

CSD 6590– Spring 2024
Clinical Practicum IV
January 8-May 5, 2024
Selected Dates See Schedule
Tim Chance, M.S., CCC-SLP

Harding University Mission: “Harding's mission is to provide a quality education that will lead to an understanding and philosophy of life consistent with Christian ideals.”

Speech Pathology Program Mission: at Harding University is to prepare highly competent speech-language pathologists in a rigorous academic curriculum with an emphasis on Christian living. The program is designed to reflect the University’s goal of integrating faith, learning and living in order for the students to function within professional and global communities.

Course Description:

The fifth level of diagnostic and therapeutic contact with individuals who exhibit communication disorders. The experience will include treatment planning, report writing, and patient/parent counseling. Students will be assigned to outside practicum sites, and clinicians will be supervised by licensed speech-language pathologists employed at the designated setting. **This course adheres to university guidelines regarding workload requirements per credit hour.**

Contact Information:

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Course Interaction:

During this course, interactions between students and/or faculty should take place via email or in Canvas, 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) 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. We can schedule a call or we can use technology like Google Hangout or Zoom. These tools are especially helpful when it comes to discussing class concepts and theories, as we can share screens, use white boards to draw equations, etc.

If you need to contact me about another issue (e.g., sickness, an unforeseen hospitalization, a situation beyond your control, prayers, etc.) you may contact me outside of Canvas via my personal email at tchance1@harding.edu or 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.

REQUIRED TEXTS:

Pre-requisite: Student must receive an A or B in CSD 6490 to enroll in CSD 6490.

Required Materials

- Harding University Clinic Manual

REQUIRED TECHNOLOGY:

Harding University students, enrolled in online classes or should we be forced to an online only situation, must have access to an appropriate digital device and a reliable Internet connection. A laptop or desktop is still the recommended device for online learning; the Canvas interface was optimized for desktop displays. Broadband connectivity is required, as many classes incorporate rich media content.

Hardware/Operating Systems

- A personal computer running Microsoft Windows 8 / 10 / or Apple Macintosh running OS X
- Camera/microphone/headphones (sometimes called peripherals)

To see which browsers are supported by Canvas, how to update your browser, and additional required components (e.g., Flash and Java) please visit [Canvas](#). For mobile users, there is a Canvas app available from the Google Play Store or the Apple iTunes store. Because technology changes rapidly, the information contained within this requirement may change, and without advance notice.

CANVAS

Canvas is the learning management system (LMS) used by Harding's online courses. For additional information relating to Canvas, including tutorials, please visit [Harding's IST Canvas page](#) or [Instructure Canvas Help Center](#).

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 the Higher Learning Commission of the North Central Association of Colleges and Schools. 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 (AES) units. Specifically, all academic units will be assessed in reference to the following Expanded Statement of Institutional Purpose: **The University provides programs that enable students to acquire essential knowledge, skills, and dispositions in their academic disciplines for successful careers, advanced studies, and servant leadership.**

COURSE REQUIREMENTS: – All course requirements must be completed in order to receive credit for this course.

- Clinical Practicum Lab: Providing therapy services are the primary objective of this class and lab. Clinical assignments will vary. The off-site clinical educator will provide a mid-term clinical evaluation and a final clinical evaluation utilizing the evaluation rubric on Calipso. Details of evaluation rubric will be given in class.
- Clock Hour Documentation: Complete documentation should be submitted using the Calispo software.
- Clinical Paperwork: Depending on your placement, clinical paperwork requirements will differ. Please refer to the assigned off site supervisor for specific instructions.
- Each student is required to take advantage of any collaborative programming with other professionals and is required to observe at least one session of the following: special education classroom, regular education classroom, occupational therapy session, physical therapy session, recreational therapy session or any other session that your supervisor feels you would benefit from. The student is to write a short summary of the session.
- Students are required to attend scheduled class meetings and participate in planned activities/readings and assignments as assigned.
- Each student will complete a prevention and/or educational project. Details will be provided in class meetings.
- Each student will complete an oral staffing of a patient/client they are serving
- Each student will create an evidence-based treatment plan for a patient/client they are serving

Grades

Attendance and participation at class meetings (see attached schedule)	100
Completion of clinical paperwork for HU	100
Prevention/Education Project (Lunch and Learn)	100
Online Forum participation (reading responses included)	125
Quizzes	60

Assignment average is worth 25% of final grade

Supervisor's Final Evaluation is worth 75% of final grade

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

Course Objectives

- Demonstrate the skills necessary to plan and execute an assessment of clients with communication and swallowing disorders at varying severity levels while under the direction of a certified SLP
(CAA Standard 3.1B; CFCC Standard V-B)
- Demonstrate the skills necessary to plan and implement the treatment of clients with communication and swallowing disorders at varying severity levels while under the direction of a certified SLP (CAA Standard 3.1B
CFCC Standard V-B)
- Demonstrate the principles and methods of identifying and preventing communication swallowing disorders.
(Standard CAA 3.1.3B Standard V-B)

In order to avoid misunderstandings regarding course policies, the student is provided with this policy sheet, which will be the guideline for the course unless altered at a later date by the instructor.

