

Syllabus

Instructor: Janice Carter Smith Ph.D. CCC/SLP
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Office Hours: By appointment or M/W 12-3pm

Class Meeting Information: MONDAYS 6-7:30pm as scheduled (see attached Schedule of Class Meetings)

Texts:

Required

NO TEXT REQUIRED FOR THIS CLASS

Online and provided readings will be required for success in the class. A reading list will be provided on Bb.

Course Description:

Introduction to clinical policies and procedures in speech-language pathology.

Rationale:

This course will prepare students to successfully complete their first clinical practicum (internship) where they will be expected to evaluate and treat children with communication disabilities, resulting from various etiologies. Students will become familiar with ASHA guidelines that describe the scope and best clinical practices in assessment and treatment, as well as the processes required to complete professional credentialing.

Modes of Instruction and Communication:

Instruction will be via lectures, cooperative learning groups, internet exploration, independent learning activities and assigned readings. Your WKU email address is the **ONLY** one to which class correspondence will be sent. You are responsible for checking your email and the course site Blackboard regularly.

Learning Objectives

Upon completion of this course, students will be able to:

1. Identify characteristics of properly written clinical reports.
2. Identify characteristics of treatment session planning.
3. Demonstrate an understanding of successful strategies to work with families and clients from a variety of cultural backgrounds.
4. Identify professional credentialing procedures.
5. Demonstrate an understanding of confidentiality and compliance regulations.

Method of Instruction:

Instruction will be provided through a combination of live, online classes via Adobe connect platform, Blackboard, independent learning assignments, in-class and online learning activities, and other experiences.

Grading Scale:

Grades are based on the total percentage of points earned. This means that your grade equals earned points/total points. There are 400 total points possible. Grading is as follows:

A	93-100	B	85-92	C	77-84	D	68-76
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Evaluation of Student Achievement:

Achievement Measure	Description	Total Points Possible
HIPAA Quiz	Evaluation of understanding and application of HIPAA standards	100
Universal Precautions Quiz	Evaluation of understanding and application of universal precautions	100
Know Your Role (at clinic) Notes	Students will read and SUMMARIZE the clinic manual using provided outline.	100
Discussion Board	Each student will submit complete discussion board activities throughout the semester to guide learning, collaborate with peers, and support one another.	100

Attendance and Classroom Participation

Attendance and classroom participation are essential for the successful completion of this course. Feel free to ask questions or express concerns outside of the class structure. However remember that if you have questions, others may have similar concerns so please ask or post to the discussion board when applicable. Asking questions will help facilitate your learning and often stimulate discussion. Collaboration with each other is encouraged outside of class times. There will be point deductions for excessive tardiness. There is no opportunity for making up missed work without severe score deductions.

In the event that the University cancels classes, such as for severe weather, students will be expected to continue with readings as originally scheduled. Any assignments scheduled during those missed classes are due at the next class meeting. Students are advised to consult the University's web page or local media regarding cancellation of class in the event of inclement weather. First and foremost, students should always use their best judgment in determining whether or not it is safe for them to travel.

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

Definition: 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.

Disposition of Offenses - Students who commit any act of academic dishonesty may receive from the instructor a failing grade in that portion of the course work in which the act is detected or a failing grade in the course without possibility of withdrawal. The faculty member may also present the case to the University Disciplinary Committee through the Office of the Dean of Student Life for disciplinary sanctions. Students who believe a faculty member has dealt unfairly with them in a situation involving alleged academic dishonesty may seek relief through the Student Complaint Procedure.

Plagiarism in ANY portion of this course including but not limited to abstracts, projects, reports, rough drafts, and final papers will be severely penalized.

Technology Management:

This course will include 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; 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. Please familiarize yourself with the business hours of WKU's IT help desk as well as the website and alternative means of communication with the IT department.

The IT Help Desk can be reached at 270-745-7000.

Academic Supports:

The Learning Center: Should you require academic assistance with your WKU courses, The Learning Center (located in the Downing University Center, A330) provides free supplemental education programs for all currently enrolled WKU students. TLC @ DUC offers certified, one-on-one tutoring in over 200 subjects by appointment or walk in. Online tutoring is offered to distance learners. TLC is also a quiet study area, with side rooms designated for peer to peer tutoring, and offers a thirty-two machine Dell computer lab to complete academic coursework. Additionally, TLC has three satellite locations. Each satellite is a quiet study center and is equipped with a small computer lab. These satellites are located in Douglas Keen Hall, McCormack Hall, and Pearce Ford Tower. For more information, please call TLC at (270) 745-6254. www.wku.edu/tlc

The Writing Center: The Writing Center offers individual conferences about writing including: brainstorming, clarification, organization, grammatical support, and citation. The services are available to all Western Kentucky University students. Located at 123 Cherry Hall, one can call for an appointment at (270) 745-5719. <https://www.wku.edu/writingcenter/>

Student Accessibility Resource Center (SARC): The purpose of SARC is to coordinate services and accommodations for students with documented disabilities. Therefore, students with disabilities who require accommodations (academic adjustments and/or auxiliary aids or services) for this course must contact the Student Accessibility Resource Center (SARC) located on the first floor of the Downing Student Union, 1074. The SARC telephone number is (270) 745-5004 and TDD is 745-3030; fax is 745-6289. Office hours are 8:00am-4:30pm. email is sarc@wku.edu. Please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from SARC.

Title IX:

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.

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.

Writing Help:

The WKU Center for Literacy is located in Gary A. Ransdell Hall 2066. At the Center for Literacy, students can receive assistance in developing strategies to help with **reading/studying to learn** and **writing for evidence and argument**. The Center for Literacy offers both individual and small group sessions throughout the semester. Please email us at literacy.center@wku.edu to schedule an appointment or ask questions, visit our website at <http://www.wku.edu/literacycenter/>, or stop by GRH 2066 for more information.

Anxiety and Depression Help:

The WKU Counseling Center is committed to promoting the academic mission of the university by providing a variety of psychological services to students. To schedule an appointment, **call the office at (270) 745-3159**. The Counseling Center is open Monday – Friday from 8:00am-4:30pm.

If this is an emergency, please contact the University Police Department at 911 or 5-2548 on campus, or 270-745-2548 from off-campus. The University Police have access to on-call counselors. You may also contact Life Skills, the local community mental health agency, to talk with a on call 24-hour clinician at 1-800-223-8913. In the event of a sexual assault emergency, please contact the University Police to access the Sexual Assault Services Coordinator or contact the 24-hour rape crisis line at 1-800-846-4673.

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>

"It's not what is poured into a student that counts, but what is planted." Linda Conway

