

ANDREWS UNIVERSITY  
DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY AND AUDIOLOGY

- COURSE:** SPPA 471-002 PRACTICUM IN SPEECH PATHOLOGY  
Fall 2014 2 credits  
Time: Arranged
- SUPERVISOR:** Heather Ferguson, MS CCC/SLP  
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- COURSE DESCRIPTION:** Supervised practice in clinical management of persons with communication disorders, including administration of tests and implementation of therapy programs. Students work in a one-on-one basis with a client, planning and implementing therapy programs.
- PREREQUISITES:** SPPA 234, 425 and a content course in the area of practicum, as well as 25 hours of observation in speech-language pathology and audiology and permission of the instructor.
- COURSE OBJECTIVES:** There are many course objectives for the practicum student. Specific objectives will vary according to individual strengths and weaknesses of the student and his/her previous practicum experience. The ultimate objectives of this course are for the student to plan and implement an effective therapy program for a client, demonstrate professional writing skills, and conduct him or herself in a professional manner.
- COURSE OUTCOME:** Practicum students will demonstrate an ability to plan therapy sessions, assess progress and plan future therapy sessions. Students will demonstrate an ability to evaluate/assess possible speech and language disorders as well as diagnose disorders and develop plan of treatment.
- OPPTIONAL TEXT:** Hegde, M.N. (1998). *Treatment Procedures in Communicative Disorders*. (3<sup>rd</sup> ed.) Austin, TX: Pro-ed.
- Meyer, S.M. (2004). *Survival Guide for the Beginning Speech-Language Pathologist*. (2<sup>nd</sup> ed.) Austin, TX: Pro-ed.

For ISBN and price information, please see the listing at the Bookstore  
[www.andrews.edu/bookstore](http://www.andrews.edu/bookstore)

(Both of the above noted texts were required for the SPPA 425)

### COURSE REQUIREMENTS:

1. Student clinician must attend all general practicum meetings and individual conferences as scheduled to discuss written reports, therapy activities, topics of interest, and to make presentations.
2. Depending on when the assigned client was last evaluated, the student clinician may be required to complete an evaluation of the client, including a hearing screening or in-depth examination of voice, fluency, articulation, and language, as applicable. If an evaluation is completed a diagnostic report, including background information, results of the evaluation, and recommendations for the client, will be due.
3. A treatment plan for the semester is required and will include long and short term goals. This plan is due at least 48 hours before initial therapy session.
4. A therapy plan for each therapy session or each therapy week including short term goals, antecedent events, contingent events, materials needed, and data collection method is due no later than 24 hours before the initial therapy session.
5. SOAP notes are due within 24 hours following each therapy session. SOAP notes are to be neatly written in black ink, or computer/word processor generated. After they are reviewed and signed, they will be returned to the student clinician, to be placed in the record keeping folder. The notes should contain the following: (see p. 156-159 in Meyer's "Survival Guide")
  - Subjective: Client's affective state, etc.
  - Objective: Data collected, include homework data if applicable.
  - Analysis: Your assessment of the client's performance during the session. This analysis should logically lead to the next sessions goals.
  - Plan: Plan of action for the next session, changes you think necessary, other follow-up, etc.
6. Semester plans and weekly therapy notes are to be placed in the student clinician's record keeping folder as soon as they are returned. All documentation is to be filed in a designated client file drawer to be announced. Patient files and information are not to be removed from the department for any reason.

7. Attend regular therapy session with clients. There is no excuse for tardiness or absence for your assigned therapy session. If ill, the student clinician must contact the department by 8:00 am. Student clinician must be present at the practicum site 30 minutes before the therapy appointment. **Failure to attend all scheduled therapy/diagnostic appointments and clinical meetings, with the exception of a medical excuse, will result in a failing grade.**
8. Perform post-testing with the client to chart progress towards attaining long-term goals.
9. Complete a therapy report/progress report at the end of the semester, which includes the following: (see examples starting on p. 128 in Meyer's "Survival Guide")
  - Identifying information
  - Background information, including a statement of the problem, client's testing information, and communication status at the beginning of therapy.
  - Current therapy goals
  - Progress and procedures
  - Current status and impressions
  - Recommendations

The report is to follow a specified format, must be computer generated/work-processed double-spaced and written in a professional manner.
10. Practicum students are expected to dress in an appropriate and professional manner during all practicum experiences. Dress should be appropriate to the setting. For example, some hospital facilities require all employees to wear "scrubs." If this is the case, students participating in practicum at that site should also wear "scrubs." Students must keep in mind that they are representing the university and must therefore dress in a manner that is representative of the institution. No dangling jewelry or open toed shoes should be worn. All tattoos should be appropriately covered. The following are also considered inappropriate for a professional setting:
  - Skin tight and/or low cut tops
  - Shorts of any type
  - Flip-flops
  - Athletic shoes
  - Bare or barely covered midriffs
  - Floor length skirts or dresses
  - Hats, unless used for therapy purposes
  - Excessive fragrances
  - Jeans
  - Hats on males inside the clinic
  - Slogans, words or pictures on attire should be Christian

