CSD 4210 Offsite Fundamentals and Clinical Practicum
Harding University
College of Allied Health
4 Credit Hours
Class Meetings Times –Selected Tuesdays 4:00-5:00
Swaid 215

Instructor: Tim Chance, M.S., CCC-SLP **Semester/Term: Spring 2024**
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Course Information

Course Description
A clinical experience in an approved speech-language pathology/audiology setting.
Prerequisites
CSD 3860 with a grade of B or above

Course Rationale
Building upon the foundational knowledge and practical skills developed in previous coursework, this course offers students an introduction to an immersive experience in treatment planning, report writing, in a school setting.

Course Materials
Required materials: Calipso subscription.

Suggested Materials:
American Psychological Association (2020). Publication manual of the American Psychological Association (7th ed.). https://doi.org/10/1037/0000165-000

Course Communication Protocols

During this course, interactions between students and/or faculty should take place via email or in Canvas announcements, Harding's learning management system (frequently called an LMS). My goal is to reply to your communication within one (1) business day. If it is a holiday or a weekend, please keep in mind that a business day may mean more than one (1) calendar day. If you need to reach me sooner, I would recommend a text message or phone call.

During this course, online office hours can also be arranged at your request utilizing the link to my Google Calendar found in the signature line of any email from me.

If you need to contact me regarding a pressing issue (e.g., sickness, an unforeseen hospitalization, a situation beyond your control, prayers, etc.) you may contact me via my personal email at tchance1@harding.edu or mobile phone. If the matter is urgent (e.g., a missed assignment, unable to meet an assignment deadline), a phone call would be best. If you send me an email or text, please include your name and what class in which you are enrolled.

Department Mission Statement

Our program excels in developing highly skilled and professional graduates who are ready to impact their local and global communities by improving the lives of those they serve. Christian faculty and staff are invested in providing an unparalleled experience utilizing a comprehensive curriculum, contemporary technology, and state-of-the-art facilities to engage students in reaching their full potential, both educationally and spiritually. As a result, our students exemplify ethical leadership, critical thinking, and interprofessional collaboration to support top of the license practice.

Integration of Faith and Learning Statement

I truly believe that speech language pathology is a mission field. It is my intent in this class to encourage all students to become Christians. For, if we are Christians, we will be Christian professionals, Christian speech pathologists, Christian neighbors, etc.

Learning Objectives

Course Learning Objectives (CLOs)

Upon completion of this course, you will be able to:

- Demonstrate the emerging skills necessary to plan and execute an assessment of clients with articulation and language disorders at varying severity levels while under the direction of a certified SLP or Audiologist

- Demonstrate the emerging skills necessary to plan and implement the treatment of clients with articulation and language disorders at varying severity levels while under the direction of a certified SLP or Audiologist

These learning objectives reflect the core competencies and skills that an undergraduate student in an introductory offsite clinical course for speech pathology should aim to achieve. They require a culmination knowledge in speech and langue acquisition, practical application, critical thinking, and effective communication, all of which are essential for a successful career in speech-language pathology.

University Learning Outcomes (ULOs)
This course supports mastery of the following ULOs:
ULO 1: Christian Perspective
ULO 2: Communication
ULO 3: Critical Thinking

Program Learning Outcomes (PLOs) While CSD 4210 does not have direct measurement of the following PLOs, its assignments, discussions, and assessment material lend to the measurement of our designed

Grading and Assignment Details

Grading Information
Each assignment will be assigned an appropriate number of points. All aspects of the assignment will be considered in grading the assignment including promptness, professionalism, and responsibility. Attendance, class participation and presentation will also be considered in the final grade. The student will be provided feedback during the duration of the course. This may be in the form of narrative information and/or component grades, and will be provided in Canvas' Gradebook. It is possible that supplemental feedback may also be provided via email. However, the intent of this feedback is to inform the student of how well expectations for these components have been met. Students are encouraged to meet with me after each exam and assignment on a one-on-one basis.

The final grade will be computed as a weighted average of Total Points Earned/Total Points Possible and reflected as a letter grade.

