

**Administration of Student Disability Services
EDAD 66669/76669
Kent State University**

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Higher Education Administration & Student Personnel
College of Education, Health, & Human Services**

**Intersession & Spring Term 2011-2012
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Welcome to the Vista Version of Administration of Student Disability Services in Higher Education

Welcome. I look forward to our time together over the break and Spring semester. The instructions for this course are simple--read the materials in the sequence provided. You can find the information on the homepage under "Assignments" and "Course Materials." Once you have completed units 1, 1.5, 2, 3, 4, & 6 and related cases, tables, readings, and figures, you need to schedule your mid-term examination--see course calendar for test-day options (requires a campus visit for up to two hours each). When you have completed all remaining readings, schedule your final examination (requires a campus visit for up to two hours).

Note that Chapter 5 is not included in your assigned readings (an article substitutes for this chapter), but the topic of "financial aid" is included on the final examination. Also note that Chapter 6 is included on the mid-term examination. The final is not comprehensive; it covers only the material since the mid-term.

You also must complete one access checklist, one site visit & paper, and 10 case summaries--see details below. Participation in class discussions through the "Discussions" (aptly named) also is required, and will be monitored for quality of response in addition to overall effort. You may ask questions at any time regarding the course content through email. However, if you have problems accessing Vista, or any other technology question, contact the KSU help desk (330-672-4357, i.e., 330-672-help).

[Side bar] Although I am personally an advocate for the rights of the disabled, this course is not an advocacy course, as you might expect in Rehab Counseling or Special Education. Rather, the course is designed to train college and university administrators responsible for the operation of an accessibility services office. It will focus on procedures, policies, practices, and the law. Nonetheless, the course content may be used by advocates in their efforts to gain access to university resources and be provided with the equal opportunity to succeed or fail.

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Course Information
Administration of Student Disability Services
Kent State University

Instructor

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Course Description

Administrative, organizational, and legal issues involving the administration of services for students with disabilities are studied.

Instructional Methods

The course is a form of distance learning (Vista) and is self-paced. You may begin as soon as you have access to the course (most materials already are available; all materials will be completed by the end of the current Fall term) and ideally complete the course by the beginning of the Spring term in January. However, you may delay completion of the course until the Spring term if you need extra time. To complete this course, you will need access to a computer and an internet connection. As you read through the materials, feel free to e-mail your simple questions or call with your more complex ones. I will check messages several times per day and respond timely.

Textbook

Stephen B. Thomas, Students, Colleges, and Disability Law (Education Law Association, 2002) (ISBN 1-56534-104-X). Handouts and case readings supplement the book and are available on Vista.

Class Requirements

Access Checklist (due March 2, at latest)	30 points
Midterm Examination (Dec. 30, Jan. 6, or March 2)	180 points
Discussion Boards (5 due day of midterm; 5 due day of final, April 27)	20 points
Final Examination (Jan. 6, March 2, or April 27)	180 points
Ten Case Summaries (due by March 2)	30 points
Site Visit & Report (due by April 27)	<u>60</u> points
Total for Master's and Ed.S.	500 points
Ph.D. Students (10-page paper) (due April 27)	<u>100</u> points
Total for Ph.D.	600 points

Grade Scale (Master's based on 500; Ph.D. based on 600)

	Master's	Ph.D.
A	94% 470-500	564-600
A-	90% 450-469	540-563
B+	87% 435-449	522-539
B	84% 420-434	504-521
B-	80% 400-419	480-503
C+	77% 385-399	462-479
C	70% 350-384	420-461 (grade required to receive graduate credit)
C-	67% 335-349	402-419
D+	64% 320-334	384-401
D	60% 300-319	360-383
F	below 300	below 360

Tests

The tests are multiple choice and plaintiff-defendant and cover material included within assigned readings, class handouts, and cases (see example question under the Mid-term Icon). Test dates include **December 30** (Friday, 7:45 a.m.-10:00 a.m., White Hall, room 105), **January 6** (Friday, 7:45 a.m.-10:00 a.m., White Hall, room 105), **March 2** (Friday, 7:45 a.m.-10:00 a.m., White Hall, room 105), and **April 27** (Friday, 7:45 a.m.-10:00 a.m., White Hall, room 105). Pick one for the midterm examination and one for the final examination. Notify me of your selection at least two days prior to the test to reserve a seat.

Access Checklist

Complete the enclosed Access Checklist (see Chapter 4) for any building at KSU or any other college or university in the United States. The checklist is **due by March 2**.

Case Summaries (college student cases only)

Prepare a four-page summary of 10 cases. Each page should be single spaced and have one-inch margins all around with print size no larger than 11 cpi. Follow the example provided on Vista for format. Cases should be from 2006-2012. Any federal or state case dealing with college students with disabilities may be included—**do not include K-12 cases or employment cases**. The summaries are **due by March 2**.

Site Visit & Report

You are responsible for setting up an interview with personnel at a student accessibility services office. All members of the visiting team must interview at the same time so as not to inconvenience staff any more than necessary. You then must prepare a report that may be up to five single-spaced pages. It will include specific information as well as open ended commentary. The report is **due by April 27**.

Term Paper (Ph.D. Only)

Ph.D. students are required to do all regular assignments plus provide a 10-page double spaced paper on any law related topic included in the course (except K-12 education). Use APA, Blue Book, Struck and White, Chicago, or any other style manual for format—just be consistent with whichever form you select.

Discussion Boards

You must contribute to 10 discussion boards—this will take only a few minutes each. Five topics will be provided for each of the two tests. Complete the first five prior to the mid-term examination (**latest time would be February 26 prior to the final mid-term testing date on March 2**); complete the second five prior to the final examination (**latest time would be April 22 prior to the final testing date on April 27**)

Students with Disabilities

In accordance with University policy, if you have a documented disability and require accommodations to obtain equal access in this course, please contact me at the beginning of the semester or when given an assignment for which an accommodation is required. However, students with disabilities must verify their eligibility through the Office of Student Accessibility Services (SAS) (330-672-3391) prior to the provision of any accommodation.

Portfolio

In the final semester of the HIED program, students enroll in the capstone requirement, Case Studies in Higher Education (HIED 66655). A component of this course is to compile a graduate portfolio- -a retrospective of one's experience in the program and thoughts regarding one's job search and future professional development. More specifically, one aspect of the portfolio is to prepare a course work summary. In order to best prepare, students are advised to retain copies of syllabi and course materials such as papers or projects.

Schedule (read materials in the order listed)

- ◆ Unit 1: Introduction, Chapter 1
- ◆ Unit 1.5: K-12 Schools and Disability Law (My article on Vista)
- ◆ Unit 2: Student Disability Services, Chapter 2
- ◆ Unit 3: Mental Disabilities & Accommodations, Chapter 3
- ◆ Unit 4: Physical Disabilities, Accommodations, and Access, Chapter 4
- ◆ Unit 6 : Accommodation & Modification, Chapter 6

Midterm Examination

- ◆ Unit 5: Admission & Financial Aid (HEATH Article): Note that Chapter 5 is not assigned.
- ◆ Unit 7: Student Records, Chapter 7
- ◆ Unit 8: Intercollegiate Sport, Chapter 8
- ◆ Unit 9: Disciplinary & Academic Dismissal and Other Sanctions, Chapter 9
- ◆ Unit 10: Disability Discrimination in Employment, Chapter 10

Final Examination