



**ISTANBUL GEDİK UNIVERSITY**

**SPECIAL EDUCATION  
PRACTICES  
LESSON  
PRACTICE FILE**

**FACULTY OF HEALTH SCIENCES  
CHILD DEVELOPMENT DEPARTMENT**

*2023 – 2024 ACADEMIC YEAR*



Istanbul  
**GEDİK**  
Üniversitesi

| GENERAL INFORMATION         |                                                                                                                                                                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Course code and name</b> | CGE410 Special Education Practices                                                                                                                                                                                                 |
| <b>Course objective</b>     | The aim of this course is to provide students with the competencies related to planning, implementing and evaluating educational programs appropriate to the characteristics and educational needs of children with special needs. |
| <b>Academic staff</b>       | Lecturer Yasemin KARAHAN<br>Research Assistant Süreyya NALCI                                                                                                                                                                       |
| <b>E-mail</b>               | <a href="mailto:yasemin.karahan@gedik.edu.tr">yasemin.karahan@gedik.edu.tr</a><br><a href="mailto:sureyya.nalci@gedik.edu.tr">sureyya.nalci@gedik.edu.tr</a>                                                                       |

| Course              |          |            |          |        |      | Weekly Course Hours |          |     |
|---------------------|----------|------------|----------|--------|------|---------------------|----------|-----|
| Period              | Semester | Type       | Language | Credit | ECTS | Theory              | Practice | Lab |
| 2023-2024<br>Spring | 8        | Compulsory | Turkish  | 10     | 10   | 2                   | 16       | 0   |

*We kindly ask you to strictly comply with the following points during your practice; we wish you success.*





# PART - I



## A. Pre-implementation Preparations

1. Receive your permission letters issued by the department from the responsible research assistants and submit them to the competent authority of the institution where you will practice.
2. Before starting the practicum, contact with your responsible lecturers (Instructor Nefise, who has been notified as a branch, and responsible Research Assistant Süreyya) and stay in contact throughout the practicum.
3. Special Education Practices is a FULL day professional practice that will take place between 15.02.2024-17.05.2024. **Before the practice**, there will be a face-to-face or online meeting, **it is mandatory** to attend the meeting.

## B. Expectations from the Student during the Implementation Period

1. Observe the working hours of the institution where you are practicing.
2. While practicing, if the professional scope of the institution's environment is very weak (e.g. when there is no space to work with children, when the expected number of children cannot be reached), when work on child development and special education cannot be carried out, you should first convey this issue and your suggestions to the unit responsible of the institution. If the problem persists, be sure to report the relevant issue to your responsible Research Assistant professors without wasting time.
3. You are required to write a development-observation assessment report every week during the implementation period. You need to prepare the developmental observation performance report (FORM-1) of the child for whom you wrote a development-observation evaluation report.
4. Plan the activities you will carry out on the implementation day in advance and complete the necessary preparations (e.g. worksheets for academic support, books suitable for the developmental characteristics of children of different age groups for the book reading activity, etc.) before going to the institution.
5. Attach the **Development Observation Report (FORM-1)**, which you write daily based on your work on each practice day for 12 weeks, to your file as a computer printout.
6. A face-to-face or online counseling meeting will be held on the announced dates and at a time to be determined by your Research Assistant. Finally, there will be an evaluation meeting in the 12th week. **Attendance to these meetings is mandatory.** Your attendance to the meetings will also be taken into consideration when assigning a passing grade.

The information, suggestions and corrections shared in these meetings will guide you in preparing your own dossier.

7. Have the person responsible for you sign the *Student Attendance Tracking Sheet* every week before you leave the institution.
8. If you could not attend the institution for any reason, make sure that you meet with your course instructor and the person in charge at the institution before the make-up and make up the practice.
9. In case of a make-up, please indicate the date of the make-up on *the Student Attendance Tracking Sheet* and sign your name in the relevant field and get the signature of the institution responsible.

**IMPORTANT NOTE (Practicum Institution & Mentor Qualification Criteria):**

Special Education and Rehabilitation Centers where students undertake their field applications must strictly possess full official authorization and operating permits approved by the R.T. Ministry of National Education (MEB).

Furthermore, the mentor/supervising professional providing direct field guidance to the student during the practicum must hold a Bachelor's degree in either Special Education or Child Development and possess at least two years of professional practice in the field.