The following are examples of appropriate attire:

- Ties with collared shirts (for men)
  - Dockers slacks (for men)
  - Low-heeled comfortable shoes
  - Closed-toe shoes
  - Foundation wear
  - Dresses (sleeved, appropriate length)
  - Knee-length skirts
  - Coordinated skirts and jackets
  - Slacks
  - Well-fitted Blouses, tops or shirts (no skin-tight, button-popping)
  - Lab coats may be expected in some clinical settings
  - Name badges during therapy sessions
11. Therapy and diagnostic materials belonging to the department or clinic must be returned in good condition to the area that they were obtained. Items must be returned immediately following therapy session. They must be signed in / out with the dept. administrative assistant.
  12. It is the student clinician's responsibility to keep accurate record of clinical therapy hours. At the end of the semester these hours must be totaled, documented in black ink only and prepared for the supervisor's signature. It is the student's responsibility to retain a record/copy of these hours for future use while attending a graduate program. The record keeping is not the responsibility of the professor.
  13. CONFIDENTIALITY: Utmost confidentiality is to be maintained at all times. Clients are legally entitled to privacy. All student clinicians must be careful to not leave written materials pertaining to clients in areas where they may be viewed by unauthorized individuals.
  14. Following each session a therapy review form must be completed by the student clinician. That form must then be turned in to the supervisor for completion.
  15. All items noted above are to be kept in the patient's record keeping folder. Record keeping is a part of the student clinician's grade. At the end of the semester this folder will be handed in for final review. It must be appropriately organized.

#### **GRADING SUMMARY:**

You will be rated according to attendance at group/individual meetings and therapy sessions, neat and thorough completion of written work, timeliness, professionalism and skill growth during the semester. Refer to the following list of competencies:

- Make pertinent observations of client progress and needs, and respond appropriately to them.
- Write complete, appropriate therapy plans for every session and turn them in on time.
- Deal consistently and appropriately with off-task behaviors of clients.
- Use effective verbal and nonverbal communication.
- Recognize and reinforce target behaviors.
- Collect data accurately.
- Be well prepared for each session.
- Complete well written SOAP notes following each session and turn them in promptly.
- Use Standard American English.
- Maintain client confidentiality.
- Utilize available resources, including your supervisor, as needed.
- Attend all scheduled therapy/diagnostic appointments and practicum meetings on time.
- Professionalism.

Grades are computed by obtaining a percentage score from the Evaluation of Clinical Performance form. The grading scale is as follows:

A	94-100
A-	90-93
B+	87-89
B	84-86
B-	80-83
C	70-79
D	65-69
F	below 65

#### COURSE POLICIES:

**Late work:** Assignments and projects will not be accepted for full credit if turned in late. If you cannot be at class because of an excused absence, yet you wish to have your assignment/project receive full credit, please be sure your work gets to me by the time class begins. Late work will be discounted 10% each day until a 50% reduction has been reached. No credit will be given for work turned in after that time.

**Academic dishonesty:** Andrews University, as a Seventh-day Adventist Christian institution expects students to demonstrate the ability to think clearly and exhibit personal moral integrity in every sphere of life. Honesty in all academic matters is a vital component of personal integrity. Breaches in academic integrity principles are taken seriously by your instructor and the University. Academic dishonesty is a serious offence. It can be defined as (but not limited to):

Falsifying official documents; Plagiarizing, which includes copying others' published work and/or failing to give credit properly to other authors and creators; Misusing copyrighted

material and/or violating licensing agreements; Using media from any source or medium, including the Internet with intent to mislead, deceive, or defraud; Presenting another's work as one's own; Using material during a quiz or exam other than those specifically allowed by the teacher; Stealing, accepting, or studying from stolen quizzes or exam materials; Copying from another student during a regular or take-home test or quiz; Assisting another in acts of academic dishonesty. Please see the Student Handbook for information regarding University enforcement penalties for academic dishonesty. In addition, a student will receive a reduced grade, and may receive a failing grade in the course.

**American Disabilities Act:** If you qualify for accommodations under this act, please see me as soon as possible for referral and assistance in arranging such accommodations.

**Cell Phones:** All cell phones are to be turned **off** during therapy sessions. Ringing or vibrating phones are a distraction to the clients and will disrupt the flow of therapy.

### **THE FOLLOWING DOCUMENTATION MUST BE COMPLETED PRIOR TO BEGINNING PRACTICUM**

1. Signed Notification letter
2. 25 hours of observation with an ASHA certified clinician
3. Medical Exam
4. TB Screening
5. Immunizations record of Rubella and Hepatitis B
6. Copy of Medical Insurance Card
7. Communicable Disease Seminar completed
8. Criminal Background check completed
9. Confidentiality Statement Signed
10. The following prerequisite courses completed:
  - SPPA 234
  - SPPA 270
  - SPPA 425
  - SPPA 331
  - SPPA 332