

# RESOURCE FILE ASSIGNMENT

This resource file should be developed as a professional working resource you can use in your classroom with the families you work with. This is not the same resource file that you put together for your ECS 303 class. This is a Professional Resource file—containing information on Helping Professionals families may need assistance from to assess their child if their child has a special need or learning disability or provide therapy or other support services for their child.

## Presentation and Set Up:

You should use a 3 ring binder for this resource file. Consider the ease of use for your families to find the information they are looking for. All information must be typed at college level English. You will need a title page, a table of contents as it relates to the sections, but not page numbers. You will have two main areas for this resource file. One area will contain all of the Helping Professionals and the second area will contain all the support services.

## Helping Professionals Section:

Each Helping Professional or Organization must have its own page professionally typed including all relevant information such as:

- Organization Name
- Specialist's Name(s)
- Address
- Telephone Number
- Email Address
- Website Address
- Type of payment they accept (health insurance, credit cards, etc.),
- Types of services provided
- Specialty Area they provide services for
- A brief description of the organization or other pertinent information

Each page should be in a separate page protector sleeve, so any business cards, flyers, pamphlets, or website print outs can also be included inside the page protector. Use dividers to organize in a useful manner. Consider having all Helping Professionals providing the same services in the same section and each section in alphabetical order. Then within each section (specialty area), the professionals will also be in alphabetical order. Some organizations or helping professionals may need to be in more than one section if they provide services in more than one area.

## Support Services Section:

This section needs to include any and all information that can support the family in understanding this special need or learning disability, or coping with it. These are support services for the family not the child directly (those are listed in the previous section) such as:

- Support Groups
- Reference Information on various special needs and learning disabilities
- Websites on various special needs and learning disabilities
- Booklists on various special needs and learning disabilities