

CSD 6190– Fall 2022

Clinical Practicum I

August 23-December 13, 2022

Swaid 103

T/Th 11:30-12:45

Laura Mulvany, M.A., 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:

This is the first of five clinical practicum courses. This graduate course is designed to introduce the knowledge and skills required for the diagnosis and treatment of individuals with 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 clients 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, receive documentation of skills on their KASA form, and progress to CSD 6290. Students that achieve a grade of “C” or below will not progress to CSD 6290 and will not receive clinical clock hours (even if previously approved) or document the standards on the KASA form. A student that does not demonstrate the required competencies may repeat the course the following semester pending their academic standing within the 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 who is 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.

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 would 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 lmulvany@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.

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 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 clinician prep room. Forms are updated frequently and the use of the most current form (with proper formatting) is expected.

CANVAS

Canvas is the learning management system (LMS) used by Harding's online courses. For additional information relating to Canvas, including tutorials, please visit [Harding's IST Canvas \(Links to an external site.\) page \(Links to an external site.\)](#) or [Instructure Canvas Help Center \(Links to an external site.\)](#).

COURSE REQUIREMENTS: – All course requirements must be completed in order to receive credit for this course.

- Clinical Practicum Lab: Providing therapy services are the primary objective of this class and lab. Clinical assignments will vary. Your clinical educator will provide a mid-term clinical evaluation and a final clinical evaluation utilizing the evaluation rubric on Calipso. Details of evaluation rubric will be given in class.
- Clock Hour Documentation: Complete documentation should be submitted using the Calipso software.
- Clinical Paperwork: All clinical paperwork must be completed in ClinicNote. ClinicNote may only be accessed from the computers in the HUSC labs. HIPAA guidelines will be discussed in class and students MUST abide by those guidelines.
- Students are required to attend scheduled class meetings and participate in planned activities/readings and assignments as assigned.
- Each student will complete a prevention and/or educational project. Details will be provided in class meetings.
- Each student will complete an oral staffing of a patient/client they are serving
- Each student will create an evidence-based treatment plan for a patient/client they are serving
- Each student will create a diagnostic report for a simulation
- Each student will complete an oral communication project

Grades

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 8:00p.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 70%

Diagnostic Lab 20%

Class Assignments 5%

Final Exam (check-out) 5%

Course Objectives

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) 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(s) in their activities of daily life.
3. Formulate measurable long-term goals and behavioral objectives using evidence-based practice.
4. Communicate the purpose of therapy and the desired outcome of each therapy session
5. Accurately collect and record data from the therapy session that aligns with the session/semester objectives
6. Demonstrate the ability to accurately document therapy using the S.O.A.P. format
7. Maintain communication with the CE by meeting deadlines, implementing feedback, and seeking guidance when necessary.
8. Demonstrate the use of standardized and criterion referenced assessment methods
9. Demonstrate the ability to accurately administer, score, and interpret, speech and language screenings.
10. Accurately administer and score the results of comprehensive diagnostic instruments.
11. Effectively and efficiently collect intake information from clients and professionals and accurately report the information in the report.
12. Maintain chart organization and compliance with the HUSC policies.

Relationship to ASHA Standards:

As delineated in the ASHA Standards for the Certificate of Clinical Competence (www.asha.org (Links to an external site.)), 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 of the Council for Academic Accreditation standards and the standards of the Council For Clinical Certification listed below:

CFCC

Standard IV-B – knowledge of basic human communication including biological, neurological, acoustic, psychological, developmental, linguistic and cultural bases for normal and abnormal human development across the life span.

Standard IV-C – knowledge of communication disorders and differences, including etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental and linguistic and cultural correlates for articulation, language, hearing, cognition and social aspects of communication.

Standard IV-D - knowledge of principles and methods of prevention, assessment and intervention for people with communication disorders including consideration of anatomical/physiological, psychological, developmental and linguistic and cultural correlates for articulation, language, hearing, cognition and social aspects of communication.

Standard IV-E – knowledge of standards of ethical conduct

Standard III-F – knowledge of processes used in research and the integration of research principles into evidence-based clinical practice

Standard III-G – knowledge of contemporary professional issues

Standard V-A–skill in oral and written communication sufficient for entry into professional practice

Standard V-B – clinical experiences in evaluation, intervention, and interactions

Standard V-C – clock hours of supervised clinical experience in the practice of speech-language pathology.

Standard V-E—Developmentally appropriate supervision completed by individuals who hold the Certificate of Clinical Competence.

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

- **Course Requirements**

1. Students will complete all class and practicum assignments.
2. Students will complete a clinical practicum experience that includes diagnostic and therapy experiences. All services will be conducted in the Harding University Speech Clinic (HUSC), or an affiliated site, under the direction of a state licensed and ASHA certified speech-language pathologist. Student clinicians will be assigned 1-4 clients and will be expected to plan, implement, and document the interactions for their client(s) throughout the semester. Specific requirements for the practicum will be outlined in class and in the HUSC handbook, but clinical educators may establish additional requirements.

