July 8, 2015

To: New Speech-Language Pathology Graduate Students

From: Ramona Bonnette, CCC-SLP, Clinical Coordinator
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Congratulations on being accepted to the ULM Speech-Language Pathology Graduate Program! The clinical supervision staff is already in the process of planning for the Fall, 2015 semester. An orientation meeting will be held Thursday, August 20, 2015 at 1:00 PM in the waiting room of The Kitty DeGree Speech and Hearing Center, Sugar Hall 152. At that time you will be provided a brief orientation to the graduate program and clinic.

Parts A and B of the On-Campus Section of our Clinical Handbook, the Speech-Language Pathology Dress Code Policy, and the Immunization Policy are attached. Please review the information carefully with the understanding that you will have ample opportunity for questions or clarification. Bring Parts A and B in a 1” three-ring binder to the meeting, as you will receive other pertinent information throughout your program.

You will be required to wear specific colored scrubs when working with clients or providing screenings/evaluations. Please see the Dress Code Policy attached. Your scrubs will need to be ordered as soon as possible in order to have them ready by the start of clinic. You will also need a name tag which is will cost $6.57 ($6.00 + tax). Payment information for name tags will be given during the meeting on August 20th.

While you may have a few days to finalize some procedures through Student Health Services on campus, some procedures cannot wait. Please make sure that you have initiated your immunizations or you will not be able to begin clinic. See the immunization policy attached.

All students enrolled in classes involving clinic, SPLP 5076, 5081, 5086 are covered under ULM’s Liability Insurance Policy, for which there is no additional charge to you.

If you have accumulated observation or clinical clock hours as an undergraduate, be sure that you bring with you an official record of the hours from the university where the hours were earned. Such a record must include the names of the clinical supervisors and their ASHA account numbers. If you earned observation/undergraduate hours at ULM, no action on your part is required.

You will be assigned one clinical slot this fall, which means you will see your client twice a week (M/W or T/TH) for one hour each day.

I look forward to teaching each of you in the upcoming semesters. If you have any questions or concerns regarding your clinical training that need to be addressed prior to our meeting, please let me know.

See you soon!
Student Health Services

As a student in one of ULM’s professional programs, you are required to meet specific vaccination requirements according to your program’s policy. It is your responsibility to locate your health records, and submit proof to the Immunization Program at the Student Health Center according to your programs guidelines. Acceptable proof is a legible copy of a public health unit record, a physician’s office record, a completed university immunization compliance form, military record, or official laboratory report.

Please put your current name, campus wide ID number, and professional program on all forms that you submit, and keep a copy for your personal records. Bring all records to the immunization clinic for consultation at the following clinic hours.

Immunization Clinic hours are

- Monday and Tuesday (7:30 am – 12:00 pm and 1:00 pm – 5:00 pm)
- Wednesday, (7:30 am – 12:00 pm)
- Wednesday afternoon and Thursdays, closed, except for TBST readings
- Friday, (7:30 am – 11:00 am).

For your convenience, the following services are available at the ULM Student Health Center:

1. Drawing of all blood titers:
   - Varicella IgG titer
   - Rubella IgG titer
   - Mumps IgG titer
   - Rubeola IgG titer
   - HbsAB (Hepatitis B titer)
2. Hepatitis B vaccine (three part series)
3. Tetanus Diphtheria Purtuiss TDaP
4. Tuberculosis testing – Mantoux Method
5. Meningococcal vaccine
6. Physical Exams

Payment for immunization services is required on the date of service. Pricing for vaccinations, testing and blood titers are subject to change based on cost or medication or testing. Payment methods accepted are cash, check, warhawk express, debit/credit card or money order. Any outstanding fees owed to Student Health Services must be paid prior to receiving services through the immunization clinic.

Submit your immunization card from Student Health to the clinical coordinator as proof that you have completed all of the above requirements.
**IMMUNIZATION REQUIREMENTS FOR ALL PROFESSIONAL PROGRAMS**

Evidence of the following immunizations is required by all professional programs:

1. **Two (2) MMR Measles, Mumps, and Rubella Vaccine** (proof of two (2) doses of vaccine is required).

2. **One (1) TDaP Adult Tetanus Diphtheria Pertussis Vaccine** (within the last 10 years)

3. **Three (3) doses of Hepatitis B Vaccine three part series** (first 2 doses must be completed prior to beginning your clinical rotation) followed by hepatitis b titer one month after series completed.

4. **Two step TB skin test.** Tuberculosis testing – Mantoux Method. (Only one tbst if you have proof of a previous tbst within the past year).

5. **Two (2) Varicella vaccine or proof of disease documented by health care provider or positive Varicella Titer.**

Additional vaccinations or testing may be required by your specific program.

**MMR – Measles, Mumps and Rubella Vaccine.** Proof of two (2) doses of vaccine is required.

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**Speech-Language Pathology Department**

**Policy Regarding Background Checks/Drug Screening/Motor Vehicle Records Check**

It is the policy of the Department of Speech-Language Pathology at the University of Louisiana at Monroe that:

1) All Masters students will be informed of the CHPS Background Check (BC)/Drug Screening (DS)/Motor Vehicle records Check (MVR) policies both in writing (in the clinic handbook) and in spoken form (in the first clinic staffing).

2) Students are to report any drug use and/or criminal infraction(s) at the beginning of the graduate program in order that accommodations can be made, if any. If an early report is not made before background check/drug screen/Motor Vehicle Records Check (MVR), and a caution flag is raised, accommodations will not be offered.

3) If a caution flag is raised on background check/drug screen, the plan of action of the Speech-Language Pathology department will be the following:

   a) contact will be made with LBESPA regarding a ruling on the offense,
   b) the ULM SLP department will abide by any decision made by LBESPA; a ruling indicating ineligibility to obtain a license will result in discontinuation of the student's program.
   c) individual (not multiple) misdemeanors will generally:
      - not be considered detrimental to continuance in the program,
      - not be reported to LBESPA,
      - not hinder continuance in the program.
Speech-Language Pathology Department
Policy Regarding Student Safety

It is the policy of the Department of Speech-Language Pathology at the University of Louisiana at Monroe that:

1. The door to the student entrance of the Kitty DeGree Center in Sugar Hall should remain closed and locked and accessible only with ULM IDs. Each semester students must submit the five digit code from the back of their ID cards to the department secretary in order to authorize access to the Center. If students have difficulty opening the door with their ID, the clinical coordinator or program director should be notified immediately. Likewise, if the door malfunctions and remains unlocked a report should be made to the program director or clinical coordinator immediately. The door is never to be propped open.

2. The client entrance will only be unlocked during Center (not university) hours. When the external door is unlocked, interior entrances to the SLP and audiology clinics will remain closed and locked, from the outside, except during changeover times between clinic sessions. When the external door is locked, internal doors may remain open. Students are not to use the client entrance, only the student entrance. Students must carry ID cards with them to allow access to the student entrance only. Keys for internal clinic doors will be maintained by program director, clinical coordinator, and department and clinical administrative assistants.

3. Weekend access to Sugar Hall including the Kitty DeGree Speech and Hearing Center is prohibited to students. Students are encouraged to access Sugar Hall during daylight hours only (M-F).

4. The lobby will be monitored via the internet surveillance system already utilized for monitoring treatment rooms.

5. Students who disregard stated safety policies are subject to disciplinary action.
Section I.
On-Campus Practicum

Forms and procedural information for Speech-Language Pathology graduate students enrolled in SPLP 5076. Specific instruction regarding use of forms will be provided by the Clinical Coordinator at Staffing and by Clinical Supervisors during individual meetings with students.
Introduction

The Speech-Language Pathology Graduate Clinical Handbook is designed to facilitate the acquisition of knowledge and skills by students in clinical practicum courses of the Master of Science Program in Speech-Language Pathology, University of Louisiana at Monroe. Information in the Handbook includes clinical policies/procedures, relevant policies, forms for use by student clinicians, and reference information. It also serves to support clinical teaching provided by Clinical Supervisors, the Clinical Coordinator, as well as that of other Speech-Language Pathology and Audiology professionals who supervise graduate students in off-campus settings. Students are encouraged to also utilize textbooks, lecture notes, professional journal articles, the complete ASHA Desk Reference (available to ASHA and NSSLHA members on-line), the resources of the ULM Library, and especially the information and guidance provided by their assigned supervisors in planning and implementation of supervised clinical practicum.

The Handbook is divided into three binders labeled “Section I. On-Campus Practicum”, “Section II. Off-Campus Internships”, and the “Supplement”. A set of all sections of the Handbook is always maintained in the ULM Kitty DeGree Speech and Hearing Center. Each Speech-Language Pathology graduate student will receive Section I during his/her first semester of enrollment in SPLP 5076 and Section II during the last semester of his/her on-campus clinical practicum. Students do not receive individual copies of the Supplement, but should become familiar with the information and are permitted to copy documents that cannot be accessed otherwise through the Department of Speech-Language Pathology or via the ASHA or ULM websites.

In 2008, the Handbook was updated for the change in department name from Communicative Disorders (CODI) to Speech-Language Pathology (SLP).

Ramona Bonnette, M.S., CCC-SLP
Clinical Coordinator
Department of Speech-Language Pathology
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Section I. On-Campus Practicum (SPLP 5076)

A. Overview of SLP Clinical Program

Mission/Purpose
The Clinical Program of the ULM Department of Speech-Language Pathology offers its students the opportunity to gain clinical knowledge and skills in professional settings under the guidance and supervision of experienced speech-language pathologists and audiologists certified by the American Speech-Language Hearing Association and licensed by the State of Louisiana.

The Policies and Procedures for graduate clinical practicum courses within the Department of Speech-Language Pathology, University of Louisiana at Monroe, were developed and/or implemented with consideration of mandates of the Department, the University, the State of Louisiana, as well as applicable federal laws. In addition, these policies and procedures seek to adhere to requirements of the 2005 Standards for Certification and Preferred Practice Guidelines in Speech-Language Pathology of the American Speech-Language-Hearing Association, as well as the Standards for Training Programs in Speech-Language Pathology of the Council on Academic Accreditation in Audiology and Speech-Language Pathology.

