CSD 602 Clinical Practicum in Speech-Language Pathology

PROPOSED SYLLABUS

NAU dates: August 28, 2014 – December 11, 2014 (Revised: 8/15/2013)

GENERAL INFORMATION

Name of College: College of Health and Human Services
Name of Department: Communication Sciences & Disorders
Course: CSD 602 Clinical Practicum in Speech-Language Pathology
Semester/Year: Fall 2013
Credit hours: 1
Course level: Graduate
Instructor’s name: Kim Farinella, Ph.D.
Clinical Director/Clinical Associate Professor

NAU Faculty:

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928-523-2969
928-523-0034  fax

COURSE POLICIES

Students are responsible for following all policies and procedures associated with Northern Arizona University and the Department of Communication Sciences & Disorders. Policies and procedures may be changed at the discretion of Northern Arizona University and/or the Department of Communication Sciences & Disorders. CSD students are responsible to follow the most recent CSD Graduate Student Handbook. Students will be notified of any CSD changes. The CSD Graduate Student Handbook is a living document and is posted on the CSD website. Students are expected to follow:

- NAU Graduate College Policies:  http://nau.edu/GradCol/Student-Resources/Current-Students/Policies/
- CSD Graduate Student Handbook:  www.nau.edu/chhs/csd  >  CSD Graduate Student Handbook
- Overview of some NAU policy statements:  http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html
- The course syllabus
- Blackboard Learn postings
- Emails sent by the instructor
- Expectations of individual supervisors
- The NAU Speech-Language-Hearing Clinic Manual (Full-time students only; if assigned to the clinic)

COURSE DUE DATES

Dates at a glance:

Instruction begins:  August 26, 2014
Mid-session CCE due:  October 14, 2014
Last day of instruction:  December 11, 2014
End-of-session requirements due on or before:  December 16, 2014
Grades submitted:  December 20, 2014
Grades post on transcript:  December 24, 2014
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Always use the most updated forms, which are located on the CSD website!

Return items to:
Northern Arizona University
Communication Sciences & Disorders
208 E. Pine Knoll Drive
PO Box: 15045
Flagstaff, AZ 86011

Mid-session requirements:

<table>
<thead>
<tr>
<th># forms used in the course</th>
<th># forms student mails/drops off to the CSD office – originals only</th>
<th># forms CSD emails to the student at mid-session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Clinical Competency Evaluation (CCE)</td>
<td>0</td>
</tr>
</tbody>
</table>

End of session requirements:

<table>
<thead>
<tr>
<th># forms used in course</th>
<th># forms student mails/drops off to the CSD office – originals only</th>
<th># forms NAU e mails to the student at end-of-session</th>
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<tbody>
<tr>
<td>10</td>
<td>9 Bundle for CSD Office to review (5)</td>
<td>1 Supervisor/Course evaluation – extremely important for annual reports</td>
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<tr>
<td></td>
<td>Daily Log - including</td>
<td></td>
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<tr>
<td></td>
<td>Total Minutes sheet</td>
<td></td>
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<tr>
<td></td>
<td>Summary form</td>
<td></td>
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<tr>
<td></td>
<td>Current Clinical Rotation Hours Towards AZ Licensure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Synopsis of AZ Licensure – all students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bundle for course instructor to review (4)</td>
<td></td>
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<tr>
<td></td>
<td>Caseload Feedback</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical Competency Evaluation (CCE)</td>
<td></td>
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<tr>
<td></td>
<td>Reflective Review</td>
<td></td>
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<tr>
<td></td>
<td>Self-evaluation</td>
<td></td>
</tr>
</tbody>
</table>
The end-of-session procedure:

- The CSD Office will check your paperwork. If complete, they will give the course instructor the paperwork.
- Your grade is assigned and you will be emailed by your instructor.
- Your grade is submitted to the Registrar. Check your transcript.
- It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. New clinical hours may not be logged until the grade appears on the transcript.

COURSE PREREQUISITES

Read ASHA Code of Ethics  
Read Standards for the Certificate of Clinical Competence (ASHA)  
Completion of required graduate course work as indicated on your Program of Study  
Completion of CSD 510 with a grade of B or better  
Completion of the Practicum Information form – new one each rotation!  
Completion of the Registration Checklist – new one each rotation!

Northern Arizona University guarantees each site that the items on the Registration Checklist are current. A student is not to be present in the facility unless all items on the checklist are current. (Exception: Summers-Only students may be at their employment site but may not accrue hours.) It is the responsibility of the student to be aware of expiration dates and renew items in a timely manner.

The following procedure will be strictly enforced with regard to expiration dates:

- 1st: If an item becomes expired, the supervisor at the site will be contacted and told that the student is not allowed to be present at the site.
- 2nd: The student may become administratively dropped from the course.

COURSE DESCRIPTION

Students enrolled in CSD 602 will apply theoretical concepts to assess, diagnose, and manage individuals with speech, language, and hearing disorders. Students will further their clinical knowledge base necessary for
CSD 602 Clinical Practicum in Speech-Language Pathology

successful completion of the National Examination in Speech Pathology and Audiology (PRAXIS). Individual speech-language diagnostic and therapy sessions will be arranged by the ASHA certified supervisor and the practicum student. The Clinical Practicum will be completed in the sites identified to meet the requirements of competencies in child and adult hours.

FORMS/DOCUMENTS ASSOCIATED WITH THIS COURSE

Posted on Blackboard Learn
- Syllabus

Posted on the CSD website: http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/.
- ASHA Code of Ethics
- Caseload Feedback
- Clinical Competency Evaluation for Speech-Language Pathology
- Daily Log (including Total Minutes sheet, Summary form, Current Clinical Rotation Hours Towards AZ Licensure, and Synopsis of AZ Licensure)
- Reflective Review
- Self-evaluation
- Standards for the Certificate of Clinical Competence in Speech-Language Pathology (ASHA)

Forms associated with this course (emailed to the student by NAU at the end of your course)
- Supervisor Evaluation/Course Evaluation

ASSESSMENT OF STUDENT LEARNING OUTCOMES

The supervisor completes the following form which is submitted by the student:
- Clinical Competency Evaluation form: examines attainment of competencies required by the American Speech-Language-Hearing Association in the areas of assessment, intervention, and interaction/personal qualities. Supervisors will determine competency at mid-session and end-of-session using this form. This form is the only form that the supervisor needs to complete.

The student completes and submits the following forms:
- Caseload Feedback form: utilized to determine number of direct contact hours obtained at the site and supervisor information.
- Course evaluation/Supervisor evaluation: student evaluation of the course/supervisor (e mailed to student by CSD department)
Daily Log (including Total Minutes, Summary form, Current Clinical Rotation Hours Towards AZ Licensure, and Synopsis of AZ Licensure): records direct contact hours obtained in nine content areas, child/adult treatment, and child/adult evaluation.

Reflective Review: student reports how well NAU prepared them for the rotation and provides some general supervisor feedback.

Self-Evaluation: student reports strengths and areas needing improvement.

STUDENT LEARNING EXPECTATIONS/OUTCOMES FOR THIS COURSE

<table>
<thead>
<tr>
<th>Standard IV : Knowledge Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate knowledge of basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. Demonstrate the ability to integrate information pertaining to normal and abnormal human development across the life span.</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Standard IV-C</th>
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<tbody>
<tr>
<td>Demonstrate knowledge of communication and swallowing disorders and differences, including the appropriate etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates in the following areas:</td>
</tr>
</tbody>
</table>

Articulation

Fluency

Voice and resonance, including respiration and phonation

Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication and paralinguistic communication) in speaking, listening, reading, writing

Hearing, including the impact on speech and language

Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology)

Cognitive aspects of communication (attention, memory, sequencing, problem-solving, executive functioning)

Social aspects of communication (including challenging behavior, ineffective social skills, and lack of...
communication opportunities

Augmentative and alternative communication modalities

Standard IV-D
Demonstrate current knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates.

