

**Archived -SETWEB**  
**Certification in Special Education General Curriculum Consultative P-12**  
**Fact Sheet**  
*Summer 2007 Cohort*  
*Application Deadline: May 1, 2007*

Special Education Training on the Web (SETWEB) is a **non-degree** graduate program for individuals seeking certification in special education. This program is part of the Department of Communication Sciences and Special Education at the University of Georgia and is available to those holding a bachelors degree or higher with an overall GPA of 2.5 or higher.

The SETWEB program trains individuals to become fully certified as Special Education General Curriculum Consultative teachers. (Previously, this certificate was named Interrelated Special Education.) “Consultative” refers to the specific roles that special education teachers have when they provide services to students with disabilities in inclusive, mainstream, or co-taught classrooms. SETWEB does not make you highly qualified to be the teacher of record (i.e., responsible for the direct instruction) for any of the core academic content areas. To be highly qualified, you must make passing scores on additional tests in specific content areas. The tests are now called the Georgia Assessments for the Certification of Educators (GACE), and the school system which employs you can provide additional information on the tests you need to take for what you are hired to teach.

SETWEB takes a minimum of six or seven semesters to complete, and is composed of graduate and undergraduate level courses designed to provide you the necessary tools to teach students with high incidence disabilities. “High Incidence” refers to those students who receive special education services due to learning disabilities, behavior disorders, mild intellectual disabilities, or other health impaired (OHI) disorders.

**REQUIREMENTS**

- Application to the graduate school and application fee of \$50.
- Arrange for two original sealed transcripts (from all colleges attended). Mail one to the graduate school, and the second to SETWEB, Dept. CSSE, Aderhold Hall, UGA, Athens, GA 30602. (Note: you must have a combined overall GPA of 2.5 or higher between graduate and undergraduate transcripts).
- Attendance at one orientation on the UGA campus in Athens.  
Options:  
**Saturday May 5**, 9:00 to 1:00 - OR - 11:30 to 3:30 (Lunch provided)  
**Saturday May 19**, 9:00 to 1:00 – OR - 11:30 to 3:30 (Lunch provided)
- Attendance at two SETWEB Academies. These Academies are similar to conferences and are designed to increase your knowledge of effective teaching strategies, changes in the laws, regulations and legislation affecting education. You will also meet with the student advisor face to face to review your program of study. The Academies are held once a year at the beginning of March in Atlanta.
- Online Undergraduate Courses  
SPED 2000 – Survey of Special Education  
SPED 3030 – Assessment in Special Education  
SPED 3050 – Classroom Behavioral Management  
*SPED 4440 A – Practicum – Any classroom*  
*SPED 4440 B – Practicum – Any classroom*

*SPED 4440 C – Practicum – Resource room, co-teaching, or interrelated classroom*

Note: The Practicums are similar to student teaching. They are a combination of an online course and classroom observations by the instructor. They must be taken in order and cannot be taken at the same time. You must be employed by a school system in some capacity (e.g., teaching with a provisional certificate, substitute teacher, paraprofessional, etc.) to take the practicums. You must be able to establish that you are teaching students at least 15 hrs per week during the semester the practicum is offered.

- Online Graduate Courses
  - SPED 7120 – Characteristics of Learning Disabilities
  - SPED 7130 – Characteristics of Behavior Disorders
  - SPED 7110 – Characteristics of Mental Retardation
  - \* **SPECIAL OPTION** – Attending an Optional Summer Institute may be used to substitute for either SPED 7120, SPED 7130, OR SPED 7110.
  - SPED 7220 – Methods for Teaching Academics
  - SPED 7230 – Methods for Teaching Social Skills

The undergraduate courses in the program (i.e., SPED 2000, 3030, & 3050) may be transferred from other accredited colleges. The titles and number of hours must match and a copy of the transcript must be provided to the SETWEB office. (The practicums and graduate courses must be taken through the SETWEB program.) Staff development courses are also accepted for SPED2000 (Survey of Special Education) as long as the course is worth 5 PLUs and cover the same material.