Organization of SLP Clinical Program
The Program Director of The Speech-Language Pathology is directly responsible to the Dean of the College of Health and Pharmaceutical Sciences and coordinates the academic and clinical programs in Speech-Language Pathology. He/she serves as head of the entire program and is accessible to all students.

The Clinical Coordinator is directly accountable to the Program Director and is responsible for the general administration and operation of the ULM Kitty DeGree Speech and Hearing Center and the E.A. Barham Scottish Rite Clinic, including promoting appropriate services for clients while fostering an optimal learning environment for student clinicians. Scheduling of clients/student clinicians/supervisors into available clinic slots and monitoring/confirming clinical clock hours earned by student clinicians are also duties of the Clinical Coordinator. She/he supports the clinical teaching of students through direct instruction, conferencing with supervisors and students, as well as supporting applied research conducted in the clinical setting. Other related activities include preparation of clinic documents/records/forms, scheduling of Staffings and on-campus/off-campus screenings/awareness activities for SPLP 5076 students, providing consultation to other ULM Departments, and supervising the staff of the Center.

Speech-Language Pathology Clinical Supervisors are ULM Faculty members who supervise student clinicians in the ULM Kitty DeGree Speech and Hearing Center and the Scottish Rite Clinic. They all are experienced, state licensed, and ASHA certified Speech-Language Pathologists or Audiologists who are committed to the mission of fostering the development of competent professionals through a broad-based clinical program that fosters the acquisition of knowledge and skills by students enrolled in practicum courses. They view clinical teaching as a primary role, second only to insuring the welfare of clients. Clinical Supervisors assure that required percentages of all clinical hours obtained by each assigned student clinician are directly supervised and maintain a supervision log, which is filed at the end of the semester in each student’s Clinical File. The faculty, who serve as Clinical Supervisors, spend extensive time in direct clinical teaching, mentoring, and counseling of student clinicians, as well as communicating regularly with clients and their families.
Off-Campus Site Supervisors are practicing Speech-Language Pathologists and Audiologists who share their expertise with Speech-Language Pathology Interns through contractual arrangements with specific school or medically based facilities. The Site Supervisors are all ASHA certified and are, if applicable to the state in which they are employed, licensed to practice. These professionals provide clinical teaching, guidance, and supervision to SLP students in their last semesters of their clinical program without any financial compensation. They work closely with the Intern Coordinator to help assure the acquisition of knowledge and skills in the variety of disorder areas as noted in each intern’s KASA Packet, which follows the student clinician to each off-campus site.

Student Clinicians/Interns are graduate students enrolled in SPLP 5076, 5081, or 5086. It is the responsibility of each student to understand the importance of the roles they assume whenever working with clients and their families. Student clinicians are responsible for sessions in which clinical hours are earned and are expected to devote the time necessary to adequately prepare for sessions, prepare reports, and complete the documentation required for appropriate service delivery. All are expected to conduct themselves professionally, treat each client and family with respect and consideration, communicate regularly with assigned supervisors, and to follow Speech-Language Pathology policies and procedures and those of the facility/agency in which services are provided.

The ULM Center Secretary is responsible for the activities in the common area of the Center. She answers the phone, greets clients, provides information regarding parking, billing, etc. and maintains client files and payment records in a confidential manner. She also assists the Clinical Coordinator and Clinical Faculty in enforcing clinical policies and in communicating with students, clients, and other professionals. Payment for services, records, emergency contact information for clients, student clinicians, supervisors, as well as surveys regarding client services are collected and maintained by the Center Secretary, who also schedules appointments for screening of students from the College of Arts, Education and Sciences, etc. It is the responsibility of student clinicians to inform the Center Secretary if they or their clients will be absent. Student clinicians are responsible for notifying clients of session changes, except in unusual circumstances.

Speech-Language Pathology Student Clinical File
A file documenting hours earned by each Speech-Language Pathology graduate student clinician is maintained in the Departmental Office. This file also contains the student’s Record of Observation Hours, the Clinical Clock Hours Determination Form for Graduate Students completed by the student at the beginning of the Speech-Language Pathology graduate program, all documentation of clinical hours earned and the student’s official Clinical Hours Record. The file may be signed out by the student, Clinical Supervisor, Clinical Coordinator, and other appropriate Speech-Language Pathology faculty as needed for review and update.

On-Campus Facilities
The ULM Kitty DeGree Speech and Hearing Center is currently located on the first floor of Sugar Hall with separate speech and hearing clinics composed of nine therapy rooms, each with a separate observation room, the Lynn Moore Hearing Evaluation Center, clinic materials room, clinic preparation room, a lab and tech room and a monitoring room. Referrals from individuals, health professionals, other ULM personnel, and community agency representatives are welcomed. Individual evaluation and treatment sessions are scheduled for all semesters of the academic year. In addition, screening of students in the College of Education and other groups is conducted on a regular basis throughout the year. The Center has a sliding fee scale. The Center is not a Medicare/Medicaid provider and does not file insurance or provide client information electronically. Copies of the Fee Policy and Schedule are available from the Center Secretary. Parties with specific questions regarding billing, copies of documents, parking matters, schedule of screenings, etc., should be directed to the Center Secretary.
B. Overview of Policies and Procedures for On-Campus Clinical Practicum (SPLP 5076)

Forms/Client Records/Confidentiality/Student Responsibilities

Students enrolled in SPLP 5076 obtain supervised clinical clock hours in the ULM Kitty DeGree Speech and Hearing Center, the Admiral E. A. Barham Scottish Rite Clinic, and at various sites within the local community. This handbook contains forms and sample documents utilized by students in completion of clinical activities at these sites. Some forms are for client records and others for required student documentation of activities. Specific instruction on the use of the forms will be provided directly by the Clinical Coordinator and/or the assigned Clinical Supervisor at Staffings and individual meetings. A Clinic Calendar will also be provided each semester for student clinicians on which dates of specific activities as well as due dates for completion of assignments are noted. All student clinicians must maintain a “Working Folder” for each client of all current, relevant client and/or student clinician documents not yet officially filed in client’s confidential record or the student’s Clinical File. This folder will include case management plans, SOAP Notes, Management Log, and Diagnostic Log. Test protocols, client Pretreatment Reports (PTR), and End of Semester Reports (ESR) are to be put in the confidential record of each client (See Confidentiality Policy). The folder is turned in weekly to the Clinical Supervisor for review, signature on SOAP notes, and approval of the upcoming week’s case management plan. At other times the working folder is kept in the possession of the student clinician, with confidentiality maintained at all times.

All client records are considered confidential information. It is the policy of the Center to hold the welfare and confidentiality of clients paramount. Although the Center is currently not designated as a HIPAA covered entity, Speech-Language Pathology faculty and graduate students are provided information regarding the intent of this federal law and other applicable legislation concerning patient privacy. It is the responsibility of student clinicians, supervisors, and Center staff to protect the privacy of each client through appropriate use and protection of confidential client information. Students who do not comply fully with confidentiality procedures jeopardize their grades and/or continuation in the program. While client files may be checked-out for review, etc., no client file is permitted to leave the building. Student clinicians should adhere to the Privacy Notice given to clients. Other information related to the protection of client information is available in the Clinical Practicum Handbook Supplement. Only clients and their legal guardians may make decisions and grant permission for services provided. While clients who are at least 15 years of age are considered “adults” for the purpose of earning clock hours, permission of parents/guardians is still required for service delivery until the age of 18 years.

Signed permission forms, release of information forms, policy documents, and the client contact information form should be completed during the first clinic session of the semester and given immediately to the Center Secretary for placement in the Confidential Client file. Clinicians should also be sure that clients/families receive a Client Calendar at the beginning of the semester and forms regarding continuation of services at the Center and their feedback regarding clinical services at the semester’s end. At the end of the semester, client documents in the working folder will be filed in the Confidential Client Record by the Clinical Supervisor. The Clinical Coordinator will file the Management Log, Diagnostic Log, Supervision Log, Semester Summary Form and student’s grade sheet in the student’s SLP Clinical File.

Student clinicians are expected to author two written reports per client each semester: the Pretreatment Report (PTR) and the End of Semester Report (ESR). These documents are turned in to the Supervisor in accordance with the Clinic Calendar. Grades are based on the first draft submitted, with consideration of the student’s evaluation level. Guidelines for writing the PTR and ESR, as well as for semester objectives are included in this section of the Handbook. Specific instruction will also be provided at Staffings and during individual meetings with supervisors. A conference will be conducted by the Student Clinician with the client/family to review each of these documents, with at least one of the conferences directly supervised by the assigned Clinical Supervisor.
In addition to assigned clients, opportunities to conduct full speech-language evaluations will be provided as available to student clinicians. Students are required to submit a tentative evaluation plan to the assigned Clinical Supervisor and schedule a planning meeting with the Supervisor to review/revise the plan. After the evaluation, the student clinician will submit a written report of the evaluation to the Supervisor. The final report signed by both Student Clinician and Clinical Supervisor, all forms, and protocol should be placed in a folder and turned in to the Center Secretary for assignment of a Medical Record Number. The Supervisor will provide written feedback to the student after the final report has been submitted and/or reviewed with the client or parent. Numerous and varied opportunities exist for students to earn other diagnostic and related hours during their clinical practicum. Student clinicians regularly provide speech and hearing screenings for the College of Education and for other departments and community agencies. The faculty and students in the Department of Speech-Language Pathology also participate in numerous awareness activities throughout the year both on-and off-campus. Students do not earn hours for activities that are not direct services to individuals, but do participate for pre-professional experience.

Student clinicians are encouraged to communicate regularly with their assigned Supervisor to avail themselves of supplemental opportunities for clinical learning outside of the clinic room. Clinical Supervisors are best accessed during their posted Office Hours, but are also available for individual meetings by appointment.