**C. Preparation of Field Practice File**

1. Record your work or work you have done during the practice studies in **digital media** in accordance with the forms and format given to you in your file.
2. Daily Observation Reports will be saved in your file every week.
3. As determined in the practice flow, there will be a literature review in a specific field every week; please note that a literature review appropriate to the characteristics of the child group studied will contribute to your studies. **Your work will be confirmed using the TURNITIN program. In case of plagiarism over 20%, you will have to retake the course.**
4. Do not forget to submit your practice file by hand on the specified date. No new deadline will be given and the responsibility will belong to you.
5. **Your** file to be submitted at the end of the field practice as specified in the directive prepare it **on the computer**.
6. It is very important to prepare a comprehensive and comprehensible report in an appropriate format. Therefore, please be aware that your dossiers will be evaluated on content, language, presentation and rigor in report preparation.
7. Write in detail the studies you have applied. Be sure to indicate the factors that contribute to your work or prevent you from doing your job and your solution

suggestions.

- 8.** Do not forget that understanding the importance of the work you have done, indicating its place in the integrity and transferring the work you have done with your observations and conclusions that you will write in the appropriate format, accurately and without exaggeration will contribute to the successful completion of your professional practice.

9. A- Please pay particular attention to the fact that your digital file contains the following information.

- a) Table of contents showing the subject headings and the numbers of the pages containing the headings.
- b) General information about the institution where the field study was conducted (e.g. name, organizational chart, subject(s) of study, characteristics of staff, brief history)
- c) Prepare the observation reports for the first week and all other weeks, the literature review about the topics (specific learning difficulties and hereditary diseases) specified in the directive. In addition to these, explain in detail the tasks you have taken during the practice and their aims.
- d) **When doing Literature Review** on the requested topics; **make sure that the sources are up-to-date and at least 2 pages for the week.** Less written articles will be evaluated as missing points.
- e) Prepare your daily development-observation evaluation reports (Form-1) in detail for each day you practice in the organization.
- f) Clearly state the knowledge you gained during the field practice, the skills you gained and the extent to which you were able to achieve the objectives set within the scope of the course, adding your constructive suggestions or criticisms. **At the end of the semester, send your digital file to the department in printed form and to your responsible Research Assistant in PDF format via e-mail.**

***e-mail: [surevva.nalci@gedik.edu.tr](mailto:surevva.nalci@gedik.edu.tr)***

**B- Please make sure that the copy of your file to be hand-delivered contains the following printed documents.**

- a) *Student Attendance Tracking Sheet*
- b) *Field Practice Evaluation Form*

## **EVALUATION**

Student success in this course will be determined according to the weighted averages of midterm exam file submissions and final exam. The effect of exams on student success is determined as follows:

- Submission of Interim Report : 40% (Observation Reports + Literature reviews)
- Final Report Submission : 60% (Observation Reports + Literature reviews + Practice Evaluation Form + Attendance Schedule + Your Experiences on Practice (Week 15))

### **D. Things to do at the end of Field Practice**

- a. Do not leave without saying goodbye to the head of the institution where you are doing Field Practice and the staff working there.
- b. Before leaving the institution, remind the authorized person to fill in the "***Field Practice Evaluation Form***" and return it in a sealed envelope. Please note that you will hand in the Evaluation Forms and the Student Attendance Tracking Chart in a sealed envelope at the file delivery.

**\*\***All students will send their digital files to [sureyya.nalci@gedik.edu.tr](mailto:sureyya.nalci@gedik.edu.tr) addressed to the Research Assistant responsible for their institutions on the announced file delivery date. They will also file the printed documents that they need to deliver by hand and deliver them to Süreyya Teacher, the Research Assistant responsible for the institution.



# **SPECIAL EDUCATION PRACTICES FILE CONTENT**



## A. The Main Parts the Field Practice Report

1. **Cover:** This section will be organized as two pages as inner and outer cover. In the cover and the entire file, 4 cm of space will be left on the left side of the pages and 3 cm of space will be left on the right, above and below. Examples of outer and inner covers are given in Appendices 1 and 2.
2. **Table of Contents:** It should be prepared after the contents of the file are finalized. The headings and subheadings of the subjects in the file should be included in this section with their numbers.

### CONTENTS:

### PAGE NO

#### INTRODUCTION

#### INFORMATION ABOUT THE INSTITUTION

Purpose of the Institution .....

Services Provided at the Institution .....

