

San José State University
College of Education/ Department of Communicative Disorders & Sciences
EDSP 278- Clinical Management in an External Setting
Spring Semester
Sections 1, 2 and 3 Spring 2018

I. COURSE INFORMATION

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| Instructors: | Anita Schaack, MS, CCC-SLP | Carol Zepecki, Ed.D., CCC-SLP |
| Office: | Sweeney Hall 438 | Sweeney Hall 118C |
| Phone: | 408-924-3665 (Office) | 408-398-1575 |
| Email: | Anita.schaack@sjsu.edu | carol.zepecki@sjsu.edu |
| | Email is the best way to contact us; we will attempt to respond to all emails within 48 business hours | |
| Office Hours: | By appointment only | Monday 1-2 and Tuesday 3-4 |
| Class Days/Times | School sites: Mondays through Fridays. SJSU Seminars: Please see calendar below. | |
| | Monday January 29 th | 4-5 PM: |
| | Monday February 19 th | 5-6 PM: |
| | Tuesday March 13 th | 3-4 PM |
| | Monday April 16 th | 5-6 PM |
| Seminar Location | Monday January 29 th , February 19 th , and April 16 th – SH 412 Tuesday March 16 th – SH 431 | |

The following health and safety items are required for Student Teaching (EDSP 269) and Externship (EDSP 278):

1. TB clearance within the past year (available at Health Services). Some sites require a 2-step test; they will let you know.
2. Hepatitis B vaccine (it's ok if you haven't finished the series by the time you start)
3. CPR certification
4. Basic Physical Exam (available at Health Services).
5. Supervisors expect you to have completed these items prior to starting.

Please come to the initial seminar with a copy of or access to the Syllabus and Handbook

Prerequisites:

Completion of EDSP 277, EDSP 276, EDSP 220, EDSP 254, EDSP 265, EDSP 260, or instructor permission.

Course Format

This is a field-based experience that involves either daily attendance at an assigned site, or a schedule determined by the assigned site. All students are expected to meet on campus four times in the semester.

Laptop, Internet access and software are required to complete this course.

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Learning Management System course login website](http://sjsu.instructure.com) at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through [MySJSU](http://my.sjsu.edu) at <http://my.sjsu.edu> (or other communication system as indicated by the instructor) to learn of any updates.

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 Learning Outcomes

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

1. Identify and demonstrate appropriate personal and ethical professional conduct, equity and social justice, reflective practice, and the unconscious expectation of academic excellence through professional presentation of self, honesty, fairness, responsibility, compassion, and valuing diversity, collaboration, and collegiality. (ASHA Standards IV-A-C, G)
2. Plan, conduct, and evaluate diagnostic procedures for speech-language disorders. (ASHA Standard IV-D)
3. Plan, conduct, and evaluate individual and group intervention procedures for speech-language disorders. (ASHA Standard IV-D)
4. Collaborate with other professionals in case management of their clients. (ASHA Standards IV-E-G)
5. Write reports and progress notes. (ASHA Standard V-A)
6. Demonstrate the ability to administer and manage a speech-language program in a non-public school setting. (ASHA Standard IV-C-D, V-A)
7. Interact with other professionals in a collegial and productive manner. (ASHA Standards IV-D, V-A)

ASHA STANDARDS

This course meets the following Standards for the Certification of Clinical Competence: (2016):

- Standard IV-A: The applicant must have demonstrated knowledge of the biological sciences, physical sciences, statistics, and the social/behavioral sciences. (CLO 1, 5)
- Standard IV-B: The applicant must have demonstrated knowledge of basic human communication and swallowing processes, including the appropriate biological, neurological, acoustic psychological, developmental, and linguistic and cultural bases. The applicant must have demonstrated the ability to integrate information pertaining to normal and abnormal human development across the lifespan. (CLO 1, 2)
- Standard IV-C: The applicant must have demonstrated 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 of study ((1) articulation, (2) fluency, (3) voice and resonance, (4) receptive and expressive language in speaking, listening, reading and writing, (5) hearing and the impact on speech and language, (6) swallowing, (7) cognitive aspects of communication, (8) social aspects of communication, (augmentative and alternative communication modalities. (CLO 1, 7)

