SLHS 658 EXTERNSHIP
Clinical Practicum Syllabus
Academic Year 2016-2017

Fall Semester: August 22, 2016 – December 7, 2016
Spring Semester: January 11, 2017 - May 3, 2017
Commencement: May 12, 2017

GENERAL INFORMATION

Name of School: Mind, Brain, and Behavior
Name of Department: Speech, Language, and Hearing Sciences
Course: SLHS 658 Clinical Practicum
Credit hours: 2-3
Course level: Graduate

CONTACTS

Jennifer Casteix, MS, CCC-SLP
Clinical Assistant Professor
casteix@email.arizona.edu

Lea Cuzner, MS, CCC-SLP
Clinical Assistant Professor
ansamake@yahoo.com

Cass Faux, MS, CCC-SLP
Clinical Associate Professor
cassandm@email.arizona.edu

Janet Hawley, MS, CCC-SLP
Clinical Assistant Professor
janet@email.arizona.edu

Kathe McGrath, MS, CCC-SLP
Clinical Assistant Professor
Kmcgrath@email.arizona.edu

Carole Wymer, MS, CCC-SLP
Clinical Assistant Professor
carwym@email.arizona.edu

Please check with your off-campus clinical instructor for office hours

COURSE PREREQUISITES

Establish your start and end date with your supervisor at the time of your interview or first contact.
Read ASHA Code of Ethics
Read 2014 SLP Certification Standards
Read 2014 SLP Standards Update
Completion of required graduate course work in academic classes

**Students are expected to follow the UA Infection Control Policies and satisfactorily complete the Infection Control test online by Wednesday, September 30, 2016.
YOU MUST REPEAT THIS ANNUALLY.
UAccess Learning (Find Learning)
COURSE DESCRIPTION

Students enrolled in SLHS 658 will apply theoretical concepts to assess, diagnose, and manage individuals with speech, language, and hearing disorders. Students will further their clinical knowledge base necessary for successful completion of the National Examination in Speech Pathology and Audiology (PRAXIS). **New SLP Praxis exam was launched September 2014.** Individual speech-language diagnostic and therapy sessions will be arranged by an ASHA certified supervisor. The Clinical Practicum will be completed in the sites identified to meet the requirements of competencies in child and adult hours.

The graduate fieldwork internship experience in Clinical Speech-Language Pathology requires the graduate student to spend one-to-two sessions of clinical practice in a pre-arranged clinical site assigned by the clinical faculty. This experience allows the student to finish accumulating the clinical clock hours necessary for application for ASHA’s Certificate of Clinical Competence, as well as develop the knowledge and skills necessary for entering the job market in clinical speech-language pathology. Students enrolled in SLHS 658 will apply theoretical concepts to assess, diagnose, and manage individuals with speech, language, and hearing disorders.

FORMS/DOCUMENTS ASSOCIATED WITH THIS COURSE

Please see clinic manual sent electronically
- Syllabus
- CALIPSO (electronic student tracking forms)
  - Student self-evaluation
  - Student evaluation
  - Clinical Instructor evaluation
  - Supervisor evaluation
  - Log of contact hours
- Portfolio Assessment of Clinical Education
- Clinical Hour Accrual (in Student Clinical Profile blue binder)
- Inventory of Interests in Special Programs, Populations, and Places
- Clinic Schedule (in schedule binder)
- Log of Clinic Contact Hours
- Reflective Review and Self-evaluation per specific clinical instructor
- CFCC 2014 SLP Standards Update
- Course Evaluation

Off-campus Site requirements
Fingerprint Clearance Card: The UAPD; 621-8273; T/Th 8-11
http://www.azdps.gov/Services/Fingerprint/
Employee Health requirements (TB, varicella vaccine, Hepatitis vaccine or waiver, measles/mumps/rubella-mmr vaccine). See Janet for requirements for specific sites
Cardiopulmonary Resuscitation (CPR)
Background Check

Forms completed at the end of your course:
Evaluation of Off-Campus Clinical Instructor (CALIPSO)

Common Requirements of Off-Campus Placements
Students will be assigned to various off-campus facilities during their graduate training. There is no standard in terms of what you will be asked to comply with until you are assigned to your placement as each facility has its own set of requirements. It is in your best interest to gather applicable records, acquire the noted immunizations/declination waivers and other potential requirements, and retain the information so it will be available when needed.

