Instructor: Laura Mulvany, M.A., CCC-SLP
Office: Swaid 203
Phone: 501-279-5291
Email: lmulvany@harding.edu
Class time: W 12:00-12:50 a.m.
Practicum Experience: TBD
Campus box: 10872
Class location: Swaid 103
Credit Hour: 1
Office hours: 10+ hours per week as posted on my office door. Additional conferences are available by appointment.

Prerequisites
Students must have successfully completed CSD 1230, 1250, 2900, 3250, 3260, 3810, & 3850.

Students must have declared and been accepted into the CSD clinical track (3 semesters)

Required Materials

The Harding University Speech Clinic: Clinic Handbook
This document is available in digital form on the CSD website and on Canvas. All clinical forms are available in the handbook and in the materials room. Forms are updated frequently and the use of the most current form (with proper formatting) is expected.

It is recommended that students have ONE of the following:


Course description
This is the second of three courses in the clinical track. It is an undergraduate course designed to further the student’s knowledge and skills for the diagnosing and treating individuals with a variety of communication disorders. This course includes weekly classroom instruction pertaining to the assessment and treatment of communicative disorders, clinical writing in CSD, professional conduct, and relevant professional issues. In addition to the classroom component,
participants will complete a supervised clinical practicum awarding intervention experience with a client enrolled in services at the Harding University Speech Clinic (HUSC). To meet the clinical competencies required for the course, students must achieve a grade of an “A” or a “B” in this course. Students that meet the clinical competencies will acquire clinical clock hours towards the 400 required for licensure, and progress to CSD 3860. Students that achieve a grade of “C” or below may receive course credit from the university, but they will not receive clinical clock hours (even if previously approved), or progress to CSD 4210. A student that does not demonstrate the required competencies may repeat the course the following semester or transfer to the non-clinical major within the CSD department. A student who chooses to withdraw from practicum, who is removed from the clinical experience due to the inadequate completion of the requirements, or removed for major infractions of unprofessional conduct, will receive a grade of “F” and will not be awarded clinical competencies or clock hours for the semester. This course adheres to university guidelines regarding workload requirements per credit hour.

Course objectives/competencies
At the end of the semester, each participant should be able to integrate the acquired knowledge and skills into the beginning frameworks of clinical practice in the field of communication sciences and disorders. At the conclusion of this course, the students (with moderate guidance from the clinical educator CE) 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. Implement objectives that align with the session/semester objectives that include variations in measurement, and descriptive terms (levels of cues, context required).
5. Accurately document the session using the S.O.A.P. format.
6. Implement a generalization packet for client/caregiver to stabilize skills and promote progress.
7. Maintain communication with the CE by meeting deadlines and seeking guidance when necessary.
8. Maintain chart organization and attendance according to the HUSC policies.
9. Demonstrate the ability to use EBP by researching and presenting a written rationale for the client’s treatment plan.
10. Demonstrate the ability to provide prevention education in an oral presentation.

Relationship to ASHA Standards:
As delineated in the ASHA Standards for the Certificate of Clinical Competence (www.asha.org), students must meet specific requirements in order to obtain licensure. The classroom instruction and the practicum experience are designed to aid in the development of the required knowledge and skills. Under the guidance and supervision of a licensed and certified speech-language pathologist, each student will be awarded unique opportunities and individualized instruction pertaining to the standards. While the completion of all of the standards is not feasible in this course, each student will receive exposure to components.

Course Requirements
1. Students are expected to complete all class and practicum assignments.
2. Students are expected to plan, implement, and document the 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. (See course fee schedule for additional information)

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 a Federal and State Background checks and a Child Maltreatment check with no disqualifying findings prior to beginning practicum.

6. Participants should read and abide by the policies and procedures outlined in the HUSC Clinic Handbook, the CSD Student Handbook, and the University Handbook.

7. Students will submit written work that is reasonably correct in mechanics (e.g. spelling, grammar, punctuation, etc.). Points will be deducted for inadequate work.

8. Students are allowed (encouraged) to use the HU writing lab to assist with class writing assignments. All clinical writing assignments MUST adhere to the 18-markers of HIPAA de-identification prior to submission to the writing lab.

9. 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.

10. 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.

11. Students must gain a working knowledge of Canvas, Learning Space, Calipso, and Clinic Note software.

12. Updating entries in the CSD Portfolio is a course requirement for every class in the CSD department. In order to receive credit for this course, the student must complete the required assignments.

