

# SLP 591 Clinical Externship- Syllabus

Western Kentucky University

Department of Communication Sciences and Disorders

SLP 591 Clinical Externship

**Fall 2018**

## **Instructor Information**

### **Instructor**

Sarah Ward, M.S., CCC/SLP

### **Email**

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### **Office and Phone**

Academic Complex 105-  
270-745-4210

**Office Hours** –8:00am- 4:00pm; Hours vary. It is best to schedule via email or call ahead to insure I am in the office and will have adequate time to speak with you as I am in and out of the office making site visits and attending meetings at various times. Please email me if you need to schedule an appointment. If you call my office and I am not available, always leave a message. The voice message automatically populates to email. This allows me to be able to contact you from a remote site if necessary.

## **Course Description**

Advanced, supervised on-site clinical experience in a variety of settings. Clinical hours meet ASHA certification requirements. Externship Option One students receive three hours credit. Externship Option Two students receive two hours credit. Clinical experiences give students the opportunity to gain the clinical clock hours and clinical competencies necessary for graduation and certification requirements.

This course provides the opportunity to work in hands on service delivery with clients across the lifespan and diverse cultural backgrounds as addressed in the 2014 certification standards of ASHA and the 2017 accreditation standards of the CAA.

The goal of the clinical placements is to provide an opportunity for students to:

- experience the breadth and depth of clinical practice,
- obtain experience with diverse populations,
- obtain a variety of clinical experiences in different work settings,
- obtain experiences with appropriate equipment and resources,
- learn from experienced speech language pathologists who will serve as effective educators.

## **Course Materials- Required Text**

WKU Communication Sciences and Disorders Externship Policy and Procedures Manual – provided to students via written text and electronic format. Please see newest version sent electronically. If you do not have a revised copy of the Externship Policy and Procedure Manual, please contact Sarah Ward. **All revised policies and procedures are in effect.**

## **Policies and Procedures**

The policies and procedures for clinical externships are located in the Externship Policy and Procedure Manual. Any changes to the policies and procedures will be submitted to the student in writing and will become effective immediately.

Each student is familiar with the ASHA Code of Ethics and the Scope of Practice. If a student feels he/she is asked to engage in any practice that is in conflict with either one, he/she should immediately speak to someone in the department. The ASHA Code of Ethics and Scope of Practice can be found at [www.asha.org](http://www.asha.org).

It is expected that each person enrolled in SLP 591 will engage in active service delivery in the semester in which he or she is enrolled.

## **Length of Placement**

Each student must adhere to the time frame for an externship placement as outlined in the Policy and Procedure Manual. Once an externship placement has been agreed upon and the length of time has been established by the faculty and supervisor, it cannot be changed without permission. If a student accumulates the minimum hours required for the externship and/or develops applicable competencies prior to the scheduled end date of the externship placement, the student will continue in the placement. Option One students must accrue 420 on site hours/minimum of 11 weeks in the placement. Option Two students must accrue 280 onsite hours/ minimum of 7 weeks in the placement. Specific details of each option is located in the Externship Policy and Procedure Manual – **POLICY 6**.

## **Schedule**

Students will observe the schedule for the site, not the schedule of Western Kentucky University academic calendar. If the site is open for business, the student is expected to be at the externship site, following the schedule established prior to the externship placement. If adjustments are needed, the student should speak to the Externship Coordinator. For example, Western Kentucky University will observe Spring Break for a week in March. Students are not permitted to be absent from their externship during the university's Spring Break. The site and the supervisor determine the schedule.

### **Length of Day**

A student must be on-site participating in externship activities for a minimum of 3.5 hours on any given day to count the hours for that day. A student is not to accrue more than 12 on-site hours in one day.

### **Special Training Requirements**

Some facilities require additional training that is considered specific to the site. Students will be responsible for completing the additional training/orientation as requested by the site. The cost of the additional training may be the responsibility of the student.

### **End of semester Paperwork (COMPLETION DOCUMENTS)**

Please refer to the Externship Policy and Procedure Manual regarding completion documents to be submitted prior to receiving a grade for SLP 591. For the Fall 2018 semester, completion documents are due on Friday, December 11<sup>th</sup> by NOON. Completion documentation received after the stated time will result in an "IN PROGRESS" grade until the documentation has been submitted and processed. "IN PROGRESS" grades can result in the delay of the next externship/SLP 591 starting date or graduation. If you have questions, please contact Sarah Ward as soon as possible.