All students must attend three mandatory meetings with each Supervisor and should sign up accordingly for these at the beginning of the semester, mid-term, and end of the semester. At these meetings, information, clinical teaching, feedback, and/or counseling, etc. will be provided. Prior to the first meeting with the supervisor, student clinicians should, at a minimum, complete the following activities: review the client’s folder, call client/guardian to confirm session day/time, and prepare an outline of tentative pre-testing for the first session.

At the end of the semester, students check out with each Supervisor. At this meeting, a grading conference is conducted, client documents filed, student clinician documentation of clinical hours, and disorder areas for rating on the KASA Checklist identified. Prior to this conference the student should have tallied clock hour information and recorded in the graph section of the appropriate Semester Summary of Clinical Practicum. One Semester Summary must be completed for each supervisor. Thus, if a student clinician was supervised by the same person for both a client seen in the Clinic and during a screening activity in the community, hours earned at both sites are placed on the same Semester Summary form. See further instructions in this section of the Handbook for reminders. Specific information regarding completion of logs and other forms will be provided at Staffings and during the semester by the supervisor. After checking out with all assigned supervisors, the student clinician then meets with the Clinical Coordinator. At that time, clinical hours are logged on the student’s Clock Hour Record and documentation filed in the master Clinical File.

Students receive regular written feedback for diagnostic treatment sessions. In addition, written feedback/corrections will be provided for all student generated documents/reports. Supervisors will work with students to determine KASA disorder areas and experiences to be provided each semester.

In the event of absence of the client or student clinician, it is the responsibility of the student clinician to notify the Supervisor as soon as possible. The Supervisor is always the first person a student or other faculty member consults in matters pertaining to the clinicians and clients assigned to them. In the event that the student is unable to reach a client, the Center Secretary should be contacted for assistance. See the SPLP 5076 Syllabus for further information regarding attendance and promptness.
At the end of each semester, students are given the opportunity to evaluate each of their Clinical Supervisors. Since ULM’s current on-line system is not designed to provide students a way to evaluate multiple clinical supervisors, a paper system is utilized by the department. All student evaluations are treated confidentially and are maintained by the Program Director.

Oral/Written Communication Skills/Professional Behavior
It is essential that speech-language professionals possess appropriate oral and written communication skills, consistent with their age, gender, and culture. Students who completed their undergraduate training as Speech-Language Pathology majors at ULM are provided speech and hearing screenings as part of SPLP 1013. New graduate students will be screened. If deficiencies are evident, the participating Clinical Supervisors will meet in private with the student to discuss services/referrals indicated. Speech-Language Pathology students may receive services in the ULM Center at a reduced rate. The development of each student clinician’s appropriate oral and written professional communication skills is evaluated and fostered by Clinical Supervisors during implementation of practicum activities.

Student clinicians are expected to act ethically and professionally during all practicum activities. Clinicians are expected to make an introductory call to clients/families prior to the first day of Clinic, greet clients, assure that clients sign-in, and direct them to therapy rooms. In addition, clinicians are expected to remain with minor clients until the client’s parent/guardian arrives. If clients are absent/tardy without notice, clinicians are expected to wait a minimum of fifteen minutes before leaving the Center. It is the responsibility of each student clinician to notify the Center Secretary and Supervisor of planned or unplanned absences of the client. Supervisors should also be notified of any issue of concern regarding client attendance/promptness. Clinicians should be familiar with guidelines related to ethics, professional practice, cultural consideration, etc., located in this section of the Handbook as well as the Handbook Supplement.

A Student Lounge Area is provided in Sugar Hall, Room 112 for use by Speech-Language Pathology students only. Students who use the room are responsible for their personal possessions and for cleaning up after themselves. An additional student prep room is available for preparing for clinic in a Kitty DeGree Speech and Hearing Center room. Students are expected to keep the clinic neat and clean by disinfecting surfaces after treatment sessions and returning materials to their proper places.

Staffing/NSSLHA/Clinic Events/Awards
Staffings are held throughout the semester for the purpose of clinical teaching, review of policies and procedures, and to obtain student input. The schedule for Staffings and the students who should attend are noted on the Clinic calendar. Staffing days and times will be given out at the beginning of each semester. Attendance is mandatory.

Graduate student clinicians are expected to be active participants in the local Chapter of the National Student Speech-Language-Hearing Association (NSSLHA) meetings and the organization’s activities, most of which support the service mission of the Center. Monthly NSSLHA meetings are held at various times and locations to provide both graduates and undergraduates optimal opportunities for attendance. All clinicians should be involved in the Annual Speech-Language Pathology Fall Field Day for clients and are considered the designated hosts for their respective clients.

Each year the Speech-Language Pathology faculty honors the performance and accomplishments of student clinicians. Recipients are selected for the following awards: Most Promising Graduate Clinician (1st year clinician), Graduate Clinician of the Year (2nd year clinician), Award of Excellence (Off-campus Intern).
Clinician Levels/Grading
The student clinician evaluation instrument is a competency-based system designed to facilitate the development of clinical skills while taking into consideration the student clinician’s academic and clinical experience. This system is based on the model developed by the University of Texas at Dallas (Mottinger, 1984). The expected competencies were revised by the clinical supervisors and continue to be closely scrutinized for revision in the future to enhance correlation with KASA competencies for students graduating under the 2014 ASHA Standards for Certification.

The instrument is divided into four clinical ability levels, each of which examines clinical competencies in areas of interpersonal, technical, and writing skills. A student’s evaluation level is based on a review of academic training and clinical contact hours previously earned. At the beginning of each semester, the student’s clinical level is assigned by the Clinical Coordinator for all clinicians enrolled in SPLP 5076. The following progression is generally used for most graduate students following a typical plan of study:

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The level for students not following a typical plan of study will be determined after review of their clock hours earned, clinical performance and faculty/student ratings on the KASA Checklist/Summary Form. Disorder areas for rating on the student’s KASA Checklist will be determined by the student with input from the supervisor.

Students enroll in SPLP 5076 in multiple semesters, with semesters and credit hours noted in their Sequence of Classes. Clients are assigned accordingly. Student clinical clock hours are monitored closely, with modification of assignments made when necessary to meet requirements.

The performance of student clinicians will be graded at mid-term and the end of the semester using the criteria within the instrument during a conference between the supervisor and clinician. The final grade from each supervisor is based on the final grade recorded on the grading instrument. The overall grade in SPLP 5076 for the semester is calculated by the Clinical Coordinator by averaging the grades awarded by each supervisor for each client slot plus the Professional Development Assessment and other applicable items. Thus, if a student clinician is supervised by a supervisor for one client slot and another supervisor for two client slots, the grade of the second supervisor is counted twice. Students earning overall grades other than an A, B, C or I will forfeit all clinical hours earned during the semester. See the SPLP 5076 Syllabus for other information regarding grading.

Health/Safety/Emergencies/Immunizations/Liability Insurance
As professional care providers, student clinicians must follow universal precautions to help prevent the spread of contagious diseases to clients and themselves. Although the risk of transmission of blood borne pathogens (such as AIDS/HIV or hepatitis B) is extremely low, being aware of how to anticipate and respond to situations where you may encounter blood or body fluids contaminated with visible blood is necessary.

With this in mind, clinicians are advised to carefully review and follow the ULM Policy on Bloodborne Pathogens (See Clinical Practicum Handbook Supplement). The Center maintains supplies for use by clinicians as needed. These materials, including gloves, tongue depressors, paper towels, tissues, and alcohol preps should be discarded after each use. A special cleaning solution, aerosol disinfectant, paper towels, and plastic trash bags are available for use by all clinicians. Contaminated materials should be discarded and tables/therapy
manipulatives that have been handled or mouthed should be cleaned after each session. Headsets (audiometers, etc.) should be cleaned after each use. Disposable otoscope covers are also available for use when otoscopy is performed.

Regular and appropriate handwashing by clinicians is essential. The use of non-water antibacterial gel on hands will also foster infection control. Open wounds must be covered.

Additional protective equipment in kit form is readily accessible in the center for use by student clinicians, faculty, and staff who are exposed to other potentially infectious bodily fluids, waste, etc. A red bag is available in the kit for disposal of contaminated items. This bag will be disposed of following university policy.

For more specific precautions as they relate to Speech-Language Pathologists, refer to information in the Clinical Practicum Handbook Supplement and to the website for the Center for Disease Control www.cdc.gov. The nurses at the ULM Student Health Center are also a resource for questions regarding infection control, etc.

Accident/Injury

In the event of an accident/injury/or matter of personal safety, University Police should be called immediately at 1-911. Each student clinician should also be familiar with the ULM Evacuation Policy and the Evacuation Plan for the Clinic in this Handbook. Faculty and staff will follow ULM Policies regarding these situations. See the ULM Student Handbook for further information.

In any case of suspected child abuse and/or neglect involving a client, the Clinical Supervisor and Clinical Coordinator are designated as “mandated reporters” under the Louisiana Children’s Code. Students should discuss procedures to follow in the event of such situations during their first meeting with the Supervisor. Also, at the back of the Clinical Practicum Handbook Supplement is a booklet on child abuse/neglect from the State of Louisiana.

All student clinicians are required to complete an Emergency Contact form on themselves and a Contact Form for each client. These are maintained by the Center Secretary in the event of an emergency.

Students are made aware of ULM immunization policies when they progress into the Speech-Language Pathology major or when accepted into the Master of Science Program (See Academic Handbook). It is the responsibility of each student to maintain current immunization status throughout the clinical program. No student will be permitted to participate in any clinical activity without clearance from the ULM Student Health Center Nurse given to the Clinical Coordinator.

Student clinicians are covered under the ULM liability insurance policy at no additional charge. This coverage is necessary for all persons providing clinical services to the general public.