A-	90%-100%
B-	80%-89%
C-	70%-79%
D-	60%-69%
F -	59% -0%

Late work policy

Students are encouraged to work ahead of deadlines. The deadline for any given assignment represents the date from which points will be taken off for being late. It is important that the posted deadlines for a given assignment are met. This represents the self-paced nature of online learning. Assignments turned in after the deadline will be charged a 25% per day late penalty. Therefore, no assignment may be turned in after four days have passed from the original deadline. As college students, you are held to a high standard. While this policy may seem harsh, what would happen if you missed a deadline at work (yet alone by four days)? No assignment will be accepted after the ending date of the class has passed.

There are exceptions to the rule above. If there is a problem and you are unable to meet a deadline, the onus is on you, the student, to communicate with the instructor prior to the deadline. This means that I must approve a deadline extension before the due date and time. If an exception is granted, there must be an agreement between the instructor and the student on a mutually agreeable due date for the missed assignment(s).

Course Assignment Details

All course requirements must be fulfilled to receive credit for this course.

- Complete at least 40 clinical clock hours.
- Document the number of clinical hours obtained using the Calipso software
- Create a system of practice related forms, therapy activities, and bulletin board ideas, etc.
- Complete a formative assessment notebook with collected writing assignments, course syllabi, clinical hour forms, etc.
- Complete the exit interview.
- Meet with other students and exchange information about experiences. (See attached coarse schedule for due dates and meeting times)
- Participate in online forums. Including responses to readings and quizzes.
- Compliance with attendance policy
- Each student will complete an oral staffing of a client they are serving
- Each student will present a therapy idea from their site.
- Each student will create educational/prevention material for a client or caregiver they are serving
- Clinical hours must be logged into Calipso every week by Friday at 6:00 PM

Failure to achieve at least a "B" in any clinical course will result in a revocation of the clock hours accrued during that semester. If this occurs, the student may achieve course credit for the class if a passing grade is achieved but will not have passed the competency required to count the clock hours towards the required 400 hours.

Grades

Completion of at least 40 clock hours	50
Completion of all paperwork (Calipso and on-site)	50
Class attendance and participation	50
Staffing	50
Prevention/Education project	50
Online activities (Canvas)	175

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Assignment average is worth 50% of your final grade.
Supervisor's final assessment is worth 50% or your final grade.

Course Requirements- (must be completed to earn credit in this course):
To earn credit for this course, students must complete ALL assignments. If ALL assignments are not turned in the student can't pass the course. This is only fair to all students participating in this course.

Attendance & Participation
Attendance: Your attendance is required for successful mastery of course material. You are expected to attend every class. Roll will be taken. You will be allowed 3 absences. Any absences beyond 3, is subject to a 25-point penalty per absence from the final grade. For any absences to be excused, you must contact me before you are absent even if you have contacted the nurse or the Office of the Provost. Leave a message if you do not reach me.
As a student of higher education, you are expected to be prepared for class (e.g., read material, engage in discussion) and to be an active contributor in the learning process.
Attendance and participation are not the same thing. Meeting the attendance requirement does not ensure a good participation grade.

Tardiness: If you are going to be more than 10 minutes late to class, please do not attend the class. Coming in late is disruptive to many and causes an atmosphere of confusion. If you are more than 10 minutes late for any class, you will be considered absent for that day. If an arrangement has been made prior to a class session, exceptions can be made.
** If you miss class, please get notes from a fellow classmate. This includes any handouts, lecture notes or special instruction. It is YOUR responsibility to get any materials that you missed.

***If you are unable to attend class on the day of an examination, an alternate format of the exam (essay or written paper) may be substituted for the missed exam. If I am not contacted PRIOR to the exam, the right to make up the exam may be denied.

University Attendance policy: Harding University Attendance Policy

Policies and Procedures

University Policies
University Assessment
Harding University, since its charter in 1924, has been strongly committed to providing the best resources and environment for the teaching-learning process. The board, administration, faculty, and staff are wholeheartedly committed to full compliance with all Criteria of Accreditation of the Higher Learning Commission as well as

standards of many discipline-specific specialty accrediting agencies. The university values continuous, rigorous assessment at every level for its potential to improve student learning and achievement and for its centrality in fulfilling the stated mission of Harding. Thus, a comprehensive assessment program has been developed that includes both the academic units and the administrative and educational support units. Course-specific student learning outcomes contribute to student achievement of program-specific learning outcomes that support student achievement of holistic university learning outcomes. All academic units design annual assessment plans centered on measuring student achievement of program learning outcomes used to sequentially improve teaching and learning processes. Additionally, a holistic assessment of student achievement of university learning outcomes is coordinated by the University Director of Assessment used to spur continuous improvement of teaching and learning.