**Additional Course Requirements:**

- The Teaching of Reading; Educational Psychology (Learning and Development); may be taken as college coursework or staff development courses if you are earning at least 5 PLU's for each course.
- Access Online Computer Test Out
- Take and pass the Georgia Assessment for the Certification of Educators (GACE) tests:
  - GACE Basic Skills Tests I, II, & III
  - GACE Special Education General Curriculum Tests I & II.

Note: **ALL** Requirements listed above (including Academies) must be met before being recommended to Professional Standards Commission for Certification.

## **QUESTIONS AND ANSWERS**

### **Has SETWEB been approved by the Georgia Professional Standards Commission?**

Yes, the University of Georgia has an approved program leading to certification as a Special Education General Curriculum Consultative P-12 teacher. SETWEB is one of the program delivery models of UGA approved programs.

### **How will practicum supervision be handled?**

SETWEB certification students will complete three practicums (SPED 4440A, B, and C). These practicums will be supervised by an instructor from UGA in consultation with an administrator in the student's local school district. A representative of the local school system must sign an agreement to help supervise your practicums. Your practicums will

include web-based assignments, videotaped teaching observations, and on-site teaching observations.

### **What are the GACE examination requirements and when must I take them?**

If you do not have initial certification, you must either pass the GACE Basic Skills Test (parts I, II, and III) or be exempted based on your

**(1) SAT exemptions: minimum combined verbal and mathematics score of 1000**

**(2) GRE exemption: minimum combined verbal and quantitative score of 1030**

**(3) ACT exemption: minimum combined English and mathematics score of 43.**

You must also pass the GACE SPED General Curriculum Test I (081) and II (082) before you can be recommended for certification. For more information, go to:

<http://www.gace.nesinc.com/index.asp>.

### **How and when will I receive my teaching certificate?**

Teacher certification is an important and sometimes confusing issue. Your certification comes from the Georgia Professional Standards Commission (PSC). The University of Georgia will recommend you for the Special Education General Curriculum Consultative certification after you (1) successfully complete the SETWEB certification program of study and (2) submit a certification application packet. This application packet is available on line and instructions for obtaining it will be provided during your last semester in SETWEB.

### **Where can I enroll for the corequisite courses that are not included in the SETWEB certification program?**

The Teaching of Reading is most easily taken as Staff Development through your local school district, or through the University of Phoenix online (Course entitled, Reading Methods, either Primary or Secondary). You may also enroll in the online reading courses at UGA through the Reading Department if the course is offered. RESA's (Regional Educational Service Agencies) also offer some of these courses on weekends or evenings. It may be possible to obtain these credits from out-of-state institutions. The SETWEB Advisor will evaluate your transcripts to determine any transfer credit as well as provide options for obtaining these courses.

### **Can non-credit or staff development courses satisfy any requirements?**

Yes, these courses are typically offered by local school districts or education agencies, and generally apply to the courses Survey of Special Education, Teaching of Reading, and the Computer Test out. Any staff development training must be worth 5 PLU's and equate to 50 hours of training.

### **If I have problems during the semester, can I receive an incomplete grade (I) and finish the work at a later date?**

Incompletes are rarely given, and never because you just need more time. An incomplete grade can be given only if you are doing satisfactory work, but for nonacademic reasons beyond your control, you are unable to meet the requirements of the course. We are very strict about giving an incomplete, and it typically requires medical documentation.

Course assignments are purposefully distributed throughout the semester, and it is not acceptable to try and complete all of the work in a short period of time (e.g., during the last month of the semester). Therefore, if the assigned work is not completed according to the schedule in the course syllabus, you will not pass the course. It is not the instructor's job to constantly remind students of assignment due dates. If you are given an incomplete, arrangements must be made to submit the required work in a timely manner. Additionally, if coursework is not completed, the incomplete will become an "F."

### **If I have problems during the semester, can I withdraw from a course without penalty?**

Before the midpoint of a semester, a student may withdraw from a course without penalty. That is, they will receive a grade of **W**. Please note that after the designated drop/add period for a semester there is no tuition refund. A student who withdraws from a course after the midpoint of a semester will automatically be assigned a grade of **WF**, which essentially is the same as an **F**.

