University of South Florida Sarasota-Manatee
Language, Speech & Hearing Sciences post-baccalaureate online course sequence
Program website: www.sarasota.usf.edu/lsh

**Syllabus**
SPA 4510 Clinical Methods
ONLINE (3 credits) Fall 2014
Note: This is a 15-week course

**Instructor:** Stephanie Karidas, Ph.D., CCC-SLP
**Voice mail:** 941-359-4326
**Office:** USF Sarasota-Manatee, College of Arts & Sciences, SMC B212
**Office hours:** By appointment
**Email:** skaridas@sar.usf.edu (email is the best way to contact me)

**This course is using the new on-line teaching program Canvas. Please follow the directions below to access Canvas**

**How to access Canvas:**
1. Go to my.usf.edu and log in with your Net-ID and password.
2. Click the “Canvas” button on the top of the page.

**Need help?**

*The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.*

*Additionally, CANVAS tutorials can be found in the Student Quickstart Guide at http://guides.instructure.com/m/8470*

**If you require technical assistance, please contact the USF Help Desk:**

E-mail us at help-ac@usf.edu Or call 813-974-1222 or 1-866-974-1222.

**Be sure to check your USF email daily for class announcements.**

**How to log in to your USF email:**
1. Log in at my.usf.edu
2. Click on the top link: Email
3. This will take you to your USF mail.

**If you do not want to use the USF email account, you will need to forward the account to the one you check regularly. You can do this by following these instructions:**
1. Log in to your USF email account
2. Click on the little gear in the right hand corner and go down to click on “Settings”
3. On the top of that window you will see several different options. Choose “Forwarding and POP/IMAP”
4. At the top you will see a button that says “Add a forwarding address”
5. Click that button and follow the on-screen instructions

**PROGRAM MISSION STATEMENT**
The mission of the LSH post-baccalaureate online course sequence is to prepare students with degrees in other fields to apply for Masters Degree programs in speech-language pathology. This preparation includes the acquisition of foundational concepts of language, speech, and hearing sciences as well as the advancement of critical thinking and problem-solving skills that will serve students both in graduate school and as future speech-language pathologists.

**COURSE DESCRIPTION AND OBJECTIVES**
The purpose of this course is to introduce the undergraduate student to the fundamental skills and knowledge needed prior to beginning clinical work in speech-language pathology or audiology. Professional and ethical issues, principles of assessment and intervention, and interviewing skills are included in the course.

At the conclusion of this course, students will be able to:

1. Discuss critical professional issues in our field, including public policies, issues of cultural and linguistic diversity, and service delivery models in speech-language pathology and audiology;
2. Demonstrate a set of interviewing micro skills, including active listening, appropriate question-asking, selective feedback techniques, the appropriate use of silence, acknowledgment, and verbal encouragers, and awareness of body postures;
3. Demonstrate language sampling procedures and analysis;
4. Discuss intervention procedures such as clinician directed approaches, client-centered approaches, and hybrid approaches;
5. Define and use assessment terms and data necessary for understanding assessment principles and techniques in speech-language pathology and audiology.

This course will also assist the student to achieve the acquisition of skills and knowledge that are required by the American Speech-Language-Hearing Association (ASHA) to receive the Certificate of Clinical Competence (CCC).

Specifically, the following KASA Standards will be addressed:

- (SLP) Standard III D: Process knowledge of the principle methods of prevention and assessment for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates of the disorders
- (SLP) Standard III F: Demonstrate knowledge of processes used in research and the integration of research principles into evidence-based clinical practice
- (SLP) Standard IV G3: Adhere to the ASHA Code of Ethics to behave professionally
- (SLP) Standard IV Gb: Collect case history information and integrate information from clients/patients, family, caregivers, teachers, relevant others, and other professionals
• (SLP) Standard IV Gc: Select and administer appropriate evaluation procedures, such as behavioral observations, non-standardized and standardized tests, and instrumental procedures.
• (AUD) Standard IV-B1: Knowledge of professional codes and ethics and credentialing
• (AUD) Standard IV-B20: Laws, regulations, policies and management practices relating to the profession of audiology

These standards will be achieved through a combination of lecture presentations (on Canvas), live online labs (via Elluminate), assigned readings, and other assignments. Your progress toward these goals will be measured by your performance on assignments, quizzes, and tests.