**Course grading**

The final grade for this course will be determined by the grades achieved on class and clinical assignments (graded by CE). Class assignments are due at the beginning of class. To prepare students for the process of documentation/billing, practicum assignments are due on **Saturdays at 8:00 p.m.** 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. The following scale will be used:
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%

**Course Assignments**

<table>
<thead>
<tr>
<th>Class Assignments</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Class projects, assignments &amp; homework</td>
<td>Ongoing</td>
</tr>
<tr>
<td>*Clinical Practicum Lab</td>
<td>Feb 3-April 23</td>
</tr>
<tr>
<td>Chart Review Questions (submit to CE on Canvas)</td>
<td>Before ITC</td>
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<tr>
<td>*Initial Therapy Conference (with CE)</td>
<td>By appt</td>
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<tr>
<td>*Lesson Plans and SOAP Notes (on ClinicNote)</td>
<td>Saturdays at 8:00 p.m.</td>
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<tr>
<td>*Documentation of Clock Hours (on Calipso)</td>
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<tr>
<td>File Audits</td>
<td>Feb 24</td>
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<tr>
<td>First Video Review and Personal Goals</td>
<td>Feb 14</td>
</tr>
<tr>
<td>*Treatment Plan—Rough Draft</td>
<td>Feb 10</td>
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<tr>
<td>*Treatment Plan—Final Draft</td>
<td>Feb 24</td>
</tr>
<tr>
<td>TP final draft copied, filed in chart and presented to client</td>
<td>Feb 24-27</td>
</tr>
<tr>
<td>Prevention Projects (In class)</td>
<td>Feb 26</td>
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<tr>
<td>Second Video Review and goal reflection</td>
<td>April 3</td>
</tr>
<tr>
<td>*Sem. Summary OR Discharge Report—Rough draft</td>
<td>April 13</td>
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<tr>
<td>*Sem. Summary OR Discharge Report—Final Draft</td>
<td>May 2</td>
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<tr>
<td>Sem. Summary—ready for distribution</td>
<td></td>
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<tr>
<td>Notebook Check</td>
<td></td>
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<tr>
<td>Final Exam---Clinic Check-Out</td>
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*The items listed in italics are directly related to the clinical practicum portion of the class. These assignments will be conducted under the supervision of the Clinical Educator who will assign the earned grade. Mid-term and Final scores for practicum performance will be completed by the CE and will be documented in Calipso.*

**Course Organization**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assignment</th>
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</thead>
</table>
| Week 1:    | Syllabus, Clinician Schedules, Canvas, ClinicNote, Calipso, HUSC Handbook & Policy | Clinic Handbook Review  
ITC Prep (questions, forms, observation, LP) |
| Jan 15     |                                                                        |                                                                            |
| Week 2:    | Client Assignments, ITC & Chart Review, Intake forms and chart organization | ITC meeting prep (chart review, client forms, lesson plan)               |
| Jan 22     |                                                                        |                                                                            |
| Week 3: Jan 29 | HIPAA and OSHA Review  
Baselines, data collection, probe data  
ClinicNote | Soap Note (SN), LP & Clock Hours (CH).  
Organize chart  
Work on TP and EBP |
|---|---|---|
| Week 4: Feb 5 | TX Begins  
EBP Intro-- ASHA Practice Portal and TP | Soap Note (SN), LP & Clock Hours (CH).  
Work on TP  
Video Review & personal goals  
Organize Chart |
| Week 5: Feb 12 | Intro to Prevention Project | SN, LP & CH.  
Work on TP |
| Week 6: Feb 19 | NO CLASS- MEET WITH CE | SN, LP, & CH  
Work on TP, Prevention Project |
| Week 7: Feb 26 | Presentations | SN, LP and CH...  
Work on TP, & Presentations  
TP to client/caregiver |
| Week 8: March 4 | Presentations | SN, LP, CH and Presentations |
| Week 9: March 11 | SPRING BREAK | SN, LP, CH, Presentations |
| Week 10: March 18 | Hearing Screenings | SN, LP, CH  
Review mid-term grade  
Mid-term grade. CE conf (if needed) |
| Week 11: March 25 | Semester Summary/ Discharge Introduction | SN, LP, CH |
| Week 12: April 1 | Client Presentations | SN, LP, CH & Prepare SS/DS report  
2nd Video Review |
| Week 13: April 8 | No Class – Meet with CE | SN, LP, CH  
| |  | Edit SS/DS report  
| | | Prepare for end of term and make generalization packet for client/caregiver  
| Week 14: April 15 | Client Presentations | SN, LP, CH  
| | | SS/DS report  
| Week 15: April 22 | Last Week of Clinic  
| | | Tim Chance – Guest Speaker  
| | | Discuss 4210  
| | | SN, LP, CH & SS/DS report, file organization  
| | | Send generalization packet to client(s).  
| Week 16: April 29 | Clinic wrap-up  
| | | CE Evaluations  
| | | Prepare for final  
| | | SN, CH & SS/DS report  
| | | Chart organization and prep. for check-out  
| | | CE conf. if needed  
| Week 17: Exam Week May 4-5 | FINAL EXAM-Clinic Check Out | Bring chart and assignments to instrumentation room  