Standard IV-E
Demonstrate knowledge of standards of ethical conduct.

Standard IV-F
Demonstrate knowledge of processes used in research and of the integration of research principles into evidence-based clinical practice.

Standard IV-G
Demonstrate knowledge of contemporary professional issues.

Standard IV-H
Demonstrate knowledge of entry level and advanced certifications, licensure, and other relevant professional credentials, as well as local, state, and national regulations and policies relevant to professional practice.

Standard V-A
Demonstrate skills in oral and written or other forms of communication sufficient for entry into professional practice.

Standard V-B
Demonstrate experiences sufficient in breadth and depth to achieve the following skills outcomes:

1. Evaluation
## CSD 602 Clinical Practicum in Speech-Language Pathology

<table>
<thead>
<tr>
<th>Standard V-C</th>
<th>Complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation, and 375 hours must be spent in direct client/patient contact.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standard V-E</td>
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</tbody>
</table>
Supervision must be provided by individuals who hold the Certificate of Clinical Competence in the appropriate profession. The amount of direct supervision must be commensurate with the student’s knowledge, skills, and experience, must not be less than 25% of the student’s total contact with each client/patient, and must take place periodically through the practicum. Supervision must be sufficient to ensure the welfare of the client/patient.

Standard V-F
Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

COURSE STRUCTURE/APPROACH

To obtain clinical competency, as determined by ASHA, a graduate student must complete a minimum of 400 clinical clock hours of supervised clinical experience in the practice of speech-language pathology. The student must obtain 375 clinical hours in direct client/patient contact and 25 hours in clinical observation. At least 325 of the 400 clock hours must be completed while the student is engaged in graduate study. Direct supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants. Supervisors sign off for the 25% time observed and for other hours obtained at the site, although not necessarily observed. Supervision must be provided by an individual (or individuals) who hold a current Certificate of Clinical Competence in Speech-Language Pathology and/or Audiology.

Supervised Clinical Practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities. The student must complete a practicum that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.

TEXTBOOK AND REQUIRED MATERIALS

- No textbook
- Readings required by your specific site
- ASHA website for complete information concerning the requirements of your particular state: http://www.asha.org/advocacy/state/
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RECOMMENDED OPTIONAL MATERIALS/REFERENCES


Also: The N-CEP Compendium of Clinical Practice Guidelines and Systematic Reviews
http://www.asha.org/members/ebp/compendium/N-CEP-background.htm

COURSE COMPLETION

Students follow the NAU calendar with regard to start and end dates of the session. The student needs to be present for a **minimum of 45 on-site hours at the site**. On-site hours are not documented/logged. On-site hours are not the same as direct contact hours. Students need to document direct client/patient clinical experiences on their electronic logs, which are submitted to the CSD Office at the **end of the session**. Direct contact hours include evaluation, treatment, and feedback meetings.

The practicum is completed following the NAU calendar dates and not when the student has achieved a specific number of direct contact hours. There is not a required number of direct client/patient hours required in the course.

Hours required in specific disorders, child/adult, and evaluation/treatment are regulated by three bodies: CSD/ASHA, the state of Arizona licensure, and the student’s specific state. CSD/ASHA requirements are delineated in the 2014 ASHA Standards and specific requirements are delineated on the student’s Program of Study and Daily Log (including Total Minutes and Summary form). Arizona Licensure requirements are delineated on the Synopsis of Arizona Licensure form. All students must meet the requirements on the Synopsis of Arizona Licensure form. A student’s state requirements are found on the ASHA website, www.asha.org/advocacy/state/.

It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the
CSD 602 Clinical Practicum in Speech-Language Pathology

form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.

See CSD Graduate Student Handbook for complete details.

GRADING AND CLINICAL PERFORMANCE PLANS

- The supervisor completes the Clinical Competency Evaluation at mid-session and end-of-session.
- If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the supervisor.
- The course instructor assigns the final grade. This is based on the CCE submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.
- If the student has more than 6 units of graduate work with a grade of “C” or below, the student cannot continue in the master’s program, regardless of the grade point average.
- A student receiving a grade of “C” or below in a clinical rotation must repeat the course, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program will be recommended to the Graduate College.
- A student receiving a grade of “C” or below in a clinical rotation will be placed on a Clinical Performance Plan, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program will be recommended to the Graduate College. This Plan will be shared with the next supervisor.

See CSD Graduate Student Handbook > NAU Graduate College Policies > GPA Requirements and Course Repeat Policy for complete details.

See CSD Graduate Student Handbook > CSD Additional Information > Clinical Performance Plans for complete details pertaining to remediation.
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DISMISSAL FROM A CLINICAL ROTATION

If the supervisor/course instructor deems that a student does not fulfill the “essential tasks of the job” and/or is not meeting the “standard of care” required to provide services, then the supervisor/course instructor may dismiss the student from the clinical rotation.

- It is recommended, but not required, that efforts are made to improve the student’s performance prior to the mid-session evaluation.
- Dismissal may take place at any time during the clinical rotation at the discretion of the supervisor.
- The earned grade at the time of dismissal will be submitted as the final grade.
- The student must comply with all other CSD policies, as designated in the CSD Graduate Student Handbook.

ABSENCES

If the student is unable to attend a session, the student is responsible for notifying the supervisor. The supervisor will determine the course of action. During times of highly contagious flu, the College of Health and Human Services encourages everyone not to expose others to flu-like symptoms. The supervisor will show consideration for absences taken due to flu.

DISABILITY RESOURCES

Services and accommodations are available at no cost to all NAU students. See their website for complete information: www.nau.edu/dr. For further details pertaining to eligibility, email DR@nau.edu, or call 928-523-8773. If eligibility is granted, the student will be provided with a letter that precisely states the terms of your accommodations. This letter is most effective when presented to the supervisor/instructor prior to the start of the course. If presented during the course, accommodations are provided only from the date following presentation of the letter. See CSD Graduate Student Handbook for details.

CALENDARS

- Registrar calendar: http://nau.edu/Registrar/Important-Dates/
- Graduate College calendar: http://nau.edu/GradCol/Deadlines/
- Extended Campus calendar: http://extended.nau.edu/Calendar.aspx

PROFESSIONALISM AND PROFESSIONAL LETTERS

- Professional interactions, with faculty, staff, student workers, peers, fellow students, clinical rotation site individuals, and third parties are required by the Communication Sciences and Disorders Department.
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This includes communication that is face to face, by phone, emails, texts, letters, and other forms of communication.

- Clinical Competency Evaluation form: www.nau.edu/chhs/csd > Student Resources > forms > Clinical Competency Evaluation form.

If a student is not complying with professionalism, the advisor or course instructor may send the student a Professionalism Letter. The Professionalism Letter will copy this section from the CSD Graduate Student Handbook and include a brief statement about the situation. The Professionalism Letter will be discussed at the next faculty meeting. Receiving a Professionalism Letter may impact your recommendation to an externship site and/or your recommendations to a future place of employment.

SYNOPSIS OF ARIZONA LICENSURE FORM

All students are required to complete this form. Even if you will not be practicing in Arizona, our department writes a letter to your state affirming that you have met our state requirements. This form provides the student with an excellent overview of the direct contact hours that they are accruing. Accrued hours are entered on this form after each session.

OFFICE OF ACADEMIC ASSESSMENT

All forms are analyzed by the department’s Office of Academic Assessment representative following the conclusion of the course. The CSD Department submits an annual report to the University’s Office of Assessment. The CSD’s Plan and Report may be viewed on-line at the Office of Assessment website, http://www4.nau.edu/assessment/. This report is annually emailed to all faculty, staff, and students.

CSD 602 GUIDELINES

Located on the CSD website: www.nau.edu/chhs/csd > Student Resources > forms > 602 & 608 forms > CSD 602 Guidelines

Supervision

Northern Arizona University requests that each supervisor assess a student’s performance by using our “Clinical Competency Evaluation” form at the mid-session and at the end-of-session. We do not make any other requests, as we believe that the site should choose the tasks that they expect of the student. Direct
supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants (Standard V-E).