1st Week Child's Developmental Observation Performance Report (2 pieces)

"Diagnosis and Developmental Characteristics and Education of Individuals with Special Talents - Literature Review"

2nd Week Child's Developmental Observation Performance Report (2 pieces)

"Attention Deficit and Hyperactivity Disorder-Literature Review"

3rd Week Child's Developmental Observation Performance Report (2 pieces)

"Literature Review on Emotion Behavior Disorders"

4th Week Child's Developmental Observation Performance Report (2 pieces)

"What is Autism? Literature Review on Individuals Diagnosed with Autism"

5th Child's Developmental Observation Performance Report (2 pieces)

"Literature Review on Dyslexia"

6th Week Child Developmental Observation Performance Report (2 pieces)

"Literature Review on Spina Bifida"

7th Week Child's Developmental Observation Performance Report (2 pieces)

"Literature Review on Microcephaly and Hydrocephalus"

8th Week Midterm Exam File Submission (Must be submitted digitally.)

9th Week Child's Developmental Observation Performance Report (2 pieces)

"Literature Review on Hearing Impairment and Children with Hearing Impairment"

10th Week Child's Developmental Observation Performance Report (2 pieces)

"Literature Review on Children with Celiac Disease and Phenylketonuria"

11th Week Child Developmental Observation Performance Report (2 pieces)

"Literature Review on Albinism and Children Diagnosed with Albinism"

12th Week Child Developmental Observation Performance Report (2 pieces)

"Literature Review on Cerebral Palsy and Children with Cerebral Palsy"

13th Week Development Observation Evaluation Report

"Literature Review on Down Syndrome and Individuals Diagnosed with Down Syndrome"

14th Week Development Observation Evaluation Report (2 pieces)

"Causes of Delayed Speech and Language and Intervention Methods for Diagnosed Individuals-Literature Review"

15th Week Writing experiences about practice + Literature Review (Will not go to practice)

"Physical Disability / Chronic Disability Status-Literature Review"

16th Week **Final File Submission face-to-face+Submission of absenteeism chart, submission of professional practice evaluation form+Submission of Experiences on Practice Letter**

**BIBLIOGRAPHY** (A bibliography will be prepared for Literature Reviews. Each bibliography will be added after the literature review prepared in the relevant week)

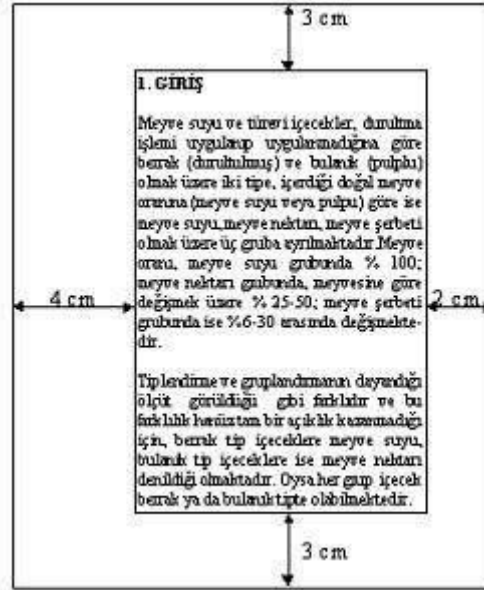
**12. Introduction:** This section will include information about the field practice process. It should emphasize what kind of contributions this internship makes to the student, the information obtained during the internship and how these can be utilized in the future professional life. This section is expected to be organized in approximately 1 - 1.5 pages.

**13. Information about the institution:** Information such as the purpose of the institution, what kind of services it provides, the profile of the service recipients, year of establishment, location, physical conditions, mission, vision, working style, number of employees, employee profile and qualifications of the institution should be included in this section, which should not exceed two pages.

- 14. Development Observation Performance Evaluation reports:** The attached "FORM 1" should be prepared for each child observed, indicating that the specialist in the institution evaluates the development of the children by using tools appropriate to the age and developmental characteristics of the children, which developmental tests he/she uses and for what purposes.
- 15. Experiences:** In this section, the student is expected to convey his/her observations and experiences gained during the professional practice based on the information he/she has obtained on the subject of daily and regular observation. It will be written and added to the prepared file.
- 16. Conclusion:** In this section, observations, experiences, information, opinions and suggestions regarding the entire internship process will be summarized and presented.
- 17. Bibliography:** All sources cited in the text should be listed in this section. All references should be listed under the literature reviews and in the bibliography section in accordance with the notation rules. Students should find detailed information about the citation rules. They can reach from <https://www.gedik.edu.tr/wp-content/uploads/harvard-referans-sistemi-tr.pdf>.
- 18. Student Attendance Tracking Sheet and Field Practice Evaluation Form:** Attendance Tracking Sheet and Evaluation Forms received in a sealed envelope from the institution supervisor. (*It will be delivered by hand.*)