### **Can the instructor withdraw me from a course?**

Yes, the instructor will withdraw you from a course if you have excessive absences. For our online/web-base courses, the term "excessive absences" is defined in terms of "work completed prior to the midpoint of the semester." The SETWEB program uses a 75% completion rate for continuation in its courses. That is, if a student has completed less than 75% of the assigned work due by the midpoint of the semester, the student will be withdrawn from the course. Such students will receive a grade of **W**.

### **What grade point average must I maintain?**

To remain in the SETWEB certification program and to be recommended for certification, you must maintain an overall average of 3.0 (B). Additionally, no grade below a C will be accepted as part of your program of study. Please note the graduate school will not accept grades in graduate level courses less than a B, or you will be put on Academic Probation and eventually dismissed from the University if improvements are not made. Graduate level courses begin with a "7".

### **What are the probation and dismissal rules?**

You are placed on probation if your cumulative graduate grade point average falls below a 3.0 (B) for two consecutive semesters. You then must make a 3.0 (B) or higher graduate grade point average each succeeding semester that your overall cumulative graduate grade point average is below 3.0 (B). Failure to do so will result in your dismissal. Students will be dismissed at the end of any semester if they have not made sufficient academic progress to warrant continuance in the SETWEB certification program whether taking undergraduate or graduate level courses. Note: the SETWEB program is composed of graduate and undergraduate courses. Possible reasons include the grade point requirements described above and non-participation in required SETWEB courses.

### **What will the SETWEB certification program of study cost?**

At present, a three semester hour graduate education course costs \$576.00 for instate tuition. A minimum \$50.00 late fee will accrue for late registration. In addition, a technology fee of \$75.00 per semester must be paid. Each course will have limited additional expenses; e.g., a required textbook, materials packet, DVD/Video tapes, etc. The registration fee to attend the teacher academies is \$289 each (subject to change). The registration fee for a Summer Institute is \$389.00 (subject to change). Both the summer institute and the two academies will have additional expenses; e.g., food, housing, and travel. **All fees are subject to change by the University of Georgia.**

**Will the courses in my program of study count in a master's program?**

Non-degree students who are later admitted as prospective degree candidates may apply up to nine hours of course work taken in non-degree status toward a graduate degree program, subject to the approval of their major professor, the departmental graduate coordinator, and the dean of the Graduate School. **Students pursuing a graduate degree at another institution must check with the institution where they are pursuing their degrees.**

**Students should note that participation in SETWEB certification on a nondegree basis does not constitute admission to the master's degree or any other graduate degree program at the University of Georgia. Further, participation does not assure students that they will subsequently be admitted to a graduate degree program at the University of Georgia.**

**Will SETWEB certification become a graduate degree program?**

**At present, no degree programs are being offered on-line by the Department of Special Education.** However, such programs may be developed in the future. SETWEB certification students are encouraged to consider complete degree programs at the University of Georgia.

## HOW TO APPLY

### Step 1

Go to the following website: <http://www.coe.uga.edu/setweb/>. On the left side you should click the "Apply for Admission". Read this page with bulleted information carefully, and then click on the link to begin the application process. Be sure to select the "non-degree" status (ND). You must complete the on-line application on or before May 1, 2007.

**Note: If you do not hold some type of teaching certificate, you must have a 2.5 grade point average. There are no exceptions to this rule. Also note that as a non-degree applicant, letters of recommendation and GRE scores are NOT required for admission.** Graduate Admissions can also be contacted at:

**Voice:** 706-542-1787, **Fax:** 706-542-9480, **Email:** [gradadm@arches.uga.edu](mailto:gradadm@arches.uga.edu)

### Step 2

The following paragraph, taken from the Graduate School Bulletin governs nondegree applications:

"Applicants who do not intend to pursue a degree but who wish to take courses for professional advancement, licensure, or certification purposes, and who hold a baccalaureate degree or higher degree from a regionally accredited institution, should apply for non-degree status. Applicants must submit the following to the Office of Graduate Admissions: the general

application for admission, a \$50 application processing fee, one official copy of transcripts for the institution which awarded the highest degree, and a statement of purpose.”

