

SLP 591 Clinical Externship- Syllabus

Fall 2020

Western Kentucky University

Department of Communication Sciences and Disorders

SLP 591 Clinical Externship

Instructor Information

Instructor –April Hardison MS,
CCC/SLP

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Office Hours – Mon-Fri 8-4:30

Course Description

Advanced, supervised on-site clinical experience in a variety of settings including schools, private practices, hospitals, rehabilitation facilities, nursing homes, home health agencies, and through clinical simulation. Tele-practice experience and clinical hours are approved only through December 31, 2020 unless ASHA extends this timeframe. Clinical hours meet ASHA certification requirements.

Externship two-site option students receive three hours credit. Externship three-site option students receive two hours credit.

Course Materials- Required Text

WKU Communication Sciences and Disorders Externship Policy and Procedures Manual – provided to student via 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 April Hardison. 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 should familiarize themselves with the ASHA Code of Ethics and the speech-language pathologist's 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.

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 unless accommodations have been made for the semester and SimuCase or case simulations are available as an alternative.

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.** Two-site option students must accrue 420 on-site hours/minimum of 11 weeks in the placement. Three-site option students must accrue 280 on-site hours/minimum of 7 weeks in the placement. **Specific details for each option is located in the Externship Policy and Procedure Manual – POLICY 6.** NOTE: Please contact your externship coordinator to determine if any accommodations in regards to minimum on-site hours are being made for the semester in which you are enrolled in 591 due to COVID-19.

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 or Fall Break. The site and the supervisor will 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 in order to count the hours for that day and for at least 3 days per week. A student is not to accrue more than 12 on-site hours in one day. NOTE: Please check with instructor to determine if accommodations in on-site and daily time requirements are waived due to COVID-19 for the semester in which you are enrolled in SLP 591.

Special Training Requirements and Risks

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.

All students should complete COVID-19 training prior to being on site. Students may be asked to provide their own PPE (personal protective equipment), and due to the nature of the current pandemic, students will be expected to wear PPE at all times in the clinical/field setting.

However, even with such measures, there are risks inherent to clinical/field experiences. Potential risks of completing clinical/field experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards
- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death. Students have the responsibility to report any infectious disease exposures (either from the clinical/field setting or from the general community setting) to their WKU clinical faculty member.

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 2020 semester, **completion documents are due on December 8th 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 this is your graduating semester and you do not turn in documents on time, your graduation date will be pushed to the next semester. Degrees are only conferred on May 31st, August 31st, or December 31st. You could also be required to enroll in the 1 hour matriculation course as it is university policy that a degree-seeking student be actively enrolled in a course their graduating semester or term of completion. **If you have questions that occur about this situation, please contact April Hardison 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 TO 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 Calipso Data Sheet (found in the Externship Policy and Procedure Manual) to april.hardison@wku.edu. 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: Two-site option- 420 on site hours and Three-site option- 280

on-site hours. Student must also maintain monthly externship timesheets signed by the student and the supervisor. **NOTE: Please check with your instructor regarding accommodations for the current semester due to COVID-19.**

5. Complete the minimum clinical clock hours appropriate for your Externship Option choice. Two-sites: 75 hours Three-sites: 50 hours
6. Maintain all clinical clock hour documentation (Excel Clock hour logs) throughout the semester.
7. Complete all assignments and discussion board posts 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 your final performance evaluation with the supervisor and make sure supervisor finalizes the evaluation in order to earn your competencies.
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 Attendance Timesheets to Catherine Martin at Catherine.martin@wku.edu at the end of the externship if you are a distance student or to Heidi Royse at Heidi.royse@wku.edu if you are a campus student. All timesheets must be signed by the supervisor in blue ink.
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.

Again, all above items must be completed, submitted, and received by Catherine Martin or Heidi Royse by **noon on December 8th**. 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, your graduation will be delayed until the end of the next semester if the documentation is not submitted by the specified date and you may be required to enroll in a matriculation course. 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.

*Please make sure you have installed an updated version of Excel in order to be able to successfully complete the attendance timesheets. The Mac version of spreadsheet software is not compatible with the timesheet forms and the actual Excel program must be installed and used.

Student Disability Services

In compliance with university policy, 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 in Downing University Center A-200. The phone number is 270-745-5004; TTY is 270-745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the OFSDS.

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 Master of Science education program in speech-language pathology at Western Kentucky University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

Council on Academic Accreditation (CAA) Complaint Process

Students in WKU's speech-language pathology program may submit opinions and concerns to the Council on Academic Accreditation using the following procedure:

Complaints about programs must: (a) be against an accredited education program or program in Candidacy status in speech-language pathology and/or audiology, (b) relate to the standards for accreditation of education programs in audiology and speech language pathology, and (c) include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA. All complaints 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, #310, Rockville, MD 20850. 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.