REQUIRED TEXTBOOK AND OTHER MATERIALS

-Subscription to website: Master Clinician Network TM (masterclinician.org)
An annual subscription fee is required to access this resource site.
-YouTube account to upload your video assignment

Additional readings will be assigned during the semester. These will be available for download online.

TECHNOLOGY REQUIREMENTS
• Reliable, daily Internet connection: high speed connection (DSL/cable) is highly recommended.
• Access to a scanner or digital camera to submit hand-written assignments
• Access to a digital camera (computer, laptop, other) to create and upload a video for the oral mechanism examination assignment.
• Active USF NetID. For help, go to http://it.usf.edu/services/netid

E-MAIL PROCEDURES
Always email me through Canvas. This way I will know what class you are emailing about. When you email me, please allow 48 hours for a response. ALWAYS include a subject and make it as clear as possible as to what your email is about. In case of an urgent issue, please put the word URGENT in the subject so that I can try to answer it faster.

COURSE FORMAT
This course is 100% online and is designed to be an interactive experience. Course material will be presented in an asynchronous (own your own) format and includes reading, assignments, lectures and supplementary materials that will be posted on Canvas. Lectures are intended to clarify reading and highlight important concepts, with some opportunity to practice on your own.
DUE DATES
The class schedule (see Tentative Course Outline on next page) is based on a Friday-Friday week. Unless otherwise specified, all work is due (must be posted in Canvas) by 11:59 pm EST on Friday at the end of the given week.

Penalty for late submissions and incorrect format: Any assignment submitted past 11:59 PM EST on the due date indicated will be penalized 1.5 points per day late for assignments worth 5 points, 3 points per day late for assignments worth 10 points up to a maximum of 3 days. After 3 days late, the assignment will receive a zero. NOTE: Be sure your assignments are correctly uploaded and attached in Canvas. “Empty” assignments (i.e. submission without attachment) will be considered LATE and points will be deducted accordingly. See instructions in Week 1 folder (in modules folder) for how to upload, attach, and submit assignments.

Submissions that are not in the requested file format (e.g., .pdf, .docx, .jpg) will be deducted 2 points and must be resubmitted within 24 hours of my request. If resubmission is beyond 24 hours of request, late penalties (see above) will apply. Request for resubmission may be via email or comment in your grade for the assignment.

