

**SETWEB**  
**Certification in Special Education General Curriculum Consultative P-12**  
**Information and Requirements (Factsheet)**  
**Summer 2010**  
**Cohort**  
***Application Deadline: April 26, 2010***

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**

- **Apply to the graduate school** (deadline: **April 26th**) and application fee of \$75
- **Arrange for two original sealed transcripts** (from the colleges from which you received your degrees) to be sent. Mail all transcripts to Graduate Admissions UGA: 320 E. Clayton St., Suite 400, Athens, Georgia 30602-4401.
- **Attend one orientation** on the UGA campus in Athens.  
Options:  
**Saturday May 15**, 9:30 – 3:00 pm, (Lunch on your own 12-1 pm)  
**Saturday May 29**, 9:30 – 3:00 pm, (Lunch on your own 12-1 pm)
- **Complete Online Undergraduate Courses:**

SPED 2000 – Survey of Special Education  
SPED 3030 – Assessment in Special Education  
SPED 3050 – Classroom Behavior Management  
*SPED 4440 A – Practicum – Any classroom*  
*SPED 4440 B – Practicum – Any classroom*  
*SPED 4440 C – Practicum – consultative, co-teaching, or inclusive classroom*

- **Complete Practicum Requirements:** The practicum courses are similar to student teaching. They are a combination of online coursework 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 or paraprofessional) to take the practicum courses.** You must provide documentation that you are teaching students at least 15 hrs per week during the semester the practicum is offered. In addition, the final practicum (Practicum C) **MUST** be in a classroom in which you teach students with disabilities in a collaborative, co-teaching or inclusive classroom environment. (A self-contained classroom is not acceptable for the final practicum only).

**Note:** You are required to be evaluated by a representative of your local education agency (LEA) once each semester you take a practicum course. This evaluation must be submitted to your practicum instructor. Instructors may discuss your progress with your LEA representative at any point during the semester you take the course. You will be notified and invited to any scheduled conferences.

- **Complete Online Graduate Courses**
  - SPED 7120 Characteristics of Learning Disabilities
  - SPED 7130 Characteristics of Behavior Disorders
  - SPED 7110 Characteristics of Mental Retardation
  - SPED 6220 Methods for Teaching Academic Skills
  - SPED 6230 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 practicum courses 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.

Note: The course ID numbers may be subject to change, although the course content will remain the same.

### **Additional Program Requirements:**

- **Reading Instruction** (LLED 3420E) is offered every spring term and is taught by a faculty member in the Dept of Special Education)
- **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.
- Take and pass the **Computer Skill Competency Test (code 178)** offered through GACE
- Take and pass the Georgia Assessment for the Certification of Educators (GACE) tests:
  - **GACE Basic Skills Tests**
  - **GACE Special Education General Curriculum Tests 081 & 082.**

Note: **ALL** Requirements listed above (including Academies) must be met before you will be recommended to the Georgia Professional Standards Commission for certification.

- **Attend two Dept of CSSE/SETWEB conferences.** These conferences 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 SETWEB Conferences are held once a year at the beginning of June in Athens.

## **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 practicum courses (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 practicum courses will include web-based assignments, videotaped teaching observations, and on-site teaching observations. **As stated earlier, you must be employed by a school system in order to take the practicum sequence.**

### **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 course for **Learning & Development** may be taken as Staff Development through your local school district, or you can take it through the UGA's Independent and Distance Learning Program: <http://www.georgiacenter.uga.edu/idl/courses/index.phtml>. E-mail your SETWEB advisor for more information.

### **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. Please note: once you start the SETWEB program, you must complete the courses outlined for you in your program of study. For instance, you may not take a course/workshop on the introduction to special education or the teaching of reading for transfer credit outside the SETWEB program once you have been accepted. The only exceptions to courses/workshops outside of the program are those for which you

receive transfer credit from your college transcripts, or a course/workshop for the Learning & Development requirement.

**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 and receive a "WP" as long as assigned work and participation are within passing range. The instructor makes a decision as to whether you receive a WP or WF. Please note that there is no refund of tuition after the designated drop/add period (5-7 days after the first day of class). 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 **WF**.

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

To remain in the SETWEB certification program and to be recommended for certification, you must maintain, at minimum:

- 1) a GPA of 3.0 for all courses (graduate and undergraduate) taken in the program
- 2) a GPA of 3.0 for all graduate level courses. Note that grades earned in undergraduate courses (i.e., SPED 2000, 3030, 3050, and 4440) do not impact your graduate GPA. Only courses that begin with a "7" (i.e., SPED 7110, 7120, 7130, 7220, and 6230) are included in this calculation.

You must meet the above 2 requirements in order to register for the final practicum (SPED 4440C).

