



**Florida State University**

**School of  
Communication Science & Disorders**

**Master's Student Handbook**

**2021-2022**

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# Chapter 1

## WELCOME

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The Florida State University School of Communication Science & Disorders (SCSD) offers Main Campus and Distance Learning graduate programs leading to the Master of Science. The curriculum provides advanced study in speech-language pathology for students preparing for professional careers in clinical, research and teaching environments.

The master's degree is the minimum educational level for entrance into the profession, and graduate-level training is required for professional specialization and fulfillment of requirements for national certification, professional licensure, and state teacher certification as a speech-language pathologist. Professionals in the field work in many settings such as schools, hospitals, rehabilitation centers, nursing care facilities, industry, government health facilities, research laboratories, and private practice.

Although regulations differ, most states require licensure for all employment settings except in the public schools or federal agencies. In addition to practicing directly with persons having disorders, professionals may pursue research, teach, or enter into administration of programs and agencies in the field.

Students preparing themselves to be speech-language pathologists are embarking upon a stimulating and growing profession, which renders service to humanity and contributes to the quest for knowledge of the process of human communication. Although the professional settings may vary (e.g., hospitals, private clinics, schools, early intervention, research laboratories, community service centers, colleges and universities), the speech-language pathologist must have a sound academic background and well-developed clinical skills.

### *Purpose Of This Handbook*

This handbook will serve as a guide for to the graduate program. It should be the first stop for information as it describes the current program as the student initiates studies, the requirements for graduation and the academic and clinical courses and competencies to be completed. It provides information about the entry portal into the national professional organization, the American Speech Language and Hearing Association (ASHA) and its expectations for professionals, as defined by the ASHA Code of Ethics (Appendix A). Further, the handbook introduces graduate students to the mission, organization, and administration of the program, the School of Communication Science and Disorders and Florida State University.

Other sources of information besides this handbook include the SCSD Main Campus or Distance Learning Graduate Program Canvas Organization sites, the FSU Office of Graduate Studies, or my.fsu.edu. Additionally, students always have the option of a personal meeting with a member of the advising team or a faculty mentor.

***NOTE. This handbook is subject to revision and students are held to the most current version, not necessarily the one under which they matriculate.***

## Chapter 2

# INSTITUTIONAL INFORMATION

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Florida State University is a comprehensive degree granting university, offering baccalaureate degrees in 106 programs, master's degrees in 113 programs, advanced master's/specialist degrees in 14 programs, doctorates in 70 programs and two professional degrees. The university offers fully accredited programs in both law (J.D.) and medicine (M.D.).

One of the nation's elite research universities, Florida State University — with the Carnegie Foundation's highest designation, Doctoral/Research University-Extensive — offers a distinctive academic environment built on its cherished values and unique heritage, a welcoming campus on the oldest continuous site of higher education in Florida, championship athletics, and prime location in the heart of the state capital.

Combining traditional strength in the arts and humanities with recognized leadership in the sciences, Florida State University provides unmatched opportunities for students and faculty through challenging academics, cultural discovery and community interaction. Underlying and supporting the educational experience at Florida State University is the development of new generations of citizen leaders, based on the concepts inscribed in our seal: Vires, Artes, Mores — Strength, Skill and Character.

### ***Regional Accreditation***

Florida State University is accredited by the Southern Association of Colleges and Schools, Commission on Colleges (SACSCOC). In 2014, SACSCOC reaffirmed FSU's accreditation. SACSCOC accreditation is essential to the university. In addition to approval for the receipt of federal funding, accreditation demonstrates our commitment to providing excellent higher education and our desire to continuously improve the quality of the institution. Florida State University affirms its commitment to student success, research and creative achievement, and the quality of services that support our mission.

### ***Program Accreditation***

The Masters of Science education program in speech-language pathology at Florida State University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

### ***Florida State University's Mission & Vision***

Florida State University preserves, expands, and disseminates knowledge in the sciences, technology, arts, humanities, and professions, while embracing a philosophy of learning strongly rooted in the traditions of the liberal arts. The university is dedicated to excellence in teaching, research, creative endeavors, and service. The university strives to instill the strength, skill, and character essential for lifelong learning, personal responsibility, and sustained achievement within a community that fosters free inquiry and embraces diversity.

The Florida State University will be one of the world's premier institutions of higher education, devoted to transforming the lives of our students, shaping the future of our state and society, and offering programs of national and international distinction in a climate of inquiry, engagement, collegiality, diversity, and achievement.

### ***College Of Communication & Information Mission Statement***

Communication, information and information technology are ubiquitous in our connected society and influence all forms of human activity. Understanding the complex and ever-changing world of people, communication, information, and technology and assuring that all people have access to communication and information are efforts underlying the teaching, research, and service missions of the College of Communication and Information at Florida State University.

Rooted in the liberal arts tradition and attuned to the latest developments in communication science, speech/language pathology, rhetorical theory, and the study of communication media and institutions, the mission of the Florida State University's College of Communication and Information is threefold: (1) to increase understanding and disseminate knowledge regarding communication processes and their effects on the individuals, groups, and societies; (2) to prepare Bachelor's, Master's and Doctoral students for a broad spectrum of communication careers and professions; and (3) to meet the needs of individuals and institutions through service activities undertaken at local, state, national and international levels.