Course Policies

- Attend their assigned practicum every scheduled day.
- Student clinicians are allowed 2 PTO (personal time off) days each semester to use for illness, professional conferences, personal engagements, inclement weather, etc.
- **Any** absences beyond the 2 PTO days must be made up at a time agreed upon by externship director and off-site educator. If missed days are not made up student will not receive clinical hours or course credit.
- Should a student wish to utilize their PTO days, they must communicate to their off-site clinical educator and externship director as soon as possible.
- Proper medical documentation must be provided upon request.
- Student clinicians are expected to follow the established rules and guidelines specific to the assigned practicum sites. Any violation will result in a final grade lowered by one letter.
- All deadlines must be strictly adhered to. One letter upon each violation will lower clinic grades.
- All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code.

- Additional standards of dress may be required by the assigned facility for which the student must adhere to
- Student clinicians must follow all policy and procedures found in the following sources:
 - Harding University Graduate Student Handbook
 - Harding University Communication Sciences and Disorders handbook
 - Clinic Manual
- 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 and will not receive credit on KASA until all clinical courses are completed with a grade of “B” or higher. Students achieving a grade of “C” or below may achieve course credit for the class if a passing grade is achieved but must retake the course for the successful completion of the program.**

Course Schedule: The course schedule can be found on the opening page of the course in Canvas. It is a tentative schedule and is subject to change.

Evaluation and Grading:

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.

Component details may include, but are not limited to, the following: exams, mid-term, quizzes, current events, projects, research papers, presentations, and participation.

Remediation

If a student is not achieving course learning objectives, not demonstrating essential skills, professional practice competencies, or meeting CFCC standards as determined by the course instructor the student will be notified. The student, instructor, clinical educator, and/or clinical director (as appropriate) will meet to develop a written individualized remediation plan that supports student progress toward achieving the needed outcomes. The remediation plan will include identified weaknesses supported by evidence (ie, exam results, presentation, clinical performance, quiz grades, etc.). In addition, the remediation plan will include specific tasks, outcomes, and a timeline for completion. The written plan will be shared with the student's graduate advisor and department chair. A copy of the plan will be placed in the student’s Calipso account and the course will be marked as

“in remediation” on their KASA. Upon successful completion of the remediation plan the instructor, student, and advisor will sign the form acknowledging the completion of the remediation plan and then digitally file the form in the student’s KASA in Calipso. The course and associated learning objectives can then be marked as completed. If the remediation of skills is not completed successfully, the student will repeat the course. If the remediation is ongoing at the end of the semester, the student will receive a grade of Incomplete for the course.

Attendance/Participation

Attendance: Student clinicians are expected to attend their assigned practicum every scheduled day. You are allowed 2 PTO (personal time off) days each semester to use for illness, professional conferences, personal engagements, inclement weather, etc. **Any** absences beyond the 2 PTO days must be made up at a time agreed upon by externship director and off-site

As the student, you are expected to be prepared for class (e.g., read material, analyzed spreadsheets) and to be an active contributor in the learning process.

Video/Audio Recording:

If for any reason you need to video or audio record lectures or materials presented in this class, it should only be carried out with prior knowledge and approval from the instructor. Failure to receive authorization is a violation of copyright and might be subject to penalty under the law.

Rubrics

There are grading rubrics associated with your assessment in this course. It is good practice to review rubrics before you submit your assignments. It will help you formulate your responses and earn full points. All rubrics used in this class will be discussed prior to the assignment and posted at that time.

Deadlines/Late 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 in a timely fashion. If you are ill and cannot meet a deadline, you are responsible for contacting the professor before the deadline, not after it passes. After all, if you were too ill to go to work, you wouldn't call-in the day after you failed to show up to work. If you will be traveling for work, have an illness, family problems, a vacation scheduled, etc., please contact your instructor in advance. 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).

Writing Style/Referencing

As the accepted writing style of business, psychology, education, and social science programs across the globe (American Psychological Association, 2014), the American Psychological Association publication format (otherwise known as APA Style) is the required writing style for all CSD and graduate speech pathology students.

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, especially at the graduate level. 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. The following two websites may be of value to you.**

- [APA Resources](#)
- [Purdue Online Writing Lab](#)

Student Declaration

Submitting an electronic document at Harding University constitutes an agreement with the following declaration:

- I affirm that the work submitted is of my own accord, is original, and contains the necessary and appropriate citations, where the work is of another source.
- I affirm that this assignment has not previously been submitted in any form.
- When submitting assignments to Turnitin, when applicable, I acknowledge

- and adhere to its disclaimer statements.
- I affirm to uphold Harding University's [Code of Academic Integrity](#).

Reservation Statement

The instructor reserves the right to modify and update any part of the syllabus where necessary. It is your responsibility to stay up to date with any changes communicated by the professor.