Speech-Language Pathology Copy Policy

Copyrighted material, including test protocols, may NOT be copied. Student clinicians may copy for their use, and at their own expense, other diagnostic and therapy materials that are not copyrighted or those which specifically grant copy privileges. Confidential client information may not be copied or photographed by any student clinician. In the event that clients/families wish to provide copies of confidential information for the client file or wish a copy of reports, etc., only the Center Secretary, Clinical Supervisors, or Clinical Coordinator may duplicate the requested information. Failure to comply with this policy compromises both the clinician and the Department and may jeopardize a student's grade and ability to continue the required practicum.
Tutoring

Students enrolled in Speech-Language Pathology are advised that participation in tutoring/teaching activities related to reading or writing/spelling, whether for pay or on a volunteer basis, could be construed as practicing speech-language pathology without a license. In order to help avoid any situation that could potentially jeopardize the ability to be licensed to practice or become certified by the American Speech-Language-Hearing Association, these situations should be avoided while enrolled in SLP’s graduate or undergraduate programs. If there are any questions, see the Clinical Coordinator.

Center Hours of Operation

The exact hours of operation of the Center may vary from semester to semester depending on the number of clients served and their time slots. Tentative room assignments are posted by the Clinical Coordinator, but may be modified by Clinical Supervisors as needed. Sessions conducted outside of the clinic room must be pre-approved by the Supervisor. Whenever clients are present in the Center, all persons who need to be in the Center area are expected to maintain a quiet tone, check out materials during the timeframe outlined in the Test Check-Out Policy, and limit the number of persons in the area. The use of the Center Phone to discuss confidential client matters or for personal use is not permitted during the hours of operation. All student clinicians must wear the approved clinic uniform and comply with the Speech-Language Pathology official dress code. Other Speech-Language Pathology students not in uniform must also comply with specific requirements for entering the clinic. See the Dress Code for other important information regarding appropriate clinical attire.

Mailboxes for all Speech-Language Pathology faculty are located in designated areas in the center and departmental office. Mailboxes for students are located in the center. As time-sensitive information is often placed in these boxes, they should be checked daily.

Tests/Materials /Technology and other Equipment

Current editions of a wide array of diagnostic measures are available for use and/or check-out by student clinicians. Students are expected to follow the Test Check-Out Procedures in this Handbook, and should be sensitive to the fact that other student clinicians may also need to use these items/kits (especially during Pre-Test/Post-Test days noted on Clinic Calendar). In the event that a specific protocol is not available, the form at the back of the protocol folder should be utilized. Many test protocols are copyrighted material and should not be copied for use during assessment.

The Materials Area is accessible during the hours of the Center’s operation. Student clinicians have full access to the therapy manipulatives, kits, and manuals and should follow the clinic materials check out procedures. Students should keep decks, kits, etc., together, as taking only portions may result in the loss of some items. The Speech-Language Pathology Department strives to provide an adequate array of materials, and student clinicians are expected to help maintain order and use appropriate care when selecting, transporting, and utilizing them. Suggestions are welcomed regarding the requisition of new materials.

The Speech-Language Pathology Department maintains a wide inventory of clinical equipment, sophisticated augmentative/alternative communication devices, other assistive technology and computer software for use during evaluation and treatment sessions. Check-out of equipment is required and is essential for maintaining security. Some therapy rooms have computers with some clinical software pre-loaded. Students are especially encouraged to preview available clinical software to enhance session planning. The Audiologist should be consulted prior to the use of any Speech-Language Pathology amplification devices.
No food or drink is allowed in the Center unless used in therapy or due to a special circumstance as spilling liquids or foods on the equipment or furnishings will damage them.

When therapy rooms are not in use, Speech-Language Pathology students may use the computers in the Center for preparing academic and clinical documents. Clinic computers may be used for printing only with express permission of supervisor. Student clinicians are encouraged to utilize the student computer lab in Sugar Hall (3rd floor) where computers and a printer are available for use.

A closed circuit video/audio system is currently utilized for monitoring of some sessions by Supervisors and observation by authorized individuals.

**C. Blank Forms, Sample Documents, and Related Information for Use in SPLP 5076**—You will receive additional forms in Clinic Staffing and via Moodle for SPLP 5076. Please insert these forms in this section as you receive them.
General Dress Code:
Graduate students in the Department of Speech-Language Pathology and progressed undergraduate Speech-Language Pathology majors are to adhere to the following general guidelines regarding generally appropriate dress whether in class and/or clinic. Other Speech-Language Pathology majors are also encouraged to utilize these guidelines. The purpose of this dress code is to promote professionalism. The guidelines are consistent with those of other departments in the College of Health and Pharmaceutical Sciences. Students out of compliance jeopardize their participation in class and/or clinical activities. For any student for whom the guidelines conflict with religious or cultural rules, advance permission for modifications may be requested through the Program Director and/or Clinical Coordinator.

All attire must be clean and pressed as needed. Faded items should be replaced.

Exposed mid-drifts are not permitted.

NOTE:
Speech-Language Pathology students are expected to maintain appropriate personal hygiene. Hair should be clean and groomed. Female students in Speech-Language Pathology should use cosmetics in moderation and male students should ensure that moustaches, beards, etc., are groomed.

Jewelry and accessories should be non-distracting. Jewelry in pierced noses, lips, tongues, eyebrows or other visible body parts with the exception of the ears (no more than two piercings in each earlobe is permitted) is not allowed. Exposed tattoos must be covered. Fingernails should be short, neat, clean and non-distracting; no distracting fingernail polish will be allowed in clinic. Polish may not be to bright nor to dark and no distracting designs are allowed.

The following rules of dress apply to graduate and progressed undergraduate students attending Speech-Language Pathology classes and/or those wishing to enter the clinic to briefly check mail, check out tests, etc.

T-shirts that are plain or ULM-affiliated may be worn, including those that advertise Speech-Language Pathology, NSSLHA, or an event. No crude messages, such as alcohol, sexual innuendo, or inappropriate logos are permitted. No tank tops, bare mid-drifts, shirts with inappropriate designs/wording are permitted, nor are spaghetti straps, halter tops, tube tops, or tops which reveal cleavage. Appropriate undergarments should be worn at all times, but should not be visible. An undershirt should be worn with sheer blouses.

Jeans may be worn as long as there are no holes, frays, or tears. Dress Capri pants are acceptable as long as they have no holes, frays, or tears. No pajamas, windpants, or sweatpants are permitted.

Shorts (other than denim) of knee length, without holes or frays are permitted for females and males. No athletic shorts are permitted. Skirts may be worn as long as they are knee length or longer.

Clean athletic shoes and dress sandals are permitted, but no flip-flops, beach sandals, etc.
**Center Dress Code**

All Speech-Language Pathology Graduate student clinicians must wear the adopted and approved clinical attire (i.e., uniforms) when working with clients or representing the Center at other service functions. The required garments are currently available at LA Scrubs at 1117 Forsythe Ave; (318) 325-8867. (*See addendum for description of uniforms.*)

Uniforms must be clean and pressed. Faded uniforms are not permitted and must be replaced. Any uniform, other than the specified brands, styles and colors designated in this policy, is unacceptable.

Nametags must be worn for official purposes but should be removed immediately upon completion of official duties. Nametags are purchased by the student through the Center Secretary. Nametags must be worn with the uniform and should be placed on the jacket (or shirt if jacket not worn)

Shirts may be tucked in or not, but may not be longer than the jacket.

If you choose to wear an undershirt that shows from underneath your uniform the ONLY type permitted are clean, white, cotton t-shirts; either short or long-sleeve.

Scrub pants must be ankle length, not dragging on the ground. Standard lace-up athletic shoes should be worn with the uniform. Shoes should be an appropriate match for the style of clinic uniform and must be clean. Socks must be worn.

Hats or caps are not permitted, nor is any other sweater or jacket (other than the approved uniform jacket). No sunglasses are to be worn or used to hold hair back away from face.

Questions regarding clinical attire should be directed to the Clinical Coordinator. All other inquiries should be directed to the Speech-Language Pathology Program Director.
ADDENDUM: UNIFORM DESCRIPTION (Effective 05/02/13)
(Prices approximate, subject to change, and based on 20% discount for ULM SLP from LA Scrubs only)

Graduate Students:
Women:
Shirt:
- Black top with (Cherry blossom) pink trim; V-neck with two pockets in front; 9501BKPCP (Urbane by Landau)
Sizes XS-3XL; $22.00
Pants:
- Black pants with elastic waist band (sport pant) 9704 (Urbane by Landau); Sizes XS-2XL *; $22.00
OR
- Black pants; draw string; unisex; 7602 (Landau); Sizes SX-3XL; $22.00
Men:
Shirt:
- Black top; no trim; V-neck; single pocket upper left corner; unisex; 7502 (Landau); Sizes XS-3XL; $20.00
Pants:
- Black pants; draw string; unisex; 7602 (Landau); Sizes SX-3XL; $22.00

Jacket:
7535 Landau comes in black; Sizes S-5XL

*If someone needs a larger size pant, then the drawstring 9502 (Urbane by Landau) boot cut pant will look the same as the other scrub bottoms near the cuff; comes in sizes up to 3XL; $19.00
# Recommended Sequence of Classes*

**Speech-Language Pathology**  
**SLP Graduate Program**

## Fall Admits

<table>
<thead>
<tr>
<th>Fall</th>
<th>Spring</th>
<th>Maymester</th>
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<tbody>
<tr>
<td>5005 – 3</td>
<td>5025 – 3 Current Topics/Stutter Res/Remedation</td>
<td>5070 – 3 Seminar in the Profession</td>
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<tr>
<td>Res in Speech-Lang Pathology</td>
<td>5030 – 3 Semin/Sp. Lang Path</td>
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<td>5020 – 3</td>
<td>5050 – 3 Neuro Disorders I/Intro &amp; ID</td>
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<tr>
<td>Seminar in Articulation</td>
<td>5077 – 3 Audio Issues/Sp. Lang/Pt</td>
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<td>5076 – 1 Practicum-Site I</td>
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<tr>
<td>Semin/Comm Lang Disorder/Children</td>
<td>5091 – 1 Research Project</td>
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<tr>
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<tr>
<td>4090 – (3) (If no undergraduate Neuro)</td>
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<tr>
<td>Neurophysiology of Speech</td>
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## Summer I

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<tr>
<td>5060 – 3</td>
<td>5052 – 3 Neuro Disorders II/Eval &amp; Mgt</td>
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## Fall

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<tr>
<td>5042 – 3</td>
<td>5081 – 4 or 5** Internship-School Site</td>
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<tr>
<td>Seminar in Voice Disorders</td>
<td>5086 – 4 or 5** Internship-Medical/Rehab Site</td>
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<td>5061 – 3</td>
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<tr>
<td>Semin/Oropharyngeal Involve</td>
<td>9 - 10</td>
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## Summer II

<table>
<thead>
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<td>(If necessary for Comps)</td>
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*This is a recommended sequence and may require modification based on individual student needs. No program will be shorter than recommended although some may be longer.  
**Internship applications are accepted only after successful completion of 5076 requirements and faculty vote. Placements for 5081 & 5086 are assigned by the Internship Coordinator. Local placement is not guaranteed. 
***Students will register for at least one semester & may need to register for up to two semesters of summer 5076. Needs for Summer 5076 will be determined in the prior spring semester.

Revised April 2015
SEQUENCE OF CLASSES
SPEECH-LANAGUAGE PATHOLOGY
GRADUATE PROGRAM

ACCELERATED WITHOUT A BACKGROUND
(For those beginning undergraduate coursework in Fall)

<table>
<thead>
<tr>
<th>Spring</th>
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<th>Spring (SLP)</th>
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<td>1052 - 3</td>
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<td>4090 - 3</td>
<td>4003 - 3</td>
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<td>4028 - 3</td>
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<tr>
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Take GRE
Apply to Grad. School

TOTAL: 12

TOTAL: 18

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<tr>
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<th>Spring</th>
<th>Summer</th>
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<td>5025 - 3</td>
<td>5060 - 3</td>
<td>5042 - 3</td>
<td>5081 - 4 or 5 (A)</td>
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<tr>
<td>4035 - 3</td>
<td>5030 - 3</td>
<td>5052 - 3</td>
<td>5061 - 3</td>
<td>5086 - 4 or 5 (A)</td>
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<tr>
<td>5005 - 3</td>
<td>5050 - 3</td>
<td>5070 - 3</td>
<td>5076 - 6 (I)</td>
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<tr>
<td>5020 - 3</td>
<td>5077 - 3</td>
<td>5076 - 2 (I)</td>
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<tr>
<td>5028 - 3</td>
<td>5076 - 3 (P)</td>
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<tr>
<td>5076 - 3 (E)</td>
<td>5091 - 1</td>
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TOTAL: 18
TOTAL: 16
TOTAL: 11
TOTAL: 12
TOTAL: 8-10

*Placements for 5081 & 5086 are assigned by the Internship Coordinator. Local placement is not guaranteed.

E: Entry
P: Primary
I: Intermediate
A: Advanced

Revised January 2013
ELECTRONIC STUDENT RATING FORM POLICY

Beginning with the Fall 2012 semester, Master of Science Admissions Class Blue and Green Student and Faculty Rating Forms will be completed in electronic format. Faculty and students are to follow all procedures strictly and meet all deadlines promptly to ensure that the system works properly. These forms are for the University of Louisiana at Monroe Speech-Language Pathology Department use only and not to be duplicated or disseminated.
STUDENT RATING FORM PROCEDURES

1. Self-enroll in the forum class every semester.
2. Refer to the posted Faculty Rating Form as needed.
3. Download the most recent “Student Rating Form” and Save As “KASA.YourName.mmmy” (Example: KASA.MaryJones.0712).
4. Open the “Green Student Rating Form Revised” excel file.
5. Click on the cover page tab in the “Green Student Rating Form Revised” excel file.
6. Type your name in the area indicated. Click Save.
7. Click on the tracking page tab in the “Green Student Rating Form Revised” excel file.
8. Type the date, your name, and the purpose of the review. Click Save.
9. Click on the first desired tab to enter your classes (Articulation, Fluency, Voice, etc.)
10. Click on the name cell in the top row of the worksheet. Type your name. Click Save.
11. *Tab over to column “F”. Click on Down Arrow to select desired class. Click Save.
12. Tab to next column to enter the next desired class. Click on Down Arrow to select and Click Save.
13. Continue Steps 6-9 until Student Rating Form is completed. Click Save.
14. Upload the completed document to moodle.
15. Close file and exit.

*If you plan to enter N, *, --, or U, enter these items after the class is selected. Once you enter another item in these cells, the formula that creates the check will be deleted. If you select “5076”, the entire column will need to be entered manually.
SCOTTISH RITE SCHOLARSHIP AWARD POLICY

Each semester that monies are available, the Gentlemen of Scottish Rite designate the number of available scholarships. Recipients are selected by the Gentlemen of Scottish Rite from the pool of applicants, solicited by the clinical coordinator from the entire body of ULM Speech-Language Pathology Master’s students. The Scottish Rite award is given to selected students based on (1) responses to questions regarding service activities they are involved in, (2) a statement indicating their interest in speech-language pathology, and (3) the strength of letters of recommendation. After award decisions are made by the Gentlemen of Scottish Rite, award checks are made out in the names of individual recipients.

Use of Kitchen Facilities in Sugar Room 154

1. Students shall be responsible for all cleaning of the room and any cooking or storage of food items.
2. Proper cleaning is done by the custodial staff, but they do not clean dishes or wipe down the tables nor pick up other materials. The rule is to leave the room as it is found.
3. Only activities related to eating are allowed so it CANNOT be utilized for a place to prepare for clinic/courses or general socializing.
4. Any dirty dishes left in the sink/room will be discarded immediately.
5. Remember the phrase "Your mother is not here" and you are responsible for leaving the room in proper order.
6. If the room is left unacceptable by students, they will lose this privilege.

Furthermore, students are NOT to leave CUPS/ITEMS on the wooden ledge that is in front of the posters exhibiting research/public information. We do not want the public or possible benefactors to view the wonderful facilities we have cluttered by personal items. We never know who is going to see our building from the administration, public, or potential students and receive a negative impression.

Please remind anyone you see that may be neglectful or abusing these privileges that compliance is a shared responsibility.

Thank you for your continued support and taking pride in ULM!!

Dr. David Irwin, CCC-SLP, ASHA Fellow

Professor/ Interim Program Director
# GRADUATE STUDENT HANDBOOK
for
M.S. Students in Speech-Language Pathology

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GUIDE TO ACADEMIC REQUIREMENTS
FOR
GRADUATE STUDENTS IN SPEECH-LANGUAGE PATHOLOGY

INTRODUCTION

The University of Louisiana at Monroe, Department of Speech-Language Pathology, offers the B.S. and M.S. degrees in Speech-Language Pathology. The B.S. program prepares students for graduate study. The M.S. program has been designed to meet the academic and clinical requirements of the American Speech-Language-Hearing Association (ASHA). The M.S. program is accredited by the Council on Academic Accreditation (CAA) of ASHA.

This handbook is a supplement to the Graduate Catalog. It is the primary resource for students enrolled in the M.S. degree program in the Speech-Language Pathology Department and their advisors. Students are responsible for the content of the handbook and are expected to have read the relevant sections of the handbook prior to consulting faculty with questions.

Additional information about the policies of the University of Louisiana at Monroe and the Graduate School can be obtained on the University of Louisiana at Monroe's website or the Graduate School's website.

Contact Information:
Department of Speech-Language Pathology
The University of Louisiana at Monroe
700 University Avenue
Monroe, Louisiana 71209-0321

(318) 342-1392 (Departmental Office)
(318) 342-3199 (Departmental Fax)
(318) 342-1395 (Kitty DeGree Speech and Hearing Center)
THE UNIVERSITY OF LOUISIANA AT MONROE

VISION STATEMENT

The University of Louisiana at Monroe strives to distinguish itself in preparing students for meaningful lives and service to humanity by excelling in student-centered learning—turning vision into action.

MISSION STATEMENT

The University of Louisiana at Monroe (ULM) is committed to serving as a gateway to diverse academic studies for citizens living in the urban and rural regions of the lower Mississippi Delta.

The university offers a broad array of academic and professional programs from the associate level through the doctoral degree, including Louisiana's only public Pharm D program.

Complemented by research and service, these programs address the postsecondary educational needs of the area’s citizens, businesses, and industries.

The university ensures student learning by promoting a comprehensive context for the intellectual, scientific, cultural, technological, and economic development of a diverse student and faculty population.

ULM values the continued development of mutually beneficial partnerships involving schools, government, businesses, and a variety of community-based agencies.

ULM is categorized as an SREB Four-Year 3 institution, as a Carnegie Master’s College and University I, and as a COC/SACS Level VI institution.

ULM will offer a wide range of baccalaureate programs and will be committed to graduate education through the master’s degree, offering graduate programs to meet regional or state needs.

The university will limit associate degree offerings to 2+2 programs, conduct research appropriate to academic programs offered and necessary for program accreditation, and implement, at a minimum, Selective III admissions criteria.

ULM is located in Region VIII.
CAMPUS INFORMATION

The University of Louisiana at Monroe’s campus, one of the State’s most attractive, is located in the eastern part of Monroe, a city whose metropolitan area population exceeds 100,000. Beautiful Bayou DeSiard flows through the 238-acre, tree-shaded campus.

The city of Monroe is located halfway between Shreveport, LA and Vicksburg, MS. It is readily accessible from all sections of Louisiana and neighboring states. The University is located on U.S. Highway 80, within four blocks of U.S. Highway 165 North and two miles of Interstate 20. Monroe Regional Airport, three miles east of the University, is served by Continental Airlines, and Northwest Airline/Northwest Airl ine. Monroe city bus lines serve the University area.

Monroe’s Civic Center, Strauss Playhouse, Masur Museum, West Monroe’s Convention Center, and the local parks offer cultural and popular programs, including sports events of all kinds. The beautiful Ouachita River, Bayou DeSiard, and many nearby lakes offer opportunities for fishing, boating, skiing, swimming, and picnicking.

LIBRARY INFORMATION

The purpose of the University Library, as adopted by the Library Faculty, is to support the teaching, research, and service programs of the University. This shall be accomplished through instruction, networking, and access using the appropriate technology, acquisition, organization and maintenance of necessary information resources. The University Library shall also provide the optimum learning environment for its diverse users.

