I. **Course Information**
Credit hours: 2  
Semester/Year: Fall 2005: 11:30-1:30  
Location: McDonald Bldg. Classroom, 2nd Floor  
Text: None; Bibliographic Material: Clinic Manual

**Professor Information**
Name of Primary Instructor: Mary Emm  
Phone: 758-5035 Office Hours: TBA  
E-Mail: emmm@cortland.edu

II. **Course Description:**
Course includes supervised evaluation and treatment of individuals with communication disorders, report writing, conferences and self evaluation techniques. Lectures include instruction in assessment procedures, teaching techniques for groups and individuals, clinical report writing, language and phonology remediation techniques, ethics, multicultural issues, socioeconomic status, analysis of behavior and development of behavior management strategies. Prerequisites: SHH 480, 477, consent of instructor and a passing score on the SPAA Competency Examination.

III. **Course Attendance Policy:**
Completion of 25 approved hours of observation prior to assignment of client.

Absences from class sessions: **All clinical practicum meetings are mandatory** unless otherwise stated by this professor or the clinical coordinator. An attendance sheet will be provided so that you may document your attendance. **It is your responsibility to make sure this is signed.** Unexcused absences will be deducted from your grade. You will be allowed two such absences, then your **final letter grade will be lowered by 1/3. This will be strictly enforced with no exceptions.** If there are unusual circumstances, such as illness or a death in the family, please discuss them with this professor prior to the absence.

Absences From Therapy Sessions: The clinic follows the College’s calendar. You are expected to conduct therapy on the days you are assigned. If you anticipate that you will be absent, you must **discuss it with your clinical instructor immediately.** All cancellations must be approved by your clinical instructor **in advance** before the session will be canceled. Absences not given prior approval by the clinical instructor will be considered “unexcused” and will be reflected in the personal and professional responsibilities section on the UTD. **Your attendance and dedication to your client is a sign of good professionalism.**
### Grade Range For Course

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<tr>
<th>Grade</th>
<th>Score Range</th>
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<tr>
<td>A+</td>
<td>97.00 and above</td>
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<tr>
<td>A</td>
<td>93.00 to 96.99</td>
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<td>A-</td>
<td>90.00 to 92.99</td>
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<td>B-</td>
<td>83.00 to 86.99</td>
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<td>C+</td>
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<td>C-</td>
<td>70.00 to 72.99</td>
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<td>D+</td>
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<td>D-</td>
<td>60.00 to 62.99</td>
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<td>E</td>
<td>59.99 and lower</td>
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If you are a student with a disability and wish to request accommodations, please contact the Office of Disability Services located in B-40 Van Hoesen Hall or call (607) 753-2066 for an appointment. Information regarding your disability will be treated in a confidential manner. Because many accommodations require early planning, request for accommodations should be made as early as possible.

### IV. Goals/Objectives of the Course:

The faculty in the Department of Speech Pathology and Audiology believe that Clinic II is the beginning of a series of clinical and academic experiences that will eventually lead to the acquisition of a Master’s Degree in Speech Pathology and/or Audiology and a Certificate of Clinical Competence awarded through the American Speech Language and Hearing Association.

SHH 481 incorporates many opportunities to build upon SUNY@Cortland’s teacher education program. Throughout this course, the following areas of the conceptual framework are developed through the lectures and clinical experiences: Personal responsibility, social justice, global understanding, knowledge base, professional commitments, standards, diversity, assessment and technology.

