CSD 3850

Harding University

College of Allied Health

1-3 Credit Hours

Class Meetings Times – Mondays 12-12:50

Swaid 215

Instructor: Laura Mulvany, MA CCC-SLP   **Semester/Term: Spring 2025**

Phone (office): (501) 279-5291   **Office Hours: posted**

Email: lmulvany@harding.edu

Course Description

Supervised clinical practicum experience including assessment and remediation of a variety of communication disorders. Two or three hours of clinical/lab work and additional interaction with supervisors each week are required. Approximately 10-15 clock hours of clinical practicum experience will be accumulated. This course must be completed with a grade of B or higher to advance to CSD 3860. Students under catalog years before 2023-2024 may take this course for 1 hour.

Prerequisites

CSD 1240, CSD 2900, CSD 3810 and admission to clinical track

Course Materials

Course Communication Protocols

I am here to help you. I will communicate with you via in-class announcements, Canvas announcements, and your HU e-mail (for small groups, individual messages). Students are responsible for the disbursement of information (including attachments) through these sources. Please contact me via email lmulvany@harding.edu, instead of using text messages or the comment box within an assignment. I will respond to emails within 24 hours during the typical

work day (8am-5pm) Monday-Friday. Students are expected to check emails daily and a timely response from you is appreciated.

University Mission Statement

With Christ as Lord, Harding University transforms learners for global impact by engaging minds and nurturing faith within a deeply connected community.

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.

Learning Objectives

University Learning Outcomes (ULOs)

This course supports mastery of the following ULOs:

ULO 1: Christian Perspective

ULO 2: Communication

ULO 3: Critical Thinking

ULO 6: Creative Perspective

Program Learning Outcomes (PLOs)

1) Demonstrate problem-solving skills using a Christian worldview and the ASHA Code of Ethics. (ULO1)

2) Connect the Christian worldview to the role of the CSD student in prevention, education, and advocacy while participating in service-learning experiences, community outreach activities, IPE events, and/or professional educational events. (ULO1)

 3) Communicate effectively in written, oral, and non-verbal forms, including discipline-specific documentation, and collaboration with team members.(ULO2)

6) Design intervention plans for individuals with speech, language, cognition, and hearing impairments including a therapy approach, relevant goals/objectives, skilled therapy techniques, and relevant therapy materials/activities.(ULO3)

7) Discuss the general effects that a communication disorder may have on one's life and that of their family/caregiver.(ULO3)

9) Demonstrate creativity by designing individualized therapy activities using items from the environment.(ULO6)

Course Learning Objectives (CLOs)

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

1. Identify the client's disorder(s) being treated in therapy.
2. Identify the effect(s) of the client's communication disorder in activities of daily life.
3. Communicate the purpose of therapy and the desired outcome of each therapy session.
4. Accurately collect and record data from the therapy session that aligns with the session/semester objectives.
5. Accurately document the subjective and objective portions of the session using the S.O.A.P. format.
6. Maintain communication with the CE by meeting deadlines, implementing feedback and seeking clarification when needed.
7. Maintain chart organization and attendance according to the HUSC policies.

Grading Information:

The final grade for this course will be determined by the grades achieved on class and clinical assignments. Class assignments are due at the beginning of class. To prepare students for the process of documentation/billing, practicum assignments are due on **Saturdays by 8:00 pm**. Class or practicum assignments that are not received at these times will be considered late. Late work will be assigned a grade of "zero," but students are required to complete all practicum assignments to receive credit for the course, pass the competencies, and accrue clock hours. If minor infractions of the clinic handbook occur (OSHA, attendance, dress code etc.), the student's practicum grade will be reduced in increments for each infraction (1=5%, 2=10% etc.). Major violations (HIPAA, ethics) will result in a grade deduction, academic sanctions, and/or dismissal from the program, dismissal from the University and/or legal action taken against them. Using a weighted scale, the final grade for the course will be determined by the percentage of points achieved out of the total points possible for the semester.

Grading Schedule:

A=90-100%

B=80-89%

C=70-79%

D=60-69%

F=0-59%

The course grade will be formed by the following weights:

Clinical Practicum Lab	85%
Class Assignments	10%
Final Exam (check-out)	5%

Late work policy

Late work is not accepted - exceptional circumstances are handled on a case-by-case basis

Time Zone

Harding University is located in Searcy, AR, in the Central Standard time zone; therefore, the due dates and times will be based on Central Standard Time.

Course Requirements- (must be completed to earn credit in this course):

1. Students are expected to complete all class and practicum assignments.
2. Students are expected to plan, implement, and document dx and tx interactions for their client. Specific requirements for the practicum will be outlined in class and in the HUSC handbook, but clinical educators may establish additional requirements as deemed necessary for the client being served.
3. Students must pay a course fee to purchase professional liability insurance and to subscribe to the ClinicNote software.
4. Students must complete a 2-step screening for TB and remain current on the required immunizations during all three clinical courses. Students must provide the documentation prior to beginning practicum.
5. Students are required to complete Federal and State Background checks and a Child Maltreatment check with no disqualifying findings prior to beginning practicum.
6. Students will complete a Mandated Reporting course and provide a certificate of completion.
7. Students will complete HIPAA and OSHA training.
8. Participants will read and abide by the policies and procedures outlined in the HUSC Clinic Handbook, the CSD Student Handbook, and the University Handbook.
9. Students will submit written work that is reasonably correct in mechanics (e.g. spelling, grammar, punctuation, etc.). Points will be deducted for inadequate work.
10. Students are allowed (encouraged) to use the HU writing lab to assist with class writing assignments. Any clinical assignments MUST adhere to the 18-markers of HIPAA de-identification prior to submission to the writing lab.