The Library is centrally located on the University campus beside the bayou. It is readily accessible from all campus housing and classroom buildings. The resources of the library include 644,120 print volumes, including 199,356 state and federal documents, 225 journal and newspaper subscriptions, and 620,039 volumes in microformat. The Library is a member of AMIGOS, which enables cataloging and bibliographic verification and interlibrary loan via computer terminals connected on-line to the system headquarters. NEON, the Library’s electronic catalog, is part of LOUIS, the Louisiana Library network. Being part of LOUIS, the library has access to EBSCOhost which provides access to over 40,000 full-text electronic journals. In addition, LOUIS provides access to other bibliographic and abstracting sources via the Web. Access is also provided to more than 35,000 electronic books via netLibrary.

All are welcome to use the resources of the Library. To borrow library materials, one must have a valid ID card, be enrolled in a cooperative program offered by other institutions, become a member of the Friends of the Library organization, or acquire an Alumni Honorary Card.

For more library information, refer to University of Louisiana at Monroe’s Library website.
FINANCIAL INFORMATION

Information regarding tuition, and fees can be found in the graduate catalog or the financial aid web site. Graduate assistants and work study applications can be found on the graduate school's website.

Scholarship information is posted on the departmental bulletin board in Sugar Hall. Several scholarships are available to graduate students. The following graduate scholarships are competitive and require submitted documents:

1. George Moses (Lions) Graduate Scholarship — one award for $1000 per year.
2. Scottish Rite Clinical Traineeship: two to three scholarships are given for both fall and spring for $1250 per recipient for each semester.
3. David Irwin Scholarship

GRADUATE STUDIES AND RESEARCH REGULATIONS AND DEADLINES

Each student should read, at a minimum, sections on Grading, Withdrawing from Classes, Appeals, GA/Work-Study, and Registering for Comprehensive Exams & Graduation in the current ULM Graduate Catalog.

Students should review the Speech-Language Pathology Department section for details about faculty, accreditation, program requirements, and courses. Note that there may have been some changes since it was published. See the Program Director for further information.
REGISTRATION INFORMATION AND REQUIREMENTS

COURSE INFORMATION

Course Information is in the graduate catalog. The schedule of classes for the semester can also be found online.

REGISTERING FOR CLASSES

Class registration information can be found on the ULM website.

HEALTH INSURANCE AND IMMUNIZATION REQUIREMENTS

Health Insurance: Enrolled domestic students have available to them a plan of group student injury and sickness insurance. This plan is mandatory for all international students.

Immunizations Procedures: An immunization letter is sent to students prior to the beginning of their first semester of graduate school. It is mandatory for students to keep all immunizations current and that all documents are submitted to the ULM Student Health Services to assure requirements for participation in program activities, especially clinical practicum, are met.

TRANSCRIPTS

Transcript requests can be accessed online.

HOLDS ON RECORD

If there is a hold on a student’s record, they may not register or, in many cases, obtain transcripts until that hold is cleared with the appropriate office. A hold may be imposed for financial indebtedness to the University or for disciplinary or scholastic reasons. Notice of any hold, including the name of the department where it may be cleared, is available on the Banner website.

MAINTAINING FULL-TIME STATUS

A full-time graduate student in Speech-Language Pathology may schedule from nine to eighteen semester hours during a regular semester. A graduate student who has a graduate assistantship or a graduate work-study position must have the approval of the major professor and the Dean of the Graduate School to enroll in a course load exceeding fifteen semester hours during a regular semester. The maximum course load for a student registered for graduate study during any single summer session is seven semester hours; the minimum for a full-time student is four semester hours.
IDENTIFICATION

Students are issued a student identification card by the university upon enrollment. This card allows them access to buildings, classrooms, and copying services. Students should always know where their card is and not loan it to others. Speech-Language Pathology students are required to order a name badge for a fee through the Speech and Hearing Center secretary during their first week of graduate school (for more information, refer to the Clinic Handbook).

STUDENT INFORMATION

The official means of communication between faculty/staff and students is through the University’s e-mail system. Students are responsible for all information sent by e-mail.

STUDENT POLICY MANUAL AND ORGANIZATIONAL HANDBOOK

Each student should obtain a copy of the latest ULM Student Policy Manual & Organizational Handbook. It is available at the Registrar’s office or on the Registrar’s website. Look under ULM CODE OF STUDENT CONDUCT. In that category look for section nine — "Student Records" and read about FERPA and any other sections of interest.

HUMAN EXPERIMENTATION

As of November 1, 2006, ULM Institution Review Board (IRB) training is mandatory for all persons who participate in Human Subjects Research. To register, go to the graduate school's website. Prior to initiating any research with human subjects, it must first be approved by the IRB. Students conducting research under the mentorship of a faculty member must file a request for approval with the IRB. Forms should be submitted several weeks prior to the planned initiation of the research. In many cases, an expedited review can be requested.
DEPARTMENT OF SPEECH-LANGUAGE PATHOLOGY

ADMINISTRATION

All graduate degrees are conferred by the Office of Graduate Studies and Research at the University of Louisiana at Monroe. The Department of Speech-Language Pathology is one of eight departments administered by the School of Health Professions, under the direction of Dr. Benny Blaylock, Dean. The Program Director is Johanna Boult, Ph.D., CCC-SLP. Throughout this handbook, she will be referred to as Program Director.

MISSION STATEMENT OF THE COLLEGE OF HEALTH AND PHARMACEUTICAL SCIENCES

The mission of the College of Health and Pharmaceutical Sciences is to educate entry-level practitioners to meet the diverse health care needs of the citizens of Louisiana and beyond. The college seeks to provide an environment through which faculty and students develop as scholarly practitioners of their profession. Central to accomplishing this mission are the following efforts:

• Provide curricula which are relevant, flexible, and rigorous to prepare practitioners for the 21st century health care system.
• Promote faculty growth and development through education, scholarship, practice and service.
• Establish and maintain community partnerships.
• Demonstrate and promote professional ethics, values, caring and compassion in the practice of each profession.

COLLEGE OF HEALTH AND PHARMACEUTICAL SCIENCES POLICIES

College of Health and Pharmaceutical Sciences Section of the Graduate Catalog

Students should review the Speech-Language Pathology department section for details about faculty, accreditation, program requirements, and courses. Note that there may have been some changes since it was published. See the Program director for further information.

MISSION STATEMENT OF THE SPEECH-LANGUAGE PATHOLOGY DEPARTMENT

The Department of Speech-Language Pathology offers the M.S. degree in Speech-Language Pathology and is designed to prepare students for careers as speech-language pathologists in clinical service delivery. The Speech-Language Pathology department is committed to educating and training students to apply speech-language pathology knowledge and skills with diverse populations across a broad range of settings. The M.S. program integrates didactic academic coursework with on- and off-campus clinical education experiences. Master’s students also have the opportunity to collaborate with faculty on research of mutual interest. Students learn to perform diagnostic evaluations for clients with communication and swallowing disorders and to design appropriate treatment plans. Graduates of the master’s program obtain clinical positions in schools,
hospitals, rehabilitation centers, private practice, nursing homes, and other facilities throughout the country.

LOCATION

The primary academic and clinical programs of the Department of Speech-Language Pathology are currently located on the first floor of Sugar Hall on the ULM campus. Student clinicians also have the opportunity to provide services at the Scottish Rite Clinic on University Avenue. Individual mailboxes for graduate students are located in the Kitty DeGree Speech and Hearing Center. Students should check their mailboxes frequently. Important announcements will be posted in the student room and/or sent to students electronically on their ULM student account. Sugar Hall permits wireless access to the internet for students with their own laptop computers. Students also have access to the computers in the student room, the STAP lab, and other computer labs around campus.

ACCREDITATION

The M.S. program in Speech-Language Pathology is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language Hearing Association (ASHA). As an accredited program, graduates of the M.S. in Speech-Language Pathology are eligible for clinical certification from ASHA. Clinical certification is granted to an individual clinician who has achieved the following: a) completed the M.S. program; b) passed a national certification test in Speech-Language Pathology; and c) completed a clinical fellowship (CF) under the supervision of a clinician who holds the Certificate of Clinical Competence (CCC) in Speech-Language Pathology from ASHA.

FACULTY

David Irwin, Ph.D., CCC-SLP, Professor, Interim Program Director of Speech-Language Pathology, beginning July 1, 2015.
Ramona Bonnette, M.S., CCC-SLP, Clinical Coordinator, Instructor, and Clinical Supervisor
Sarah Hayes, M.A., CCC-SLP, Clinical Assistant Professor and Clinical Supervisor
Mary Ann Thomas, M.S., CCC-SLP, Instructor, Clinical Supervisor and Internship Coordinator
Rebecca Pickering, M.S., CCC-SLP, Instructor and Clinical Supervisor
Jennifer Whited, M.S., CCC-SLP, Instructor and Clinical Supervisor, Interim Program Director, May – June 2015.
Sandra Jones, M.S., CCC-A, Part-time Adjunct Instructor
Linda Bryan, Ph.D., CCC-SLP Part-time Adjunct Professor

LENGTH OF PROGRAM

Students have the opportunity to enroll in either the fall or spring semesters. For students who begin in the fall, the length of their program is usually one year, nine months (e.g.,
begin in August 2015, finish in May 2017). For students who enroll in the spring, the length of their program is usually 2 years (e.g., begin in January 2016, finish in December 2018) as school internship placements are not available in the summer. If students have undergraduate deficiencies, or are required to remain on campus for remediation, the length of their program can increase.

COURSE LOAD

Students who begin in the fall are generally enrolled in three classes per semester in addition to clinical practicum. Students who begin in the spring have some variability due to class schedule and the internship experiences at the end of their program.

SPEECH-LANGUAGE PATHOLOGY POLICIES

Immunization Procedures
An immunization letter is sent to students prior to beginning the first semester of graduate school. It is mandatory that students keep all immunizations current and that all documents are submitted to the ULM Student Health Services to assure that requirements for participation in program activities, especially clinical practicum have been met.

