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Department of Communication Sciences and Disorders
Western Kentucky University
SLP 580-Sections 700 & 710 – Introduction to Clinical Experience
Fall 2016

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   Office Hours: Available by appointment; Email is the best way to contact me, followed by phone call to the above number.

Course Description: This course is designed to provide speech pathology/audiology students with opportunities to observe a minimum of 25 hours of evaluation/treatment for communication and/or swallowing disorders in children and adults.

Class Meeting Time: There is one **mandatory,** online class meeting for students enrolled in the web program to be oriented to policies and procedures for observation. Additional meetings may be scheduled if the instructor deems it appropriate. Students will be informed well in advance if this should occur. Otherwise, this class does not meet regularly. See information below for additional information.

First Meeting: August 24, 2016 from 4:30pm-5:30pm (CST) using Adobe Connect Online Classroom.

Learning Objectives:
The student will:
1. Learn observation skills to understand the skills necessary to function as a professional in communication sciences and disorders.
2. Be able to explain the perceived objectives observed in therapy and ways in which the objectives are targeted during therapy.
3. Complete the clinical record keeping form for clock hour documentation.
4. Identify types of observed disorders.
5. Identify types of intervention principles.
6. Chart client/clinician behaviors.
7. Complete 25 clock hours of observation of clinical services.

Required Text
No textbook is necessary for this course.

Completing Observations
Students will observe **ASHA certified** Speech Language Pathologists (SLP) providing evaluation and/or treatment of clients. Some hours may be under the supervision of ASHA

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certified audiologist. Students will observe for a total of 25 clock hours across a variety of settings. Observation hours should vary in settings (medical, school, private practice, long term care, adult, pediatric) and may not all be completed at one type of site.

Settings in which students may observe would include: public school, early intervention, hospital, skilled nursing facility, outpatient clinic, rehabilitation hospital or anywhere that offers speech language pathology services provided by an ASHA certified SLP.

Students may not begin observations until after August 25th , 2016.

Observations using Master Clinician network: Students may complete no more than 12 observations hours by watching pre-recorded videos through a virtual service named Master Clinician. This option requires registration (usually in addition to a small fee), and you also must complete a short questionnaire following each video. Go to: www.masterclinician.org if you would like to explore using this option. Again, students choosing this option are responsible for any fees associated with this service. When registering students will need to use their full name, WKU email address and select WKU as his/her university/school. Master Clinician Network will report to the instructor the actual time observed, so be careful to document exactly the time observed in case the video was not watched in its entirety.

Documentation
For each session observed, an observation form must be completed and turned in to the instructor. The form is provided by the instructor. You must also turn in an hours log and summary sheets. Again, all documentation will be reviewed at the initial meeting and posted to Blackboard.

Course Evaluation
This course is graded either PASS or FAIL. This mean you must complete ALL requirements of the course successfully before receiving a grade or to pass the course.

Requirements for the Course
1. Attend the initial meeting through Adobe Connect and any other scheduled meetings with the instructor.
2. Complete training procedures for obtaining and documenting observations and clock hours earned.
3. Complete 25 clinical clock hours of observation over the course of the semester.
4. Follow all guidelines of conduct in the locations in which the student may observe. Attn: "Dress and Behavior Code" is to be followed at all sites where observing
5. Follow HIPAA guidelines and keep all identifying information regarding clients observed confidential.
6. Upon obtaining the 25 clock hours of clinical observation, correctly submit the following as an unstapled packet to the instructor via U. S. Mail no later than **November 30, 2016**:
   a) Submit **ORIGINAL** Observation Worksheets for each session observed as a packet upon completion. Your hours from all of these worksheets added together will total a minimum of 25 hours as summarized on your Observation Summary Sheet.

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b) Submit the **ORIGINAL** Observation Summary Sheet, summarizing the 25 clock hours and dates of observation.
c) ASHA guidelines indicate that I am unable to accept scanned copies of your documents. I must have the originals with your signature, so plan accordingly. You will need to get observations completed, forms completed, and everything in the mail in time for it to reach me by **November 30**. This allows us time to process and enter your hours by the time final grades are due.
d) Use of white-out on forms is not acceptable. If a mistake is made draw one straight line through the error, initial beside the mistake in blue ink, and write in the correction.

*Notes: Any incidents violating privacy codes, dress codes, or failure to complete requirements, may jeopardize students' grades.

Course Policies

Communication
All class correspondence will be delivered to your WKU e-mail address or posted to Blackboard. Please check your e-mail and Blackboard regularly for class information, changes, and updates. E-mails to instructor will likely be answered within 24 hours of receipt, except if on a weekend (then allow at least 48 hours) or if the university is closed or on break.

Attendance and Participation
Attendance to online synchronous chats is required unless extenuating circumstances exist and previous arrangements have been made with instructor. Emergencies will be addressed on an individual basis and must be communicated to instructor as soon as possible. Attendance and class participation are essential to successful course completion.