Health Related

- TB test (available at Campus Health)
- Proof of Varicella (Chicken Pox) immunization, titer, or declination waiver (available at Campus Health)
- Proof of Hep B series or Declination Waiver (available at Campus Health at no cost if attended UA Risk Mgmt’s Bloodborne Pathogen’s online course)
- Proof of MMR (requirement at UA, so typically assumed)
- TDaP vaccine (current within last 10 years)
- Proof of Health Insurance
- UA to serve as source verification of general good health
- Flu shot (particularly during winter months)

Legal/Criminal

- Copy of Driver’s license/No evidence of DUI
- Nine panel drug screen (available through J2 Labs)
- Signature on form to allow facility to conduct urinalysis “if drug use is suspected”
- Requirement that SLHS program conduct annual drug screens on students (*not something we currently do)

Other

- Request for social security number for background checks (i.e., government facilities like VA)
- Criminal Background Check ($15/2 weeks) through Department of Public Security
- CPR: ABC/Professional certification within the last 2 years and through length of practicum
STUDENT LEARNING EXPECTATIONS/OUTCOMES FOR THIS COURSE

Demonstrate knowledge in the following areas:
- articulation
- fluency
- voice and resonance, including respiration and phonation
- receptive and expressive language (phonology, morphology, syntax, semantics, and pragmatics) in speaking, listening reading, writing, and manual modalities
- hearing, including the impact on speech and language
- swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding; orofacial myofunction)
- cognitive aspects of communication (attention, memory, sequencing, problem-solving, executive functioning)
- social aspects of communication (including challenging behavior, ineffective social skills, lack of communication opportunities)
- communication modalities (including oral, manual, augmentative, and alternative communication techniques and assistive technologies)

Demonstrate knowledge of:
- the principles and methods of prevention, assessment, and intervention
- processes used in research and the integration of research principles into evidence-based practice
- standards of ethical conduct by adhering to the ASHA Code of Ethics
- contemporary professional issues

Demonstrate skill in:
- evaluation - conduct screenings/prevention procedures, collect case history information and integrate information, select and administer appropriate evaluation procedures, adapt evaluation procedures, interpret/integrate/synthesize all information to develop diagnoses, complete administrative/reporting functions, demonstrate appropriate writing skills, and refer clients/patients for appropriate services
- intervention – develop plans with measurable and achievable goals, collaborate with clients/patients/relevant others, implement intervention plans, select/develop appropriate materials and instrumentation, measure and evaluate performance and progress, modify plans, strategies, materials, or instrumentation, complete administrative and reporting functions, and identify and refer clients/patients for services
- interaction and personal qualities – communicate effectively, collaborate with other professionals, and provide counseling

COURSE STRUCTURE/APPROACH

To obtain clinical competency, a graduate student must complete a minimum of 400 clinical clock hours of supervised clinical experience in the practice of speech-language pathology. The student must obtain 375 clinical hours in direct client/patient contact and 25 hours in clinical observation. At least 325 of the 400 clock hours must be completed while the student is engaged in graduate study.
Direct supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants. Supervisors sign off for the 25% time observed and for other hours obtained at the site, although not necessarily observed. Supervision must be provided by an individual (or individuals) who hold a current Certificate of Clinical Competence in Speech-Language Pathology and/or Audiology. (Standard V-E)

Supervised clinical practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities. The student must complete a total practicum experience that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.

TEXTBOOK AND REQUIRED MATERIALS

Readings required by your specific site

ASSESSMENT OF STUDENT LEARNING OUTCOMES

Your off-campus supervisor will determine competency at mid-session and end-of-session, using CALIPSO, based on the 2005 ASHA Standards for the Certificate of Clinical Competence in Speech-Language Pathology. These forms are the only forms that the supervisor needs to complete.

CALIPSO

- examines mastery of competencies required by the American Speech-Language-Hearing Association in the areas of assessment, intervention, and interaction/personal qualities.
- allows the clinical instructor to grade the student based on a 4 point scale on the competencies required by the American Speech-Language-Hearing Association in the areas of prevention activities, screening procedures, evaluation, treatment, outcome measurement, reporting, personal qualities and verbal interaction, and professional demeanor.