### **Blackboard**

To facilitate communication, a Blackboard course site will be established. Each student will contribute to a weekly discussion board in which clinical experiences are shared along with practical assignments to aid understanding of the clinical process. Feel free to ask questions and assist your classmates or the instructor.

### **Course Evaluation**

This course is graded as either PASS or FAIL. This means you must complete all requirements of the course successfully in order to pass.

To successfully pass this course the student will:

1. Maintain current compliance documentation throughout the clinical externship (TB Test, Physical Examination, Professional Liability Insurance, National Criminal Background Check). IT IS THE RESPONSIBILITY OF THE STUDENT TO KNOW WHEN THEIR COMPLIANCE DOCUMENTATION EXPIRES. STUDENTS MAY NOT BE PRESENT AT AN EXTERNSHIP SITE WITH EXPIRED COMPLIANCE DOCUMENTATION. STUDENTS WILL BE REMOVED FROM THE PLACEMENT INDEFINITELY IF THIS OCCURS. EXPIRED COMPLIANCE DOCUMENTATION VIOLATES THE AFFILIATION AGREEMENT/CONTRACT HELD BETWEEN WKU AND THE SITE. IN SOME CASES, THE EXTERNSHIP PLACEMENT MAY BE FORFEITED DUE NON COMPLIANCE WITH THE CONTRACTUAL AGREEMENT. IT IS A SERIOUS LIABILITY TO THE STUDENT, SITE, AND UNIVERSITY. Expired compliance

documentation will result in suspension of clinical clock hours, on site hours, and attendance at the externship site until the compliance are updated.

2. Submit a written Goal Statement to CALIPSO utilizing guidelines in the Externship Policy and Procedure Manual, during the first week of the externship placement.
3. Submit the Site Information Form (found in the Externship Policy and Procedure Manual) to [heidi.royse@wku](mailto:heidi.royse@wku). The form is due the first week of the externship.
4. Complete a minimum number of on-site hours appropriate for your Externship Option Choice; Option One: 420 on site hours/ Option Two: 280 on-site hours and maintain monthly externship attendance calendars signed by the student and the supervisor.
5. Complete the minimum clinical clock hours appropriate for your Externship Option choice. Option One: 75 hours/Option Two: 50 hours.
6. Maintain all clinical clock hour documentation (Excel Clock hour logs) throughout the semester.
7. Complete assignments and Discussion Board in Blackboard.
8. Submit a written Reflection Statement to CALIPSO utilizing the guideline in the Externship Policy and Procedure Manual.
9. Submit/Update Resume in CALIPSO utilizing the guideline in the Externship Policy and Procedure Manual.
10. Review supervisor evaluation with the supervisor.
11. Complete Supervisor Feedback Form in CALIPSO.
12. Submit Clinical Clock hours in CALIPSO. Supervisor must approve hours in CALIPSO for the hours to be considered submitted.
13. Send completed Externship Attendance Calendars to Heidi Royse at [heidi.royse@wku.edu](mailto:heidi.royse@wku.edu) at the end of the externship. All attendance calendars must be signed by the supervisor. 14.
14. Students will maintain the original copies of the Excel Clock hour sheets. Students ARE NOT required to send the Excel Clock hour sheets to WKU unless audited by the department.

All above items must be completed, submitted, and received by Heidi Royse/Sarah Ward **no later than TUESDAY, DECEMBER 11th, by NOON**. Any documentation received after that time, could result in an "In Progress" grade until all documentation has been received and processed. **If it is the final semester of your graduate program, the graduation may be delayed until the end of the next semester if the documentation is not submitted by the specified date.** If it is not the final semester of the graduate program, students may not begin another externship placement/receive a course pass for SLP 591 until an "In Progress" grade has been resolved.

### **Technology Management**

This course will involve the use of Blackboard software. 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 (e.g., to send attachments to the professor); (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 inoperative, the student has another means by which he or she 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 difficulties, his or her only workable solution may be to drop the course. The IT Help Desk can be reached at 270-745-7000.

### **Student Disability Services**

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at [sarc.connect@wku.edu](mailto:sarc.connect@wku.edu). Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

### **Title IX /Discrimination & Harassment**

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at <https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and Discrimination and Harassment Policy (#0.2040) at [https://wku.edu/policies/hr\\_policies/2040\\_discrimination\\_harassment\\_policy.pdf](https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

### **Plagiarism**

The University definition of plagiarism is found in the Faculty Handbook. To represent ideas or interpretations taken from another source as his/her 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 work presented in this course may be analyzed using plagiarism detection software.

### **Accreditation**

The Department of Communication Sciences and 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, 2211 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.