

**San José State University**  
**Department of Communicative Disorders & Sciences**  
**EDSP 278- Clinical Management in an External Setting**  
**Sections 1 and 2, Fall 2015**

**Course and Contact Information**

**Instructor:** Marcella McCollum, MA, CCC-SLP  
**Office Location:** SH 115  
**Telephone:** (408) 924-3688  
**Email:** Marcella.mccollum@sjsu.edu  
**Office Hours:** (9/23, 10/21, 12/2 4-5PM and by appointment)

**Class Days/Time:**

9/23/2015: 5:00-7:00 Introductions, Q&A, check in and plan for site visits  
10/21/2015: 5:00-7:00 pm: case presentations  
12/2/2105: 5:00-7:00 pm: Procedures for license, & CCC

**Classroom:** On-Site with seminars on campus (tentatively in SH 107)

**Prerequisites:**

1. Completion of undergraduate and first year graduate clinical practica including EDAU 177, EDAU 277, EDSP 277 and EDSP 276.
2. Completion and/or concurrent enrollment in all academic courses in the major or consent of the instructor

**Course Format**

*This is a field-based experience. All students are expected to meet on campus four times in the semester.*

**Course Description**

*This course is designed to provide second year graduate students with a field experience in a non public school setting. The external field placement allows student clinicians to obtain needed clock hours in the diagnosis and treatment of adults and/or children demonstrating a broad spectrum of communication disorders among culturally and linguistically diverse populations and diverse settings. The goal of the supervised clinical experience is to prepare graduate student clinicians to become independent, competent speech-language pathologists.*

**Course Content Learning Outcomes**

**1. The student shall demonstrate the ability to accurately observe and assess communicative behavior of their clients.**

Specifically, the student shall:

1. Demonstrate the ability to select appropriate diagnostic tools for each client.
2. Demonstrate the ability to administer and score test instruments used.
3. Demonstrate the ability to objectively and accurately observe client's behavior.

4. Demonstrate the ability to formulate appropriate recommendations based on assessment results.  
**2. The student shall demonstrate the ability to design a service plan aligned with specific criteria to measure the progress of individually assigned clients.**

Specifically, the student clinician shall:

1. Demonstrate knowledge of theoretical constructs of the disorder(s).
2. Demonstrate the ability to plan appropriate therapeutic objectives for assigned clients.
3. Demonstrate the ability to plan appropriate meaningful procedures and techniques for assigned clients.
4. Demonstrate the ability to organize and structure objectives and procedures.

**3. The student shall demonstrate the ability to conduct therapy of the assigned clients who exhibit language and/or articulation disorders.**

Specifically, the student shall:

1. Demonstrate the ability to establish and maintain a positive clinician/client interaction
2. Demonstrate the ability to write session objectives which are performance and criterion based.
3. Demonstrate the ability to use therapeutic techniques and materials appropriate to the objectives.
4. Demonstrate the ability to select and use therapy materials and reinforcers, which are motivating and stimulating to the client.

**4. The student shall demonstrate the ability to evaluate stated objectives for the service delivery program methods and materials.**

Specifically, the student shall:

1. Demonstrate the ability to objectively evaluate each session.
2. Demonstrate the ability to accurately evaluate progress of the clients according to the established behavioral objectives.
3. Demonstrate the ability to objectively evaluate skills of self in the therapeutic setting.
4. Demonstrate the ability to seek appropriate information/guidance.

**5. The student will demonstrate the ability to evaluate and report the results of the objectives of the service delivery program.**

Specifically, the student shall:

1. Demonstrate the ability to write reports in accordance with appropriate standards.
2. Demonstrate the ability to conduct parent and staff conferences.
3. Demonstrate the ability to keep efficient clinical records.

**6. The student will demonstrate the ability to administer and manage a speech-language workload in a non-public school setting.**

**7. The student will demonstrate an understanding of, and sensitivity to, multicultural issues when making decisions about speech and language therapy in a diverse society.**

**8. The student will demonstrate skills in oral and written or other forms of communication sufficient for entry into professional practice.**

**9. The student will communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the client/patient, family, caregivers, and relevant others.**