This schedule is a tentative outline of the semester and is subject to change at the discretion of the instructor.

Class attendance
To maximize learning for you and others, attendance, participation, and professionalism are imperative. As such, punctual class attendance, active listening, and course discussion will be expected. For the benefit of all students, the following guidelines have been implemented:

1. Punctual attendance to class and practicum is expected. For class, one unexcused absence will be allowed during the semester. Additional absences must be excused through the HU Student Health Services, by a physician, or through the course instructor prior to the absence. Repeated tardiness to class will result in an unexcused absence. Tardiness to the practicum experience will be recorded as an unexcused absence.

2. The Code of Ethics delineates that the welfare of the client is paramount; therefore, unexcused absences during the clinical practicum portion will not be allowed. Students that present with an unexcused absence from clinical practicum may be dropped from the course and assigned a grade of an “F”.

3. Students with excused absence from the practicum experience (approved by CE or clinic director) are REQUIRED to provide a substitute clinician and will be expected to provide the corresponding lesson plan and therapy materials.
4. Excessive unexcused absences in class (more than one class period) may result in the final grade for the course being lowered by one letter per incident.

5. Students who miss class (excused or unexcused) are responsible for the content presented. In class assignments conducted on the day of the absence may not be made up.

6. Assignments are due on the date posted, regardless of class attendance. For an excused absence, a written or e-mailed excuse should be provided in advance, when possible, or on the date that you return to class after an absence.

7. Failure to provide the documentation for an excused absence will result in an unexcused absence.

8. The instructor of the course and the clinical educators reserve the right to excuse absences when provided with appropriate documentation or when a reasonable request was received prior to the absence.

**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. During class, students are expected to adhere to the dress code policies established within the HU student handbook. The **HUSC clinic dress code is expected for all clinical activities.**

**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. For this one-hour course, a student should expect to spend three hours per week preparing for therapy, completing documentation, forming evidenced-based practice, completing homework assignments and engaging in the study required to successfully meet the course objectives.

**Technology**
Laptops/tablets may be used during class for the purpose of note taking only (proof may be required). Laptops/tablets may not be used for surfing the web, instant messaging (IM’s), texting, e-mail or participation on social media sites. The use of cell phones or other audio/video equipment during class is prohibited. The instructor reserves the right to mark a student absent if he/she is observed to be using a cell phone or if a computer/tablet is used for anything other than indicated above. Any use of electronics during a graded assessment will be considered cheating and a zero will be entered for the assignment. All of the information presented in class, regardless of the medium used, is considered the intellectual property of the instructor. As such, audio and/or video.

**Liberal Arts**
The Liberal Arts program reflects the principles contained in the University mission statement and provides a foundation for study in major and minor fields. The Liberal Arts principles incorporated in the CSD 3860 curriculum include:

- Spiritual, Moral and Ethical Values
- Communication and Critical Thinking
- The Individual and the Social Environment
- Oral and Written Communication Skills
- The Creative Spirit

**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.

**Students with disabilities**
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 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 Office as soon as possible in order to get academic accommodations in place for the remainder of the semester.) The Disabilities Office is located in Room 219 of the Student Center and may be reached at (501) 279-4019.

For the clinical practicum track, all students are expected to possess the essential skills required by the department of communication sciences and disorders. Each student is expected to be familiar with this document (available in the handbook) and must ensure that he/she is capable of demonstrating/maintaining the required skills.

**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.

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.