

**San José State University**  
**Department of Communicative Disorders & Sciences**  
**EDSP 277-08, Advanced Clinical Practicum, Fall 2019**

**Course and Contact Information**

<b>Instructor:</b>	Pei-Tzu Tsai, Ph.D., CCC-SLP
<b>Office Location:</b>	Sweeney Hall 118D
<b>Telephone:</b>	(408) 924-3733
<b>Email:</b>	peitzu.tsai@sjsu.edu
<b>Office Hours:</b>	Thursday 1:00-3:00 PM; by appointment In office or via Zoom
<b>Class Days/Time:</b>	Thursdays 4:00 PM to 6:45 PM
<b>Classroom:</b>	Sweeney Hall 449

**Course Web Page and Messaging**

You are responsible for regularly checking your @sjsu.edu email and with the messaging system through [MySJSU](http://my.sjsu.edu) at <http://my.sjsu.edu> for clinic and course correspondence. We will be using the clinic's secure file sharing system, [Egnyte](https://mmccollum.egnyte.com), which can be accessed at <https://mmccollum.egnyte.com>. You will be provided a log in and password by the clinic director. Egnyte will be used to share Protected Health Information (PHI).

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the [Canvas learning management system](http://sjsu.instructure.com) course website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through Canvas to learn of any updates. Notification setting and email address can be edited under "Setting" on Canvas. [Canvas login instruction](http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html) is located at <http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html>.

**Course Description**

Supervised clinical experience with individuals with voice/fluency disorders and differences, leading to independence in providing assessment and intervention services. Students will be introduced to a variety of activities targeting skills in administering formal and information assessment, delivering individualized therapeutic plans, conducting individual and group sessions, providing client/family education, professional interaction, evidence-based practice and ethical conduct.

**Course Goals**

**Course Learning Outcomes (CLO)**

This course meets the American Speech-Language-Hearing Association (ASHA) 2014 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology IV-E (ethics), V-A (oral and written communication), V-B2 (intervention) in fluency/voice disorders and differences, and V-B3 (interaction and personal qualities).

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

**Professional Behaviors and interaction (ASHA Standard IV-E, V-B3)**

1. Adhere to the ASHA Code of Ethics and behave professionally.
2. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the client and relevant others.
3. Collaborate and interact with peers, supervisors and other professionals with respect in case management.
4. Provide counseling regarding speech-language disorders to clients and relevant others.

**Intervention (ASHA standards V-B2)**

5. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients'/patients' needs. Collaborate with clients and relevant others in the planning process.
6. Implement intervention plans (involve clients and relevant others in the intervention process).
7. Select or develop and use appropriate materials and instrumentation for prevention and intervention.
8. Measure and evaluate clients' performance and progress.
9. Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients.
10. Complete administrative and reporting functions necessary to support intervention.
11. Identify and refer clients/patients for services as appropriate.
12. Generate professional therapy reports.

**Required Texts/Readings**

- CDS Graduate Student Handbook (Part III)

**Other technology requirements / equipment / material**

Laptop and Internet access are required to complete this course. See Student Technology Resources below for available computer/laptop/device on campus.

- All readings and additional materials are available on [Canvas](https://sjsu.instructure.com) at <https://sjsu.instructure.com>
- All client reports are submitted and revised electronically via [Egnyte](https://mmccollum.egnyte.com) at <https://mmccollum.egnyte.com>
- All clock hours and performance evaluations documented on [Calipso](https://www.calipsoclient.com/sjsu) at <https://www.calipsoclient.com/sjsu>
- All weekly session feedback will be shared via a collaboration file, see email invitation.

**Library Liaison**

Suzie Bahmanyar, [suzie.bahmanyar@sjsu.edu](mailto:suzie.bahmanyar@sjsu.edu)

**Course Requirements and Assignments**

**Participation**

- **Departmental clinic meetings and volunteering:** Refer to information provided by the Director of Clinical Education.
- **Seminars:** Attend our weekly seminar per instruction. Students will also participate in self-evaluation and/or peer review activities.

- **Therapy:** Research, develop, implement, evaluate and improve therapy plans for assigned clients. Complete therapy sessions in a professional manner. If the client is absent, you are required to observe individual sessions, provide feedback and/or participate in the group session.
- **Switch day:** Be ready to conduct a session for a peer clinician anytime.
- **Collaboration:** Communicate with peers, supervisors, experts and other professionals regarding the management of the client, as appropriate. Before initiating a contact with other professionals, the clinician must receive approval from the supervisor and obtain necessary consent for releasing/receiving confidential information. Document all communication with other professionals in the client's file.
- **Client conference:** Conduct a client conference at the end of the semester to review therapy progress and recommendations. **Client conferences within the semester must be implemented only with the supervisor's approval.**

### Reports and Documentation

- **SOAP notes:** Due the same day as the session (by the end of **Thursday**).
- **Lesson plans for the next session:** Due the following day of the session (**Friday**).
- **Final therapy report (FTR):** You will submit the FTR in portions over the semester. See course schedule for specific due dates.
- **Contact log:** Document each significant contact with client/family in the client's chart.
- **Contact hours:** Document total contact/observation hours in Calipso.
- **Submission and filing:** Egnyte, Calipso and client folders, as instructed.

