

CSD 4210– Spring 2023
Offsite Fundamentals and Clinical and Practicum
January 9- May 6, 2023
Selected Dates See Schedule
Room: Swaid 215
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:

A clinical experience in an approved speech-language pathology/audiology setting. Prerequisites: Student must earn an A or B in CSD 3850 and 3860. Additionally, student must purchase professional liability insurance from Harding University. Fee: See course fee schedule. **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 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.

Integration of Faith, Learning, and Living: Speech pathology is a profession in which we stand in awe of God's wonderful gifts of the human anatomy, structure, and function. From children learning to speak and utilize language, to a grandparent learning to communicate again, the human body and its ability to develop, change, repair, and replenish is an amazing concept to see unfold. In my course, I hope to always incorporate the role that we as speech pathologists play as an instrument of God in the teaching, developing, and rehabilitation process.

REQUIRED TEXTS:

Required Materials

- Harding University Clinic Manual

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 and Policies –

All course requirements must be fulfilled to receive credit for this course.

- Complete at least 40 clinical clock hours.
- Document the number of clinical hours obtained using the Calipso software
- Create a system of practice related forms, therapy activities, and bulletin board ideas, etc.
- Complete a formative assessment notebook with collected writing assignments, course syllabi, clinical hour forms, etc.
- Complete the exit interview.
- Meet with other students and exchange information about experiences. (See attached course schedule for due dates and meeting times)
- Participate in online forums. Including responses to readings and quizzes.

- Compliance with attendance policy
- Each student will complete an oral staffing of a client they are serving
- Each student will present a therapy idea from their site.
- Each student will create educational/prevention material for a client or caregiver they are serving
- 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. If this occurs, the student may achieve course credit for the class if a passing grade is achieved but will not have passed the competency required to count the clock hours towards the required 400 hours.

Grades

Completion of at least 40 clock hours	50
Completion of all paperwork (Calipso and on-site)	50
Class attendance and participation	50
Staffing	50
Prevention/Education project	50
Online activities (Canvas)	175

Assignment average is worth 50% of your final grade.

Supervisor’s final assessment is worth 50% of your final grade.

A 90%-100%

B 80%-89%

C 70%-79%

D 60%-69%

F below 60%

Course Objectives

- Demonstrate the emerging skills necessary to plan and execute an assessment of clients with articulation and language disorders at varying severity levels while under the direction of a certified SLP or Audiologist

(ASHA Standards V-B: Skills in Evaluation; V-B: Skills in Intervention; V-B: Clinical Interaction and Personal Qualities)

Demonstrate the emerging skills necessary to plan and implement the treatment of clients with articulation and language disorders at varying severity levels while under the direction of a certified SLP or Audiologist

(ASHA Standards V-B: Skills in Evaluation; V-B: Skills in Intervention; V-B: Clinical Interaction and Personal Qualities)

The Liberal Arts Program reflects the principles contained in the University mission statement and provides a foundation of study in all fields. The Department of Communication Sciences and Disorders curriculum incorporates several of these principles in each course offered. The principles included in CSD 4210 are as follows: Spiritual, Moral, and Ethical Values; Critical Thinking; Individual & the Social Environment; Creative Spirit; Speaking Skills; and Clinical Observation.

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.

Attendance/Participation

Attendance:

Your presence at your assigned site each Tuesday and Thursday is required. You are committed to that site and to your assigned supervisor and clients for the duration of the semester. It is anticipated that you will receive many more than the required 40 clinical hours. **You are allowed 2 personal days.** Any absence must be approved by the off-site clinical supervisor and externship director. If you are absent, you **MUST** complete the **Undergraduate Absence Form** on Canvas and email the externship director and your supervisor. Proper medical documentation needs

(If applicable)

In an online (class) situation attendance and participation are not the same thing. A student will be automatically withdrawn and will not be eligible to earn a grade if they miss a single week of attendance. For attendance purposes, a student must log into the course and demonstrate their presence by creating a documentable entry (e.g., a reply to a student, submitting an assignment). Meeting the attendance requirement does not ensure a good participation grade.

As an online student, participation is required and is an essential part of this course. Participation means that you are not only logging into the course, but are actively engaged, too. For this course, participation will take on many forms, including teamwork, the SAP, case analysis, strategy and faith, and assignments.

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](#).

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 Disability Services 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 regarding 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.

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 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](#)

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.

<u>Date of Class Meetings</u>	<u>Topic</u>	<u>Readings/Assignment Due</u>	<u>Activities</u>
January 12, 2023, Class Meeting 4:00-5:00	Introduction	<ul style="list-style-type: none"> Clinic manual Syllabus Schedule Goals (assigned on Canvas) Due next September 7th meeting Supervisory Needs Assessment assigned on Canvas Due Next Meeting 	
January 17th		<ul style="list-style-type: none"> First Day of Offsite 	
Class Meeting Jan 17, 2023		<ul style="list-style-type: none"> Discuss First Week Discuss Supervisory Needs Assessment and Goals 	
Jan 24 Class Meeting 4:00-5:00	Supervision and Supervisee Expectations & Professional behavior	<ul style="list-style-type: none"> Online Readings and Written Response Will Be Assigned on Canvas 	Discussion
January 31, 2023	Poverty Simulation	<ul style="list-style-type: none"> Poverty Simulation Mandatory 5:30-9:00 	
February 7 Class Meeting 4:00-5:00	Culture of Poverty Discussion	<ul style="list-style-type: none"> In Class Discussion of Poverty Simulation and Reflection 	Lecture/ Discussion
February 21 Class Meeting 4:00-5:00	Clinic Discussion	<ul style="list-style-type: none"> New Goals (see assignment on Canvas) Discuss Bx Management Midterm Evaluations Due March 3, 2023 	
February 28, 2023 Class Meeting 4:00-5:00	Professional Communication	<ul style="list-style-type: none"> Discussion Staffing Assignment 	
March 6-10		<ul style="list-style-type: none"> Spring Break 	
March 14, 2023 Class Meeting 4:00-5:00	Behavior Management	<ul style="list-style-type: none"> on-line readings and written response for Behavior Management Supervision Expectations social media Discussed 	Attendance Required
March 20, 2023	IPE	<ul style="list-style-type: none"> Night at the RoundTable Event 5:45-8:15 	
March 28 Class Meeting 4:00-5:00	Staffing of Client	<ul style="list-style-type: none"> Staffing of Client in-class Discussion Prevention Education Projects assigned 	Staffing
April 4 Class Meeting 4:00-5:00	Prevention & Education	<ul style="list-style-type: none"> Staffing continued Presentations of prevention or education materials 	Oral Presentations
April 11 Class Meeting 4:00-5:00	Reflections Wrap Up	<ul style="list-style-type: none"> Supervisor Evaluation on Calipso 	
April 25 for all Graduating students 4:00-5:00		<ul style="list-style-type: none"> Exit Survey Exit Interviews ALL graduating Seniors need to attend (clinical and non-clinical) Final Grades due May 1, 2023	