On-site hours vs. Direct client/patient contact hours
The CSD Department follows the Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit). We refer to the time physically present at the site as “on-site” hours. On-site hours include meetings/lunches, etc. On-site hours are not documented/logged. Therefore, with regard to NAU Practica, 1 unit of credit = a minimum of 45 on-site hours (per semester/session):

Some possibilities include:

- over 15 weeks = minimum of 3 on-site hours/week
- over 12 weeks = minimum of 3.75 on-site hours/week

On-site hours should not be confused with ASHA’s “direct client/patient contact” hours, which are documented/logged electronically by the student, and include evaluation, intervention, and feedback meetings. Report writing time is not included.

Items emailed to the supervisor at the start of the clinical rotation
- The course instructor emails the student: a Letter of Appreciation, the Syllabus, and the Clinical Competency Evaluation prior to the rotation. The student is to give these items to the supervisor prior to the start of the clinical rotation.
- The supervisor will receive, from the course instructor, after the session starts, the same Letter of Appreciation, the Syllabus, and the Clinical Competency Evaluation.

Achieving needed hours
- Students are not required to achieve a minimum number of hours, at a site, during any clinical rotation.
- Students do not need to acquire a certain number of “direct contact” hours before starting or completing a Clinical Practicum.
- Students need to advocate for themselves and make sure they are getting the hours that they need.
- Students need to have all of their hours by the conclusion of their Externship to meet the requirements of:
  - CSD/ASHA requirements as logged on the CSD Daily Logs form (some hours in each of the 9 major disorder areas of the Summary tab and a total of 400 hours, 25 which are observation)
  - Synopsis of AZ Licensure form (required by all students)
  - Any other specific requirements established by their particular state
- The student may only log hours during the NAU dates for the session listed on the first page of the syllabus.

Starting the clinical rotation
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- The student must follow their Program of Study sequence with regard to completion of academic coursework prior to the clinical rotation.
- The student’s previous clinical rotation must be completed, a grade given, and posted on the transcript to begin the next rotation.
- Clinical rotation dates are designated on the syllabus.
- The student must be registered for the course to be at the site.
- The student must be registered for the course to log direct contact hours.

Site expectations
- The student is to follow procedures as outlined by the supervisor. Site expectations differ.
- The student is not required to be at the site during NAU holidays, NAU cancelled school days, or when sick. The student still needs to meet the required number of physical on-site hours at the site, unless instructed differently by the supervisor. All schedule and time adjustments must be approved by the supervisor.

Grading
- The supervisor completes the Clinical Competency Evaluation at mid-session and end-of-session.
- If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the supervisor.
- The course instructor assigns the final grade. This is based on the CCE submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.

Student submission of mid-session CCE
- The student is responsible for submitting the mid-session CCE to the CSD office.

Student submission of end-of-session required paperwork
- The student is responsible for submitting the end-of-session paperwork to the CSD office.
- Tracking may be used but is not necessary.

Ending the clinical rotation
- It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of
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grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.

Additional student information

- The syllabus will be on Blackboard Learn before the start of the session. It states all of the requirements for your course. Follow the dates!
- All required forms are on the CSD website. Do not use old forms, as they will be returned to you.
- Always refer to the most recent information given to you by NAU.
- The student may have more than one site during a clinical rotation.
- The student may have more than one supervisor.
- (Summers-Only students) The two Practica may be at the same site.
- See the CSD Graduate Student Handbook for details regarding withdrawing from a clinical rotation and/or requesting to switch sites.
- See the CSD Graduate Student Handbook for details regarding dismissal from a clinical rotation.
- See the CSD Graduate Student Handbook for details regarding GPA Requirements and Course Repeat Policy.
- See CSD Graduate Student Handbook for details regarding Clinical Performance Plans.

CSD 602 Guidelines revised: October 1, 2013
CSD 602 Clinical Practicum in Speech-Language Pathology

PROPOSED SYLLABUS

NAU dates: August 28, 2014 – December 11, 2014 (Revised: 8/15/2013)

GENERAL INFORMATION

Name of College: College of Health and Human Services
Name of Department: Communication Sciences & Disorders
Course: CSD 602 Clinical Practicum in Speech-Language Pathology
Semester/Year: Fall 2014
Credit hours: 2
Course level: Graduate
Instructor’s name: Kim Farinella, Ph.D.
Clinical Director/Clinical Associate Professor

NAU Faculty:

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Michael Skelton, AuD, CCC-A
Michael.Skelton@nau.edu 928-523-0868
Anna Sosa, PhD, CCC-SLP
Anna.Sosa@nau.edu 928-523-3845

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COURSE POLICIES

Students are responsible for following all policies and procedures associated with Northern Arizona University and the Department of Communication Sciences & Disorders. Policies and procedures may be changed at the discretion of Northern Arizona University and/or the Department of Communication Sciences & Disorders. CSD students are responsible to follow the most recent CSD Graduate Student Handbook. Students will be notified of any CSD changes. The CSD Graduate Student Handbook is a living document and is posted on the CSD website. Students are expected to follow:

- NAU Graduate College Policies: [http://nau.edu/GradCol/Student-Resources/Current-Students/Policies/](http://nau.edu/GradCol/Student-Resources/Current-Students/Policies/)
- CSD Graduate Student Handbook: [www.nau.edu/chhs/csd > CSD Graduate Student Handbook](http://www.nau.edu/chhs/csd)
- Overview of some NAU policy statements: [http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html](http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html)
- The course syllabus
- Blackboard Learn postings
- Emails sent by the instructor
- Expectations of individual supervisors
- The NAU Speech-Language-Hearing Clinic Manual (Full-time students only; if assigned to the clinic)

COURSE DUE DATES

Dates at a glance:

- Instruction begins: August 26, 2014
- Mid-session CCE due: October 14, 2014
- Last day of instruction: December 11, 2014
- End-of-session requirements due on or before: December 16, 2014
- Grades submitted: December 20, 2014
- Grades post on transcript: December 24, 2014
CSD 602 Clinical Practicum in Speech-Language Pathology

Always use the most updated forms, which are located on the CSD website!

Return items to:
Northern Arizona University
Communication Sciences & Disorders
208 E. Pine Knoll Drive
PO Box: 15045
Flagstaff, AZ 86011

<table>
<thead>
<tr>
<th>Mid-session requirements:</th>
<th>End of session requirements:</th>
</tr>
</thead>
<tbody>
<tr>
<td># forms used in the course</td>
<td># forms used in course</td>
</tr>
<tr>
<td>1</td>
<td>10</td>
</tr>
<tr>
<td>Clinical Competency Evaluation (CCE)</td>
<td>Bundle for CSD Office to review (5)</td>
</tr>
</tbody>
</table>

- All items!
- All together!
- All originals!

Mid-session requirements:

- # forms used in the course: 1
- # forms student mails/drops off to the CSD office – originals only: 1
  - Clinical Competency Evaluation (CCE)
- # forms CSD emails to the student at mid-session: 0

End of session requirements:

- # forms used in course: 10
- # forms student mails/drops off to the CSD office – originals only: 9
  - Daily Log - including
    - Total Minutes sheet
    - Summary form
    - Current Clinical Rotation Hours Towards AZ Licensure
    - Synopsis of AZ Licensure – all students
  - Bundle for course instructor to review (4)
    - Caseload Feedback
    - Clinical Competency Evaluation (CCE)
    - Reflective Review
    - Self-evaluation
- # forms NAU e mails to the student at end-of-session: 1
  - Supervisor/Course evaluation – extremely important for annual reports

Always use the most updated forms, which are located on the CSD website!
CSD 602 Clinical Practicum in Speech-Language Pathology

The end-of-session procedure:

- The CSD Office will check your paperwork. If complete, they will give the course instructor the paperwork.
- Your grade is assigned and you will be emailed by your instructor.
- Your grade is submitted to the Registrar. Check your transcript.
- It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. New clinical hours may not be logged until the grade appears on the transcript.