- Standard IV-D: For each of the areas specified in Standard IV-C, the applicant must have demonstrated 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. (CLO 2, 3, 4, 7, 8)
- Standard IV-E: The applicant must have demonstrated knowledge of standards of ethical conduct. (CLO 4)
- Standard IV-F: The applicant must have demonstrated knowledge of processes used in research and of the integration of research principles into evidence-based clinical practice. (CLO 4 -6)
- Standard IV-G The applicant must have demonstrated knowledge of contemporary professional issues. (CLO 4,6)
- Standard V-A: The applicant must have demonstrated skills in oral and written or other forms of communication sufficient for entry into professional practice. (CLO 5, 7, 8)
- Standard V-B: The applicant for certification must have completed a program of study that includes experiences sufficient in breadth and depth to achieve the following skills outcomes; evaluation, intervention, interaction and personal qualities. (CLO 6, 8)

Dispositions for Student Externship

Graduates from SJSU Communicative Disorders & Sciences Department will evidence a professional and personal commitment to ethical conduct, equity and social justice, reflective practice, and the “unconscious expectation of academic excellence.” Professional dispositions are evidenced as follows:

- Commitment to ethical conduct: candidates demonstrate professional presentation of self, honesty, fairness, responsibility, compassion, collaboration, and collegiality.
- Commitment to equity and social justice: candidates recognize and oppose social injustice in themselves, their institutions and professional environment.
- Commitment to reflective practice: candidates systematically and regularly reflect on their practice with an aim to continuous improvement.
- Commitment to the belief that every person can learn to use his/her mind well: candidates value diversity and accept responsibility to facilitate learning for all students.

Required Texts/Readings

As assigned by site

Course Requirements and Assignments

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.

Assignments

See the attached Course Schedule for dates and Assignment Description for specific instructions/rubrics.

- Daily attendance and punctuality at assigned sites. Excessive and/or repeated absences (more than 2) may result in a B- or lower for the practicum, resulting in NC for the course.
 - Obtain a minimum of 150 hours of direct contact with clients/patients and their family members. Please note: the 150 hours requirement is a minimum; most students accrue many more. You

may NOT end your experience if you reach the hour's minimum before the end of the semester. You may NOT ask your supervisor for time off upon reaching the minimum hour requirement.

- Completion of paperwork, as directed by, reviewed and co-signed by the site supervisor.
 - Completion of projects as assigned by the site supervisor.
 - Observation of other professionals as directed by the site supervisor.
 - Conduct yourself professionally.
 - Follow the rules and regulations established by the facility.
 - Complete a project at your assigned site. The site can choose- if not, you may create one.
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- Participation in seminars in person or via skype. Please see calendar below for dates. Please arrive early to begin promptly at the designated times listed below.
 - Weekly reflections emailed to your SJSU supervisor summarizing activities of the week, questions, and other thoughts pertinent to your placement by Friday evening each week.
 - Reflections on Medical Placement videos (3). This should include a brief summary of some points that you considered important. See link and due date in the course calendar (1-2 paragraphs in length)
 - Reflections on Professional Issues video. This should include a brief summary of some points that you considered important and your view of this information for your externship placement and your future as a SLP. See link and due date in the course calendar. (1-2 pages in length)
 - Midterm and Final Evaluation rubric (Clinical Competencies form) completed by site Supervisor
 - <https://drive.google.com/file/d/0BwKWtFw3dDV5YnVlaFN0WmFDeDA/view?usp=sharing>
 - Completion of required forms. See Addendum A for due dates for each. Submit all documents (Record of Clinical Supervised Experience (hours), Copy of CCC and License, and Final Grade) via Canvas.

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. (Work schedule and information form), and will notify the university supervisor of all schedule changes during the semester.
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 before 8:00 AM. Should this unfortunate incident occur, please send an email to Anita Schaack. 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 of 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

Your letter grade is based on the following scale.