Portfolio Assessment of Clinical Education, an overview of the clinic placement (client and management profiles, treatment formats, treatment setting, and self appraisal) is completed by the student at the end of each semester.

The student completes the following forms:

- The Accumulated Course Work Hours: records direct contact hours obtained in eight content areas, child/adult treatment, and child/adult evaluation.
- Clinic Hour Accrual: records accumulated clinical coursework, total clinical hours, and graduate clinical placements (completed at the end of each semester in CALIPSO)
- Self-Evaluation: student reports strengths and areas needing improvement.
- Praxis Exam Follow-up: provides score on our national organization’s examination for a Certificate of Clinical Competency.
• Student evaluation of the off-campus site completed at the end of each semester (CALIPSO)
• Clinic Hour Accrual: records accumulated clinical coursework, total clinical hours, and graduate clinical placements.
• Inventory of Interests: records particular interests in special programs or populations. Please note that the clinical instructors cannot guarantee any placements.

COURSE REQUIREMENTS

FALL 2016:
Last day of fall semester on-campus clinics: December 7, 2016
Last day off-campus will be determined by your off-campus supervisor

The end-of-session procedure:
The last day of clinics on-campus is Wednesday December 7, 2016. You may be required to extend your off-campus rotation. This is your off-campus clinical instructor’s decision. Regardless, you will be responsible for completing a variety of tasks prior to the end of clinic. You are responsible for:

no later than Monday 11/28/16
Ensure that your spring, 2017, schedule is in the schedule book and includes your current telephone number, email address, classes you have taken, enrolled in, or will be taking in the spring and any other information (e.g., activities/events that may conflict with your spring assignment). If you have not completed your schedule, please check with the clinic secretaries for a schedule form.
Place your ISP in the Student Clinical Profiles book.

Monday 12/12 by 9:00am or 24 hours after final session completion
Rough drafts of progress reports
Enter clock hours (CALIPSO)

Wednesday 12/14 by 5:00pm
All final signed progress reports completed and in the chart with Lytec notes completed. For DDD, VR and 1st time clients, copy report and place in file. Delete all video/audio files and photos.

GRADUATE CLINICIANS ARE RESPONSIBLE FOR FORMATTING AND PRINTING PROGRESS REPORTS. THIS IS NOT THE RESPONSIBILITY OF THE CLINIC STAFF.

Thursday 12/15 or Friday 12/16
Schedule a final meeting with your clinical instructor(s)
• Bring dubbed DVDs (each client on a separate DVD) with sampling of therapy activities
• Bring permanent chart with signed reports and PACE
• Return all borrowed items to your clinical instructor

Check out starts
**Wednesday 12/14 at 12:00 noon**
and ends **Thursday 12/15 at 5:00pm**

Final clinic wrap up

Update The Student Clinical Profiles (room 408)

Close out client’s file in **Lytec** (progress and standard notes)

Complete **check out procedures** with **clinic secretaries** (sign-up sheet in clinic) and with **Liz**

Update **attendance book**; verify billing dates with **Liz**

Return files to permanent location in the clinic office

Return all **REWOUND digital video cassette tapes** to **clinic secretaries**, and, of course, return all commercial products, tests, and raw materials to their appropriate place in the GBC, CAC, ACE and CHW. Please return personal items of the clinical faculty.

**Remember!** When rewinding DV tapes, there are DVC recorders in the Computer Lab and GBC workroom. Please do NOT use cameras for rewinding tapes.

**Check out with Liz** (Coordinator, Insurance-Medical Billing):
You can check out with Liz when you finish with your last client. Send her an email listing a few good days and times you are available for check out and she will confirm day and time via email.

What you will need to do prior to checking out with Liz: go through your attendance book and make sure all sessions are listed and attendance dates are the same as your SOAP note dates.

What you will need to bring to meeting: attendance book. For each of your clients, she will read off the list of dates of service/charges, noting if session is group or individual, and each date should match your attendance/SOAP notes.