Late Assignments
Students receive a course schedule well in advance of assignment due dates. Late assignments are not accepted. All assignments will be due by 11:00 PM Central Standard Time on the due date indicated on the syllabus. Emergencies will be addressed on an individual basis and must be communicated to instructor as soon as possible.

Assignment Format
All assignments must follow APA format when required. Papers are to be written in 12 point Times New Roman font with one inch margins. The following website provides helpful information concerning APA style and citations: http://owl.english.purdue.edu/owl/resource
Another source is: APA Style Guide to Electronic References, Sixth Edition (PDF) (2012). ISBN: 978-1-4338-0704-6 Available at: http://www.apa.org/pubs/books/4210512.aspx
File Names: Assignments must use the following file names for submission when uploading into Bb: First initial, last name, course number, and then the assignment name (all lowercase letters). For example, dfrankSLP580personalreflection.

Method of Instruction
Instruction is all online. One mandatory synchronous online class is on August 24, 2016, utilizing Adobe Connect Software. Additional meetings are a rare possibility. This course also uses Blackboard, reading assignments, and online learning activities.

Technology Management
Managing student technology is the sole responsibility of the student. The student is responsible for making sure that: (a) student word processing software is compatible with that used by the university; (b) student email software is working properly and that students know how to use it; (c) Internet service providers' equipment and software are installed and working properly in conjunction with student computers; (d) in the event that a student's computer stops working properly or becomes totally inoperable, the student needs another means by which she/he can successfully complete the course; and (e) any other student technology problem or issue gets successfully resolved, and this in part implies that if a student cannot resolve any personal technology problems, his or her only workable solution may be to drop the course.

This course will be presented using Blackboard software and Adobe Connect. The WKU IT Help Desk can be reached at 270-745-7000 if you have any issues with Blackboard or Adobe. Visit this website to familiarize yourself with Adobe Connect before our first meeting: http://www.wku.edu/it/adobeconnect/

Plagiarism
Note: Students must be familiar with plagiarism. Review the following tutorial for specific information: http://isites.harvard.edu/icb/icb.do?keyword=paraphrasing

From the Faculty Handbook: To represent ideas or interpretations taken from another source as one's own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism.

Student Disability Services
Students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services, DUC A200. The OFSDS telephone number is (270) 745-5004 V/TDD; the email is sds@wku.edu. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

Grievance
The Department of Communication Disorders is accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology. Complaints about programs must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech Language-Hearing Association, 2200 Research Boulevard, Rockville, MD 20850-3289. The complaint must clearly describe the specific nature of the complaint and the relationship of the

complaint to the accreditation standards, and provide supporting data for the charge. The complainant's burden of proof is a preponderance or greater weight of the evidence. Complaints will not be accepted by email or facsimile. The University's Grievance Policy is specified at the following URL:
http://www.wku.edu/StuAffairs/StuLife/handbook/2004pdf/16%20Student%20Grievance%20Procedure.pdf

Course Schedule

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Assignments and the schedule are subject to change at the discretion of the instructor. Students will be notified promptly if any changes occur.

Class Week & Date	Topic	Assignment	Readings	Due Date
WEEK 1: Online Meeting Date 08/24/2016	Introduction, syllabus review, plagiarism, codes, etc.	**Discussion Board #1 – Introduction – 12.5 points** Include the information requested on the Bb thread.	Syllabus, Professionalism Codes, HIPPA	**09/03/2016**
WEEK 2: 08/29/2016	Ethics	Read, sign and send instructor your Confidentiality Statement and Professionalism Statement	Code of Ethics	**09/03/2016**
WEEK 3: 09/06/16	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 4: 09/12/2016	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 5: 09/19/2016	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 6: 09/26/2016	Clinical Settings	Conduct clinical observations **Discussion Board #2**	Handout on Bb	**10/03/2016**
WEEK 7: 10/03/2016	Observations	Conduct clinical observations *check school system schedules for Spring Break Week	n/a	**n/a**
WEEK 8: 10/10/2016	Observations	Conduct clinical observations *check school system schedules for Spring Break Week	n/a	**n/a**
WEEK 9: 10/17/2016	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 10: 10/24/2016	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 11: 10/31/2016	Behavior Management	Conduct clinical observations **Discussion Board #3**	Handout on Bb	**11/08/2016**
WEEK 12: 11/07/2016	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 13: 11/14/2016	Observations	Conduct clinical observations	n/a	**n/a**
WEEK 14: 11/21/2016	NO CLASS	Final Paper Due: Personal Reflection	n/a	**11/28/2016**

		*Fully-completed OBSERVATION HOURS FORMS will be accepted		
WEEK 15: 11/28/2016	NO CLASS	**ALL CLINICAL OBSERVATION HOURS FORMS DUE- NO Exceptions**	n/a	**11/30/16**
WEEK 16: 12/05/2016	NO CLASS	**FINAL EXAMS WEEK/ NO FINAL EXAM IN SLP 580**	n/a	**n/a**