## **B. Regarding the Format of the Student Practice Report**

- 1. Writing Language:** An easy-to-understand and fluent language should be used and spelling rules should be followed. For this purpose, it is recommended that you make use of the Turkish Language Association Spelling Guide (<http://www.tdk.gov.tr>). Expression should be in the third person and sentences should be short and concise.
- 2. Writing Feature:** The report should be written on a computer using an advanced word-processing program such as Word. Students who want to use Arial font should use 11-point font and students who want to use Times New Roman font should use 12-point font. Smaller characters (e.g. Times New Roman font in 10 pt.) can be used in places such as tables and footnotes.
- 3. Page Layout:** The writing area should be arranged as shown in Figure 1.1., left and right justified, with 3 cm of space at the top and bottom, 4 cm on the left and 2 cm on the right.



**Figure 1.1.**

4. **Header Arrangement:** The main headings used in the file should be prepared in accordance with the Level 1 heading format given in the table below. The heading under the main heading should be organized as a Level 2 heading.

| Header Level |                                                                                                                               |
|--------------|-------------------------------------------------------------------------------------------------------------------------------|
| Level 1      | Centered, bold, capitalized, 12 pt.                                                                                           |
| Level 2      | <i>Left justified, bold, sentence layout, words start with a capital letter and continue with a lower case letter, 12 pt.</i> |
| Level 3      | Indented, bold, the first word of the title starts with a capital letter, other words are written in lower case, 11 pt.       |

5. **Line Spacing and Spacing:** 1.5 line spacing should be used in report writing. Sections starting with the title in the first degree must start with a new page.
6. **Page Numbers:** Page numbers should be written right justified at the bottom of the page, and all pages except the outer and inner cover page and the table of contents page should be numbered.



# APPENDIX



**Appendix 1.**  
**EXTERIOR COVER EXAMPLE**



**İstanbul**  
**GEDİK**  
**Üniversitesi**

**T.C.**  
**İSTANBUL GEDİK UNIVERSITY**  
**FACULTY OF HEALTH SCIENCES**  
**CHILD DEVELOPMENT DEPARTMENT**

**CGE410 SPECIAL EDUCATION PRACTICES**

**STUDENT'S NAME AND**

**SURNAME**

**CLASS**

**NUMBER**

**Month, Year**

**Appendix 2**  
**INNER COVER EXAMPLE**



**İstanbul**  
**GEDİK**  
**Üniversitesi**

**STUDENT FIELD PRACTICE FILE**

**T.C.**  
**İSTANBUL GEDİK UNIVERSITY**  
**FACULTY OF HEALTH SCIENCES**  
**CHILD DEVELOPMENT DEPARTMENT**

**FIELD PRACTICE REPORT**

**NAME OF THE INSTITUTION CONDUCTING FIELD PRACTICE**

**Name Surname**  
**Number**  
**Classroom**

**Practice Start-End Dates:**  
**Day. Month. Year - Day. Month Year**

### *Appendix 3. FIELD PRACTICE FORMS*

**CGE410 SPECIAL EDUCATION PRACTICES (FORM 1)**

**CHILD'S NAME-SURNAME**

**DATE OF EVALUATION:**

**DIAGNOSIS:**

**DATE OF BIRTH:**

**GENDER:**

**CHRONOLOGICAL CALENDAR AGE:**

**PREPARED:**

| "CHILD'S DEVELOPMENTAL OBSERVATION PERFORMANCE REPORT" |  |
|--------------------------------------------------------|--|
|                                                        |  |

*In the development assessment report you apply, the skills that the child performs independently, with help and those that the child cannot perform should be recorded.*

| WEEKLY SCHEDULE |                           |                                                                                                                                                                                            |
|-----------------|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1               | February 15-16, 2024      | * Information Meeting for Practice                                                                                                                                                         |
| 2               | February 22-23, 2024      | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 3               | February 29-March 1, 2024 | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 4               | March 7-8, 2024           | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 5               | March 14-15, 2024         | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 6               | March 21-22, 2024         | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 7               | March 28-29, 2024         | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 8               | April 4-5, 2024           | Midterm Report Submission<br><b>***There will be no practice due to the midterm exam.</b><br><b>***You are required to hand deliver your file on the specified date against signature.</b> |
| 9               | April 11-12, 2024         | <b>***There will be no implementation due to the Ramadan Feast Week.</b>                                                                                                                   |
| 10              | April 18-19, 2024         | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 11              | April 25-26, 2024         | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 12              | May 2-3, 2024             | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 13              | May 9-10, 2024            | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 14              | May 16-17, 2024           | * Child Developmental Observation Performance Report<br>* Literature Review                                                                                                                |
| 15              | May 23-24, 2024           | * Writing about experiences in practice<br>* Literature Review                                                                                                                             |

|    |                      |                                                                                                                                                                                                                                                                              |
|----|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16 | May 27-June 18, 2024 | <p>Final Report Submission, Absenteeism chart submission, Professional practice evaluation form submission (The last 2 documents must be submitted in a sealed envelope)</p> <p><b>***You must hand-deliver your file in return for signature on the specified date.</b></p> |
|----|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