3. Students will purchase professional liability insurance, and subscriptions to Calipso and ClinicNote (paid for in tuition).
4. Students must be certified in CPR and provide the documentation prior to beginning practicum (completed during bootcamp and paid through class fees).
5. Students must provide documentation of required immunizations and maintain these throughout the program. When available, students are required to provide documentation of a flu shot (at personal expense). When requested, students are required to participate in drug screenings and present drug-free results (at personal expense).
6. Students are required to complete Federal and State Background checks and a Child Maltreatment check (with no disqualifying findings) prior to beginning practicum (paid through course fees).
7. Students will complete a Mandated Reporting course and provide a certificate of completion as well as HIPAA and OSHA training.
8. Students will read and abide by the policies and procedures outlined in the HUSC Clinic Handbook, the CSD Student Handbook, and the University Handbook.
9. Students will submit written work that is reasonably correct in mechanics (e.g. spelling, grammar, punctuation, etc.). Points will be deducted for inadequate work. 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.
10. Students must 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 a minor infraction of professionalism (see handbook for consequences).
11. 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 and canvas course page 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 the sources listed above.

12. Students must gain a working knowledge of Canvas, Learning Space, Calipso, and ClinicNote software.

13. Student must demonstrate the clinical competencies of this course to progress to CSD 6290.

14. Clinical hours must be logged into Calipso every week by Saturday at 8:00pm

- **Failure to achieve at least a “B” in any clinical course will result in a revocation of the clock hours accrued during that semester. 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.** Competencies accrued through assigned SimuCase cases will be retained at the discretion of the clinic director.

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.

Attendance/Participation

Attendance: Student clinicians are expected to attend their assigned practicum every scheduled day. If you cannot attend for any reason, you **MUST** contact the clinical director immediately.

As the student, you are expected to be prepared for class (e.g., read material, analyze 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 \(Links to an external site.\)](#)
- [Purdue Online Writing Lab \(Links to an external site.\)](#)

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
- 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 \(Links to an external site.\)](#).

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.

INSTITUTIONAL POLICIES

Code of Academic Conduct

Students of Harding University are expected to be honorable and to observe standards of [academic conduct \(Links to an external site.\)](#) appropriate to a community of Christian scholars. Harding expects from its students a higher standard of conduct than the minimum required to avoid discipline. All acts of dishonesty in any academic work constitute academic misconduct. This includes, but is not necessarily limited to, the following:

1. *Cheating*: Use or attempted use of unauthorized materials, information or study aids in any academic exercise.
2. *Plagiarism*: Representing the words, ideas or data of another as your own in any academic exercise.
3. *Fabrication*: Falsification or unauthorized invention of any information or citation in an academic exercise.
4. *Aiding and Abetting Academic Dishonesty*: Intentionally helping or attempting to help another student commit an act of academic dishonesty.
5. *Conduct unbecoming a professional while participating in a practicum, internship, field experience, or any similar academic experience*: Conduct unbecoming a professional includes, but is not limited to, standards of conduct stated in the general Harding University catalog as well as standards and codes of conduct associated with professional organizations related to the student's academic discipline.

6. *Respect*: Students are expected to respect other classmate's opinions and ideas at all times. Since students cannot see body language and other non-verbal cues, it is essential that comments be worded carefully and refrain from such things as sarcasm, which can be taken negatively in the online world. Read posts for content and then read posts for context. If the message can be taken negatively in any way, the suggestion is to re-word the post until you are sure that it will not be taken defensively. Another key issue is to refrain from certain discussions that evoke strong reaction. This may include such things as:

-Stereotypes of any nature, whether it be profession or class of people

-Politics

7. *Lurking (online)*: Lurking is when a student signs on and reads the messages and does not post to the classroom. There are many reasons why a student may do this. Some students may feel uncomfortable sharing views in an open forum, may be unsure of the materials being covered, and/or may not want to say the same or similar things that other students have already posted. Discuss these issues with your instructor. Posting 4 out of 7 days is essential to learning and to passing an online class. Lurking is not counted as participation and will only lower your grade. Your instructor may be able to assist you in overcoming or resolving any issue that may drive lurking behavior.
8. *Drifting(online)*: Drifting occurs when the discussion goes in another direction than expected. Drifting is normal and encouraged in the online environment. However, the drifting must be related to academics and the materials discussed in the classroom. The instructor will encourage positive drifting, but will discourage inappropriate drifting and may ask students to take it to the CHAT room or to discuss it through personal email. Inappropriate drift will not be counted toward the participation grade.

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 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, psychological, vision, hearing, etc.) 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 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 with regard to 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 \(Links to an external site.\)](#) 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.

INSTITUTIONAL ACADEMIC SUPPORT SERVICES

Harding offers a wide variety of academic 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):

- [Library](#)
- [Testing \(Links to an external site.\)](#)
- [Tutoring \(Links to an external site.\)](#)
- [Writing Lab \(Links to an external site.\)](#)

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 \(Links to an external site.\)](#)
- [Financial Aid \(Links to an external site.\)](#)
- [Student Life \(Links to an external site.\)](#)
- [Counseling](#)