The statement of purpose should state SETWEB Teacher Certification - Special Education General Curriculum Consultative. A space is provided on the Graduate School application in which you can enter your statement of purpose. You should also complete a residency form to ensure that you are charged the correct tuition. All Georgia teachers are charged in-state tuition. Be sure to pay the application fee of \$50.00.

After completing the on-line application for the graduate school, please complete the “SETWEB Information Form” on the same [Apply for Admission](#) web page.

### **Step 3**

Mail one official copy of the transcript of grades from where you obtained your highest degree to the graduate school to:

Graduate Admissions  
UGA, Boyd Graduate Studies  
Athens, GA 30602

Additionally, the graduate school only requires transcripts from where you received your highest degree, but the SETWEB office needs undergraduate transcripts as well. Or, if you believe to have transfer credit for courses taken elsewhere, even though a degree has not been obtained from the institution, fax those to the SETWEB office to review any credit you might receive.

### **Step 4**

Send another transcript (or legible copy) from colleges attended in which transfer credit might be applicable to the SETWEB office:

SETWEB PROGRAM  
Dept CSSE  
Aderhold Hall, UGA, Athens, GA 30602.

Please note: your overall GPA will be calculated from both undergraduate and graduate college transcripts. If your GPA is below 2.5, we will average all courses from any institution to improve your average.

The only other option for admittance is having a provisional teaching certificate in place. Note: If you only have an undergraduate degree, we look at that transcript for the GPA of 2.5.

## **WHO TO CONTACT**

### **Kimberly Walker, M.Ed.**

SETWEB Student Coordinator  
Voice: **(Toll-free)** 866-860-1380 or 706-542-1770  
Fax: 706-583-0664  
Email: [setweb@uga.edu](mailto:setweb@uga.edu)  
Mail: 551 Aderhold Hall, Athens, GA 30602-7153

Additional contacts for information include:

**Erik Greene, Ph.D.**

Academic Professional Associate  
Phone (706)-542-1315  
Email: [ebgreene@uga.edu](mailto:ebgreene@uga.edu)  
Fax: 706-583-0664

**Tammy Bridges**

Administrative Associate  
Phone: (Toll-free) 866-850-1380  
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## 2007 SUMMER COHORT SCHEDULE

Outlined below is the **TENTATIVE** SETWEB program of study for the Summer 2007 cohort.

### Spring, 2007

- Application Deadline: May 1, 2007. Graduate School Application and transcripts must be submitted by this date, no exceptions.
- On Campus Orientation: May 5, 2007 or May 19, 2007. This orientation includes an advising session, and an overview of computer/WebCT skills necessary for program success. You must attend this orientation before beginning the SETWEB program. You will receive instructions on signing up in a letter and e-mail from the SETWEB office after you are officially admitted.

### Summer, 2007 (Classes begin June 7, 2007)

- SPED 2000, *Survey of Special Education*. Individuals with special needs, including possible impact, causes, and characteristics of specific needs across life spans and cultural diversity. Topics include legal requirements, ethical implications, education strategies, collaboration between regular and special educators, inclusion, family involvement, and current issues relating to individuals with special needs. (3 hours, web- based)
- \*\*SPED 2000 is a prerequisite to all other courses in the program of study.**
- SPED 7120, *Characteristics of Learning Disabilities*. Characteristics of individuals with learning disabilities across the lifespan. Theory and current issues as they relate to definition, assessment, eligibility, diversity, service delivery, and family needs. (3 hours, web-based)
  - Summer Institute - 4 days **(optional) TBA**  
For previous Summer Institute locations, go to [www.bettereducator.com](http://www.bettereducator.com)  
Attendance at a Summer Institute is **not** a required part of SETWEB.  
However, you can substitute the institute for one characteristics course in your program of study, typically SPED 7110 (*Mental Retardation*).

