

# SPCE 476

## 1. Course Basics

### Transition Planning for Adolescents with Exceptionalities

Spring 2026    CRN 24946    Sec 001                      3 credits

## 2. Instructor Information

**Instructor: Dr. Brittany Bales**

**Office:** TC 711

**Office hours:** Schedule via BSU email

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Ball State University, Muncie, IN

## 3. Course Information

### Course Description

Includes transition models and planning, curriculum considerations, career and vocational education, collaboration with adult service agencies, and academic planning for secondary students with mild disabilities.

### Prerequisites

Completion of Decision Point 1

### Course Objectives

Objectives:	CEC Standards:	INTASC:
A. Discuss concepts related to individuals with high-incidence disabilities and assessment, placement, programming and accountability efforts concerning secondary special education	2012 7th ed. ISCI6K5; IGC6K1; IGC6K5; ISCI1K3	1. b-e-i, 2. f-g-n, 6. d-m-q, 9. d-i-o
B. Discuss state and federal legislation, policies, and procedures which affect middle school and high school programs for exceptional children	2012 7th ed. IGC6K3; IGC1S1	1. b-e-i, 3. a-c-m-p, 7. a-j-o, 10. b-m-q
C. Discuss instruction strategies used to instruct adolescents and young adults with disabilities in the general education curriculum	2012 7th ed. IGC5K3; ISCI5S15;	4. d-l-q, 7. a-j-o, 8. c-n-p, 9. d-i-o



	IGC5S1; IGC5K11; ISCI3S2; IGC5S27	
D. Discuss Learning Strategies and Approaches for Secondary Students: Reading, Written Language, Math, Study Skills	2012 7th ed. IGC5S4; IAGC5S15; IGC5K6; ISCI5S17; IGC5K2; IGC5 K7	4. d-l-q, 5. b-i-s, 7. a-j-o, 8. c-n-p
E. Describe the usage of transitional services and models of programming in the field of special education	2012 7th ed. ISCI1K10; ISCI1K11; ISCI1K11; IGC2S1; IGS5K9	1. b-e-i, 2. f-g-n, 3. a-c-m-p, 5. b-i-s, 7. a-j-o, 8. c-n-p
F. Discuss collaboration and cooperation with families and interagency adult service providers to support transitional services for persons with disabilities	2012 7th ed. ISCI1K4; ISCI7K3; IGC7S4; ISCI5S18; IGC5S8; ISCI7S6	2. f-g-n, 7. a-j-o, 9. d-i-o 10. b-m-q

### Course Modality/Structure

SPCE 476 is an in-person, on campus class that meets weekly.

## 4. Course Materials

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All of the materials required for the successful completion of this course are in Canvas.

#### Recommended Text:

Flexer, R. W., Baer, R. M., Luft, P., & Simmons, T. J. (2013). *Transition planning for secondary students with disabilities (4th ed.)*. Upper Saddle River, NJ: Pearson Education, Inc. (ISBN-13: 978-0-13-265811-9)

Wehman, P. (2013). *Life beyond the classroom (5th ed.)*. Baltimore, MD: Paul H. Brookes Publishing Co. (ISBN-13: 978-1-59857-232-2)

## 5. Course Assignments and Assessments

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### Course Assignments

TIEP project	120 points
Website analysis	100 points
In class activities	30 points
Exams	200 points
Discussion board	30 points

Assignment details, including instructions, relevant readings, due dates, and grading criteria/rubrics will be posted and updated on Canvas. Please check Canvas regularly to stay informed and on track.

## Course Grading Scale

(percent of total possible points, grades will not be rounded)

Letter Grade	Range
A	100% - 94%
A-	<94% - 90%
B+	<90% - 87%
B	<87% - 84%
B-	<84% - 80%
C+	<80% - 77%
C	<77% - 74%
C-	<74% - 70%
D+	<70% - 67%
D	<67% - 64%
D-	<64% - 61%
F	<61% - 0%

## 6. University Policies and Statements

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### University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse.

### Disability Statement

If you need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's [Disability Services Office](#) coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or [dsd@bsu.edu](mailto:dsd@bsu.edu).