It will be helpful, particularly to you, if you go through appointments and make sure each status is correct, i.e., completed, missed, canceled, there should be no pending appointments. Should you find any appointments marked incorrectly please see Patricia or Pam so that they can make appropriate change.
SPRING SEMESTER DUE DATES

Off-campus spring clinic is expected to begin Wednesday 1/18/2017
Mid-session clinician evaluations due: week of March 20 and 27 2017
Mid-semester progress reports due: March 6, 5:00 pm
Passing the Torch Ceremony: 4/21/2017
On-campus first draft progress reports: 24 hours after client’s last session
Last day of spring semester clinic: May 3, 2017
Signed progress reports: May 10 by 5:00pm
Close out (follow procedures above): May 10-11

COURSE POLICIES

Students are expected to follow:

• the course syllabus
• e-mails sent by a clinical instructor
• information presented in Tool School

The most recent date of any information stands as the policy.

Students are expected to follow the expectations of the individual off-campus supervisor. Your site may require you to wear the facility ID badge.

Students are expected to follow UA Graduate College Policies.

Of particular importance:

• Academic integrity
• Leave of absence

Students are expected to follow the UA Infection Control Policies and complete a test annually. http://risk.arizona.edu/training/

Students are expected to follow the Department of Speech, Language, & Hearing Sciences Speech-Language Clinic Manual

GRADING

Your clinical instructor assigns your final grade. This is based on the CALIPSO submitted by your clinical instructor and the expectations/requirements stated in the syllabus. Grading will take place at the end-of-session. A grade of C or lower for the final grade may result in a repetition of the rotation and the clinical instructor may refuse to sign off on your accrued clinical hours. There is no re-grading. If you have more than 4 units of graduate work with a grade of C or below in two practicum experiences, you may not continue in the clinical master's program, regardless of your grade point average.

ARIZONA LICENSURE
If you are going to be working in Arizona, you are required to follow ASHA policy: Please see Arizona Department of Health Services [http://www.azdhs.gov/als/special-licensing/speech-and-hearing/index.htm](http://www.azdhs.gov/als/special-licensing/speech-and-hearing/index.htm)

ASHA website for complete information concerning the requirements of your particular state
- [www.asha.org/advocacy/state/](http://www.asha.org/advocacy/state/)

**ABSENCES**
If you are unable to attend a session, you are responsible for notifying your off-campus supervisor. Your off-campus supervisor will determine the course of action. During times of highly contagious flu, the Department of Health and Human Services encourages everyone not to expose others to flu-like symptoms.

The following are excused absences
- All holidays or special events observed by organized religions will be honored for those students who show affiliation with that particular religion
- Absences pre-approved by the Dean of Students or Dean’s designee will be honored

**ACCESSIBILITY AND ACCOMMODATIONS**
Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let me know immediately so that we can discuss options. You are also welcome to contact the Disability Resource Center (520-621-3268) to establish reasonable accommodations. For additional information on the Disability Resource Center and reasonable accommodations, please visit [http://drc.arizona.edu](http://drc.arizona.edu).

If you have reasonable accommodations, please plan to meet with me by appointment or during office hours to discuss accommodations and how my course requirements and activities may impact your ability to fully participate.

Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

**PROFESSIONALISM**
Every graduate clinician is expected to engage in a professional manner during all interactions with faculty, staff, student workers, fellow graduate clinicians, clinical rotation site individuals, and third parties as required by the Department of Speech, Language, and Hearing Sciences. This includes communication that is face to face, by phone, by email, by text messaging, by letters, and any other form of communication.


**CLASSROOM BEHAVIOR POLICY**
Recommended language: To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

**THREATENING BEHAVIOR POLICY**
Required language: The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See [http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students](http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students).

**CODE OF ACADEMIC INTEGRITY**
Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See [http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity](http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity).

The University Libraries have some excellent tips for avoiding plagiarism, available at [http://www.library.arizona.edu/help/tutorials/plagiarism/index.html](http://www.library.arizona.edu/help/tutorials/plagiarism/index.html).

* Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor’s express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

**UA NONDISCRIMINATION AND ANTI-HARASSMENT POLICY**
The University is committed to creating and maintaining an environment free of discrimination; see [http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy](http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy).

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

**ADDITIONAL RESOURCES FOR STUDENTS**
UA Academic policies and procedures are available at [http://catalog.arizona.edu/2015-16/policies/aaindex.html](http://catalog.arizona.edu/2015-16/policies/aaindex.html).