COURSE PREREQUISITES

Read ASHA Code of Ethics
Read Standards for the Certificate of Clinical Competence (ASHA)
Completion of required graduate course work as indicated on your Program of Study
Completion of CSD 510 with a grade of B or better
Completion of the Practicum Information form – new one each rotation!
Completion of the Registration Checklist – new one each rotation!

Northern Arizona University guarantees each site that the items on the Registration Checklist are current. A student is not to be present in the facility unless all items on the checklist are current. (Exception: Summers-Only students may be at their employment site but may not accrue hours.) It is the responsibility of the student to be aware of expiration dates and renew items in a timely manner.

The following procedure will be strictly enforced with regard to expiration dates:

- 1st: If an item becomes expired, the supervisor at the site will be contacted and told that the student is not allowed to be present at the site.
- 2nd: The student may become administratively dropped from the course.

COURSE DESCRIPTION

Students enrolled in CSD 602 will apply theoretical concepts to assess, diagnose, and manage individuals with speech, language, and hearing disorders. Students will further their clinical knowledge base necessary for
successful completion of the National Examination in Speech Pathology and Audiology (PRAXIS). Individual speech-language diagnostic and therapy sessions will be arranged by the ASHA certified supervisor and the practicum student. The Clinical Practicum will be completed in the sites identified to meet the requirements of competencies in child and adult hours.

FORMS/DOCUMENTS ASSOCIATED WITH THIS COURSE

Posted on Blackboard Learn
- Syllabus

Posted on the CSD website: [http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/](http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/).
- ASHA Code of Ethics
- Caseload Feedback
- Clinical Competency Evaluation for Speech-Language Pathology
- Daily Log (including Total Minutes sheet, Summary form, Current Clinical Rotation Hours Towards AZ Licensure, and Synopsis of AZ Licensure)
- Reflective Review
- Self-evaluation
- Standards for the Certificate of Clinical Competence in Speech-Language Pathology (ASHA)

Forms associated with this course (emailed to the student by NAU at the end of your course)
- Supervisor Evaluation/Course Evaluation

ASSESSMENT OF STUDENT LEARNING OUTCOMES

The supervisor completes the following form which is submitted by the student:
- Clinical Competency Evaluation form: examines attainment of competencies required by the American Speech-Language-Hearing Association in the areas of assessment, intervention, and interaction/personal qualities. Supervisors will determine competency at mid-session and end-of-session using this form. This form is the only form that the supervisor needs to complete.

The student completes and submits the following forms:
- Caseload Feedback form: utilized to determine number of direct contact hours obtained at the site and supervisor information.
- Course evaluation/Supervisor evaluation: student evaluation of the course/supervisor (e mailed to student by CSD department)
CSD 602 Clinical Practicum in Speech-Language Pathology

- Daily Log (including Total Minutes, Summary form, Current Clinical Rotation Hours Towards AZ Licensure, and Synopsis of AZ Licensure): records direct contact hours obtained in nine content areas, child/adult treatment, and child/adult evaluation.
- Reflective Review: student reports how well NAU prepared them for the rotation and provides some general supervisor feedback.
- Self-Evaluation: student reports strengths and areas needing improvement.

STUDENT LEARNING EXPECTATIONS/OUTCOMES FOR THIS COURSE

<table>
<thead>
<tr>
<th>Standard IV : Knowledge Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate knowledge of basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. Demonstrate the ability to integrate information pertaining to normal and abnormal human development across the life span.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Standard IV-C</th>
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</thead>
<tbody>
<tr>
<td>Demonstrate knowledge of communication and swallowing disorders and differences, including the appropriate etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates in the following areas:</td>
</tr>
<tr>
<td>Articulation</td>
</tr>
<tr>
<td>Fluency</td>
</tr>
<tr>
<td>Voice and resonance, including respiration and phonation</td>
</tr>
<tr>
<td>Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication and paralinguistic communication) in speaking, listening, reading, writing</td>
</tr>
<tr>
<td>Hearing, including the impact on speech and language</td>
</tr>
<tr>
<td>Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology)</td>
</tr>
<tr>
<td>Cognitive aspects of communication (attention, memory, sequencing, problem-solving, executive functioning)</td>
</tr>
<tr>
<td>Social aspects of communication (including challenging behavior, ineffective social skills, and lack of</td>
</tr>
</tbody>
</table>
**CSD 602 Clinical Practicum in Speech-Language Pathology**

<table>
<thead>
<tr>
<th>Communication opportunities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Augmentative and alternative communication modalities</td>
</tr>
</tbody>
</table>

**Standard IV-D**
Demonstrate current knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates.

**Standard IV-E**
Demonstrate knowledge of standards of ethical conduct.

**Standard IV-F**
Demonstrate knowledge of processes used in research and of the integration of research principles into evidence-based clinical practice.

**Standard IV-G**
Demonstrate knowledge of contemporary professional issues.

**Standard IV-H**
Demonstrate knowledge of entry level and advanced certifications, licensure, and other relevant professional credentials, as well as local, state, and national regulations and policies relevant to professional practice.

**Standard V-A**
Demonstrate skills in oral and written or other forms of communication sufficient for entry into professional practice.

**Standard V-B**
Demonstrate experiences sufficient in breadth and depth to achieve the following skills outcomes:

1. Evaluation
CSD 602 Clinical Practicum in Speech-Language Pathology

a. Conduct screening and prevention procedures (including prevention activities).

b. Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals.

c. Select and administer appropriate evaluation procedures, such as behavioral observations, nonstandardized and standardized tests, and instrumental procedures.

d. Adapt evaluation procedures to meet client/patient needs.

e. Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention.

f. Complete administrative and reporting functions necessary to support evaluation.

g. Refer clients/patients for appropriate services.

2. Intervention

a. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients’/patients’ needs. Collaborate with clients/patients and relevant others in the intervention process.

b. Implement intervention plans (involve clients/patients and relevant others in the intervention process).

c. Select or develop and use appropriate materials and instrumentation for prevention and intervention.

d. Measure and evaluate clients’/patients’ performance and progress.

e. Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients/patients.

f. Complete administrative and reporting functions necessary to support intervention.

g. Identify and refer clients/patients for services as appropriate.

3. Interaction and Personal Qualities

a. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the client/patient, family, caregivers, and relevant others.

b. Collaborate with other professionals in case management.

c. Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others.

d. Adhere to the ASHA Code of Ethics and behave professionally.

Standard V-C
Complete a minimum of 400 clocks hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation, and 375 hours must be spent in direct client/patient contact.

Standard V-E
CSD 602 Clinical Practicum in Speech-Language Pathology

Supervision must be provided by individuals who hold the Certificate of Clinical Competence in the appropriate profession. The amount of direct supervision must be commensurate with the student’s knowledge, skills, and experience, must not be less than 25% of the student’s total contact with each client/patient, and must take place periodically through the practicum. Supervision must be sufficient to ensure the welfare of the client/patient.

Standard V-F
Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

COURSE STRUCTURE/APPROACH

To obtain clinical competency, as determined by ASHA, a graduate student must complete a minimum of 400 clinical clock hours of supervised clinical experience in the practice of speech-language pathology. The student must obtain 375 clinical hours in direct client/patient contact and 25 hours in clinical observation. At least 325 of the 400 clock hours must be completed while the student is engaged in graduate study. Direct supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants. Supervisors sign off for the 25% time observed and for other hours obtained at the site, although not necessarily observed. Supervision must be provided by an individual (or individuals) who hold a current Certificate of Clinical Competence in Speech-Language Pathology and/or Audiology.

Supervised Clinical Practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities. The student must complete a practicum that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.

