



Education Specialist Program

Preliminary Credential

Signature Assignment for EDSP 534

Mock IEP Meeting Presentation

Student Learning Outcome(s) Assessed:

SLO #5: Candidates will effectively collaborate and consult with teachers, families, and other school professionals to provide cohesive delivery of services.

Description of the Signature Assignment

In groups of 4 to 5 students, student teams will present and facilitate a mock IEP meeting that demonstrates effective communication skills, professionalism, and defining characteristics of collaboration.

Directions for Students

IEP Meeting Video Presentation (30 points): Students will enact the mock IEP meeting process. IEP mock meeting must include an introduction of IEP team members, purpose of IEP meeting, problem identification/solving discussion, and conclusion of meeting. IEP team must be composed of the following roles:

- Special education teacher
- Administrator
- Parent
- School Psychologist
- General education teacher

Quality of video presentation will be evaluated upon demonstrated effective verbal and non-verbal communication skills among and between IEP team members, professional skills and attire, organization and preparation of the meeting, and participation among all team members. Each team will submit an appendix with the following documents:

- A 30-minute video on DVD of the IEP meeting
- IEP agenda with team members and timeline
- IEP Addendum
- Related documents as needed

Written Paper (5 points): After conducting the mock IEP meeting, each student will submit a written 1-2 page paper that includes a description of their individual and team specific roles and responsibilities in preparing for and completing the video presentation. Identify and describe specific collaboration strategies in the planning of the mock IEP meeting. Written paper will be evaluated upon a concise, organized, and well written paper with proper punctuation, grammar, and spelling.

Scoring Rubric:

Component	13-15 pts Exceeds expectations	10-12 pts Meets expectations	-7-9 pts Meets some expectations	3-6 pts Does not meet expectations	0-2 pts Unable to score; incomplete or missing work	Points Earned
<p>Mock IEP Meeting Video Presentation</p> <ul style="list-style-type: none"> -Introduction of team members -Purpose of meeting -Problem identification/ problem solving -Conclusion -Appendix -Submitted DVD 	<p>Visibly and consistently presents all IEP meeting components:</p> <ul style="list-style-type: none"> -Introduction of team members -Purpose of meeting -Problem identification/ problem solving discussion -Conclusion -Appendix with agenda of meeting’s topic and related documents; submitted DVD 	<p>Presentation of IEP meeting is clearly demonstrated in a majority of areas:</p> <ul style="list-style-type: none"> -Introduction of team members -Purpose of meeting -Problem identification/ problem solving discussion -Conclusion -Appendix -DVD submitted 	<p>Evidences some elements of IEP meeting:</p> <ul style="list-style-type: none"> -Introduction of team members -Purpose of meeting -Problem identification/ problem solving discussion -Conclusion -Appendix -DVD submitted 	<p>Provides limited or vague demonstration of IEP meeting topics:</p> <ul style="list-style-type: none"> -Introduction of team members -Purpose of meeting -Problem identification/ problem solving discussion -Conclusion -Appendix -DVD submitted 	<p>No or insufficient evidence upon which to make a determination</p>	
<p>Verbal & Non-verbal Communication</p> <ul style="list-style-type: none"> -Using questions -Using statements -Listening skills -People first language -Professional attire 	<p>Clearly demonstrates positive and effective verbal/non-verbal communication strategies throughout video (e.g. questions, statements); use of people first language and positive listening skills; professional attire is reflective of school professional role</p>	<p>Evidence of verbal and non-verbal communication is demonstrated in a majority of areas (use of people first language, positive listening skills); professional attire is apparent</p>	<p>Evidence of some verbal and non-verbal communication strategies (use of people first language, positive listening skills); professional attire</p>	<p>Provides limited or vague demonstration of some components of verbal and non-verbal communication:</p> <ul style="list-style-type: none"> -Using questions -Using statements -Listening skills -People first language -Professional attire 	<p>No or insufficient evidence upon which to make a determination</p>	
<p>Written Paper</p> <ul style="list-style-type: none"> -Description of role/ responsibilities -Collaboration strategies 	<p>Clearly and critically describes individual and team roles and responsibilities and collaboration strategies with minimal grammatical and spelling errors</p>	<p>Description and summary is well-written in a majority of areas and understandable individual and team roles and responsibilities and collaboration strategies with minimal grammatical and spelling errors</p>	<p>Briefly describes the following: summary of individual and team roles and responsibilities and collaboration strategies with minimal grammatical and spelling errors</p>	<p>Provides limited or vague description of individual and team roles and responsibilities and collaboration strategies with minimal grammatical and spelling errors</p>	<p>No or insufficient evidence upon which to make a determination</p>	
<p>Total</p>						/35

Legend

Total Points	College of Education Assessment Scale Equivalent
31.5-35	4 (Exceeds Expectations)
28-31.4	3 (Meets Expectations)
24.5-27	2 (Meets Some Expectations)
21-24.3	1 (Does Not Meet Expectations)
0-20	0 (Can't Score)