COURSE: On-Campus Clinical Practicum for Speech-Language Pathology  
SEMESTER: Fall 2018  
LEVEL: Graduate  
CREDITS: 3 semester hour(s)  
INSTRUCTOR: Amy Rosonet LeBert, M.S., CCC-SLP  
Clinic Director  
SHS Office 239  
Phone: (601) 266-4193  
Email: amy.rosonet@usm.edu

CLINICAL SUPERVISORS:  
Mrs. Allred, Dr. Bullock, Dr. Cloud, Mrs. LeBert, Dr. Powell, Mrs. Schaub, Mrs. Thames

COURSE DESCRIPTION:  
This course is designed to provide graduate students/clinicians with supervised experience in assessment, diagnosis, and management of children and adults exhibiting a variety of speech, language, and/or hearing disorders. Graduate clinicians will be assigned two to four experiences per semester (which can include simulation cases). Graduate clinicians will also be assigned to the Children's Center for Communication and Development and/or the DuBard School for Language Disorders during any given semester. Graduate clinicians are responsible for reporting to the assigned clinical supervisor. All schedules are tentative until approved by Mrs. LeBert and/or clinical supervisor. Second semester graduate students will have an opportunity to participate in a hospital and/or nursing home rotation (criminal background check and TB test required).

Graduate clinicians will be responsible for making an initial conference/staffing appointment with assigned supervisor to discuss each client prior to the initiation of therapy. The client chart will be reviewed by the graduate clinician BEFORE the conference/staffing. Please bring client chart and notes to the required staffing.

ASHA Certification Standard V-C stipulates completion of at least 400 clock hours. These clock hours are supervised clinical experiences in the practice of speech-language pathology. The applicant for certification in speech-language pathology must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours can be spent in clinical observation, and 375 hours must be spent in direct client/patient contact. ASHA has approved up 75 simulation hours as part of the 400 hours for certification. All clinical clock hours will be entered/recorded in Calipso.
COURSE/CLINIC MEETINGS:
Course meetings will be on a monthly basis and will not conflict with academic courses or therapy sessions. The purpose of these meetings is to discuss topics such as record keeping, data collection, specific therapy techniques, clinical technologies, research findings, etc. Furthermore, these meetings are designed to enhance professional growth in the field of speech-language pathology. Attendance is mandatory and meetings are announced in advance. Graduate clinicians should check clinic bulletin board on a daily basis for important announcements and information. These meetings will be held on Friday afternoons from 12-1:30 on specified dates which will be given verbally.

CLIENT/PATIENT CHARTS:
Graduate clinicians should request charts at the clinic office window. If staff is unavailable, you may enter the clinic office to retrieve chart. The sign out form (blue) MUST be completed each time the chart is removed from the cabinet. The chart should remain in the building AT ALL TIMES and must be returned to office before 5:00pm. Remember that all information in the chart is confidential and cannot be left unattended. Please keep chart neat and place forms in the correct order.

TREATMENT REPORTS:
Initial semester treatment rough draft reports are due the second week of therapy. All corrections should be made within two days. See your assigned clinical supervisor for exact day and time. Semester progress rough draft reports are due the week following post testing. Again, see your assigned clinical supervisor for deadlines. Late reports are not acceptable unless discussed in advance. Late and/or incomplete treatment reports and treatment progress reports will affect overall semester clinic grade.

THERAPY PLANS:
Therapy plans are due every Friday by noon for the following week and should be placed in the assigned supervisor box and/or emailed using USM email address. Therapy plans must be neat and detailed and all areas should be completed. All therapy plan goals/objectives should support short term semester goals. Remember, all goals are stated in measurable terms with appropriate criterion. In addition, S.O.A.P notes are completed immediately following therapy session. Late and/or incomplete therapy plans will affect overall semester clinic grade.

ASSESSMENT:
Graduate clinicians are required to be familiar with and to be able to professionally administer the majority of tests and measures available in the clinic. Many of these tests were discussed in your previous coursework. It is recommended that you “practice” administering these tests on peers prior to administering to client(s). You will be required to administer and write a summary for a specific list of tests before you can graduate. All tests must be signed out and signed in on the test documentation sheet.

THERAPY MATERIALS/SUPPLIES/TESTS:
The clinic provides a wonderful “materials room” that offers a huge variety of therapy materials and supplies such as tongue depressors, gloves, crayons, workbooks, therapy cards, toys, fm systems, games, books and more. Additional and recently acquired materials are stored in the clinic director’s office and are available to all graduate students. A wide selection of speech and language tests is also located in the materials room. These materials are provided to you and should be considered a privilege. DO NOT ABUSE THIS PRIVILEGE. Graduate clinicians should treat each item with care to avoid
damage and should report any damage to a clinical supervisor immediately. All materials, supplies, and tests must be returned to the proper location immediately after use. Graduate clinicians will be assigned an area in the material’s room to keep neat and organized.