TEXTBOOK AND REQUIRED MATERIALS

- No textbook
- Readings required by your specific site
- ASHA website for complete information concerning the requirements of your particular state: [http://www.asha.org/advocacy/state/]
RECOMMENDED OPTIONAL MATERIALS/REFERENCES


Also: The N-CEP Compendium of Clinical Practice Guidelines and Systematic Reviews [http://www.asha.org/members/ebp/compendium/N-CEP-background.htm](http://www.asha.org/members/ebp/compendium/N-CEP-background.htm)

COURSE COMPLETION

Students follow the NAU calendar with regard to start and end dates of the session. The student needs to be present for a minimum of **90 on-site hours at the site**. On-site hours are not documented/logged. On-site hours are not the same as direct contact hours. Students need to document direct client/patient clinical experiences on their electronic logs, which are submitted to the CSD Office at the **end of the session**. Direct contact hours include evaluation, treatment, and feedback meetings.

The practicum is completed following the NAU calendar dates and not when the student has achieved a specific number of direct contact hours. There is not a required number of direct client/patient hours required in the course.

Hours required in specific disorders, child/adult, and evaluation/treatment are regulated by three bodies: CSD/ASHA, the state of Arizona licensure, and the student’s specific state. CSD/ASHA requirements are delineated in the 2014 ASHA Standards and specific requirements are delineated on the student’s Program of Study and Daily Log (including Total Minutes and Summary form). Arizona Licensure requirements are delineated on the Synopsis of Arizona Licensure form. All students must meet the requirements on the Synopsis of Arizona Licensure form. A student’s state requirements are found on the ASHA website, [www.asha.org/advocacy/state/](http://www.asha.org/advocacy/state/).

It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the
CSD 602 Clinical Practicum in Speech-Language Pathology

form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.

See CSD Graduate Student Handbook for complete details.

GRADING AND CLINICAL PERFORMANCE PLANS

- The supervisor completes the Clinical Competency Evaluation at mid-session and end-of-session.
- If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the supervisor.
- The course instructor assigns the final grade. This is based on the CCE submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.
- If the student has more than 6 units of graduate work with a grade of “C” or below, the student cannot continue in the master’s program, regardless of the grade point average.
- A student receiving a grade of “C” or below in a clinical rotation must repeat the course, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program will be recommended to the Graduate College.
- A student receiving a grade of “C” or below in a clinical rotation will be placed on a Clinical Performance Plan, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program will be recommended to the Graduate College. This Plan will be shared with the next supervisor.

See CSD Graduate Student Handbook > NAU Graduate College Policies > GPA Requirements and Course Repeat Policy for complete details.

See CSD Graduate Student Handbook > CSD Additional Information > Clinical Performance Plans for complete details pertaining to remediation.
CSD 602 Clinical Practicum in Speech-Language Pathology

DISMISSAL FROM A CLINICAL ROTATION

If the supervisor/course instructor deems that a student does not fulfill the “essential tasks of the job” and/or is not meeting the “standard of care” required to provide services, then the supervisor/course instructor may dismiss the student from the clinical rotation.

- It is recommended, but not required, that efforts are made to improve the student’s performance prior to the mid-session evaluation.
- Dismissal may take place at any time during the clinical rotation at the discretion of the supervisor.
- The earned grade at the time of dismissal will be submitted as the final grade.
- The student must comply with all other CSD policies, as designated in the CSD Graduate Student Handbook.

ABSENCES

If the student is unable to attend a session, the student is responsible for notifying the supervisor. The supervisor will determine the course of action. During times of highly contagious flu, the College of Health and Human Services encourages everyone not to expose others to flu-like symptoms. The supervisor will show consideration for absences taken due to flu.

DISABILITY RESOURCES

Services and accommodations are available at no cost to all NAU students. See their website for complete information: www.nau.edu/dr. For further details pertaining to eligibility, email DR@nau.edu, or call 928-523-8773. If eligibility is granted, the student will be provided with a letter that precisely states the terms of your accommodations. This letter is most effective when presented to the supervisor/instructor prior to the start of the course. If presented during the course, accommodations are provided only from the date following presentation of the letter. See CSD Graduate Student Handbook for details.

CALENDARS

- Registrar calendar: http://nau.edu/Registrar/Important-Dates/
- Graduate College calendar: http://nau.edu/GradCol/Deadlines/
- Extended Campus calendar: http://extended.nau.edu/Calendar.aspx

PROFESSIONALISM AND PROFESSIONAL LETTERS

- Professional interactions, with faculty, staff, student workers, peers, fellow students, clinical rotation site individuals, and third parties are required by the Communication Sciences and Disorders Department.
CSD 602 Clinical Practicum in Speech-Language Pathology

This includes communication that is face to face, by phone, emails, texts, letters, and other forms of communication.

- Clinical Competency Evaluation form: [www.nau.edu/chhs/csd](http://www.nau.edu/chhs/csd) > Student Resources > forms > Clinical Competency Evaluation form.

If a student is not complying with professionalism, the advisor or course instructor may send the student a Professionalism Letter. The Professionalism Letter will copy this section from the CSD Graduate Student Handbook and will include a brief statement about the situation. The Professionalism Letter will be discussed at the next faculty meeting. Receiving a Professionalism Letter may impact your recommendation to an externship site and/or your recommendations to a future place of employment.

SYNOPSIS OF ARIZONA LICENSURE FORM

All students are required to complete this form. Even if you will not be practicing in Arizona, our department writes a letter to your state affirming that you have met our state requirements. This form provides the student with an excellent overview of the direct contact hours that they are accruing. Accrued hours are entered on this form after each session.

OFFICE OF ACADEMIC ASSESSMENT

All forms are analyzed by the department’s Office of Academic Assessment representative following the conclusion of the course. The CSD Department submits an annual report to the University's Office of Assessment. The CSD’s Plan and Report may be viewed on-line at the Office of Assessment website, [http://www4.nau.edu/assessment/](http://www4.nau.edu/assessment/). This report is annually emailed to all faculty, staff, and students.

CSD 602 GUIDELINES

Located on the CSD website: [www.nau.edu/chhs/csd](http://www.nau.edu/chhs/csd) > Student Resources > forms > 602 & 608 forms > CSD 602 Guidelines

Supervision

Northern Arizona University requests that each supervisor assess a student’s performance by using our “Clinical Competency Evaluation” form at the mid-session and at the end-of-session. We do not make any other requests, as we believe that the site should choose the tasks that they expect of the student. Direct
supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants (Standard V-E).

On-site hours vs. Direct client/patient contact hours
The CSD Department follows the Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit). We refer to the time physically present at the site as “on-site” hours. On-site hours include meetings/lunches, etc. On-site hours are not documented/logged. Therefore, with regard to NAU Practica, since 1 unit of credit = a minimum of 45 on-site hours (per semester/session):

Clinical Practicum (2 units of credit) = minimum of 90 on-site hours

Some possibilities include:
- over 15 weeks = minimum of 6 on-site hours/week
- over 12 weeks = minimum of 7.5 on-site hours/week

On-site hours should not be confused with ASHA’s “direct client/patient contact” hours, which are documented/logged electronically by the student, and include evaluation, intervention, and feedback meetings. Report writing time is not included.

Items emailed to the supervisor at the start of the clinical rotation
- The course instructor emails the student: a Letter of Appreciation, the Syllabus, and the Clinical Competency Evaluation prior to the rotation. The student is to give these items to the supervisor prior to the start of the clinical rotation.
- The supervisor will receive, from the course instructor, after the session starts, the same Letter of Appreciation, the Syllabus, and the Clinical Competency Evaluation.

Achieving needed hours
- Students are not required to achieve a minimum number of hours, at a site, during any clinical rotation.
- Students do not need to acquire a certain number of “direct contact” hours before starting or completing a Clinical Practicum.
- Students need to advocate for themselves and make sure they are getting the hours that they need.
- Students need to have all of their hours by the conclusion of their Externship to meet the requirements of:
  - CSD/ASHA requirements as logged on the CSD Daily Logs form (some hours in each of the 9 major disorder areas of the Summary tab and a total of 400 hours, 25 which are observation)
  - Synopsis of AZ Licensure form (required by all students)
  - Any other specific requirements established by their particular state
- The student may only log hours during the NAU dates for the session listed on the first page of the syllabus.