**10. The student will collaborate with other professionals in case management.**

**11. The student will adhere to the ASHA Code of Ethics and behave professionally.**

## **Required Texts/Readings**

### **Textbook**

*As assigned by site.*

### **Other equipment / material requirements**

*As required by site.*

## **Course Requirements and Assignments**

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

## **Classroom (Site) Protocol**

1. The student will arrange a schedule with the master clinician in the assigned setting.
2. The student will inform university supervisor of the schedule by the end of the first week, and will notify the university supervisor of all schedule changes during the semester. Please submit this information by email.
3. The student will submit written reports and plans to the master clinician as required by the master clinician.
4. The student will notify the master clinician to report absences before 8:00 AM. The university supervisor must also be notified of all absences by email. If the student will be absent on a scheduled visit, the university supervisor must be notified before 8:00 AM. Should this unfortunate incident occur, please call the main office (924-3688) AND send an email messages to Marcella.Mccollum@sjsu.edu. However, 100% attendance is the goal for this experience. Excessive (more than 2 days) or unexcused (non-emergency related) absences will affect your evaluation negatively.
5. The student will review performance with the university supervisor during the visit when time permits. If not, comments will be discussed with the on-site supervisor.
6. On the day the visit the student must provide the supervisor with WRITTEN LESSON PLANS for each client/patient scheduled during the visit. These plans must include the objectives for each client/patient for each lesson taught during the visit. This must be done, even if your site does not require lesson plans (inpatient hospital is the one exception).
7. Notify the university supervisor in the event of problems. The procedure is outlined below:
  - Step 1: Try to work it out with your on-site supervisor
  - Step 2: Notify university supervisor if the two of you cannot solve the problem.
  - Step 3: University supervisor will contact on-site supervisor to discuss issues and negotiate solutions.
  - Step 4: Both supervisor and student will develop plans to modify the situation.
  - Step 5: The university supervisor will make follow-up visits to evaluate progress.
  - Step 6: If all attempts fail, or if the situation is judged unchangeable, the student may be reassigned either in the present or successive semester.

## **Grading Policy**

### ***Assignments and Grading Policy***

#### ***REQUIREMENTS***

1. Obtain a minimum of 150 hours of direct contact with clients/patients and their family members. Please note that the 150 hours requirement is a minimum; most students accrue many more. You may NOT end your experience if you reach the hours minimum before the end of the semester. You may NOT ask your supervisor for time off upon reaching the minimum hour requirement.
2. Observation of other professionals as directed by the site supervisor.
3. Attendance at staff meetings as directed by the site supervisor.
4. Completion of paperwork, as directed by, reviewed and co-signed by the site supervisor.
5. Completion of projects as assigned by the site supervisor.
6. Conduct yourself professionally.
7. Follow the rules and regulations established by the facility.
8. Attend assigned sites. Excessive absence (more than 2 absences for any reason) may result in a grade of NC for the course.

9. Attend meetings on campus or virtually with university supervisor. These meetings are mandatory. Mandatory dates are listed on page 1.

10. Complete a project at your assigned site. The site can choose- if not, you may create one.

## **GRADING CRITERIA**

This is a credit/no credit course.

As each site is different in its requirements, the specifics of grading will vary from site to site.

The evaluation for grading is based on:

1. Evaluation by the master clinician.
2. Observation by the university supervisor.
3. Reports from other site personnel.
4. Written reports and plans submitted.

### **Lesson Plans and SOAP notes as needed - based upon:**

- selection of appropriate objectives
- objective stated in measurable terms
- procedures and materials appropriate for attaining stated objectives
- establishing appropriate criterion
- promptness in submitting lesson plans

### **Observations of actual work with clients and in the work setting - based upon:**

- ability to perform in a professional manner
- ability to open and close sessions
- ability to use therapy materials effectively
- ability to effectively utilize allotted time
- ability to use behavior controls during therapy sessions
- ability to apply theoretical knowledge to individual client's needs
- ability to motivate client
- overall attitude
- personal characteristics such as professionalism, timeliness, honesty, communication skills, willingness to take input, willingness to work as a team.
- ability to collect data
- rapport with client

**\*\*Final Report/Evaluation- primary source of grade**

- Attendance at all mandatory clinic meetings and timely submission of the assignments.
- Breaches of confidentiality will be considered grounds for failure of the clinic, regardless of merit.

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

Note that “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

## **Classroom Protocol**

*All students are expected to arrive at their site with sufficient time to prepare and be ready to learn by the assigned start time. Students should not ask to leave early from their site unless it is for a pre-arranged seminar/event (ASHA, monthly seminars, etc). Cell phones are not to be present, pulled out, or otherwise visible outside of personal lunch time, or before/after set externship times. Students are expected to be courteous, respectful and appreciative of the great amount of time that each of our supervisors have committed to your learning.*

## **University Policies**

### **General Expectations, Rights and Responsibilities of the Student**

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. See [University Policy S90–5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf>. More detailed information on a variety of related topics is available in the [SJSU catalog](http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html), at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
  - It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
  - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.

- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

### **Academic integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

### **Accommodation to Students' Religious Holidays**

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

### **SJSU Peer Connections**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide

variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

### **SJSU Writing Center (Optional)**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to



scan this code.)

### **SJSU Counseling Services (Optional)**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

# EDSP 278 / Clinical Management in an External Setting, Fall 2015

## Course Schedule

*This schedule is subject to change.*

*All changes will be sent out via email and/or announced at seminars.*

### Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	8/24	Begin Externships
2		On Site at Externship
3		On Site at Externship
4		On Site at Externship
5	9/23	On Site at Externship/ON-CAMPUS SEMINAR
6		On Site at Externship
7		On Site at Externship
8		On Site at Externship
9	10/21	On Site at Externship/ON-CAMPUS SEMINAR-CASE PRESENTATIONS
10		On Site at Externship
11		On Site at Externship
12		On Site at Externship
13		On Site at Externship
14		On Site at Externship
15	12/2	On Site at Externship/ON-CAMPUS SEMINAR
16		On Site at Externship