## Fall, 2007

- SPED 3030, *Assessing Individuals with Disabilities*. Educational and adaptive behavior assessment of individuals with disabilities. Basic measurement concepts and procedures for administering standardized, informal, and curriculum-based tests. (3 hours, web-based).
- SPED 7130, *Characteristics of Behavioral Disorders*. The characteristics of individuals with behavioral disorders across the lifespan. Theory and current issues as they relate to definition, assessment, eligibility, diversity, service delivery, and family needs. (3 hours, web-based).

## Spring, 2008

- SPED 7220, *Methods for Teaching Academic Skills*. Research-based methods and materials used to teach academic skills to persons with mild disabilities across different school and vocational settings. (3 hours, web-based).  
**Prerequisite: SPED2000, and at least two other courses of choice**
- SPED 4440A, *Practicum*. Supervised field experience (15 hours per week) related to teaching individuals with disabilities. Non-traditional format: Field-based practicum. (3 hours, general or special education class placement web-based).  
**Prerequisite: Must be co-enrolled in SPED 7220 and employed by a school system.**
- Academy (three days, February or March , 2008, Atlanta) location and dates TBA

## Summer, 2008

- SPED 3050, *Classroom Behavior Management*. Classroom and behavior management program design based on the principles and procedures of applied behavior analysis. Emphasis is on proactive strategies that promote learning and pro-social behavior. (3 hours, web-based)
  - SPED 7110, *Characteristics of Mental Retardation*. The characteristics of individuals with mental retardation across the lifespan. Theory and current issues as they relate to definition, assessment, eligibility, diversity, service delivery, and family needs. (3 hours, web-based).
  - Summer Institute - 4 days (**optional**) – **May only attend One Summer Institute**
  - For students who have not taken SPED 3030 and/or SPED 3050, these two courses will **probably** be offered this summer
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- Summer Institute - 4 days (**optional**) TBA  
For previous Summer Institute locations, go to [www.bettereducator.com](http://www.bettereducator.com)  
Attendance at a Summer Institute is **not** a required part of SETWEB.  
However, you can substitute the institute for one characteristics course in your program of study, typically SPED 7110, *Mental Retardation*.

## Fall, 2008

- SPED 7230, *Methods for Teaching Social Skills*. Behavioral analysis as applied to socially significant behavior. Emphases include skills curricula, social behavior across cultures, school- and community-based instruction, generalization of skills, and validation of intervention procedures. (3 hours, web-based.)
- SPED 4440B, *Practicum*. Supervised field experience (15 hours per week) related to teaching individuals with disabilities. Non-traditional format: Field based practicum. (3 hours, general or special education class placement web-based). **Prerequisite: SPED 4440A Practicum.**

## Spring, 2009

- SPED 4440C, *Practicum*. Supervised field experience (15 hrs per week) related to teaching individuals with disabilities. Non-traditional format: Field-based practicum. (3 hours, interrelated / inclusive / mainstreamed / or co-teaching classroom placement required. **A self-contained classroom placement is not acceptable for this final practicum.**) **Prerequisite: SPED 4440A and SPED 4440B.**
- Academy (three days, February or March TBA, Atlanta)
- Take and pass the GACE exam for the Special Education General Curriculum I (081) & II (082) on or before the end of your final semester.
- Contact the student advisor to finalize meeting all program requirements and obtain instructions on accessing and completing the certification application packet.

## Other Requirements:

- **Teaching of Reading** (can be completed in a variety settings: UGA Reading Dept in the COE; coursework through the UGA Independent & Distance Learning Program, RESA, other USG colleges, or County school system programs as long as the course is equivalent to 5 PLU's). Contact the SETWEB office for further information (866-860-1380).
- **Learning & Development** (can be completed in a variety settings: UGA EPSY Dept in the COE; coursework through the UGA Independent & Distance Learning Program, RESA, other USG colleges, or County school system programs as long as the course is equivalent to 5 PLU's). Contact the SETWEB office for further information (866-860-1380).
- **AccessOnline Computer Test Out (Contact the GA PSC or your school system)**

- **Attendance to two SETWEB academies/conferences (Spring 2008 and Spring, 2009). These are 3 day events which will motivate and teach you specific strategies to use in your classroom.** Contact the SETWEB office for further information (866-860-1380).

Notes: