Instructor: Kimberly Ward, Au.D., CCC-A, FAAA  
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Office Hours: Monday 1:00-4:00

Text: No text required.

Course Objectives:
1. The student will understand and demonstrate the concepts of ethical conduct.
2. The student will develop a working knowledge of basic audiological terminology.
3. The student will describe patient background on clients.
4. The student will identify diagnostic procedures and goals.
5. The student will appropriately describes clinical sessions, discuss/demonstrate protocols, reports accurate data and describes personal interaction patterns .
6. The student will demonstrate a competency level of academic writing procedures and reporting procedures.

All learner outcomes fulfill the criteria for the following American Speech-Language-Hearing Association (ASHA) standards. To view specific information on these standards, visit www.usm.edu/shs/audio or www.usm.edu/shs/speech.htm and click on KASA competencies. Competencies covered in this class: IV-B1: code of ethics, IV-D12: interprets results, IV-E17: communicates results, IV-B2: patient characteristics, IV-D1: develops assessment plan, IV-D6: cultural modifications, IV-D11, E15:documents procedures

Course Requirements and Formative/Summative Evaluation Procedures:
1. Each student is responsible for obtaining 25 audiology/observation hours throughout the semester. The student may certainly and is encouraged to observe and take part in more than the required number of hours. To sign up for observation/assisting, the student must sign up in the Observation Sign-Up folder located within the SHS office.
2. After each assisting experience, the student will write a short synopsis on the appointment, what he/she learned and any questions that the student may have. He/she must submit the reports to the instructor by Sunday at midnight by the week of the experience. These reports will account for 95% of the student’s grade.
3. Each student is expected to attend clinical assisting and observation regularly. More than 2 unexcused absences from clinical observing will result in a grade lowering of a letter grade.
4. The University’s Academic Honesty Policy and Plagiarism Policy (see below) will be followed strictly in this class.
5. Each student will compile a clinic notebook consisting of acquired handouts, clinic reports/observation reports/handouts found/created by the student, practicum exercises/presentations/reports. The notebook will account for 5% of the final grade.
6. Grades on each of the above will be weighted and averaged to determine the final grade in the class. The grading scale will be as follows:

   A= 90-100 points 
   B= 80-89 points 
   C= 70-79 points 
   D= 60-69 points 
   F= Below 60 points

**Remediation:**
If any student does not have a satisfactory average grade of 70% or higher, the student may contact the instructor for remediation. Remediation may include, but is not limited to, one or more of the following:

1. Additional assigned readings on topics discussed in class. 
2. Additional course and practicum assignments as deemed necessary. 
3. Submit chapter outlines from textbook on areas of difficulty and prepare study questions.

**University’s Academic Honesty Policy:**
Students at The University of Southern Mississippi are expected to practice academic honesty in all their work at the University. ([www.usm.edu/institutional-policies/policy-stua-ds-015](http://www.usm.edu/institutional-policies/policy-stua-ds-015)). When cheating is discovered, the faculty member may give the student an F on the work involved or in the course. If further disciplinary action is deemed appropriate, the student should be reported to the dean of students. In addition to being a violation of academic honesty, cheating violates the Code of Student Conduct and may be grounds for probation, suspension or expulsion. Academic dishonesty also includes any submission of false documents such as add/drop forms, substitutions, special requests, etc. Students on disciplinary suspension may not enroll in any courses offered by The University of Southern Mississippi.

**University’s Plagiarism Policy:**
Plagiarism is scholarly theft, and it is defined as the unacknowledged use of secondary sources. More specifically, any written or oral presentation in which the writer or speaker does not distinguish clearly between original and borrowed material constitutes plagiarism. Because students, as scholars, must make frequent use of the concepts and facts developed by other scholars, plagiarism is not the mere use of another’s facts and ideas. However, it is plagiarism when students present the work of other scholars as if it were their own work. Plagiarism is committed in a number of ways:

1. Reproducing another author’s writing as if it were one’s own
2. Paraphrasing another author’s work without citing the original
3. Borrowing from another author’s ideas, even though those ideas are reworded, without giving credit
4. Copying another author’s organization without giving credit

Plagiarism is a serious offense. An act of plagiarism may lead to a failing grade on the paper and in the course, as well as sanctions that may be imposed by the student judicial system.

**Americans with Disabilities Statement:**
If a student has a disability that qualifies under the Americans with Disabilities Act (ADA), he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health disorders. Students can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:
The University of Southern Mississippi
Office of Disability Accommodations
Individuals with hearing impairments can contact the ODA using the Mississippi Relay Service at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@usm.edu.