### Attendance

This course will adhere to the policy published in the BSU Code of Student Rights & Responsibilities. You are required to attend class on-time, in person, and stay for the duration of the class. Not attending class may affect student financial aid. Absences should be discussed with the instructor as soon as possible. Missed classes may result in loss of class points. Any make-ups are at the discretion of the instructor.

However, if a student must miss class, they are expected to take complete responsibility for the absence. Therefore, the absentee student is expected to turn in scheduled assignments on or before the due date and arrange to get lecture notes, etc., from another student. For any absence,

please email the instructor as soon as possible, communication is critical and I want to ensure both your health/safety and that you can still be successful in this class.

### **Participation**

Your regular participation and timeliness are important to your academic success. Students are expected to have read the required readings prior to class. Required readings typically will not be covered in lecture but will be the basis for class discussions and in-class activities. Participation may be defined as you asking or answering questions, engaging in discussions, etc.

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### **Freedom of Expression**

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's [Statement on Freedom of Expression](#), the resources on Ball State's [Freedom of Expression webpage](#), and [Ball State's Beneficence Pledge](#).

### **Title IX**

Ball State University is committed to providing a safe and inclusive learning environment for all students. If you or someone you know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit [bsu.edu/titleix](http://bsu.edu/titleix) or contact the Title IX Coordinator at 765-285-1545 or at [titleix@bsu.edu](mailto:titleix@bsu.edu)

**As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment.** This includes information shared in class discussions, assignments, or private conversations.

**What happens after I report?** The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant **chooses** to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

### **University Grade Appeal Policy**

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, you have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the [University Grade Appeal Policy and Process.](#)]

### **Student Academic Ethics Policy**

Honesty, trust, and personal responsibility are fundamental attributes of the university community. Academic dishonesty and other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge and will not be tolerated. To maintain its credibility and reputation, and to equitably assign evaluations of scholastic and creative performance, Ball State University is

committed to maintaining a climate that upholds and values the highest standards of academic integrity. Visit the VPAA's [academic integrity website](#) (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University [Student Academic Ethics Policy](#).

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, you must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for you.

## **Generative AI Statement**

### **No Use of Generative AI Permitted**

All work conducted and/or submitted in this course must be your own, completed in accordance with the Ball State University's [Student Academic Ethics Policy](#). You may not collaborate with or make use of ChatGPT or any other generative AI applications at any time to develop materials submitted in this course.

## **7. Student Support Services**

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### **The Learning Center**

The Learning Center offers free Tutoring and Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit [myballstate.bsu.edu](http://myballstate.bsu.edu) and click on "Navigate" in the Academic Tools section, or just go directly to [bsu.navigate.eab.com](http://bsu.navigate.eab.com).

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center. Supplemental Instruction is available in select courses. If you have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about Learning Center programming, visit [bsu.edu/learningcenter](http://bsu.edu/learningcenter) or call 765-285-1006. Follow us on Instagram: [BallStateLC](#).

### **The Writing Center**

All writers improve with practice and feedback, so as a student in this course, you are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the

evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to [bsu.edu/writingcenter](https://bsu.edu/writingcenter). Online and in-person appointments are available; however, plan ahead because appointments book quickly!

### **The Basic Needs Hub**

If you are having difficulty affording enough food, do not have a safe and reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the [Basic Needs Hub](#). The Basic Needs Hub has information, resources, and provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, you can submit a [Basic Needs Assistance Form](#).

### **The Counseling Center**

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, you can contact us at 765-285-1736. Ball State also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm and/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, and depression. At your first appointment, you will work with a therapist to create a plan that will connect you with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, and community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found [here](#).

### **The Speaking Center**

The [Speaking Center](#) is a free resource available to all members of the BSU community wanting to improve their public speaking abilities. We offer personalized coaching designed to help you become a more confident and effective speaker. Our trained coaches provide constructive feedback and support throughout the entire speech preparation process, whether you are in the early stages of brainstorming ideas and organizing your thoughts, or you need to practice your delivery and refine your message.