INSTITUTIONAL POLICIES

Code of Academic Conduct

Students of Harding University are expected to be honorable and to observe standards of [academic conduct](#) appropriate to a community of Christian scholars. Harding expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute 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 the general Harding University catalog 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 classmate's opinions and ideas at all times. Since students cannot see body language and other non-verbal cues, it is essential that comments be worded carefully and refrain from such things as sarcasm, which can be taken negatively in the online world. Read posts for content and then read posts for context. If the message can be taken negatively in any way, the suggestion is to re-word the post until you are sure that it will not be taken defensively. Another key issue is to refrain from certain discussions that evoke strong reaction. This may include such things as:

-Stereotypes of any nature, whether it be profession or class of people

-Politics

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.

Students Needing 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, psychological, vision, hearing, etc.) who needs to arrange reasonable accommodations must contact the instructor and the Disabilities Office at the *beginning* of each semester. (If the diagnosis of the disability occurs during the academic year, the student must self-identify with the Disabilities Director *as soon as possible* in order to get academic accommodations in place for the remainder of the semester.)

Since some graduate courses are taught at different sites and students will not have access to the Disabilities Office located on Harding University’s Searcy campus, the student must self-identify with the instructor of the course and submit documentation by fax or mail to the Disabilities Office on our main campus. The necessary forms are available. Upon receiving the appropriate documentation approved by ADA Guidelines, academic accommodations may be set up by the instructor via a telephone conference with the Disabilities Director. If you have questions, please contact Bridget Smith, Disabilities Director, at (501) 279-4019 or bdsmith@harding.edu or room 219 of the Student Center.

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 unreasonable denial of academic progression, a procedure has been established to resolve the grievance. The student must register his or her complaint in writing to the faculty member within seven business days following the alleged incident, except that if the grievance involves a final grade, it must be filed within ten business days after final grades are posted by the Registrar. Within the written complaint, the student must set forth reasons and grounds for the grievance. The policy set forth in the graduate catalog titled [Academic Grievance Procedure](#) establishes the procedures for such grievance resolution. All students should

be familiar with this policy

Time Management Expectations/Credit Hour Calculator Statement:

All courses at Harding meet federal and HLC regulations and meet or exceed university requirements regarding credit hours. For every hour in class, the typical student should expect to spend at least three clock hours on course-related work, including but not limited to out of class time spent reading, problem solving, reviewing, organizing notes, preparing for upcoming quizzes/exams and other activities that enhance learning.

Academic Integrity:

Cheating in all its forms is inconsistent with Christian faith and practice and will result in sanctions up to and including dismissal from the class with a failing grade. Students who share assignments with students taking the course in a subsequent semester may be subject to having an academic integrity sanction added to their college record.

Graduate Dress Code

All members of the Harding community are expected to maintain standards of modesty and decency in dress appropriate to the Christian lifestyle and consistent with professional employment expectations. For these reasons, students are expected to adhere to an established dress code. Students may be asked to leave class or other activities if they are not keeping with these expectations. All professional presentations (such as Lunch and Learn presentations) should be conducted in business casual attire unless specifically designated by faculty.

INSTITUTIONAL 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 students):

- [Library](#)
- [Testing](#)
- [Tutoring](#)
- [Writing Lab](#)

INSTITUTIONAL 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 students):

- [Registration](#)
- [Financial Aid](#)
- [Student Life](#)
- [Counseling](#)

Schedule

<u>Date of Class Meetings</u>	<u>Topic</u>	<u>Readings/ Assignment Due</u>	<u>Activities</u>
January 9, 2023 FIRST MEETING Swaid 203	Introduction	<ul style="list-style-type: none"> Clinic manual Syllabus Schedule 	
January 10, 2024	First Day at Off-Site		
January 18, 2024 @3:45		Supervisory Needs Assessment	
January 25, 2024	Professional behavior	See Canvas Module	
February 8, 2024	TBD/ Staffing Discussions	See Canvas Module	Oral staffing of client
February 15, 2024	Learning Theory and Normal Development	See Canvas Module	
February 24, 2024	Upward Bound	Mandatory Saturday, February 24, 2024	
February 29, 2024	Guest Speaker?	See Canvas Module	
Spring Break March 4-8, 2024	Spring Break	Site Specific	
March 14	Midterm	Midterm Grades Due	
March 21, 2024	Night at the Round Table (6:00-8:00 PM)	Attendance Required Definitive time to be announced	Students required to attend
Dates TBD	Prevention & Education	I will assign these early in the semester. Some will present to PT and some Lunch and Learn	Oral Presentations
March 28, 2024	Speech Sound Disorders	Online readings and Quiz on Canvas	Phonetics Review
April 4, 2024	Nathan Green	Simmons Bank Representative	
April 11, 2024	Mock Interviews	Mock Interviews in Class	
April 18, 2024	Final Concerns Wrap Up	<ul style="list-style-type: none"> Discussion and Recap of Clinical Experience DUE: Final Evaluation, Clock hours entered and approved, supervisor evaluation Due 	
April 19, 2024	LAST DAY OF OFFSITE		
April 25, 2024 Exit Survey	All Graduating students for Spring, Summer, or Fall	Location will be announced. Date subject to change	

** These dates are subject to change.

