SLHS 558
Clinical Practicum Syllabus
Academic Year 2017-2018

Fall Semester: August 21, 2017 – December 6, 2017
Spring Semester: January 10, 2018 - May 2, 2018
Summer Semester: TBD

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

DESCRIPTION OF COURSE
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 clinical instructor. The Clinical Practicum will be completed in the sites identified to meet the requirements of competencies in pediatric and adult hours.

COURSE PREREQUISITES
Read ASHA Code of Ethics 2016
Read Standards for the Certificate of Clinical Competence (ASHA):
Read 2014 SLP Certification Standards
Read 2014 SLP Standards Update
Completion of required graduate course work in academic classes

PRIMARY INSTRUCTORS AND CONTACT INFORMATION
Cass Faux, MS, CCC-SLP
Clinical Associate Professor
Coordinator, Speech-Language Pathology
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Soha Aljurf, MS, CCC-SLP
Clinical Instructor
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Chelsea Bayley, MS, CCC-SLP
Clinical Instructor
COURSE FORMAT AND TEACHING METHODS
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 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 practicum that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.
COURSE OBJECTIVES AND EXPECTED LEARNING OUTCOMES

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

**Students are expected to follow the UA Infection Control Policies and satisfactorily complete the Infection Control test online by Wednesday, September 1, 2016. YOU MUST REPEAT THIS ANNUALLY.**

UAccess.arizona.edu: Learning (Find Learning)

ABSENCE AND CLASS PARTICIPATION POLICY
The UA’s policy concerning Class Attendance, Participation, and Administrative Drops is available at http://catalog.arizona.edu/2015-16/policies/classatten.htm

The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable: http://policy.arizona.edu/human-resources/religious-accommodation-policy.

Absences preapproved by the UA Dean of Students (or dean’s designee) will be honored. See http://uhap.web.arizona.edu/policy/appointed-personnel/7.04.02

Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Students who miss class due to illness or emergency are required to bring documentation from their healthcare provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.

**COURSE COMMUNICATIONS**
Online communication will be conducted by official UA e-mail address and D2L AND WEEKLY MEETINGS WITH THE CLINICAL INSTRUCTOR

**READINGS**
Textbook and required materials per specific clinical instructor
Clinic Manual (d2l.arizona.edu; slhsfac)

**RESOURCES/REFERENCES**
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
ASSIGNMENTS AND EXAMINATIONS: SCHEDULE/DUE DATES

Requirements at a glance:

FALL:
- First day of clinic: September 6, 2017
- Mid-semester progress reports due: October 11, 2017
- Mid-semester evaluation: weeks of October 16 and 23, 2017
- Last day of fall semester clinic: December 6, 2017
- *Final progress reports due: December 13, 2017 by 5:00 pm
- Final meetings with clinical faculty: December 14-15, 2017

SPRING:
- First day of classes: January 10, 2018
- First day of clinic: January 17, 2018
- Mid-semester progress reports due: March 2, 2018
- Spring Recess: March 5-9, 2018
- Mid-semester evaluation: weeks of March 19 and 26
- Last day of spring semester: May 2, 2018
- First-Year Examination: TBD

Graduating students/Summer off-campus placement/Discharged clients:
- Last day of spring semester: May 2, 2018
- First draft progress report: 24 hours after client’s last session or May 4 by 9am
- Signed progress report: May 8 by 5:00pm (see clinical instructor)
- Check out Procedures: May 8-9
- UA Commencement: May 11, 2018

SUMMER:
- DATES TBD

*progress report files are saved as: Last name [space] first name [space] CI initials semester full year (e.g., Smith John CIFall2014) in CI’s folder.

FALL 2017:
The end-of-session procedure:
The last day of clinic is Wednesday December 6, 2017. 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 11/27/17

Ensure that your spring, 2018, 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 12/11 by 9:00am or 24 hours after final session completion**

- Rough drafts of progress reports
- Enter clock hours (CALIPSO)

**Wednesday 12/13 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.

TBD

- *Pride in your Professional Workplace (PPP)
- Clinic Rejuvenation or Final semester PPP
- All first-year students must attend

*PPP is mandatory throughout the semester

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

**COMPLETE EVALUATIONS ON CLINICAL INSTRUCTORS IN CALIPSO PRIOR TO YOUR MEETING**

(Anonymity will be preserved. Evaluations will not be submitted to your clinical instructor until grades have been completed.)

**Thursday 12/14 or Friday 12/15**

- Schedule a final meeting with your clinical instructor(s)
  - Bring permanent chart with signed reports and PACE
  - Return all borrowed items to your clinical instructor
  - Complete evaluation on clinical instructor(s). See above.

**Check out starts**

**Wednesday 12/13 at 12:00 noon**

**and ends Thursday 12/14 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 staff (sign-up sheet in clinic)
- 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 staff, 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 Feday** (Coordinator, Insurance-Medical Billing):
You can check out with Feday 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 Feday: 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 Clinic Staff so that they can make appropriate change.

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

First Clinical Studies meeting will be Friday 1/12/18 at 9:00am in Room 409; this is a weekly meeting and you are expected to attend

Clinic is begins Wednesday 1/17/2017

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

**ASSESSMENT OF STUDENT LEARNING OUTCOMES**
Clinical instructors will determine competency at mid-session and end-of-session, using CALIPSO, based on the 2014 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 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.

ABSENCE AND CLASS PARTICIPATION POLICY
Required language: The UA’s policy concerning Class Attendance, Participation, and Administrative Drops is available at [http://catalog.arizona.edu/2015-16/policies/classatten.htm](http://catalog.arizona.edu/2015-16/policies/classatten.htm)

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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.

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

**GRADING SCALE**
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.

**Requests for incomplete (I) or withdrawal (W)** must be made in accordance with University policies, which are available at [http://catalog.arizona.edu/2015-16/policies/grade.htm#I](http://catalog.arizona.edu/2015-16/policies/grade.htm#I) and [http://catalog.arizona.edu/2015-16/policies/grade.htm#W](http://catalog.arizona.edu/2015-16/policies/grade.htm#W), respectively.

**ARIZONA LICENSURE**
Arizona follows ASHA guidelines for licensure. Please check specific licensure rules for your particular state; however, we will only guarantee that you will acquire the specific hours as designated by ASHA and the state of Arizona.

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

**CLASSROOM BEHAVIOR POLICY**
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.).

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, patients/clients, caregivers, 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.


**THREATENING BEHAVIOR POLICY**
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.

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.

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.

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.

The University Libraries have some excellent tips for avoiding plagiarism, available at 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

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

Student Assistance and Advocacy information is available at http://deanofstudents.arizona.edu/student-assistance/students/student-assistance
Confidentiality of Student Records
http://www.registrar.arizona.edu/ferpa/default.htm

SUBJECT TO CHANGE STATEMENT
Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.

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