

#### 4. Evaluation Methods

Acitivity	Points
Class Participation and professional dispositions	150
Module Summaries: Students will provide a summary following the weeks where we discuss standards, Zero-3, and Serving Adults in PA	75
Resume	25
Preparing internship documents: completing forms, identifying 3 sites to consider and visit for potential internship, and preparing agency information package about the DISB program	75
Culminating activity on what was learned about the agencies we visited and how it related to the course materials	50
Total	375

#### 5. Example Grading Scale

A	92%-100%	349 - 375
B	84%-91%	315 - 348
C	76%-83%	285 - 314
D	70%-75%	262 - 285
F	0%-69%	0 - 261

#### 6. Course Attendance Policy

Students are expected to attend class in accordance with university policy as found in the undergraduate catalog. This class focuses on professional and ethical behavior, and as such you are expected to behave professionally. Attendance and participation are a part of the grading expectations.

If you must miss class due to a religious holiday, medical emergency, university representation, or family emergency, please contact the instructor by phone or email PRIOR to class.

#### 7. Required Textbook(s), Supplemental Books, and Readings

- A. Disability Services Handbook available on Advising Moodle Zone- [rqmg-Other-DISBAdvising](#)

1) <https://moodle.iup.edu/course/view.php?id=1433>

#### 8. Special Resource Requirements

No special resources required

## 9. Bibliography

- Chen, Deborah (2008). *Early intervention in action*. Baltimore: Brookes Publishing.
- Ensher, Gail L., Clark, David A., Songer, Nancy S. (2009). *Families, infants, and young children at risk*. Baltimore: Brookes Publishing.
- Gardner, James F. & Chapman, Michael S. (1993). *Developing staff competencies for supporting people with developmental delays: An orientation handbook, 2<sup>nd</sup> ed.* Baltimore: Brookes Publishing.
- Holburn, Steve, Gordon, Anne, Vietze, & Peter M. (2007) *Person-centered planning made easy: The PICTURE method*. Baltimore: Brookes Publishing.
- Landy, Sarah & Menna, Roseanne. (2006). *Early intervention with multi-risk families: An integrative approach*. Baltimore: Brookes Publishing.
- Lewis, Judith A., Packard, Thomas R., & Lewis, Michael D. (2011). *Management of human service programs*. Belmont, CA:Brooks/Cole.
- Luiselli, James K. (2012). *The handbook of high-risk challenging behaviors in people with intellectual and development disabilities*. Baltimore: Brookes Publishing.
- McMarrow, Martin J. (2003). *Getting ready to help: A primer on interacting in human service*. Baltimore: Brookes Publishing.
- Summers, Nancy. (2011). *Fundamentals of case management practice: Skills for human services*. Belmont, CA:Brooks/Cole
- Schalock, Robert L. & Alonso, Miguel Ange Verdugo. (2012). *A leadership guide for today's disability organizations*. Baltimore: Brookes Publishing.

## 2. Course Analysis Questionnaire.

### **Course Analysis Questionnaire**

#### **Section A: Details of the Course**

- A1 This course is a required course for the Disability Services majors. It teaches content that is not covered in any other classes the students take. This is the only course in their program designed specifically for these students.
- A2 This course does not require any changes to existing courses.
- A3 This course has not been offered as a special topics class. We attempted to meet the students' needs with the existing EDEX 440 class but it did not meet requirements of the program and is will be used for the proposed EDEX 7-12 program.
- A4 This course will not be dual listed
- A5 This course will not be taken for variable credit.
- A6 We have similar courses here at IUP ECSP 440 and EDEX 440. I did not find other universities with this specific course, probably because the programs have this content built into various courses as opposed to a standalone course.
- A7 The program just completed an external 5<sup>th</sup> year review. It was recommended in that review that ethical behaviors and practices be included in courses. Because of the nature of the program we could not include these in existing classes which are designed for other programs. The committee proposed to the administration that a course be developed to meet these needs. This recommendation was approved by Dr. Nardi.

#### **Section B: Interdisciplinary Implications**

- B1 This course will be taught by qualified faculty from the EDEX program
- B2 The content of this course does not overlap with any other at the University
- B3 This course will not be cross-listed.

### **Section C: Implementation**

- C1 There are several members of the EDEX faculty who are qualified to teach this course. It will count as one preparation and one credit load.
- C2 Other resources:
  - a. Space are adequate
  - b. No special equipment is necessary
  - c. No laboratory supplies and other consumable goods are required
  - d. Library materials are adequate
  - e. No travel funds are required
- C3 There are no grant resources for this course
- C4 Because of the current enrollment of the DISB program, it will currently be offered once annually during the spring semester. Students who will be interning the following summer, fall, and spring semesters will be required to take the course
- C5 Based on current enrollment, only one section, once a year will be required.
- C6 The course would have an enrollment of approximately 20. The number is based upon the current enrollment in the program and where they are in the process toward graduation. We have approximately 8 interns going out per semester and 4 in the summer, this makes 20 interns annually
- C7 No professional society makes limits enrollment in a course of this nature.
- C8 This not a distance education course.

### **Section D: Miscellaneous**

No additional information is required.

----- Original Message -----

**Subject:**Re: Fwd: DISB courses

**Date:**Thu, 14 Mar 2013 09:44:24 -0400

**From:**Edward Nardi <[ewnardi@iup.edu](mailto:ewnardi@iup.edu)>

**To:**Roger L Briscoe <[briscoe@iup.edu](mailto:briscoe@iup.edu)>

**CC:**Janice M Baker <[jmbaker@iup.edu](mailto:jmbaker@iup.edu)>, [edward.nardi@iup.edu](mailto:edward.nardi@iup.edu), nancy yost <[njyost@iup.edu](mailto:njyost@iup.edu)>, "Sunealitis, Makayla" <[makaylam@iup.edu](mailto:makaylam@iup.edu)>

Dr. Briscoe,

I approve the curriculum development of coursework utilizing the departmental designation DISB to include DISB 440, DISB 281, and DISB 481.

Regards,  
Ed

Edward Nardi, Ed.D.  
Interim Dean  
College of Education and Educational Technology  
104 Stouffer Hall  
Indiana University of Pennsylvania  
Indiana, PA 15701  
724-357-2482 (Tel)  
724-357-5595 (Fax)

On 3/14/2013 9:28 AM, Janice M Baker wrote:

> Ed  
> I support Nancy's request to offer a DISB 440 and to open DISB 281 and  
> 481. Will you approve our request?  
> Jan  
>  
>  
>  
>  
> --- the forwarded message follows ---



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March 21, 2013

Dear Curriculum Committee,

The Disability Services program just completed a 5 year review. One of the recommendations that resulted from this review was the need to include a professional standards and ethical practices course in the program.

I am requesting the creation of a program designation and the development of three courses to include DISB 281 Special Topics (Variable 1-3 credits), DISB 440 Ethical and Professional Behaviors (3 Credits), and DISB 481 Special Topics (Variable 1-3 credits).

I support the development and implementation of these courses.

Sincerely,

A handwritten signature in blue ink that reads 'Edward Nardi'.

Edward Nardi, Ed.D.  
Interim Dean  
College of Education and Educational Technology



beyond expectations