*Appendix 5. STUDENT ATTENDANCE CHART*

**STUDENT ATTENDANCE CHART**

| <b>STUDENT'S</b><br>NAME-SURNAME :..... NUMBER :.....<br>PRACTICING INSTITUTION:..... |               |                   |                       |
|---------------------------------------------------------------------------------------|---------------|-------------------|-----------------------|
| DAY                                                                                   | PRACTICE DATE | STUDENT SIGNATURE | RESPONSIBLE SIGNATURE |
| 1                                                                                     | 15.02.2024    |                   |                       |
| 2                                                                                     | 16.02.2024    |                   |                       |
| 3                                                                                     | 22.02.2024    |                   |                       |
| 4                                                                                     | 23.02.2024    |                   |                       |
| 5                                                                                     | 29.02.2024    |                   |                       |
| 6                                                                                     | 01.03.2024    |                   |                       |
| 7                                                                                     | 07.03.2024    |                   |                       |
| 8                                                                                     | 08.03.2024    |                   |                       |
| 9                                                                                     | 14.03.2024    |                   |                       |
| 10                                                                                    | 15.03.2024    |                   |                       |
| 11                                                                                    | 21.03.2024    |                   |                       |
| 12                                                                                    | 22.03.2024    |                   |                       |
| 13                                                                                    | 28.03.2024    |                   |                       |
| 14                                                                                    | 29.03.2024    |                   |                       |
| 15                                                                                    | 18.04.2024    |                   |                       |
| 16                                                                                    | 19.04.2024    |                   |                       |
| 17                                                                                    | 25.04.2024    |                   |                       |
| 18                                                                                    | 26.04.2024    |                   |                       |
| 19                                                                                    | 02.05.2024    |                   |                       |
| 20                                                                                    | 03.05.2024    |                   |                       |
| 21                                                                                    | 09.05.2024    |                   |                       |
| 22                                                                                    | 10.05.2024    |                   |                       |
| 23                                                                                    | 16.05.2024    |                   |                       |
| 24                                                                                    | 17.05.2024    |                   |                       |

**Dear Authorized;**

(Until the end of the practice, the student is expected to put his/her signatures on the signature chart regularly. Thank you for your sensitivity and interest in this matter). The named student whose information is given above has completed the institutional practices completely.

INSTITUTION MANAGER

(Sign – Seal)



## Appendix 6. PROFESSIONAL PRACTICE EVALUATION FORM

### STUDENT'S

NAME-SURNAME: .....

NUMBER: .....

START DATE: ... / ... / .....

FINAL DATE: ... / ... / .....

### INSTITUTION'S

NAME:.....

PHONE NUMBER:.....

ADDRESS:

.....  
.....

### *Dear Authorized;*

Within the scope of the "CGE410 Special Education Practices" course, we kindly ask you to fill in the table below in order to determine the knowledge, skills and the degree of benefit from the practice of the student who practices in your institution within the scope of the "CGE410 Special Education Practices" course and the qualities of his / her relationships and behaviors with the institution staff and / or children, and at the end of the practice, we kindly ask you to ensure that this document is delivered to our department by delivering it to the student **in a sealed envelope** together with the "*Attendance Tracking Chart*" and thank you for your interest.

| EVALUATION CRITERIA                                               | SCORE<br>Give a score out of 10 for each item. |
|-------------------------------------------------------------------|------------------------------------------------|
| Work Attendance and Punctuality                                   |                                                |
| Volunteering                                                      |                                                |
| Ability to Evaluate Time Effectively                              |                                                |
| Professional Knowledge and Skills                                 |                                                |
| Taking Responsibility                                             |                                                |
| Participation in Practice                                         |                                                |
| Communication with Personnel in the Organization                  |                                                |
| Following Instructions                                            |                                                |
| Complying with the Organization's Order                           |                                                |
| General Evaluation of the Studies Conducted During the Internship |                                                |
| <b>TOTAL SCORE</b>                                                |                                                |
| <i>If you have anything to add:</i> .....<br>.....<br>.....       |                                                |