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|----|-------------|---|-------------|----|------------|
| A+ | 100% to 98% | A | 97% to 94% | A- | 93% to 90% |
| B+ | 89% to 87% | B | 86% to 84% | B- | 83% to 80% |
| C+ | 79% to 77% | C | 76% to 74% | C- | 73% to 70% |
| D | 69% to 60% | F | 59% & below | | |

The evaluation for grading is based on the following:

1. Observations from site supervisor via midterm and final rubric (75%)
2. Observations by the university supervisor (5%)
3. Participation at monthly seminars/Case Presentation (5%)
4. Weekly reflections (5%)
5. Video Reflections (5%)
6. Submission of all paperwork (Forms) in a timely fashion, according to the guidelines of the site and SJSU supervisor (5%)

Absences from your placement and/or seminar are permissible in cases of documented illnesses and/or emergencies. For illnesses, documentation must be in the form of a written note from your personal physician. For personal or family-related emergencies, an appropriate verification of the absence will be required. Documentation must be procured within one week of the missed session/seminar.

NOTE that [University policy F69-24 at http://www.sjsu.edu/senate/docs/F69-24.pdf](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 at http://www.sjsu.edu/senate/docs/F13-1.pdf](http://www.sjsu.edu/senate/docs/F13-1.pdf) for more details.

Grade Appeals: Grade appeals must be a written argument substantiated with evidence and citations (if necessary). Grade appeals are due one week from when the assignment is returned.

Incomplete Work: The symbol "I" (Incomplete Authorized) indicates that a portion of required course work has not been completed and evaluated in the prescribed time period due to unforeseen, but fully justified, reasons and that there is still a possibility of earning credit. The student must not re-enroll in the course. It is the responsibility of the student to bring pertinent information to the instructor and to reach agreement on the means by which the remaining course requirements will be satisfied. A final grade is assigned when the work agreed upon has been completed and evaluated.

A notation of “Incomplete” may be given in lieu of a final grade to a student who has carried a passing grade for a Externship, EDSP 278, Spring 2018

significant part of the course but, because of illness or other unusual and substantiated cause beyond the student's control, has been unable to take or complete the final examination or some other limited amount of term work. An incomplete is not given unless the student can prove to the instructor that he/she was prevented from completing course requirements for just cause as indicated above, and is not assigned on the basis of poor academic performance.

Remediation: Please refer to the Handbook for this course regarding remediation procedures.

More guidelines on grading information and class attendance can be found from the following two university policies:

- University [Syllabus Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>)
- University [Attendance and Participation policy F15-12](http://www.sjsu.edu/senate/docs/F15-12.pdf) (<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

II. University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be 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/>"

III. COLLEGE AND DEPARTMENTAL POLICIES

COE Vision Statement

The Lurie College of Education at San José State University is a professional community of students, faculty, and staff engaged in supportive partnerships to serve a community of culturally diverse children, youth and families by pursuing scholarly and reflective inquiry, promoting, enhancing and increasing access to a quality, lifelong education. Faculty, staff, and graduates are compassionate professionals who interact in ethical ways and are mindful of our roles and responsibilities in a democratic society.

COE Mission Statements

The mission of the Lurie College of Education is to prepare educators who will enhance the quality of education for all students in our culturally diverse, technologically complex world.

Our basic values:

- Respect and appreciation for diversity
- Promotion of equity and access to quality education
- Excellence through scholarly activity and reflective professional practice
- Continual professional and personal growth
- Ethical, collegial, and humane interpersonal relationships as a basis for community

CD&S Department Vision Statement

Utilizing faculty expertise, the Department of Communicative Disorders and Sciences will be known for its rigorous education, innovative models of clinical preparation, scientific contributions, and a resource for professional development in service to our increasingly diverse community.

CD&S Department Mission Statement

The Mission of the Department of Communicative Disorders and Sciences is to provide rigorous academic and clinical preparation to students seeking careers working with individuals with communication disorders, and their families. We are guided by a commitment to scholarly research and principles of evidence-based practice. Our graduates will adhere to the highest ethical standards in serving the needs of our culturally and linguistically diverse community.

HIPPA / FERPA Policy

Students will be considered members of the clinic / school workforce under regulations established by the Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA).

Students will adhere to these policies in all situations.

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 CD&S (e.g., restrooms, hallways, observation booths, elevators, teachers' lounges, 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.