**DIAGNOSTIC TEAMS:**
The clinic offers two diagnostic sessions per week. Each diagnostic session has a two hour time slot. The sign-up sheet will be located on the bulletin board outside of Mrs. LeBert’s office. The first week will be volunteer basis and if any slots remain, Mrs. LeBert will assign clinicians. Each diagnostic requires two clinicians. Staffing must take place with the assigned supervisor the week prior. The chart will be in the file drawer under “DX in progress.”

**COURSE LEARNING OBJECTIVES:**
The American Speech-Language-Hearing Association (ASHA) Knowledge and Skills Acquisition (KASA) is a specialized document that details the Standards for the Certificate of Clinical Competence (CCC). This document is utilized to display compliance with accreditation standards related to preparing students to meet ASHA certification requirements. The KASA is used to track and document the graduate student’s achievement related to the specified knowledge areas and clinical parameters. Please refer to the following website:  

The Skills Outcomes from the 2014 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology guide the clinical practicum experiences. The specific standards addressed from the ASHA Knowledge and Skills Acquisition (KASA) Document for Certification in Speech-Language Pathology are as follows:

**Standard V-A:** The applicant must have demonstrated skills in oral and written or other forms of communication sufficient for entry into professional practice.

**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:

1. Evaluation
   a. Conduct screening and prevention procedures (including prevention activities).
   b. Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals.
   c. Select and administer appropriate evaluation procedures, such as behavioral observations, nonstandardized and standardized tests, and instrumental procedures.
   d. Adapt evaluation procedures to meet client/patient needs.
   e. Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention.
   f. Complete administrative and reporting functions necessary to support evaluation.
   g. Refer clients/patients for appropriate services.
2. Intervention
   a. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients'/patients’ needs. Collaborate with clients/patients and relevant others in the planning process.
   b. Implement intervention plans (involve clients/patients and relevant others in the intervention process).
   c. Select or develop and use appropriate materials and instrumentation for prevention and intervention.
   d. Measure and evaluate clients'/patients' performance and progress.
   e. Modify intervention plans, strategies, materials, or instrumentation as appropriate to meet the needs of clients/patients.
   f. Complete administrative and reporting functions necessary to support intervention.
   g. Identify and refer clients/patients for services, as appropriate.

3. Interaction and personal qualities
   a. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the client/patient, family, caregivers, and relevant others.
   b. Collaborate with other professionals in case management.
   c. Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others.
   d. Adhere to the ASHA Code of Ethics and behave professionally.

**Standard V-F:** Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

The student will complete a program of study that includes supervised clinical experiences with client populations across the lifespan and from culturally diverse backgrounds with various types and severities of communication disorders. These skills gained are to be demonstrated in the following disorder areas to achieve the skills outcomes in Evaluation V: B-1, Intervention V:B-2 and Interaction/Personal Qualities V:B-3:

Speech Sound Disorders (articulation/phonology), Fluency, Voice and Resonance, Receptive and Expressive Language, Hearing, Swallowing, Cognitive Linguistic, Pragmatics and Communication Modalities (oral, augmentative communication)

**REMEDIATION:**
It is expected that all graduate clinicians will achieve a level of competency for all objectives (80%). Therefore, graduate students/clinicians performing below the expected criteria are responsible to increase their level of competency by meeting with the supervising speech-language pathologist and the clinic director. A plan remediation shall be developed and followed until the desired level of competency is achieved. Remedial suggestions may include case scenarios, additional readings,
additional clinical assignments, and/or further academic courses. Anytime a graduate student has questions they are encouraged to contact the program and/or clinic director.

ACADEMIC INTEGRITY:

All students at the University of Southern Mississippi are expected to demonstrate the highest levels of academic integrity in all that they do. Forms of academic dishonesty include (but are not limited to):

1. Cheating (including copying from others’ work)
2. Plagiarism (representing another person’s words or ideas as your own; failure to properly cite the source of your information, argument, or concepts)
3. Falsification of documents
4. Disclosure of test or other assignment content to another student
5. Submission of the same paper or other assignment to more than one class without the explicit approval of all faculty members’ involved
6. Unauthorized academic collaboration with others
7. Conspiracy to engage in academic misconduct

Engaging in any of these behaviors or supporting others who do so will result in academic penalties and/or other sanctions. If a faculty member determines that a student has violated our Academic Integrity Policy, sanctions ranging from resubmission of work to course failure may occur, including the possibility of receiving a grade of “XF” for the course, which will be on the student’s transcript with the notation “Failure due to academic misconduct.” For more details, please see the University’s Academic Integrity Policy. Note that repeated acts of academic misconduct will lead to expulsion from the University.