Forum
Forum is not a course in which students enroll. Although attendance is mandatory and an attendance document is maintained in the student's file. Forum is taken during all on-campus semesters in graduate school. Date and time will be established by the Program Director. Forum was suggested several years ago, by students who had similar specific questions regarding the Speech-Language Pathology program. Forum topics now include Academic Training Records, KASA, Comprehensive Examinations and Portfolios, Praxis, Internships, ASHA membership, Licensure, Clinical Fellowship Experience and other topics deemed pertinent at the time. SPLP 5070 - Professional Issues covers other topics, formerly included in forum.

Social-Media Use
Students who want to communicate about clients via social media must use only ULM email; wherein, specific clients may be referred to only by initials, not by either first or last name. No communication about clients, parents, clinic, or the department is allowed in any other communications via social media (except ULM warhawks email). These include Facebook, blogs, text-messaging, personal mail, etc. Official Facebook postings about departmental activities can only be made by students with approval of the Program Director or Clinical Coordinator. While faculty cannot stop students from doing so, it is not in the students’ best interest to speak negatively about him/herself, faculty, the program, college or university on Facebook or elsewhere. If a student’s public communication is interpreted in a slanderous and/or non-beneficent manner, then the student can and will be held ethically and/or legally responsible. Furthermore, students should be aware that Facebook is viewable and viewed by faculty, clients, parents of clients, students at other universities, potential students, and future employers. Before a Facebook post is made, students should ask themselves, “What will a future employer
(client, client’s parent, etc.) think when he/she sees this post?” Faculty (including off-campus supervisors) are not allowed to befriend on Facebook any current student of the program, client or parent of a client.

**ACADEMIC STANDING**

Students are expected to maintain the highest standards of academic and clinical performance and conduct. Refer to the [ULM Student Handbook](#) for university policies.

**EVALUATION OF THE FACULTY AND PROGRAM DIRECTOR**

Students are encouraged to evaluate the faculty at the conclusion of each course and clinic semester. All faculty members submit annual goals to the Program Director each fall. In late spring, faculty members write summations related to the status of their goals. The Program Director uses these, along with other documents (e.g., student evaluations), to evaluate the faculty. Similarly, the same procedure is followed as the Dean evaluates the Program Director. The faculty, however, also evaluate the Program Director and send that information to the Dean.

**SPEECH-LANGUAGE PATHOLOGY POLICY AND PROCEDURES FOR FILING COMPLAINTS**

Students are expected to follow the Chain of Command regarding individual issues that are not appropriate for resolution through faculty meetings (see above-Student Representatives). Academic issues should be brought to the attention of the Program Director and clinical issues should be referred to the Clinical Coordinator. For academic issues, students should speak with the instructor first. If the issue cannot be resolved at that level, the student and faculty member are welcome to contact the Program Director for a joint meeting. For clinical issues, students should speak with the supervisor first. If the issue cannot be resolved at that level, the student and supervisor should contact the Director of Clinical Services for a joint meeting. If the issue continues to be unresolved, all parties should meet with the Program Director. The CAA can also be contacted about program accreditation concerns.

**NATIONAL STUDENT SPEECH-LANGUAGE HEARING ASSOCIATION (NSSLHA)**

The Speech-Language Pathology Department has an active chapter of NSSLHA. The organization is very involved with many campus and community-based projects. Graduate students are encouraged to become members at the local, state and national levels for net-working opportunities, pre-professional development, scholarships, awards, and a reduction of initial ASHA membership fees. Announced meetings are held monthly. Information will be provided at the first clinic meeting regarding membership and meeting schedules. In order to receive discounts toward ASHA membership, students must have documented membership in both the national and local NSSLHA for two years. To be eligible for departmental awards, students must be members of both the local and national NSSLHA.
APPLICATION PROCESS AND ENTRANCE REQUIREMENTS

APPLICATION MATERIALS

Application materials can be accessed on the Speech-Language Pathology website.

ACADEMIC PRE-REQUISITES

A baccalaureate degree is a pre-requisite to enter the M.S. program in Speech-Language Pathology. Students are expected to have obtained a broad general education background prior to commencing their graduate studies. Generally, students who have a bachelor’s degree in speech-language pathology have few, if any undergraduate deficiencies to make up. Meeting these requirements and those of the university, however, does not guarantee acceptance into the program.

Students who do not have a bachelor’s degree in speech-language pathology are eligible to apply for the Accelerated program and complete undergraduate deficiencies during the first year of the accelerated graduate program.

CLINICAL PREREQUISITES

Students must present records, with supervisors’ signatures, documenting completion of 25 clock hours of directed clinical observation. Students who have not completed the 25 hour requirement have two options:

a. if 15 or more hours have been completed, the student may enroll in clinic but the required observations must be completed prior to initiating services with a client.

b. if fewer than 15 hours have been completed, these hours must be obtained before the student can enroll in clinic.

APPOINTMENT OF GRADUATE MAJOR ADVISOR

Major advisors are appointed by the Program Director during the first graduate semester. The Graduate School sends students the name of their major advisor. Students should make an appointment with their major advisor before mid-term of the first semester to discuss their Plan of Study and Graduate Committee.

The advising process is a collaborative effort between the student and advisor. The student’s advisor is responsible for acquainting the student with the policies and procedures of the university, college, and program. The advisor also helps the student plan their academic program. At a minimum, the student will meet with their major advisor at the beginning of each fall and spring semester to assess progress toward degree. At least one time each semester during the executive session of a faculty meeting, major advisors will provide and ask for information from the other faculty regarding their advisees’ academic and clinical progress as well as any accolades or concerns to pass on to the student.
It is the responsibility of the student to keep the advisor informed of any issues that could affect the students’ progress toward the degree. Continuous communication between the advisor and the student makes advising a meaningful and productive process and positively impacts the student’s program.

**APPOINTMENT OF GRADUATE COMMITTEE**

In addition to the major advisor, all Speech-Language Pathology graduate students must have a graduate committee consisting of three Speech-Language Pathology faculty members. Typically, this includes two doctoral faculty and one master's faculty. This committee is generally formed during the first graduate semester. One committee member must be the major advisor with the remaining members consisting of full and associate members of the graduate faculty. The committee is available for consultation throughout the graduate program. This important committee will guide the student’s academic program and will be the ones to vote pass/fail at the conclusion of the oral exam.

**GRADUATE PLAN OF STUDY**

During the first graduate semester, all Speech-Language Pathology graduate students must meet with their major advisor and determine a graduate plan of study. Most plans will be the same; however, some students might be required to complete undergraduate deficiency courses in addition to the standard graduate plan. The formal plan document will be circulated to the committee members for signatures. After all appropriate Speech-Language Pathology faculty have signed, the document must be signed by the Director of the Graduate School and then filed in the student's academic file in the Graduate School and the department.

**SEQUENCE OF GRADUATE COURSES**

The ULM Speech-Language Pathology department accepts graduate students in the fall and spring semesters. Both classes complete the same courses. A sequence of courses has been established for both fall and spring tracks and can be found in the Appendix. Students must follow the appropriate track and register for credit hours indicated. Only the Program Director or Clinical Coordinator can make changes in these tracks for clinic course credit hours. These tracks are followed by students who do not need undergraduate deficiency courses. For those students needing to take deficiency courses, the major advisor will determine where in the schedule to add the deficiency courses. The Program Director and major advisor must be made aware of these changes.

**APPLICATION FOR GRADUATION**

Students should submit an application for graduation to the office of the Graduate School at the beginning of the semester when they are scheduled to complete their internship experiences.
PROGRAM REQUIREMENTS

The M.S. in Speech-Language Pathology requires a minimum of 37 credit hours in didactic academic courses excluding clinical practicum and internship. Pre-requisite courses that need to be taken during the graduate program are in addition to graduate course requirements.

Graduate academic and clinical courses are designed to provide students with opportunities to acquire knowledge and skills in nine content areas identified by the CAA: Articulation and Phonology, Fluency, Voice, Receptive and Expressive Language, Hearing, Swallowing, Cognition, Social, and Communication Modalities. These content areas represent the entities in the full scope of practice and encompass additional areas such as professional issues, ethics, and research.

Students are required to earn approximately 140 clinical clock hours within SPLP 5076 (excluding observation) prior to initiating a medical or public school internship (SPLP 5081, 5086). During the fall and spring semesters, students are enrolled in SPLP 5076 based on advising. Clients seen will increase each semester. In the summer, clients are seen four times a week. Students must register for at least 4 credit hours of 5081, and 4 credit hours of 5086.
**M.S. DEGREE CURRICULUM**

Graduate academic courses in Speech-Language Pathology are offered one time per year. Students are required to enroll in the following (SEE APPENDIX FOR SEMESTER distribution)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPLP 5005</td>
<td>Research in Communicative Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5020</td>
<td>Seminar in Articulation</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5025</td>
<td>Current Topics in Stuttering Research and Remediation</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5028</td>
<td>Seminar in Communicative Language Disorders in Children</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5030</td>
<td>Seminar in Speech/Language Pathology: Diagnostics</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5042</td>
<td>Seminar in Voice Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5050</td>
<td>Neurological Disorders I-Introduction and Identification</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5052</td>
<td>Neurological Disorders II-Evaluation and Management</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5060</td>
<td>Seminar in Augmentative/Alternative Communication for Persons with Severe Expressive Disorders</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5061</td>
<td>Seminar in Oropharyngeal Involvement</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5070</td>
<td>Seminar in the Profession</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5076</td>
<td>Clinical Practicum</td>
<td>1-6</td>
</tr>
<tr>
<td>SPLP 5077</td>
<td>Audiology Issues for the Speech-Language Pathologist</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5079</td>
<td>Pediatric Audiology</td>
<td>3</td>
</tr>
<tr>
<td>SPLP 5081</td>
<td>Internship-School Site</td>
<td>1-6</td>
</tr>
<tr>
<td>SPLP 5086</td>
<td>Internship-Medical/Rehabilitation Site</td>
<td>1-6</td>
</tr>
<tr>
<td>SPLP 5091</td>
<td>Research Project</td>
<td>1-6</td>
</tr>
<tr>
<td>SPLP 5096</td>
<td>Clinical Supervision in Speech-Language Pathology</td>
<td>3</td>
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<tr>
<td>SPLP 5099</td>
<td>Thesis option</td>
<td>1-6</td>
</tr>
</tbody>
</table>
ASHA 2014 SPEECH-LANGUAGE PATHOLOGY CERTIFICATION
STANDARDS

KNOWLEDGE AND SKILLS

The current academic standards are more knowledge and skill oriented than process oriented. The Speech-Language Pathology department uses a modified Knowledge and Skill (KASA) procedure. Prior to reading about the ULM KASA system, students should read about the background of the new standards and the actual standards themselves. Go to the ASHA website, study the standards and print a copy for your records.