Students with Disabilities Accommodations (required)

It is the policy for Harding University to accommodate students with disabilities, pursuant to federal and state law. Therefore, any student with a *documented disability* condition (e.g. physical, learning, or psychological) who needs to arrange reasonable accommodations must contact the instructor and the Office of Disability Services and Educational Access at the *beginning* of each semester. If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Office of Disability Services and Educational Access *as soon as possible* to get academic accommodations in place for the remainder of the semester. The Office of Disability Services and Educational Access is located in Room 226 in the Student Center, telephone, (501) 279-4019.

Academic Integrity Policy

Honesty and integrity are characteristics that should describe each one of us as servants of Jesus Christ. As your instructor, I pledge that I will strive for honesty and integrity in how I handle the content of this course and in how I interact with each of you. I ask that you join me in pledging to do the same.

Academic dishonesty will result in penalties up to and including dismissal from the class with a failing grade and will be reported to the Director of Academic Affairs. All instances of dishonesty will be handled according to the procedures delineated in the Harding University catalog.

In Class Professional Conduct:

Please abide by the following rules to allow for the best learning environment for you and your fellow classmates.
1. Cell phone policy- Turn off cell phones. (Any exceptions must be discussed with the instructor.) No text messaging allowed no matter how quiet yours may be. No cell phones or electronic devices during quizzes and exams or you will earn a "0" on your quiz or exam.
2. No lap-top usage for surfing the web. Laptops may be used strictly for note taking. (Proof may be required and you may be required to produce the notes.) No "IMs" (instant messaging) during class. Chatting by remote learners to the professor is of course permitted.
3. Come to class on time to minimize distractions and be considerate of the rest of the class. Clinical assignments and meetings with supervisors do not constitute a valid reason for being late or missing a class. Arrange your schedule accordingly.
4. Any requests for assignment changes must be approved ahead of time. No exceptions.

Course Academic Conduct

All acts of dishonesty in any academic work constitute academic misconduct. As a student of Harding University, you should avoid all cases that will be construed as academic misconduct. This includes, but is not necessarily limited to, the following:

1. *Cheating*: Use or attempted use of unauthorized materials, information, or study aids in any academic exercise.

2. *Plagiarism*: Representing the words, ideas, or data of another as your own in any academic exercise.

3. *Fabrication*: Falsification or unauthorized invention of any information or citation in an academic exercise.

4. *Aiding and Abetting Academic Dishonesty*: Intentionally helping or attempting to help another student commit an act of academic dishonesty.

5. *Conduct unbecoming a professional while participating in a practicum, internship, field experience, or any similar academic experience*: Conduct unbecoming a professional includes, but is not limited to, standards of conduct stated in any Harding University student handbooks as well as standards and codes of conduct associated with professional organizations related to the student's academic discipline.

6. *Respect*: Students are expected to respect other classmates' opinions and ideas at all times.

Undergraduate Dress Code:

All members of the Harding community must dress with modesty and decency appropriate to the Christian lifestyle and consistent with professional employment standards. For these reasons, students are expected to adhere to a dress code, as described in the Student Handbook, which faculty, staff, and administration will enforce. Certain academic or extracurricular programs might have additional standards of dress.

AI/Chat GPT:

Unless your instructor includes instruction on acceptable usage of ChatGPT or a similar A.I. product in the course, your use of artificial intelligence for writing any part of an assignment will be considered academic fraud, and you will risk being removed from the program. It is our sincere hope that you understand the connections between reading, writing, and learning. Writing about something helps build neural pathways that aid you in connecting your new knowledge within the context of knowledge you've already learned. Skipping this step and using something written by AI or by another person means you are cheating yourself out of learning. Please be responsible and ethical in your coursework, and please submit your own writing.