SHH 481 is designed to provide you with basic methods & procedures needed to work with your clinical assignment, be it individual or group. You will be provided with many opportunities to demonstrate personal and professional growth. You will develop practical clinical skills that reflect the application of clinical theory. You will be exposed to a variety of techniques and routines that will enable you to select and execute appropriate remediation strategies for your client. We are hopeful that your experiences in Clinical Practicum II will provide you with a solid foundation for a successful student teaching experience and prepare you for entry level graduate training. To this end, you, as students in SHH 481, will:

- develop clinical report writing skills
- develop practical clinical skills that reflect the application of clinical theory
- develop behavioral management strategies
- discover the variety of clinical materials available for therapy including computer software
- learn about the ethics of the professions and develop strategies for ethical decision making (both professional and clinical ethics)
- develop sensitivity to diversity and multicultural issues in the assessment and treatment of
communication disorders
develop self-evaluation skills
promote parental involvement

Clinical Instructors: E. Gravani, R. Grantham, J. Ford, H. Forsythe, M. Emm, E. Spencer

Our responsibility is to present pertinent information as clearly as possible. Your responsibility is to be an active participant in your own comprehension & learning of the course material. In order for both faculty and students to fulfill their responsibilities, there must be a consistent dialogue between us; i.e., you need to inform us if the material is not being presented in a way you can understand, and we need to make modifications as necessary. The best way to accomplish this is for us to ask questions of each other, and make comments to clarify points in class. This should be an interactive experience. WONDERING IS AS VALUED AS KNOWING.

This course has now been incorporated into WebCT to continue to add to this interactive experience. Your instructor is learning this form of technology with you. Several forms will be available to download as well as schedules will be posted via this form of technology. Your instructor will explain in further detail but it should be noted that during times of scheduling for screenings and clinic, student clinicians should check this 1 or 2 times/day.

**Complete Course Requirements for Spring 2005**

1. Completion of 25 approved hours of observation prior to assignment of client. These hours need to be turned in within one week of the first day of class or you may be deregistered from the course.

2. Clinic Fee ($10) - Pay within the first week of school to Mrs. Guingo. Obtain your name tag at that time. Student will be responsible for their own paper for computer use in the clinic.

3. **E-mail address**: All students are required to have an e-mail address; it will give you an opportunity to converse with your clinical instructor. Use this communication vehicle in addition to the telephone, written notes and face to face contact. Please give your e-mail address to the course instructor within the first week of school.

4. Your final clinical practicum grade will be determined by your performance in the following 3 areas:

   **A. Clinical Skills 65%**
   - average clinical observation report grades includes clinical performance only (16%)
   - quiz, computer application lesson plan and self-evaluation assignment (3%)
   - participation (2%)
   - UTD’s- includes interpersonal, technical, behavior management, personal and professional responsibilities. Professional responsibilities include clean up after Your clients and in the clinicians area, responsibility of computers, use of materials, etc.
UTD #1 Midterm (22%)
UTD #2 Final (22%)

B. Diagnostic Skills 20%
- Language Exam (5%)
- Phonology Exam (5%)
- Diagnostic Treatment Plan (10%)

C. Writing Skills 15%
- Progress Report (10%)
- Lesson Plans (5%)

Total (100%)

Competency

1. Grades: If you receive a final grade of C- (73%) or below on any component of the three areas listed above (Clinical Skills, Diagnostic skills, or Writing Skills), you will receive an incomplete in SHH 481 which can be made up by retaking the course. In addition, you will not be able to student teach until you receive a letter grade of C or better in SHH 481. **Note:** If you fail to make competency for either the language or phonology case studies in the Diagnostic Skills case studies, you may retake one or both exams one time only during the semester. You may also retake the exams with the next SHH 481 class. Your original (1st) exam grade will be computed in your Diagnostic Skills grade. You must achieve a grade of 74 or better on each of the Diagnostic Skills exams in order to achieve competency in this area. You will not be assigned a client unless you obtain competency in both diagnostic skills case studies. Competency for the Diagnostic/Treatment Plan can be achieved by rewriting the report one time only. You must achieve a grade of 74 or better on the rewrite; however, the original grade will be computed into your Diagnostic Skills grade.

Your clinical skills grade, which makes up 65% of your final grade, will be based on (1) the grades you receive on the UTD Competency based evaluation (two of these are completed per semester; one at midterm and one at semester’s end); (2) YOUR AVERAGE Observation Report Grades (an Observation Report form is filled out and graded intermittently or however frequently your clinical instructor feels is appropriate - a minimum of 6 to 8 times during the semester); and (3) the average of the quiz and written assignments. Diagnostic reports and progress reports are due on the scheduled date. The letter grade will be reduced by 1/3rd for each late day and although they need to be completed for the course, the grade can be significantly reduced if turned in over 3 days late.