Starting the clinical rotation
CSD 602 Clinical Practicum in Speech-Language Pathology

- The student must follow their Program of Study sequence with regard to completion of academic coursework prior to the clinical rotation.
- The student’s previous clinical rotation must be completed, a grade given, and posted on the transcript to begin the next rotation.
- Clinical rotation dates are designated on the syllabus.
- The student must be registered for the course to be at the site.
- The student must be registered for the course to log direct contact hours.

Site expectations
- The student is to follow procedures as outlined by the supervisor. Site expectations differ.
- The student is not required to be at the site during NAU holidays, NAU cancelled school days, or when sick. The student still needs to meet the required number of physical on-site hours at the site, unless instructed differently by the supervisor. All schedule and time adjustments must be approved by the supervisor.

Grading
- The supervisor completes the Clinical Competency Evaluation at mid-session and end-of-session.
- If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the supervisor.
- The course instructor assigns the final grade. This is based on the CCE submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.

Student submission of mid-session CCE
- The student is responsible for submitting the mid-session CCE to the CSD office.

Student submission of end-of-session required paperwork
- The student is responsible for submitting the end-of-session paperwork to the CSD office.
- Tracking may be used but is not necessary.

Ending the clinical rotation
- It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of
grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.

Additional student information

- The syllabus will be on Blackboard Learn before the start of the session. It states all of the requirements for your course. Follow the dates!
- All required forms are on the CSD website. Do not use old forms, as they will be returned to you.
- Always refer to the most recent information given to you by NAU.
- The student may have more than one site during a clinical rotation.
- The student may have more than one supervisor.
- (Summers-Only students) The two Practica may be at the same site.
- See the CSD Graduate Student Handbook for details regarding withdrawing from a clinical rotation and/or requesting to switch sites.
- See the CSD Graduate Student Handbook for details regarding dismissal from a clinical rotation.
- See the CSD Graduate Student Handbook for details regarding GPA Requirements and Course Repeat Policy.
- See CSD Graduate Student Handbook for details regarding Clinical Performance Plans.

CSD 602 Guidelines revised: July 13, 2013
CSD 602 Clinical Practicum in Speech-Language Pathology

NAU dates: January 13, 2014 – May 2, 2014

GENERAL INFORMATION

Name of College: College of Health and Human Services
Name of Department: Communication Sciences & Disorders
Course: CSD 602 Clinical Practicum in Speech-Language Pathology
Semester/Year: Spring 2014
Credit hours: 3
Course level: Graduate
Instructor’s name: Kimberly A. Farinella, Ph.D., CCC-SLP
Clinical Associate Professor
Clinic Director

NAU Faculty

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PO Box: 15045
Flagstaff, AZ 86011
COURSE POLICIES

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- NAU Graduate College Policies: [http://nau.edu/GradCol/Student-Resources/Current-Students/Policies/](http://nau.edu/GradCol/Student-Resources/Current-Students/Policies/)
- CSD Graduate Student Handbook: [www.nau.edu/chhs/csd](http://www.nau.edu/chhs/csd) > CSD Graduate Student Handbook
- Overview of some NAU policy statements: [http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html](http://www4.nau.edu/avpaa/UCCPolicy/plcystmt.html)
- The course syllabus
- Blackboard Learn postings
- Emails sent by the instructor
- Expectations of individual supervisors
- The NAU Speech-Language-Hearing Clinic Manual (Full-time students only; if assigned to the clinic)

COURSE DUE DATES

Dates at a glance:

- Instruction begins: January 13, 2014
- Mid-session CCE due: March 3, 2014
- Last day of instruction: May 2, 2014
- End-of-session requirements due on or before: May 2, 2014
- Grades submitted: May 2, 2014
CSD 602 Clinical Practicum in Speech-Language Pathology

Grades start posting on transcript: May 16, 2014

Always use the most updated forms, which are located on the CSD website!

Return items to:
Northern Arizona University
Communication Sciences & Disorders
208 E. Pine Knoll Drive
PO Box: 15045
Flagstaff, AZ 86011

### Mid-session requirements:

<table>
<thead>
<tr>
<th># forms used in the course</th>
<th># forms student mails/drops off to the CSD office – originals only</th>
<th># forms CSD emails to the student at mid-session</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1 Clinical Competency Evaluation (CCE)</td>
<td>0</td>
</tr>
</tbody>
</table>

### End of session requirements:

<table>
<thead>
<tr>
<th># forms used in course</th>
<th># forms student mails/drops off to the CSD office – originals only</th>
<th># forms NAU emails to the student at end-of-session</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>9 Bundle for CSD Office to review (5)</td>
<td>1 Supervisor/Course evaluation – extremely important for annual reports</td>
</tr>
<tr>
<td></td>
<td>Daily Log - including</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Minutes sheet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Summary form</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Current Clinical Rotation Hours Towards AZ Licensure</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Synopsis of AZ Licensure – all students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bundle for course instructor to review (4)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Caseload Feedback</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Clinical Competency Evaluation (CCE)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Reflective Review</td>
<td></td>
</tr>
</tbody>
</table>
Self-evaluation

The end-of-session procedure:

- The CSD Office will check your paperwork. If complete, they will give the course instructor the paperwork.
- Your grade is assigned and you will be emailed by your instructor.
- Your grade is submitted to the Registrar. Check your transcript.
- It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. New clinical hours may not be logged until the grade appears on the transcript.

COURSE PREREQUISITES

Read ASHA Code of Ethics
Read Standards for the Certificate of Clinical Competence (ASHA)
Completion of required graduate course work as indicated on your Program of Study
Completion of CSD 510 with a grade of B or better
Completion of the four foundational science courses
  - Time extended for students completing a Summer 2014 Externship
Completion of the Practicum Information form – new one each rotation!
Completion of the Registration Checklist – new one each rotation!

Northern Arizona University guarantees each site that the items on the Registration Checklist are current. A student is not to be present in the facility unless all items on the checklist are current.

- See CSD Graduate Student Handbook for information pertaining to Waivers from the site pertaining to immunizations/shots/blood draws for religious, philosophical, or medical reasons.
- Exception: Summers-Only students may be at their employment site but may not accrue hours.
- It is the responsibility of the student to be aware of expiration dates and renew items in a timely manner.

The following procedure will be strictly enforced with regard to expiration dates:
- 1st: If an item becomes expired, the supervisor at the site will be contacted and told that the student is not allowed to be present at the site.
- 2nd: The student may become administratively dropped from the course.
COURSE DESCRIPTION

Students enrolled in CSD 602 will apply theoretical concepts to assess, diagnose, and manage individuals with speech, language, and hearing disorders. Students will further their clinical knowledge base necessary for successful completion of the National Examination in Speech Pathology and Audiology (PRAXIS). Individual speech-language diagnostic and therapy sessions will be arranged by the ASHA certified supervisor and the practicum student. The Clinical Practicum will be completed in the sites identified to meet the requirements of competencies in child and adult hours.

FORMS/DOCUMENTS ASSOCIATED WITH THIS COURSE

Posted on Blackboard Learn
- Syllabus

Posted on the CSD website:  http://www.nau.edu/CHHS/CSD/Student-Resources/Forms/.
- ASHA Code of Ethics
- Caseload Feedback
- Clinical Competency Evaluation for Speech-Language Pathology
- Daily Log (including Total Minutes sheet, Summary form, Current Clinical Rotation Hours Towards AZ Licensure, and Synopsis of AZ Licensure)
- Reflective Review
- Self-evaluation
- Standards for the Certificate of Clinical Competence in Speech-Language Pathology (ASHA)

Forms associated with this course (emailed to the student by NAU at the end of your course)
- Supervisor Evaluation/Course Evaluation

ASSESSMENT OF STUDENT LEARNING OUTCOMES

The supervisor completes the following form which is submitted by the student:
- Clinical Competency Evaluation form: examines attainment of competencies required by the American Speech-Language-Hearing Association in the areas of assessment, intervention, and interaction/personal qualities. Supervisors will determine competency at mid-session and end-of-session using this form. This form is the only form that the supervisor needs to complete.