The Center is in the David Letterman Communication and Media Building, room 302. To schedule an appointment, please access us through your Navigate app or use this [direct link](#) to sign up for a time. Appointments are available both in person and on Zoom. Appointments are available in person, on Zoom, and in virtual reality (VR) for those interested in practicing in an immersive speaking environment.

## **8. Canvas and Student Privacy**

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### **Canvas Accessibility**

Canvas provides a user experience that is easy, simple, and intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e. text formatting is accomplished using styles). Canvas is designed to allow limited

customization of colors and schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the [Canvas Voluntary Product Accessibility Template \(VPAT\)](#).

## FERPA and Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights and Privacy Act), your records are confidential and protected. Under most circumstances, your records will not be released without your written and signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. You can learn more about student rights to privacy by reading [Ball State's FERPA and Privacy and Protection](#).

## Plagiarism Detection

The campus subscribes to Turnitin, a plagiarism prevention service, through Canvas. You may need to submit written assignments to Turnitin. Student work will be used for plagiarism detection and for no other purpose. The student may indicate in writing to the instructor that he/she refuses to participate in the plagiarism detection process, in which case the instructor can use other electronic means to verify the originality of their work.

# 9. Course Expectations and Policies

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## Course Participation Expectations

- This course is designed with weekly activities, discussion, and other forms of regular collaboration and communication.
- It is recommended that you log into your Canvas course 3 to 4 times a week and check your official Ball State email account daily to view announcements and prepare for class.
- Complete all assignments, quizzes, tests, and any other activities by the stated due dates.

## Feedback Policy

- I will respond to email from your official Ball State email address within 24 hours during week days (Monday-Friday) and within 48 hours on the weekend.
- I will read every discussion post but I will not always personally comment on posts.
- I will grade your quizzes, assignments, and discussions no later than 1 week of the due date.
- Contact your instructor if you have questions or concerns about your performance in class.

## Late Assignment Policy

- All assignments are due by 11:59 pm EST/EDT time on the due dates indicated.
- All assignments are due on Sunday each week at midnight (EDT), unless otherwise noted. **Late assignments will result in zero points. No late assignments will be accepted unless prior approval from the instructor is given.** even approved late assignments may be subject to deductions. If you need to request an extension it is your responsibility to email the course instructor before the due date.

## Assignment Submission Policy

- All assignments should be submitted as Word documents with extensions of .doc or .docx unless otherwise indicated in the assignment description.
- Assignments, unless otherwise indicated, should be submitted using the assignment link in the module on Canvas.

- All written assignments (except where stated otherwise) are to be word-processed, double-spaced with 1” margins, and proofread. American Psychological Association (APA) 7th Edition format should be used.
- Assignments will not be accepted via email.

### **Grading Policy**

- It is my policy that appropriate evaluation of your academic performance is an integral part of your learning experience.
- In the absence of mistakes, fraud, bad faith or incompetence, I will be the key decision-maker on the assignment of grades.

### **Engagement Expectations**

To support a respectful and engaging academic community that encourages the free exchange of ideas and civil discourse, we will follow these ground rules:

- **Respect different perspectives.** Share your ideas and let others share theirs.
- **Challenge ideas, not people.** Disagree respectfully. No personal attacks or put-downs. Focus on exploring ideas critically and constructively.
- **Listen to understand.** Stay curious, ask questions to understand, and give others space to speak.
- **Assume good intentions.** Approach discussions with curiosity and compassion.
- **Keep it private.** What is shared in class stays in class. Do not share others’ words or work without permission.
- **Be respectful.** Avoid hurtful language, stereotypes, or content that may demean others. Keep feedback constructive.

## **10. Subject to Change Statement**

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This syllabus is subject to change in the event of extenuating circumstances.

**\*Course Content Ownership** Course content specialist retains the rights to all course content, including this syllabus. Students may not reproduce, distribute, or publicly post course materials without permission. Students also may not record classes without explicit permission to do so. Selling or distributing course materials may violate the Ball State Code of Contact and/or The Information Technology Users.