In order to account for the growth and development in clinical skills, which hopefully will occur over the course of a semester, and to maximize fairness of grading policies, all clinicians in SHH 481 will pass through two UTD “levels” during the semester - Level I and Level II. You will all be considered Level I clinicians from the beginning of the semester until midterm. From midterm until the semester ends in December, you will all be Level II clinicians. As will be discussed in class, for grading purposes, THE SAME NUMBER GRADE WHICH
CORRESPONDS TO AN “A” FOR LEVEL I ON EITHER YOUR CLINICAL EVALUATION OR OBSERVATION REPORT(S) WILL MOST LIKELY CORRESPOND TO A LOWER LETTER GRADE WHEN YOU BECOME A LEVEL II CLINICIAN. What this means is that we expect that you will be inexperienced, a little nervous, etc. during the beginning of the semester, and we want to account for that when we formally evaluate you. Likewise we hope that you will listen to and heed our suggestions for positive change and continue to show development in your clinical skills during the latter half of the semester; having two levels allows us to account for this expected growth in your latter evaluations.

2. You will be given assignments/quizzes in class. Assignments/quizzes must be done on time. Unsatisfactory work may be revised within a one week period to acquire a satisfactory grade. All assignments must be completed to receive a grade. **NO EXCEPTIONS!!!!**

3. You are to inform your client and/or parents when we have vacations at least one therapy session prior to the break.

4. **Do not call the clinic** to find out if your client has canceled. Mrs. Guingo will call your home or dormitory if this happens. In the event of snow, listen to the local radio station for school closings. The clinic will follow the Cortland City School district (eg., if the Cortland Schools are closed, clinic will be canceled). Cancellations will be announced on the following stations: WKRT, WNYP, WHCU, WHEN, WTKO.

5. To avoid an incomplete in clinical practicum, you are reminded that you **must complete the course requirements as well as individual clinical instructors’ requirements**, submit and have approved a typed progress report, and submit and have signed the completed clinical clock hour form.

6. Please **dress appropriately** for therapy sessions with your clients. Refer to the Clinic Manual for appropriate clinical attire. The way you dress reflects the way you think (feel) about yourself and the client you are working serving! This also applies to therapy provided outside of the clinic (e.g. CDC, public schools, etc.)

7. **Lesson Plans are due by 4:00 the day before your client is scheduled for therapy, except on Friday when they are due by 1:00 p.m.**, unless notified otherwise by your clinical instructor. This allows your supervisor to review your work in advance and provides time for you (and your client) to benefit from any suggestions. If your lesson plan is submitted late, do not expect feedback from your supervisor. If your lesson plans are turned in late more than once, expect the grade to be lowered by 1/3rd of the letter.

8. All clinic materials/computer disks and reports must be returned before any letters of recommendation will be granted. In addition, each student is required (college policy) to **submit material towards a writing portfolio**. This must be done before a student requests a letter of recommendation. Please submit to the Department Chair before you
student teach. The Department strongly recommends opening a file with the Career Planning and Placement Office. Students formally request a letter of recommendation by filling out a request form located on the first floor of the clinic, across from the stairway. The writing portfolio should include one item from each of the following:
SHH 270 or other freshman level course
SHH 370 or other sophomore level course
Clinical writing (SHH 477, 480)
Senior level course (SHH 473, 483, 496)

9. **Colored client work folders, including its contents, must always be left in the clinic.** Failure to do so is a breach of client confidentiality. If this occurs, clinicians will be notified by their clinical instructors. A record will be maintained and infractions will be reflected on your UTD personal and professional responsibilities section.