CALIPSO:
Clinical instructors/supervisors will determine competency at mid-semester and end-of-semester, using CALIPSO, based on the 2014 ASHA Standards for the Certificate of Clinical Competence in Speech-Language Pathology. Students will log all clinical hours through CALIPSO on a TBA basis. Clinical supervisors will have access and will check student hours regularly. There is a one-time fee of $85.00 per student that will cover all five semesters that is paid separately. The School of Speech and Hearing covers the other costs associated with CALIPSO.

GRADING PROCEDURES:
The School of Speech and Hearing Science’s Practicum Handbook describes performance criterion for practicum grades of A, B, C, etc. These criteria will be considered in assigning grades. Graduate clinicians should be aware that a clinic grade of A is for superior/exemplary performance. [http://www.usm.edu/speech-hearing-sciences/shs-student-handbook](http://www.usm.edu/speech-hearing-sciences/shs-student-handbook)
Grade assignments will also consider factors such as prior experience, prior and current course work, and improvements in performance over the current semester and from previous semesters. The final grade determination will be made by a grading committee consisting of all clinical supervisors as well as utilizing Final CALIPSO evaluations. A grade of Incomplete will be given at the discretion of the Clinic Director and/or committee.
Each clinical supervisor will meet individually with students for midterm and final assessment of skills. The clinical supervisor and student will sign the appropriate document at the conclusion of meeting. All evaluations will be completed utilizing CALIPSO.

SUPERVISION:
Direct supervision will be provided throughout the semester, which will be adjusted upward as the student’s level of knowledge, client complexity level, experience and competence warrants (minimum supervision is 25%). Students will utilize all supervisor feedback to increase clinical competencies throughout the on campus experience. You must keep in contact with your supervisor.

ATTENDANCE:
Graduate students/clinicians are expected to attend ALL mandatory clinic/course meetings and be on time. In addition, graduate students/clinicians are expected to be present and prepared for ALL scheduled therapy sessions. The supervisor and clinic director should be notified in advance if a scheduled therapy session will be cancelled by the client or graduate clinician. Time management is a crucial professional skill. Therapy should be rescheduled promptly after the cancellation. Cell phones are NOT to used during therapy and meetings. If you need to keep your phone on silent for a possible emergency call, please notify supervisor.

Graduate clinicians are expected to be present each day of assigned clinical practicum for in-house and field experiences. Only absences due to illness or an emergency will be considered excused. Missing for any other reason is unacceptable. Any absences must be made up. Students with three or more absences will go to a graduate faculty committee for review. Excessive absences may result in a lower grade, an incomplete for the course, make-up work, or course failure based on committee review.

EMAIL AND GRADUATE STUDENT BOXES
Each student should check their USM student email account and assigned folder regularly.

DRESS CODE/PROFESSIONALISM:
Graduate clinicians should always present themselves in a professional manner (including dress) during all interactions with faculty, staff, peers and clinical rotation site individuals. This includes communication exchanges face to face, by phone, by email, text messaging etc. Scrubs are acceptable, but should not be low-cut, low-rise or revealing. Flip flops, tight pants, short skirts and denim are NOT acceptable while conducting therapy. Jewelry should be discreet and professional and tattoos should not be visible. Furthermore, graduate students should demonstrate common courtesy and professional behavior to their peers, supervisors, and clients.

We require gray scrubs which can be light gray or dark gray. If you are assigned to the DuBard School, please note they do not allow scrubs.

Clinicians will be expected to adhere to the ASHA Code of Ethics in all of their professional clinical practicum experiences [http://www.asha.org/uploadedFiles/ET2010-00309.pdf](http://www.asha.org/uploadedFiles/ET2010-00309.pdf)
Standard IV-E
COURSE FEES:
The required course fee for SHS 687 is $200 paid at the beginning of each semester of SHS 687.

HIPAA REMINDER:
The University of Southern Mississippi Speech and Hearing Clinic is compliant with the Privacy Rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

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STUDENTS WITH DISABILITIES:
If a student has a disability that qualifies under the Americans with Disabilities Act (ADA) and requires accommodations, 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 for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001
Voice Telephone: 601.266.5024 or 228.214.3232
Fax: 601.266.6035
Individuals with hearing impairments can contact ODA using the Mississippi Relay Service at 1.800.582.2233 (TTY) or emailing ODA at oda@usm.edu.
The University of Southern Mississippi offers to all persons equal access to educational, programmatic and employment opportunities without regard to age, sex, sexual orientation, disability, pregnancy, gender identity, genetic information, religion, race, color, national origin, and/or veteran status pursuant to applicable state and federal law.