

Towson University
SPPA 498
Proctoring for Deaf Studies Internship
Course Syllabus

Instructor: Dr. Sheryl B. Cooper
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Course Description:

This course is an opportunity for students who have completed the Internship in Deaf Studies (DFST 410) to reinforce what they have learned, to further their contacts in the Deaf Community, and to develop organizational and mentoring skills.

Prerequisites:

Proctors must have completed the internship with a grade of "A."

Course Objectives:

1. Proctors will reinforce and improve their knowledge of work within the Deaf Community.
2. Proctors will develop greater understanding of techniques used in working with deaf individuals and mentoring students.
3. Proctors will develop, coordinate, and maintain resources for the benefit of interns.
4. Proctors will provide a variety of support services to interns enrolled in the class, and to the teacher.

Course Requirements/Duties:

Proctors will have the following duties upon which final grades will be based:

Proctors will:

1. Attend all classes. (9 points)
2. Meet with instructor during the week to keep apprised of internship-related activities. (8 points)
3. Assist students with any concerns regarding their internship sites, before/after/or outside of class time. Provide support and ideas to students as needed. (8 points)
4. Maintain accurate attendance records for the class. (8 points)
5. Record grades as requested by instructor, filling in blanks with specific data re: assignments. Ensure accuracy. (8 points)
6. Maintain complete confidentiality regarding all student grades and performance. (8 points)
7. Demonstrate signs and appropriate attitude toward Deaf Culture as needed for class. (8 points)
8. Observe for cheating or plagiarism throughout the semester. Report suspicions to the instructor promptly. (8 points)
9. Keep students informed about Deaf Community Events and Guest Speaker Lectures. Provide motivation and enthusiasm. (8 points)
10. Monitor and participate in on-line discussion about internships. Keep records of quantity and quality of student participation. (10 points)
11. Obtain information from students and other offices on campus as requested to ensure that all required paperwork for internship is completed. Record information in appropriate places. (12 points)
12. Assist instructor with other internship-related duties as requested. (5 points)

Grading:

A 93-100
A- 90-92.99
B+ 87-89.99
B 83-86.99
B- 80-82.99
C+ 77-79.99

C 73-76.99

C- 70-72.99

D+ 67-69.99

D 63-66.99

D- 60-62.99

F 59.99 and below

The grade of C- does not meet graduation requirements or major requirements as it is equivalent to 1.667 on a 4.0 scale.

Resource Materials:

None required.

Cheating and Plagiarism Policy:

We adhere strictly to the Code of Conduct/Academic Integrity policy found in the Undergraduate Catalog and published as the Student Academic Integrity Policy. Proctors will observe for cheating and plagiarism and report all suspicions to the instructor. Cheating includes copying from others using books or notes during quizzes or exams, fabrication of information, submission of work prepared by another person, permitting another person to copy from or use your work, and plagiarism. Incidents of cheating will result in severe penalties. Proctors not reporting cheating, or caught cheating in the calculating or recording of grades, will be severely penalized. Incidents of cheating or collusion will result in any or all of the following penalties:

1. revision of the work in question or completion of alternate work with or without a grade change;
2. a reduced grade (including "F" or zero).

Students with Disabilities:

This course is in compliance with Towson University's policies for students with disabilities. Students with disabilities are encouraged to register with Disability Support Services, Administration Building, Room 232, 410/704-2638. Students who suspect that they have a disability but do not have documentation are encouraged to contact DSS for advice on how to obtain appropriate evaluation. A memo from DSS authorizing accommodations is needed before any accommodations can be made.

Attendance Policy:

Proctors are expected to attend all classes. Absences will affect the proctor's grade. Proctors will lose 1 point for each class not attended.