### Final Evaluation

Final evaluation will be delivered in written and verbal format to assess the overall clinical performance this semester.

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

### Grading Information

#### Determination of Grades

Refer to the Clinician Competencies evaluation form for detail. Grading is based on lesson plans, SOAP notes, clinical performance in sessions, and overall learning, preparation and participation in seminars and meetings.

**Breaches of confidentiality and unethical/unprofessional conducts will be considered grounds for failure of the clinic, regardless of merit.**

The student clinician will receive written/oral feedback on lesson plans and therapy sessions. There will be formal evaluations at the middle and end points of the semester and discussed in an individual meeting with the supervisor. Additional evaluation conferences will be scheduled throughout the semester as necessary, and may be initiated by either the supervisor or student clinician.

## Classroom and Clinic Protocol

**Clinic rules: Refer to your student handbook. All rules of the center are to be adhered to strictly.**

- **Dress code:** Please dress in a professional manner for your sessions – no jeans, no jean-like pants, no shorts, no crop tops, no low-cut shirts, no tank tops, no open toed shoes, no sneakers. Tattoos are to be covered as much as possible.
  - If you show up for a session in non-professional attire, you will be asked to return home immediately and change into more appropriate dress. If this results in a missed session, you will be responsible for re-scheduling the session.
- **Absence:** Refer to your All Clinic Meeting notes for details. A student clinician absent from a therapy session must:
  - Call the client before therapy and cancel the appointment.
  - Call the center and inform the supervisor of the cancelled appointment.
  - Inform the supervisor when the client will not be attending therapy.
  - Plan make-up sessions for missed therapy. Be sure to consult with supervisor.
  - **Any unexcused/un-notified clinician absence is considered unprofessional.**
  - Any excessive absences on the part of the client should be reported to the supervisor. Two consecutive un-notified absences may lead to termination of therapy for that client.
- **Communication with client/family/other professionals:** Obtain and document consent from the client before leaving protected health information in voice messages (see Calling script on Canvas). Obtain and document consent from client or guardian to release/receive protected health information before contacting other professionals/family members.
- **Clinic space and materials:** Sign in and out keys and materials as instructed. Familiarize with procedures related to DC, file room, observation room, and designated clinic rooms.

### Section rules:

- Student clinicians should strictly **follow the instructions when using professional equipment and software programs.**
- Student clinicians should take the initiative in discussing your learning style with the supervisor early in the semester to optimize your clinical learning experience.
- Student clinicians are expected to research their questions for discussions, rather than asking directly for answers from the supervisor.
- Student clinicians are encouraged to bring up ideas, questions and discussions in a professional and open manner, and can expect the supervisor to do the same.
- **Observe religious holidays:** Inform me of your absence **before the add deadline or three days before the absence, whichever is earlier**, to make any necessary arrangement.
- **Accommodations for disabilities:** Inform me of the necessary accommodations with documentation from [Accessible Education Center](http://www.sjsu.edu/aec/) at <http://www.sjsu.edu/aec/> in a timely manner (see Campus Policy in Compliance with the American Disabilities Act below).

## University Policies

Per University Policy S16-9 (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant information to all courses, such as academic integrity, accommodations, dropping and adding, consent for recording of class, etc. is available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/> Make sure to review these university policies and resources with students.

## **College and Departmental Policies**

### **HIPPA Policy**

Students will be considered members of the clinic workforce under regulations established by the Health Insurance Portability and Accountability Act (HIPAA). Students will receive instruction in following HIPAA policies and will be required to adhere to these policies.

### **Confidentiality**

All clients have the right to confidentiality. Students are not to discuss cases outside of the Communicative Disorders & Sciences Clinic or in public access areas within CDS (e.g., restrooms, hallways, observation booths, etc.). Known violations of confidentiality will result in a stern reprimand. Serious and/or repeated violations will warrant referral to the Chair of the Communicative Disorders & Sciences Department for disciplinary action.

## EDSP 277-08, Advanced Clinical Practicum, Fall 2019, Course Schedule

*The agenda is subject to change with advance notice in class and on Canvas.*

Week	Date	Weekly Seminar (4pm)	Clinic (5/6pm)	Due (11:59pm)
1	8/22	Syllabus, Crash Course	(Pre-clinic training)	
2	8/29	Crash Course	(Pre-clinic training)	
3	9/5	Crash Course	(Pre-clinic training)	1 <sup>st</sup> LP due 9/6
4	9/12	Case report	Evaluation	
5	9/19	Baseline	Baseline/Tx	
6	9/26	Therapy plan	Tx	FTR (Case Hx, Ax)
7	10/3	Tx/data collection	Tx	FTR (goals, objectives, rationale and baseline)
8	10/10	Functional task	Tx	
9	10/17	<b>Mid-term evaluation</b>	Tx	
10	10/24	Therapy progress	Tx	
11	10/31	FTR writing	Tx	FTR (draft)
12	11/7	FTR peer edit	Tx	FTR (revision)
13	11/14	Therapy progress	Tx, post-Ax	FTR (final)
14	11/21	FTR signature, counseling/rehearsal, chart verification	Client conference, home program, recommendation form	Client folder completion
15	11/28	<i>Thanksgiving</i>	<i>No clinic</i>	
16	12/5		Flex date	
Final	12/12	Final Evaluation		