For students to be eligible for the CCC in Speech-Language Pathology, they must demonstrate the acquisition of knowledge and skills in Articulation/Phonology, Fluency, Voice, Receptive/Expressive Language, Hearing, Swallowing, Cognitive and Social Aspects of Communication, Augmentative and Alternative Communication Modalities, Professional Issues, Ethics, and Research to be eligible for the CCC in Speech-Language Pathology. Knowledge and skills in these areas can be obtained through course work, clinical experiences, research activities, independent study, workshops, and conferences. Students are to document these experiences on the yellow KASA form.

Students must obtain a minimum of 400 clinical clock hours (including 25 observation hours) that were supervised by an ASHA certified clinical supervisor. Students can only complete these hours when enrolled in an accredited educational program and registered for the appropriate course.

SPECIFIC FORMATIVE ASSESSMENT OUTCOMES

Formative assessment is documentation of outcome on an on-going basis. Formative assessment occurs through course grades and evaluations by clinical practicum supervisors. In addition, required completion of specific formative assessment outcomes are listed on the ULM Modified KASA form. Note that these outcomes are designated III-C through IV-G for the following specified areas: Articulation, Fluency, Voice and Resonance, Receptive and Expressive Language, Hearing, Swallowing, Cognitive Aspects of Communication, Social Aspects of Communication, and Communication Modalities. Students are expected to acquire both knowledge and skill in these areas as they progress through their graduate program. Faculty will assist students in identifying areas of concern addressed in each class or clinic experience. Depending on the student’s performance, an action plan for remediation may be developed between the faculty member and the student. Action plans between students will differ due to varying student needs. Action plans can include such activities as researching and writing a supplemental paper, completing additional coursework or clinical experiences, or other activities as the mentor views as appropriate. Successful remediation is to be documented on the back of the KASA form and is considered to be part of the summative assessment as required for graduation.
SPEECH-LANGUAGE PATHOLOGY KASA FORMS AND PROCEDURE

The KASA Summary Form Packet is one of the official documents required by ASHA for member certification. There are two other sets of forms that are used by Speech-Language Pathology to support the KASA Summary Form Packet. The Speech-Language Pathology Checklist of Outcomes Part 1 (blue) is utilized by faculty to rate KASA outcomes for students. The Speech-Language Pathology Checklist Part 2 (green) is used by students to rate KASA outcomes. Minimally, at the beginning of each fall and spring semester, and at the end of the program, the student and major advisor will utilize their Checklists to update the KASA Summary Form Packet (yellow set). During forum students will begin completing the document with assistance from the Program Director/Major Advisor. It is the student's responsibility to update this training record during their graduate program experience. Just prior to graduation the Speech-Language Pathology Program Director completes the KASA Summary Form Packet utilizing Checklists 1 & 2 as documentation of attainment of knowledge and skills. After reviewing/completing the KASA Summary Form Packet the Verification Form is checked and signed by the Program Director. The completed KASA Summary Form Packet will be submitted by the student when applying for ASHA certification, with a copy of the Packet maintained in the student's academic file in the Speech-Language Pathology main office.

SUMMATIVE ASSESSMENT

Summative assessments are those outcomes judged at the end of a specified time. Summative assessment will occur at the end of the program to determine the knowledge and skills acquired. ASHA has designated a passing score on the PRAXIS national examination in Speech-Language Pathology as the summative assessment for speech-language pathologists as a requirement to qualify for the Certificate of Clinical Competence. To be eligible for the M.S. degree in Speech-Language Pathology, students must successfully complete written and oral comprehensive examinations to document acquisition of information.

COMPREHENSIVE EXAMINATION

Written Comprehensive Exams
Students will be required to take and pass written and oral comprehensive examinations during their last semester of graduate school, unless they have chosen the thesis option. Beginning fall semester of 2010, the Master’s program in the department of Speech-Language Pathology defines “written comps” as a portfolio consisting of the following three items for each academic and clinical course: (1) an official printout of a passing PRAXIS score (2) a few representative pieces of work including (3) a summative piece of writing called a “comprehensive summary” to be completed in-class, near the end of the semester, directed and graded by the relevant course instructor. An exception to this rule is that comprehensive summaries for 5081 and 5086 internships will be completed during the normal comps week. Course instructors will grade each of the comprehensive summaries (high pass, pass, low pass, fail) at the time and then place the graded
comprehensive summaries in the student’s portfolio. In addition to comprehensive summaries students must choose up to three pieces of work completed throughout the semester for each course. These pieces of work should be representative of the depth, breadth and overall quality of work that the student has completed throughout the semester. In addition, students may be required to include specific, representative pieces of work at the request of an instructor. Students must pass 80% of comprehensive summaries to proceed to orals.

Portfolios will be stored in a locked file cabinet in the locked department office. Students will not have access to portfolios except during Graduate Forum or by appointment with the Departmental Administrative Assistant. Portfolios can be viewed only in the departmental office. Notes may not be taken (on computers, paper or otherwise) while viewing portfolios. Items can be added to portfolios by submitting documents to the Departmental Administrative Assistant box. Each submission must have a separate cover sheet indicating: (1) “Portfolio,” (2) student name, and (3) course number.

Oral Comprehensive Exams
Orals are scheduled for approximately one hour (possibly longer). The students’ graduate committee must be present and other Speech-Language Pathology faculty members are invited to attend and participate. First, students will be asked to present a 30 minute defense of their portfolio. Questions from the graduate committee will be related primarily to any fail or low pass written questions, internship experiences, and problem-solving hypothetical situations. To pass orals, a majority of your graduate committee must vote to pass.

EXEMPTION FROM WRITTEN COMPREHENSIVE EXAMINATION QUESTIONS

Students will no longer be exempt from writing for comprehensive exams based on PRAXIS score, but the PRAXIS score is not irrelevant to the comps process. Students must present an official printout of their official PRAXIS score in the first section of their portfolio as proof that they have completed a summative assessment toward the Master’s degree. When sending PRAXIS scores to “ULM Speech-Language Pathology,” be careful to select the correct option. Other options (including “ULM Department of Education”) are incorrect and selecting them will result in delayed reporting of scores.

SLP PRAXIS NATIONAL EXAMINATION

The PRAXIS examination in Speech-Language Pathology is given at least five times per year. Students may take it at ULM or other test centers. Students are required to list ULM- Speech-Language Pathology as a score recipient on the application. The PRAXIS is a two hour 120 item multiple-choice test. As of September 1, 2014 the SLP praxis test number will be 5331. The range of scores is 100-200 with 162 as passing. Students are encouraged not to take the examination until the semester prior to beginning internship when the majority of coursework has been completed. Students are not required to pass the PRAXIS to graduate with the M. S. degree in Speech-Language Pathology, but are required to pass the exam before they can qualify for the Certificate of
Clinical Competence (CCC) from ASHA. That said, a passing praxis score is considered as strong evidence of preparation to sit for oral comprehensive exams.

**REQUIREMENTS AFTER COMPLETION OF COMPREHENSIVE EXAMINATIONS**

**Before Graduation**
After all internship experiences are completed, students will check out first with the Internship Coordinator, then with Clinical Coordinator, and lastly the Program Director. During the checkout with the Clinical Coordinator, all clinical documents must be completed and approved. During the checkout with Program Director, all training records and documents, including blue, green, and yellow KASA forms, must be updated and filed in proper sequence in your academic folder. The KASA Summary Form Packet will also be reviewed. The Program Director must complete and sign the Verification document. Students should submit the ASHA membership application prior to beginning the Speech-Language Pathology Clinical Fellowship (SLPCF).

**After Graduation**
Prior to working as a Speech-Language Pathologist, students must apply for a license in the state in which they plan to work. It is a felony to practice without a license. Information about state licensure procedures can be found on the ASHA website, then click on "For Students." Search for "License" and click, choose the appropriate state, and retrieve contact information. DO NOT WORK WITHOUT A LICENSE. Some states allow applicants to work while the application is being processed. It is the applicant’s responsibility to determine requirements.

Students must complete a Speech-Language Pathology Clinical Fellowship experience before qualifying for the Certificate of Clinical Competency issued by ASHA. The SLPCF experience must be supervised appropriately by your SLPCF clinical supervisor. Information about the SLPCF is available on the ASHA website at the "For Students" link. Scroll to SLPCF and click. It is the graduate’s responsibility to obtain employment and a SLPCF supervisor.

If you are employed in the public schools as an SLP, you may need to have a teaching certificate. Please consult the ASHA website for more information and search “teacher Certification”.

In summary, to obtain CCC status from ASHA you must follow this sequence:
- Complete the M.S. degree in Speech-Language Pathology from ULM
- Apply for ASHA membership
- Apply for/obtain a SLP state license
- Obtain employment for the Clinical Fellowship Experience
- Obtain a Clinical Fellowship Experience supervisor
- Submit a passing SLP PRAXIS score to ASHA
- Complete the Clinical Fellowship Experience Form
- Submit all Clinical Fellowship Experience documents properly signed and processed
- Receive CCC
Students are encouraged to keep the Speech-Language Pathology Department updated about their professional journey. During the CF Experience, graduates will be asked to provide a questionnaire to the CF supervisor regarding their perception of the graduate's academic training as related to clinical service provision. This information is included in the annual reports submitted to ULM and ASHA and can affect the program's continuing accreditation.