Writing Preference

As the accepted writing style of business, psychology, education, and social science programs across the globe, the American Psychological Association publication format (otherwise known as APA Style) is the required writing style for this course. Learning to conduct scholarly research is a natural part of academic work, and will help you succeed at Harding University. Conducting scholarly, professional and industry research is required for this course.

If a source is questionable, e.g., Wikipedia, other wikis, ask.com, answers.yahoo.com, etc., please contact your professor for clarity and permission before using a source that falls outside the scope of traditional academic

standards. It is also important that you show how these references assisted your academic work; so make sure you reference your sources in every assignment you submit, no matter how mundane the assignment may be. Failure to properly and completely cite your sources may constitute plagiarism or cheating, as delineated in the Academic Code of Conduct. Bottom line, remember these two simple rules: 1) give credit where credit is due, and 2) if it isn't your words, ideas or thoughts, it is someone else's and needs to be cited.

- APA Resources
- Purdue Online Writing Lab

The Harding University Writing Center is also available to provide help with planning, writing, organizing, or revising an essay as well as with using MLA, Chicago, or APA formats. You can schedule an appointment with the Writing Center at harding.mywconline.com or ask questions via email at HardingUniversityWritingCenter@gmail.com.

Academic Grievance Policy

If a student believes that he or she has reason to question the decision of a faculty member with regard to the final grade received in a course or the denial of academic progression, a procedure has been established to resolve the grievance.

The student must initiate the written Academic Grievance Appeal within five business days after notification of the final grade in Pipeline or notification of denial of academic progression. In cases of both course grade and academic progression appeals, students are encouraged to first engage the involved faculty member in a good faith discussion (in person or via telephone or email) as the first step in resolving any concerns. If resolution is not achieved, a student may submit a written academic grievance by following the policy set forth in the Harding University catalog. All students should be familiar with this policy.

Time Management Expectations

For every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, problem-solving, reviewing, organizing notes, preparing for upcoming quizzes/exams, developing and completing projects, and other activities that enhance learning. Thus, for a three-hour course, a typical student should expect to spend 12 ours each week over the course of the semester.

Date of Class Meetings	Topic	Readings/ Assignment Due	Activities
January 9, 2024 Class Meeting 4:00-5:00	Introduction	• Clinic manual • Syllabus • Schedule • Goals (assigned on Canvas) • Supervisory Needs Assessment assigned on Canvas Due Next Meeting	
January 16, 2024		• First Day Off-Site • Supervisor's Dinner	
Class Meeting January 23, 2024		• Discuss First Weeks • Discuss Supervisory Needs Assessment and Goals	
February 6, 2024 Class Meeting 4:00-5:00	Supervision and Supervisee Expectations & Professional behavior	• Online Readings and Written Response Will Be Assigned on Canvas	Discussion
February 13, 2024 Class Meeting 4:00-5:00	Class Discussion		
February 19, 2024	Poverty Simulation	• Poverty Simulation Mandatory 5:30-9:00	
February 27, 2024 Class Meeting 4:00-5:00	Behavior Management	• on-line readings and written response for Behavior Management • Supervision Expectations social media Discussed • Midterm Evaluations Due October 13	Lecture/ Discussion
March 12, 2024 Class Meeting 4:00-5:00	Clinic Discussion	• New Goals (see assignment on Canvas) • Discuss Bx Management	
TBD	IPE	• Night at the RoundTable Event 5:45-8:15	Attendance Required
March 19, 2024 Meeting 4:00-5:00	Professional Communication	• Discussion • Staffing Assignment	
April 2, 202 Class Meeting 4:00-5:00	Staffing of Client	• Staffing of Client in-class Discussion • Prevention Education Projects Assigned	Staffing

Last revised: 03/24/23

April 9, 2024 Class Meeting 4:00-5:00	Prevention & Education	• Staffing continued • Presentations of prevention or education materials	Oral Presentations
April 16, 2024 Class Meeting 4:00-5:00	Reflections Wrap Up	• Supervisor Evaluation on Calipso	
April 23, 2024 for all May Graduating students 4:00-5:00		• Exit Survey Exit Interviews ALL graduating Seniors need to attend (clinical and non-clinical) Final Grades due	