Grievances

When a dispute arises between a student and faculty member regarding a grade, academic honesty, academic freedom, mistreatment, or another matter, the student's first responsibility is to arrange an appointment with the faculty member to discuss the issue. If mutual satisfaction is not reached in this manner, the next step is to arrange an appointment with the CD&S Department Chair who will work to resolve the dispute. Should the Department Chair be unsuccessful in attempts to mediate, a set of policies and procedures have been implemented by the Lurie College of Education (LCOE) to successfully resolve such issues. These [student dispute policies](#) are available on the LCOE website: <http://www.sjsu.edu/education/docs/StudentDisputes.pdf>.

The Department of Communicative Disorders and Sciences at SJSU expects students to follow the grievance policies and procedures of the Department, LCOE, and SJSU. If concerns still exist, students may contact the Council on Academic Accreditation at the ASHA Action Center (1-800-498-2071). Further information may be found on the [ASHA website](http://www.asha.org) (www.asha.org) under the ASHA Procedures of Complaints against Graduate Education Programs document. Chapter 4 includes specific information regarding academic grievance.

EDSP 278 / Clinical Management in an External Setting, Spring 2018 Course Schedule

This schedule is subject to change.

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

| Week | Date | Topics, Readings, Assignments, Deadlines |
|------|------|---|
| 1 | 1/29 | 5-6 PM INITIAL ON CAMPUS EXTERNSHIP MEETING Topic: Syllabus/assignment review; review of externship and supervision requirements; review of code of ethics and professionalism. |
| 2 | | On Site at Externship |
| 3 | 2/12 | On Site at Externship Video Reflection Assignment Due posted to canvas – see links below: <ul style="list-style-type: none"> • Medical Placements Part I: https://youtu.be/gm5OSHUMMqQ Anita Schaack – Hospital and clinic terminology • Medical Placements Part II: • https://youtu.be/E_4_J1vsLY Anita Schaack – more hospitals and clinics • Day in Life of SLP in Hospital: https://youtu.be/uaPyUDy__dk |
| 4 | 2/19 | On Site at Externship On Site at Externship 5-6 PM ON-CAMPUS SEMINAR Topic: Clinical hours: what counts and tracking; Q and A; scheduling site visits |
| 5 | | On Site at Externship |
| 6 | | On Site at Externship |
| 7 | | On Site at Externship/ |
| 8 | 3/13 | On Site at Externship 3-4 PM ON-CAMPUS SEMINAR Combined with 269. Topic: Interview Questions/How to compare salaries/Questions to |
| 9 | | On Site at Externship |
| 10 | | On Site at Externship |
| 11 | | On Site at Externship |
| 12 | | On Site at Externship |

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|----|------|--|
| 13 | 4/16 | On Site at Externship 5-6 PM ON-CAMPUS SEMINAR Topic: Case Presentation Assignment – each student will orally present a client to the class, followed by Q and A |
| 14 | | On Site at Externship |
| 15 | 5/2 | On Site at Externship – Video Reflection Assignment Due posted to canvas – see link below: Interviews and resumes: https://youtu.be/ESVtK2Ihzipk |
| 16 | | On Site at Externship |

Appendix A: Forms to complete for Clinical Externship

| Form | To be completed by | Submit to | Submit on |
|---|---------------------------|---|---|
| Practicum Commitment Form | Student & Site Supervisor | SJSU Supervisor | One week after start date |
| Work Schedule and Information Form | Student | SJSU Supervisor | One week after start date |
| Clinical Hours Tracking Form | Student | SJSU Supervisor after Site Supervisor endorsement | Within 1 week of completing practicum |
| Record of Supervised Clinical Experience | Student | SJSU Supervisor after Site Supervisor endorsement | Within 1 week of completing practicum |
| Clinician Competencies Form (Midterm evaluation and Final evaluation) | Site Supervisor | SJSU Supervisor after student endorsement | At Midterm and Within 1 week of completing practicum* |
| Student Evaluation of Site/Supervisor Form | Student | SJSU Supervisor | Within 1 week of completing practicum |

*Final Must be completed by 5/21 in order for SJSU Supervisor to enter grade.