Please note that no grade below a C will be accepted as part of your SETWEB program of study, and consequently, any grade including a C or below (in a graduate level course) will result in academic probation from the graduate school. For specific details go to: [http://g2.gradsch.uga.edu/academics/ess\\_faqs.html](http://g2.gradsch.uga.edu/academics/ess_faqs.html)

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

You will be placed on probation if your cumulative graduate GPA (see #2, above) falls below a 3.0 for two consecutive semesters. You must then earn a 3.0 GPA each succeeding semester that your overall cumulative graduate GPA is below 3.0. Failure to do so will result in dismissal by the Graduate School.

Students will be dismissed at the end of any semester if they have not made sufficient academic progress to warrant continuation in the SETWEB certification program. Reasons for dismissal include, but are not limited to, ongoing failure to meet minimum GPA requirements as outlined above and non-participation in required courses.

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

At present, a three semester hour graduate education course costs **\$750.00\*** for in-state tuition. A minimum \$50.00 late fee will accrue for late registration. In addition, a technology fee of **\$114.00** and institutional fee of **\$100** per semester must be paid. Each course will have limited additional expenses; e.g., a required textbook, materials packet, DVD/Video tapes, etc. For the eleven courses, this should average to \$1,000 for texts and materials. The registration fee to attend the teacher academies is \$250 each (subject to change). The total amount over the seven semesters will cost around \$10,000. Your particular cost may be lower depending on whether you have transfer credit for the courses allowed **\*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 not be able to apply course work taken in a non-degree status. **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 exclusively on-line by the Department of Special Education.** UGA offers a master's degree in special education with the following emphases: general curriculum, adaptive curriculum, early childhood, and autism. Contact the Dept of CSSE for more information: 706-542-4561.

SETWEB program 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. **For your major, be sure to select the special education "non-degree" status (ND).**

You must complete the on-line application on or before **April 26, 2009**.

**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:** 706-542-1739, **Fax:** 706-542-9480, **Email:** [gradadm@uga.edu](mailto:gradadm@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 \$75.00.

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 two official copies of college transcripts from where you obtained any degree to: **Graduate Admissions**  
320 E. Clayton St., Suite 400, Athens, Georgia 30602-4401

Transcripts from where courses were taken, but not degree obtained, do not need to be sent. However, if you have transfer credit from those institutions, fax a copy to the SETWEB office. The Graduate School will forward copies of the transcripts they receive to the SETWEB office for review.

## **WHO TO CONTACT**

SETWEB Student Coordinator  
Ms. Connie Tucker  
Student Advisor  
Voice: **(Toll-free)** 866-860-1380 or 706-542-4970  
Fax: 706-583-0664  
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**  
Student Advisor

Phone: **(Toll-free)** 866-860-1380  
Email: [tlbridge@uga.edu](mailto:tlbridge@uga.edu)  
Fax: 706-583-066

## 2010 SUMMER COHORT SCHEDULE

Outlined below is the **TENTATIVE** SETWEB program of study for the Summer 2010 cohort.

### Summer, 2010

- Application Deadline: April 26, 2009. Graduate School Application and transcripts must be submitted by this date, no exceptions.
- **On Campus Orientation: May 15<sup>th</sup>, 2010 or May 29<sup>th</sup>, 2010.** This orientation includes an advising session, and an overview of computer/eLC 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 offices after you are officially admitted.

### Summer, 2010 (Classes begin June 4, 2009)

- SPED 2000E, ***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 3050E, ***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)

### Fall, 2010

- SPED 3030E, ***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 7130E, ***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, 2011

- LLED 3420E – ***Reading Instruction in the Elementary School***. Principles and methods for teaching reading in the elementary school.
- SPED 4440E, ***Practicum A***. 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.***

### Summer, 2011

- SPED 7110E, ***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).
- SPED 7120E, ***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)
- For students who have not taken SPED 3030E OR 3050E, these two courses WILL be offered this summer
- **SETWEB Conference** (two days, June , 2010, Athens) location is the Georgia Center for Continuing Education and dates TBA

### Fall, 2011

- SPED 6230E, ***Methods of 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 4440E, **Practicum B**. 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, 2012

- SPED 6220E/7220E, 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 4440E, **Practicum C**. Supervised field experience (15 hrs per week) related to teaching individuals with disabilities. Non-traditional format: Field-based practicum. (3 hours, collaborative / inclusive / or co-teaching classroom placement required. **A self-contained classroom placement is not acceptable for this final practicum.**) **Prerequisite: SPED 4440A and SPED 4440B.**
- **SETWEB Conference** (two days, June 2012, TBA, Athens) Meet with the student advisor to finalize meeting all program requirements and obtain instructions on accessing and completing the certification application packet.
- 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.

### Other Requirements:

- **Learning & Development** (can be completed in a variety settings: UGA EPSY Dept in the COE; coursework through the UGA Independent & Distance Learning Program (EPSY3010E), 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).
- **GACE Computer Skill Competency Assessment (test code 178)** Go to: <http://www.gace.nesinc.com/> for more information.
- **Attendance to two SETWEB academies/conferences (summer 2011 and summer, 2012). These are 2 day events which will inspire and teach you specific strategies to use in your classroom.** Contact the SETWEB office for further information (866-860-1380).

Notes: