SLHS 558
Clinical Practicum Syllabus
Academic Year 2013-2014

Fall Semester: August 26, 2013 – December 11, 2013
Spring Semester: January 15, 2014 - May 7, 2014
Summer Semester: May 19, 2013- July 3, 2013

GENERAL INFORMATION
Department of Speech, Language and Hearing Sciences, School of Mind, Brain and Behavior in the College of Science
Credit hours: 2-3
Course level: Graduate

CLINICAL INSTRUCTORS
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**Students are expected to follow the UA Infection Control Policies and satisfactorily complete the Infection Control test online by Tuesday, September 3, 2013. YOU MUST REPEAT THIS ANNUALLY.
http://risk.arizona.edu/training/
FORMS AND DOCUMENTS ASSOCIATED WITH THIS COURSE
Please see SLHS Clinic Manual (sent electronically to each student) for information regarding Clinic Policy and Procedure.

Other forms and documents you will come in contact with during your practicum:
- CALIPSO (electronic student tracking forms)
  - Student self-evaluation
  - Student evaluation
  - Clinical Instructor evaluation
  - Supervisor evaluation
  - Log of contact hours
- Portfolio Assessment of Clinical Education (PACE)
- Lesson Plans
- Clinical Hour Accrual (in Student Clinical Profile binder; room 408)
- Inventory of Interests in Special Programs, Populations, and Places (in Student Clinical Profile binder)
- Clinic Schedule (in Schedule binder)
- Progress Notes (Lytec)
- Encounter forms
- Intent-to-treat forms
- Reflective Review and Self-Evaluation per specific clinical instructor
- Standards for the Certificate of Clinical Competence in Speech-Language Pathology (ASHA)
- Standards Revisions (ASHA)
- Course Evaluation

COURSE PREREQUISITES
Read ASHA Code of Ethics
Read Standards for the Certificate of Clinical Competence (ASHA)
Read the Standards Revisions (ASHA)
Completion of required graduate course work in academic classes

COURSE DESCRIPTION
Students enrolled in SLHS 558 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). 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 pediatric and adult hours.

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. Clinical instructors 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 IV-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 practicum that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.

**TEXTBOOK AND REQUIRED MATERIALS**
Textbook and required materials per specific clinical instructor

**ASSESSMENT OF STUDENT LEARNING OUTCOMES**
Clinical instructors 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.
- Course evaluation: student evaluation of the course and clinical instructor (completed at the end of each semester in CALIPSO).
- Clinic Hour Accrual: records accumulated clinical coursework, total clinical hours, and graduate clinical placements (completed at the end of each semester in CALIPSO)
- Inventory of Interests: records particular interests in special programs or populations. Please note that the clinical instructors cannot guarantee any placements.

**COURSE REQUIREMENTS**
Requirements at a glance:
**FALL:**
- Mid-semester evaluation due: weeks of October 14 and 21, 2013
- Mid-semester progress reports due: October 14, 2013
- Last day of fall semester clinic: December 11, 2013
- *Final progress reports due: December 17, 2013
- Final examinations end: December 19, 2013
SPRING/SUMMER:

- Mid-session clinician evaluations due: week of March 10, 2014
- Second-Year comprehensive exams: TBD, 2014
- Mid-semester progress reports due: March 3, 2014
- Last day of spring semester (break): May 7, 2014
- First-Year Examination: TBD, 2014
- Last day of semester clinic: June 27, 2014
- *Final progress reports due: July 2, 2014 by 5:00pm

Graduating students/Summer off-campus placement/Discharged clients:

- Last day of spring semester: May 7, 2013
- First draft progress report: May 9 by 9am or 24 hours after client’s last session
- Signed progress report: May 14 by 5:00pm (see clinical instructor)
- Check out Procedures: May 14-15
- SLHS Commencement: TBD
- UA Commencement: May 16

*progress report files are saved as: Last name [space] first name [space] CI initials semester full year (e.g., Smith John CIFall2012) in CI’s folder.

FALL 2013:
The end-of-session procedure:
The last day of clinic is **Wednesday December 11, 2013**. Just a reminder that you will be responsible for completing a variety of tasks prior to the end of the clinic. You are responsible for:

- no later than **Monday 11/25/13**
  - Ensure that your spring, 2013, **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.

- **Friday 12/13** by 9:00am or after final session completion
  - Rough drafts of progress reports
  - Enter clock **hours** (CALIPSO)

- **Tuesday 12/17** 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.

- **Wednesday, 12/18** 9:00
  - Pride in your Professional Workshop
  - Clinic Rejuvenation or Final semester PPP
  - All first-year students must attend

**GRADUATE CLINICIANS ARE RESPONSIBLE FOR FORMATTING AND PRINTING PROGRESS REPORTS. THIS IS NOT THE RESPONSIBILITY OF THE CLINIC STAFF.**
**Wednesday 12/18 or Thursday 12/19**

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, PACE, Clinical Contact Hours forms
- Return all borrowed items to your clinical instructor

Check out starts **Wednesday 12/18 at 12:00 noon** and ends **Thursday 12/19 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 **Lacy**

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

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 to 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.

***Failure to comply with the above will mean you are not eligible to receive an “A” in clinic.***

First Clinical Studies meeting will be Friday 1/17/14 at 9:00am in Room 409

Clinic is expected to begin Wednesday 1/22/2014

**SPRING-SUMMER:**

The end-of-session procedure:
The last day of summer clinic is **Friday June 27, 2014**. Just a reminder that you will be responsible for completing a variety of tasks prior to the end of the clinic. You are responsible for:

- no later than **Friday, June 6, 2014**

Ensure that your fall, 2014, **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.

**June 27 by 9:00am or 24 hours after final session completion**

Rough drafts of progress reports

Enter clock hours in CALIPSO

**Wednesday, 7/2 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.

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

**Weds, July 2 and Thurs, July 3**

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, PACE, Clinical Contact Hours forms
- Return all borrowed items to your clinical instructor

**Check out starts**

**Weds, July 2 at 12:00 noon**

and ends **Thurs, July 3 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 Lacy

Update attendance book; verify billing dates with Lacy

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 to 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.

***Failure to comply with the above will mean you are not eligible to receive an “A” in clinic. ***
COURSE POLICIES
Students are expected to follow:
- the course syllabus
- e-mails sent by the clinical instructor(s)
- 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 clinical instructors. The student is expected to dress professionally and wear a provided name badge while in clinic.

Students are expected to follow UA Graduate College Policies.
Of particular importance:
- Academic integrity
- Leave of absence

Students are expected to follow The UA 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 will result in a repetition of the rotation and the clinical instructor may refuse to sign off on your accrued clinical hours. If you have more than 4 units of graduate work with a grade of C or below, you cannot continue in your master's program, regardless of your grade point average.

ARIZONA LICENSURE
If you are going to be working in Arizona, you are required to have a minimum of 300 graduate level hours that includes 20 clinic hours in each of adult/children; evaluation/treatment; speech/language (for a total of 160 hours); and 20 hours in audiology.

ASHA website for complete information concerning the requirements of your particular state
- www.asha.org/advocacy/state/

ABSENCES
If you are unable to attend a session, you are responsible for notifying your clinical instructor. Your clinical instructor will determine the course of action. During times of highly contagious flu, the College of Health and Human Services encourages everyone not to expose others to flu-like symptoms. Your clinical instructor will show consideration for absences taken due to flu.

Planned absences from clinic must be presented in writing to your clinical instructor and approved by the clinical faculty.

DISABILITY RESOURCES
If you anticipate barriers related to the format or requirements of this course, please meet with Cass or your primary clinical instructor so that we can discuss ways to ensure your full participation in the course. If you determine that disability-related accommodations are necessary, please register with
Disability Resources (621-3268; drc.arizona.edu) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations. Disability accommodations will not be provided to students not registered with the DRC. Accommodations must be planned for well in advance. You must be registered with the DRC and talk to me within the first three weeks of the semester to make arrangements.

**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.


Students are expected to abide by the University Of Arizona Code Of Academic Integrity, which is posted: [http://w3.arizona.edu/~studpubs/policies/cacaint.htm](http://w3.arizona.edu/~studpubs/policies/cacaint.htm).

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 Student Code of Conduct, which is posted: [http://w3.arizona.edu/%7Estudpubs/policies/ppmainpg.html](http://w3.arizona.edu/%7Estudpubs/policies/ppmainpg.html). The Arizona Board of Regents' Student Code of Conduct, ABOR Policy 5-308, prohibits threats of physical harm to any member of the University community, including to one's self. See: [http://policy.web.arizona.edu/~policy/threaten.shtml](http://policy.web.arizona.edu/~policy/threaten.shtml).