The student completes and submits the following forms:
CSD 602 Clinical Practicum in Speech-Language Pathology

- Caseload Feedback form: utilized to determine number of direct contact hours obtained at the site and supervisor information.
- Course evaluation/Supervisor evaluation: student evaluation of the course/supervisor (e mailed to student by CSD department)
- Daily Log (including Total Minutes, Summary form, Current Clinical Rotation Hours Towards AZ Licensure, and Synopsis of AZ Licensure): records direct contact hours obtained in nine content areas, child/adult treatment, and child/adult evaluation.
- Reflective Review: student reports how well NAU prepared them for the rotation and provides some general supervisor feedback.
- Self-Evaluation: student reports strengths and areas needing improvement.

STUDENT LEARNING EXPECTATIONS/OUTCOMES FOR THIS COURSE

<table>
<thead>
<tr>
<th>Standard IV : Knowledge Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate knowledge of basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. Demonstrate the ability to integrate information pertaining to normal and abnormal human development across the life span.</td>
</tr>
</tbody>
</table>

- Articulation
- Fluency
- Voice and resonance, including respiration and phonation
- Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication and paralinguistic communication) in speaking, listening, reading, writing
- Hearing, including the impact on speech and language
- Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology)
CSD 602 Clinical Practicum in Speech-Language Pathology

Cognitive aspects of communication (attention, memory, sequencing, problem-solving, executive functioning)

Social aspects of communication (including challenging behavior, ineffective social skills, and lack of communication opportunities)

Augmentative and alternative communication modalities

Standard IV-D
Demonstrate current knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates.

Standard IV-E
Demonstrate knowledge of standards of ethical conduct.

Standard IV-F
Demonstrate knowledge of processes used in research and of the integration of research principles into evidence-based clinical practice.

Standard IV-G
Demonstrate knowledge of contemporary professional issues.

Standard IV-H
Demonstrate knowledge of entry level and advanced certifications, licensure, and other relevant professional credentials, as well as local, state, and national regulations and policies relevant to professional practice.

Standard V-A
Demonstrate skills in oral and written or other forms of communication sufficient for entry into professional practice.
Standard V-B

Demonstrate experiences sufficient in breadth and depth to achieve the following skills outcomes:

1. Evaluation
   a. Conduct screening and prevention procedures (including prevention activities).
   b. Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals.
   c. Select and administer appropriate evaluation procedures, such as behavioral observations, nonstandardized and standardized tests, and instrumental procedures.
   d. Adapt evaluation procedures to meet client/patient needs.
   e. Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention.
   f. Complete administrative and reporting functions necessary to support evaluation.
   g. Refer clients/patients for appropriate services.

2. Intervention
   a. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients’/patients’ needs. Collaborate with clients/patients and relevant others in the intervention process.
   b. Implement intervention plans (involve clients/patients and relevant others in the intervention process).
   c. Select or develop and use appropriate materials and instrumentation for prevention and intervention.
   d. Measure and evaluate clients’/patients’ performance and progress.
   e. Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients/patients.
   f. Complete administrative and reporting functions necessary to support intervention.
   g. Identify and refer clients/patients for services as appropriate.

3. Interaction and Personal Qualities
   a. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the client/patient, family, caregivers, and relevant others.
   b. Collaborate with other professionals in case management.
   c. Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others.
   d. Adhere to the ASHA Code of Ethics and behave professionally.

Standard V-C

Complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation, and 375 hours must be
CSD 602 Clinical Practicum in Speech-Language Pathology

spent in direct client/patient contact.

Standard V-E
Supervision must be provided by individuals who hold the Certificate of Clinical Competence in the appropriate profession. The amount of direct supervision must be commensurate with the student’s knowledge, skills, and experience, must not be less than 25% of the student's total contact with each client/patient, and must take place periodically through the practicum. Supervision must be sufficient to ensure the welfare of the client/patient.

Standard V-F
Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

COURSE STRUCTURE/APPROACH

To obtain clinical competency, as determined by ASHA, a graduate student must complete a minimum of 400 clinical clock hours of supervised clinical experience in the practice of speech-language pathology. The student must obtain 375 clinical hours in direct client/patient contact and 25 hours in clinical observation. At least 325 of the 400 clock hours must be completed while the student is engaged in graduate study. Direct supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants. Supervisors sign off for the 25% time observed and for other hours obtained at the site, although not necessarily observed. Supervision must be provided by an individual (or individuals) who hold a current Certificate of Clinical Competence in Speech-Language Pathology and/or Audiology.

Supervised Clinical Practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities. The student must complete a practicum that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.

TEXTBOOK AND REQUIRED MATERIALS
CSD 602 Clinical Practicum in Speech-Language Pathology

- No textbook
- Readings required by your specific site
- ASHA website for complete information concerning the requirements of your particular state: [http://www.asha.org/advocacy/state/](http://www.asha.org/advocacy/state/)

RECOMMENDED OPTIONAL MATERIALS/REFERENCES


Also: The N-CEP Compendium of Clinical Practice Guidelines and Systematic Reviews [http://www.asha.org/members/ebp/compendium/N-CEP-background.htm](http://www.asha.org/members/ebp/compendium/N-CEP-background.htm)

COURSE COMPLETION

Students follow the NAU calendar with regard to start and end dates of the session. The student needs to be present for a minimum of 135 on-site hours at the site. On-site hours are not documented/logged. On-site hours are not the same as direct contact hours. Students need to document direct client/patient clinical experiences on their electronic logs, which are submitted to the CSD Office at the **end of the session**. Direct contact hours include evaluation, treatment, and feedback meetings.

The practicum is completed following the NAU calendar dates and not when the student has achieved a specific number of direct contact hours. There is not a required number of direct client/patient hours required in the course.

Hours required in specific disorders, child/adult, and evaluation/treatment are regulated by three bodies: CSD/ASHA, the state of Arizona licensure, and the student’s specific state. CSD/ASHA requirements are delineated in the 2014 ASHA Standards and specific requirements are delineated on the student’s Program of Study and Daily Log (including Total Minutes and Summary form). Arizona Licensure requirements are delineated on the Synopsis of Arizona Licensure form. All students must meet the requirements on the Synopsis of Arizona Licensure form. A student’s state requirements are found on the ASHA website, [www.asha.org/advocacy/state/](http://www.asha.org/advocacy/state/).
CSD 602 Clinical Practicum in Speech-Language Pathology

It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.

See CSD Graduate Student Handbook for complete details.

GRADING AND CLINICAL PERFORMANCE PLANS

- The supervisor completes the Clinical Competency Evaluation at mid-session and end-of-session.
- If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the supervisor.
- The course instructor assigns the final grade. This is based on the CCE submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.
- If the student has more than 6 units of graduate work with a grade of “C” or below, the student cannot continue in the master’s program, regardless of the grade point average.
- A student receiving a grade of “C” or below in a clinical rotation must repeat the course, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program will be recommended to the Graduate College.
- A student receiving a grade of “C” or below in a clinical rotation will be placed on a Clinical Performance Plan, unless this is the student’s third grade of “C” or below, at which time the graduate college policy of dismissal from the graduate program will be recommended to the Graduate College. This Plan will be shared with the next supervisor.

See CSD Graduate Student Handbook > NAU Graduate College Policies > GPA Requirements and Course Repeat Policy for complete details.
DISMISSAL FROM A CLINICAL ROTATION

If the supervisor/course instructor deems that a student does not fulfill the “essential tasks of the job” and/or is not meeting the “standard of care” required to provide services, then the supervisor/course instructor may dismiss the student from the clinical rotation.