10. Clinicians will keep the clinician area, including all materials, in good order. In pairs, clinicians will be assigned two or three times during the semester when they will be responsible for re-organizing, re-shelving and generally tidying up the clinician area. A schedule will be posted and clinicians must submit a completed check list to Ms. Emm when the area is neat and well organized. The check lists are either hanging on the corkboard or can be downloaded from Web CT. This is included in your class participation grade. There will be designated trash canisters for food items. Please do not discard non-water soluble items down the sink such as paints and plaster of paris.

11. **Class Participation:** Active listening and thoughtful contributions are expected. All questions and comments are welcome and will be reflected upon rather than criticized. Sideline conversations are impolite and will NOT be well received. If you find you have questions/concerns/comments/warm fuzzies after the class is over, use e-mail, the telephone, or an individual conference to communicate them. You will receive a response. We truly care about your concerns.

**Note:** All reports should be on computer disks (3½) - not your personal word processors (you have to turn in the disks at the end of the semester–confidentiality). There are computers (PC, Macintosh) in the computer lab for your use. Please remember that you are to turn in the disk(s) with your reports on them. Please do not make extra copies for yourself as this is breeching confidentiality.

**Note:** ASHA regulations require that 25 hours of observation be completed before therapy (hands on clinical experience). Hours can be credited toward your ASHA CCCs.

**Department Observation guidelines:** Usually you obtain 10 hours of observation in Clinic I which leaves 15 hours you need to obtain prior to Clinic I or in between Clinic I and Clinic II. Of those 15 hours, 5 should be in a public/private school setting, including preschool. The other 10 hours may be obtained in any other setting of interest (UCP, Easter Seals, rehab settings, hospitals).
**Professional Portfolios:** Job applicants are now frequently asked to present their professional portfolios. It is an opportunity to demonstrate that you are the best person for the position by exhibiting your exceptional clinical, diagnostic and professional writing skills. Therefore this means that the portfolio should contain your best work in such areas as lesson plans, progress reports, diagnostic/treatment plans, updated DDR, examples of your professional development (proof that you attended state conventions, ASHA, or the Speech and Hearing Club Conferences), actual therapy materials that you have used to obtain positive results, photographs and/or video tapes of you at work. Of course, for all written materials, you should have the client’s written permission to take pictures and videos. If you have questions, discuss it with this professor, your clinical instructor and the students who are presently student teaching (you will have an opportunity to meet them on 4/30/04.

12. Unfortunately, due to situations out in our control, client and/or supervisor changes can occur at any time during the semester.

13. Please turn off cell phones prior to class starting to avoid disruptions. If there is a personal emergency that you need to have the phone in use, please discuss with your instructor.

Remember, this is an enjoyable learning & growing experience. You have worked hard to reach this point in your professional training - enjoy it & good luck!!!!!

Confidentiality Statement

As a private clinic, it is imperative for us to maintain confidentiality and to convey to student clinicians the importance of this area of professionalism. The client’s rights must be protected. Therefore, the Speech Pathology and Audiology Department has developed consequences if confidentiality is breeched. Please consult faculty members if you have any questions regarding confidentiality. Please refer to the clinic manual and syllabus in regards to rules pertaining to confidentiality for the clinic and for the profession.

If any of the confidentiality rules are breeched, the following actions will be taken:

1st Offense: The student will receive a warning from the clinic director. This will be reflected in your Clinic II UTD grade.

2nd Offense: The student will need to meet with the Department Chair. Also this will be reflected in your Clinic II grade, and your 480 and 481 grade will be reduced by one-third.
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3  Offense: The student may face academic dishonesty and possible dismissal from either the 480
or 481 course.

**Academic Integrity Statement**

The College is an academic community which values academic integrity and takes seriously its
responsibility for upholding academic honesty. All members of the academic community have an
obligation to uphold high intellectual and ethical standards.

Academic dishonesty can occur in many ways, and includes but is not limited to plagiarism,
cheating on examinations, submitting the same paper for two different classes, falsifying
documents and data, and destruction or unauthorized removal of library materials.

For more information on academic integrity and how academic dishonesty can occur, please refer
to the College Handbook, the College Catalog, the Code of Student Conduct and Related Policies,
or ask your instructor.