PROCEDURES FOR TURNING IN ASSIGNMENTS
There will always be a link to follow in the module section in Canvas. The link will have the same title as the assignment you are to turn in. All assignments are due Friday at 11:59 pm.
<table>
<thead>
<tr>
<th>Dates (Week of)</th>
<th>Content, lectures</th>
<th>Assigned reading</th>
<th>Review exercises, assignments, and quizzes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1 8/25</td>
<td>Review Syllabus; Intro to clinical methods; Ethical issues</td>
<td>Chapter 1 (all); Chapter 2: pp. 25-53</td>
<td>DB Intro DUE 8/27 *Please note that this is a First Day Attendance requirement!!! Quiz 1 available 8/25 – 8/29</td>
</tr>
<tr>
<td>Week 2 &amp; 3 8/29 &amp; 9/05/14</td>
<td>Purpose of Assessment; Areas of Assessment; Methods of Assessment; Planning for Assessment; Steps in the Assessment Process; Challenges in Assessment</td>
<td>Chapter 4: pp. 79-93 Chapter 4: pp. 93-115</td>
<td>Discussion #1 (Due 9/05) Study questions #'s 1-6 (p. 111-112) (DUE 9/12) Quiz 2 available 9/05- 9/12</td>
</tr>
<tr>
<td>Week 4 9/12</td>
<td>Assessment of the Speech Mechanism</td>
<td>Reading available in Canvas Module</td>
<td>Oral Mechanism Evaluation (pp. 87-90 from reading in Canvas) (DUE 9/19) Quiz 3 available 9/12 – 9/19</td>
</tr>
<tr>
<td>Week 5 9/19</td>
<td>Intro to Communication Sampling Procedures; Sampling in Children</td>
<td>Chapter 5: pp. 117 – 142</td>
<td>Child language sample assignment (using <a href="http://www.masterclinician.org">www.masterclinician.org</a> website) (DUE 9/26)</td>
</tr>
<tr>
<td>Week 6 9/26</td>
<td>Communication Sampling Procedures in Adults; Speech sampling</td>
<td>Chapter 5: pp. 142 - 174</td>
<td>Adult language sample assignment (DUE 10/03)</td>
</tr>
<tr>
<td>Week 7 10/03</td>
<td>Communication Intervention</td>
<td>Chapter 6 (all)</td>
<td>Treatment Approaches Comparison Assignment (DUE 10/10) Quiz 4 available 10/03– 10/10</td>
</tr>
<tr>
<td>Week 8 10/10</td>
<td><strong>Midterm Exam</strong> Available 10/10 – 10/17 Covers Chapters 1, 2, 4, 5, 6 &amp; required readings in CANVAS</td>
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<tr>
<td></td>
<td>Evidence-Based</td>
<td>Chapter 3 (all)</td>
<td>Study Questions (p.76, #s1-5) (DUE 10/24)</td>
</tr>
<tr>
<td>Week 9 10/17</td>
<td>Decision Making</td>
<td>Chapter 13(all)</td>
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<tr>
<td>Week 10 10/24</td>
<td>Interviewing; Counseling; Clinical Communication</td>
<td>Chapter 7 (all)</td>
<td>Interview Assignment (DUE 10/31)</td>
</tr>
<tr>
<td>Week 11 10/31</td>
<td>Public Policies Affecting Clinical Practice</td>
<td>Chapter 8 (all)</td>
<td>Quiz 5 available 10/31 – 11/07</td>
</tr>
<tr>
<td>Week 12 11/07</td>
<td>Clinical Service Delivery and Work Settings</td>
<td>Chapter 9 (all)</td>
<td>Discussion #2 AND response to one classmate’s post (DUE 11/14)</td>
</tr>
<tr>
<td>Week 13 11/14</td>
<td>Issues of Cultural and Linguistic Diversity</td>
<td>Chapter 10 (all)</td>
<td>Multicultural reflection paper (DUE 11/21)</td>
</tr>
<tr>
<td>Week 14 11/21</td>
<td>Technology and Communication Disorders</td>
<td>Chapter 11 (all)</td>
<td>Boardmaker Assignment (DUE 11/28)</td>
</tr>
<tr>
<td>Week 15 11/28</td>
<td>Family-Centered Practice</td>
<td>Chapter 12 (all)</td>
<td>Quiz 7 available 11/28 – 12/05</td>
</tr>
</tbody>
</table>

**Final Exam**
Available 12/07 – 12/10
Covers Chapters 3, Chapters 7-13 & required readings in CANVAS

**HOMEWORK ASSIGNMENTS**

1. **Discussion Board (DB) INTRO:** Your DB assignment is an opportunity to share information about yourself and for class participants to meet each other via the Canvas online classroom. Details regarding this assignment will be posted on Canvas. Five points will be awarded for on-time posting of your DB assignment.

2. **Discussion Posts:** You will have two discussion posts during the semester (not including the intro DB post). Each discussion will ask you to give your *evidence-based* opinion on the topic for the week. Besides posting your own answer, you must also respond to one classmate’s post. Each post will be worth 3 points and each response will be worth 2 points.

3. **Practical assignments:** Due on a regular basis. Check Course Outline to see which ones are due and when. You will have many assignments that allow you to practice what you have been reading about in the textbook. Every assignment will have instructions and a rubric for you to follow in order to get as many points as possible. Materials for all
assignments will be posted on Canvas in the folder for the week. All assignments together are worth 90 points.

4. Quizzes: This course includes 7 quizzes. **Quizzes are completed at the end of most chapters** and are comprised of different types of practice questions on information presented in the chapter. They will be available on-line through a Canvas link under the Assignments link. Each quiz will open on the first day of the week for which it is assigned and close on the last day of the week for which it is assigned. Each quiz will open at 5 pm on Friday and close at 11:59 pm the following Friday. For example, if a quiz is due on Week 2 (8/29 – 9/05) the link will be available at 5 pm on 8/29 and will disappear at 11:59 pm on 9/05. You will have unlimited attempts to complete the quizzes so that you can continue to practice the material and get the highest score possible. Quizzes are worth 5 points each.

**EXAMS**

You will be given a mid-term and a final exam. They will only cover the chapters specified on the class schedule. Each exam is worth 100 points. You will complete the exams on-line, and they will be available in the Assignments link on Canvas. Identical to the on-line quizzes, the mid-term will be available from Friday-Friday of Week 8.

The final exam will only be available from Sunday-Wednesday of Finals Week.