- It is recommended, but not required, that efforts are made to improve the student’s performance prior to the mid-session evaluation.
- Dismissal may take place at any time during the clinical rotation at the discretion of the supervisor.
- The earned grade at the time of dismissal will be submitted as the final grade.
- The student must comply with all other CSD policies, as designated in the CSD Graduate Student Handbook.

ABSENCES

If the student is unable to attend a session, the student is responsible for notifying the supervisor. The supervisor will determine the course of action. During times of highly contagious flu, the College of Health and Human Services encourages everyone not to expose others to flu-like symptoms. The supervisor will show consideration for absences taken due to flu.

DISABILITY RESOURCES

Services and accommodations are available at no cost to all NAU students. See their website for complete information: www.nau.edu/dr. For further details pertaining to eligibility, email DR@nau.edu, or call 928-523-8773. If eligibility is granted, the student will be provided with a letter that precisely states the terms of your accommodations. This letter is most effective when presented to the supervisor/instructor prior to the start of the course. If presented during the course, accommodations are provided only from the date following presentation of the letter. See CSD Graduate Student Handbook for details.

CALENDARS

- Registrar calendar: http://nau.edu/Registrar/Important-Dates/
- Graduate College calendar: http://nau.edu/GradCol/Deadlines/
- Extended Campus calendar: http://extended.nau.edu/Calendar.aspx
PROFESSIONALISM AND PROFESSIONAL LETTERS

- Professional interactions, with faculty, staff, student workers, peers, fellow students, clinical rotation site individuals, and third parties are required by the Communication Sciences and Disorders Department. This includes communication that is face to face, by phone, emails, texts, letters, and other forms of communication.
- Clinical Competency Evaluation form: [www.nau.edu/chhs/csd](http://www.nau.edu/chhs/csd) > Student Resources > forms > Clinical Competency Evaluation form.

If a student is not complying with professionalism, the advisor or course instructor may send the student a Professionalism Letter. The Professionalism Letter will copy this section from the CSD Graduate Student Handbook and will include a brief statement about the situation. The Professionalism Letter will be discussed at the next faculty meeting. Receiving a Professionalism Letter may impact your recommendation to an externship site and/or your recommendations to a future place of employment.

SYNOPSIS OF ARIZONA LICENSURE FORM

All students are required to complete this form. Even if you will not be practicing in Arizona, our department writes a letter to your state affirming that you have met our state requirements. This form provides the student with an excellent overview of the direct contact hours that they are accruing. Accrued hours are entered on this form after each session.

OFFICE OF CURRICULUM, LEARNING DESIGN, AND ACADEMIC ASSESSMENT (OCLDAA)

All forms are analyzed by the department’s OCLDAA representative following the conclusion of the course. The CSD Department submits an annual report to the Office of Curriculum, Learning Design, and Academic Assessment. CSD’s Report may be viewed on-line at the Office of Assessment website, [http://www4.nau.edu/assessment/](http://www4.nau.edu/assessment/). This report is annually emailed to all faculty, staff, and students.

CSD 602 GUIDELINES

Located on the CSD website: [www.nau.edu/chhs/csd](http://www.nau.edu/chhs/csd) > Student Resources > forms > 602 & 608 forms > CSD 602 Guidelines
Supervision
Northern Arizona University requests that each supervisor assess a student’s performance by using our “Clinical Competency Evaluation” form at the mid-session and at the end-of-session. We do not make any other requests, as we believe that the site should choose the tasks that they expect of the student. Direct supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants (Standard V-E).

On-site hours vs. Direct client/patient contact hours
The CSD Department follows the Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit). We refer to the time physically present at the site as “on-site” hours. On-site hours include meetings/lunches, etc. On-site hours are not documented/logged. Therefore, with regard to NAU Practica, since 1 unit of credit = a minimum of 45 on-site hours (per semester/session):

- Clinical Practicum (3 units of credit) = minimum of 135 on-site hours
- Some possibilities include:
  - over 15 weeks = minimum of 9 on-site hours/week
  - over 12 weeks = minimum of 11.25 on-site hours/week

On-site hours should not be confused with ASHA’s “direct client/patient contact” hours, which are documented/logged, electronically, by the student, and include evaluation, intervention, and feedback meetings. Report writing time is not included.

Items emailed to the supervisor at the start of the clinical rotation
- The course instructor emails the student: a Letter of Appreciation, the Syllabus, and the Clinical Competency Evaluation prior to the rotation. The student is to give these items to the supervisor prior to the start of the clinical rotation.
- The supervisor will receive, from the course instructor, after the session starts, the same Letter of Appreciation, the Syllabus, and the Clinical Competency Evaluation.

Achieving needed hours
- Students are not required to achieve a minimum number of hours, at a site, during any clinical rotation.
- Students do not need to acquire a certain number of “direct contact” hours before starting or completing a Clinical Practicum.
- Students need to advocate for themselves and make sure they are getting the hours that they need.
- Students need to have all of their hours by the conclusion of their Externship to meet the requirements of:
  - CSD/ASHA requirements as logged on the CSD Daily Logs form (some hours in each of the 9 major disorder areas of the Summary tab and a total of 400 hours, 25 which are observation)
  - Synopsis of AZ Licensure form (required by all students)
  - Any other specific requirements established by their particular state
CSD 602 Clinical Practicum in Speech-Language Pathology

- The student may only log hours during the NAU dates for the session listed on the first page of the syllabus.

Starting the clinical rotation
- The student must follow their Program of Study sequence with regard to completion of academic coursework prior to the clinical rotation.
- The student’s previous clinical rotation must be completed, a grade given, and posted on the transcript to begin the next rotation.
- Clinical rotation dates are designated on the syllabus.
- The student must be registered for the course to be at the site.
- The student must be registered for the course to log direct contact hours.
- Completion of the four foundational science courses.
  - Time extended for students completing a Summer 2014 Externship.
- Unofficial and official transcripts must be submitted to the advisor to record on the KASA.

Site expectations
- The student is to follow procedures as outlined by the supervisor. Site expectations differ.
- The student is not required to be at the site during NAU holidays, NAU cancelled school days, or when sick. The student still needs to meet the required number of physical on-site hours at the site, unless instructed differently by the supervisor. All schedule and time adjustments must be approved by the supervisor.

Grading
- The supervisor completes the Clinical Competency Evaluation at mid-session and end-of-session.
- If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the supervisor.
- The course instructor assigns the final grade. This is based on the CCE submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested CCE grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
- A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless the supervisor refuses to sign the hours. A Clinical Performance Plan will be developed by the course instructor. The Plan will be approved by the student. The Plan will be shared with the next supervisor.

Student submission of mid-session CCE
- The student is responsible for submitting the mid-session CCE to the CSD office.

Student submission of end-of-session required paperwork
CSD 602 Clinical Practicum in Speech-Language Pathology

- The student is responsible for submitting the end-of-session paperwork to the CSD office.
- Tracking may be used but is not necessary.

**Ending the clinical rotation**

- It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s paperwork is not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.

**Additional student information**

- The syllabus will be on Blackboard Learn before the start of the session. It states all of the requirements for your course. Follow the dates!
- All required forms are on the CSD website. Do not use old forms, as they will be returned to you.
- Always refer to the most recent information given to you by NAU.
- The student may have more than one site during a clinical rotation.
- The student may have more than one supervisor.
- (Summer-Only students) The two Practica may be at the same site.
- See the CSD Graduate Student Handbook for details regarding withdrawing from a clinical rotation and/or requesting to switch sites.
- See the CSD Graduate Student Handbook for details regarding dismissal from a clinical rotation.
- See the CSD Graduate Student Handbook for details regarding GPA Requirements and Course Repeat Policy.
- See CSD Graduate Student Handbook for details regarding Clinical Performance Plans.

Revised: December 16, 2013