11. Students will participate in class discussions. This course is intended to be a practical application course and class discussion will be expected. Off-task behaviors during class (texting, surfing, talking, sleeping etc.) or limited participation may result in the final grade for the course being lowered by one letter grade.
12. Students must communicate regularly with the course instructor, the clinical educator, the HUSC staff, the client, and any designated teachers/caregivers. Students are expected to check their HU e-mail, Canvas course page, and clinic mailbox daily. Students are expected to respond to all correspondence in a timely manner (within 24 hours) and will be held responsible for all of the information disbursed through these sources.
13. Students must gain a working knowledge of Canvas, Calipso, and Clinic Note software.
14. Clinical hours must be logged into Calipso every week by Saturday at 8:00pm

Attendance & Participation

Class attendance: Include information regarding the definition of excused/unexcused absences and how coursework will be made up in the event of both types of absences.

Attendance policy: [Harding University Attendance Policy](#)

Submitting Assignments

All clinical assignments containing patient information must be submitted through clinicnote. Class assignments should be submitted through canvas. If class assignments pertain to patient information, the submission must follow HIPAA guidelines.

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 and Testing used to spur continuous improvement of teaching and learning.

Students with Disabilities Accommodations

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 in order to get academic accommodations in place for the remainder of the semester. The Office of Disability Services and Educational Access is located in Room 239 in the Student Center, telephone, (501) 2794019.

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.

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.

Special Note on the use of AI such as ChatGPT

The use of generative AI tools is not permitted for any assigned work in this class and constitutes a violation of Harding's Academic Integrity Policy.

Course Recordings

Canvas content and class recordings (e.g., Echo360) are protected by copyright. Without written permission from the instructor, content (written, audio, video) may not be downloaded or shared with anyone. Most content and recordings will indicate copyright by the symbol ©. However, a symbol is not required to protect copyrights, so unless you have permission to download or share recordings or content, you should not do so. Doing so violates Academic Integrity Policies and may result in disciplinary actions.

Referencing Information

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 at least nine hours per week dedicated to the course.

Inclement Weather

If inclement weather prohibits your participation in any element of this course, prompt communication with me is expected. Your personal safety is my primary concern. We will handle any instances that arise on a case-by-case basis.

Academic Support Services

Harding offers a wide variety of academic support services. While this list is not all-inclusive, the following links may be useful to students (some services may not be applicable for graduate or professional students):

- Library
- Testing
- Tutoring
- Writing Center

Student Support Services

Harding offers a wide variety of student support services. While this list is not all-inclusive, the following links may be useful to students (some services may not be applicable for graduate or professional students):

- Advising ● Counseling
- Registration ● Student Life
- Financial Aid
- Career Services

Changes to Syllabus Notice

The instructor reserves the right to modify and update any part of the syllabus where necessary. You can expect that these changes will be for your perceived benefit and will be communicated in Canvas. It is your responsibility to stay up to date with any changes communicated by the professor.

Schedule

Date of Class Meetings	Topic	Readings/ Assignment Due	Activities
January 13	Introduction	Clinic manual (Handbook and Policies) Syllabus Schedule ClinicNote	Clinic Tour Clinic Handbook Quiz ClinicNote Tutorial Fingerprints
January 20 MLK Day (No Class) **Meet January 22 12-12:50**	Clinic Prep	Client Assignments ITC and Chart Review Goals and Objectives	ITC Preparation (Chart Review, client forms, LP)
January 27	Training	HIPAA and OSHA Training	ITC Meetings

		Flow of Therapy, Lesson Plans, goal writing, baselines, data collection, SOAP notes	HIPAA and OSHA Quiz
Feb 3	Therapy Begins Treatment Plans	Rough Draft of Treatment Plans due Feb 8 Calipso	SOAP notes (ClinicNote) and Clock Hours (Calipso), Lesson Plans
February 10	Treatment Plans	Peer Review Treatment Plans Final Draft Treatment Plans due Feb 15 Discuss Video Review - Due March 1	SOAP notes, Lesson Plans, Clinical Hours
February 17	NO CLASS	Meet with your CE	SN, LP, Clock Hours
February 24	Soft Skills	Clinic Rubric Professionalism First Video Review - Due March 1 Client/Caregiver Education	SN, LP, Clock Hours
March 3	Role of SLP	Guest Speaker Prep for Client Staffings	LP, SN, Clock Hours
March 10	Accepting Feedback		LP, SN, Clock Hours
March 17	No class	CE Meetings	LP, SN, Clock Hours

March 24	**NO CLASS**	**Spring Break**	LP, SN, Clock Hours
March 31	Client Presentations	3850 - client presentations	LP, SN, Clock Hours
April 7	Client Presentations	3850 - client presentations	LP, SN, Clock Hours
April 14	End of Clinic Paperwork	Rough Draft of SS/DS due April 26nd in ClinicNote 2nd Video Review - Due April 19	LP, SN, Clock Hours
April 21	Last Week of Clinic	CE Evaluations Schedules Student Letters Clinic Check out expectations	SN, Clock Hours
April 28	Dead Week	CE Evaluations Schedules Student Letters Clinic Check out expectations Final Draft of SS/DS May 4	Finalize SS/DS Sign up for Clinic Check out
May 5	Finals	Clinic Check Out	Clinic Check out