You will only have one opportunity to complete the exams. They will have 50 questions and consist of a wide variety of question types. You will have 2 hours to complete the exam. **At the end of 2 hours, the exam will not force you out, but it will send me a message that you went over time. If this happens to you, please finish the exam and then email me an explanation about why you went over time. Whether or not I will deduct points is at my discretion on an individual basis.**

**Each student is to complete the quizzes and exams independently. Students are not allowed to work together on quizzes. Specific instructions on how to complete quizzes will be posted on Canvas. You will not be able to take or submit your quiz past the indicated due date!**

**GRADING**

The point totals from all assignments and assessments will be totaled, for 340 total possible points. No extra credit will be offered. Points earned will be converted to a percentage (points earned divided by 340) and the final course grade will be assigned based on the percentage in the table below. No rounding will occur (96.999 = A).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
<td>B+</td>
<td>87-89%</td>
</tr>
<tr>
<td>A</td>
<td>93-96%</td>
<td>B</td>
<td>83-86%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92%</td>
<td>B-</td>
<td>80-82%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79%</td>
<td>D+</td>
<td>67-69%</td>
</tr>
<tr>
<td>C</td>
<td>73-76%</td>
<td>D</td>
<td>63-66%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72%</td>
<td>D-</td>
<td>60-62%</td>
</tr>
<tr>
<td>F</td>
<td>0-59%</td>
<td></td>
<td></td>
</tr>
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</table>
The point totals are broken down as such:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board INTRO</td>
<td>5</td>
</tr>
<tr>
<td>Discussion Posts</td>
<td></td>
</tr>
<tr>
<td>Answers (2 x 3 pts each)</td>
<td>6</td>
</tr>
<tr>
<td>Responses (2 x 2 pts each)</td>
<td>4</td>
</tr>
<tr>
<td>Practical Assignments:</td>
<td></td>
</tr>
<tr>
<td>Study Questions x2</td>
<td>20</td>
</tr>
<tr>
<td>Oral Mechanism Exam</td>
<td>10</td>
</tr>
<tr>
<td>Child Language Sample</td>
<td>10</td>
</tr>
<tr>
<td>Adult Language Sample</td>
<td>10</td>
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<tr>
<td>Treatment Approach Comp.</td>
<td>10</td>
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<tr>
<td>Interview</td>
<td>10</td>
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<tr>
<td>Multicultural Reflection</td>
<td>10</td>
</tr>
<tr>
<td>Boardmaker</td>
<td>10</td>
</tr>
<tr>
<td>Quizzes (7 x 5 pts each)</td>
<td>35</td>
</tr>
<tr>
<td>Mid-term</td>
<td>100</td>
</tr>
<tr>
<td>Final</td>
<td>100</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>340</strong></td>
</tr>
</tbody>
</table>

LAST DAY TO DROP WITH A W: November 1, 2014 (NO REFUND & NO ACADEMIC PENALTY).

INCOMPLETE GRADES
An “I” grade may be awarded at the discretion of the instructor only when the student is otherwise earning a passing grade. Students are advised to initiate a written contract for incomplete grades. The contract should include a description of the work to be completed, the date by which the work is to be submitted and should be approved and signed by the instructor.

USF Sarasota-Manatee Policies and Procedures

Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog and the USF Student Code of Conduct. Current and archived catalogs may be found at: http://usfsm.edu/academics/ and the USF Student Code of Conduct can be found at http://www.sa.usf.edu/srr/page.asp?id=88

Academic Disruption
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog and the USF Student Code of Conduct. Current and archived catalogs may be found at: http://usfsm.edu/academics/ and the USF Student Code of Conduct can be found at http://www.sa.usf.edu/srr/page.asp?id=88

Contingency Plans
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.

Disabilities Accommodation
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator: 359-4714; email: disabilityservices@sar.usf.edu and website: http://usfsm.edu/disability-services/

Fire Alarm Instructions
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See information available on the USFSM student and faculty webpages at www.usfsm.edu

Religious Observances
The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. http://generalcounsel.usf.edu/policies-and-procedures/pdfs/policy-10-045.pdf

Emergency Preparedness
It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness See information available on the USFSM student and faculty webpages at www.usfsm.edu

Web Portal Information
Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address. Therefore it is the student’s responsibility to check their USF email regularly.

Instructor Copyright
Students may not sell notes or other course materials.