### ***School Of Communication Science and Disorders Mission Statement***

The mission of the Florida State University School of Communication Science and Disorders is to generate and disseminate knowledge related to communication processes and disorders. The program prepares undergraduate and graduate students to demonstrate broad-based knowledge of communication sciences and to apply theory and research findings to clinical practice. The graduate program prepares speech-language pathologists to provide effective diagnostic and treatment services to individuals with a wide variety of speech, language, and hearing impairments. It prepares clinical scientists to generate new knowledge pertaining to communication processes and innovative strategies for evaluating and managing communication disorders.

The objective of the program is to educate speech-language pathologists so that they function optimally in a variety of clinical and school settings and, if desired, to enable them to pursue the doctoral degree. Successful completion of academic and clinical requirements will lead to eligibility for certification in speech-language pathology and licensure as a speech-language pathologist. Florida State Board of Education requirements or the National Council on Accreditation for the Teacher Education (NCATE) requirements for teaching certificates may also be earned by fulfilling current requirements.

Learning experiences involve classroom instruction, research, and individualized clinical practicums under the close supervision of certified faculty. Students are encouraged to collaborate with faculty on research and clinical program development. Both the Main Campus and Distance Learning programs offer students a rigorous and comprehensive course of study leading to the degree and readiness for the next step towards certification, completion of a Clinical Fellowship. Requirements for both programs are similar with the exception of the availability to complete a thesis, which is available only to Main Campus students.

The L.L. Schendel Speech and Hearing Clinic has a dual mission: (a) to provide effective community services that improve the communication abilities of individuals of all ages and (b) to provide a teaching and clinical research laboratory that seeks to develop exemplary assessment and treatment procedures for use by our students and professionals in speech-language pathology and audiology. Innovative and relevant theory

development, research, and services are viewed as unitary- the academic effort, research effort, and the clinical effort all strive for one goal: the enhancement of the communicative well-being of the individuals served.

The School carries out its mission through a variety of academic and clinical didactic and interactive instructional programs; professional and clinical activities; and clinical research. Students are prepared to function effectively in a variety of medically- and educationally-related settings and to develop and disseminate innovative practices. Their coursework and clinical experiences encompass a broad spectrum of speech, language, and hearing impairments in individuals ranging from neonates to geriatrics. Our doctoral program prepares professionals to conduct research, to develop policy, and to teach at the university level with an emphasis on clinical research and establishing productive interdisciplinary collaborations.

### ***School Of Communication Science & Disorders Strategic Plan, 2015-2020***

In keeping with Florida State University's goal to become a Top 25 University, the overarching goal of the School of Communication Science and Disorders' (SCSD) strategic plan is to provide a framework for expanding the national reputation and ranking of the School and to promote communicative well-being for all. The School has identified the following priorities as being critical for the continued advancement of our program.

**Priority 1:** Provide excellent and relevant academic programs and experiences to ensure professional success of our undergraduate and graduate students

- Improve record keeping (data collection) of outcomes and achievements of graduates from our undergraduate, graduate and doctoral programs
  - Modify existing undergraduate exit survey to include permanent/long-term contact information and other points of interest not currently collected by August 1, 2016.
  - Develop and implement post-graduation follow-up surveys to track the accomplishments of our graduates at all levels collected by August 1, 2016.
  - Communicate the success of our graduates, as revealed by our survey data, to the College annually.
- Evaluate and modify undergraduate and graduate curricula/programs of study to ensure consistency with current professional practice
  - The Curriculum Committee will evaluate the appropriateness of the course sequence and requirements of our clinical graduate training program by August 1, 2017.
  - The Curriculum Committee will evaluate the appropriateness of the course sequence and requirements of our undergraduate program by the end of Year 1 of this strategic plan by August 1, 2017.
  - Curriculum committee will make recommendations for change to the faculty and agreed upon changes will be implemented by August 1, 2018.
  - Based on faculty feedback and exit survey data collected from the 2018 cohort (graduating in 2020), the Curriculum Committee will reassess the changes to the curricula and make recommendations to the faculty by December 31, 2020.
- Expand curriculum to include cutting-edge experiences in telepractice and bilingual/multilingual language learning disorders no later than August 1, 2018.
- Evaluate clinical practicum and externship placements in the MC and DL programs to assess their adherence to best practices in CSDs by August 1, 2017.
- Evaluate training and assessment of research experience in the doctoral program to identify opportunities for strengthening and enhancing the overall experience by August 1, 2017.

**Priority 2:** Develop and advance outstanding, collaborative and diverse clinical and academic faculty

- Retain current faculty with adequate resources to promote/maintain success on an ongoing basis.
- Recruit faculty with expertise in University initiatives, including Successful Longevity and Telepractice, by August 1, 2016.
- Request E&G funding to fully support clinical faculty and staff by August 1, 2017.
- Seek funding to develop and staff the Veteran's Specialty Clinic and clinic preschool by August 1, 2018.
- Maintain high levels of research dissemination and increase externally-funded research support by 10% annually.
- Increase interdisciplinary collaborations with other Colleges to support FSU's goal of becoming a Top 25 University on an ongoing basis.
- Increase collaborations among research and clinical faculty to promote translational research on an ongoing basis.
- Communicate the accomplishments of our faculty and staff, particularly those related to grantsmanship, publications, and awards, to the College annually.

**Priority 3:** Attract and maintain a diverse student body

- Initiate faculty involvement in FSU's Diversity and Inclusion Certificate series, which aims to create opportunities for faculty and staff to explore strategic areas around diversity and to learn more about the ways in which they can assist in creating a welcoming and inclusive environment for all.



- Diversity and Inclusion committee will learn more about the Diversity and Inclusion Certificate series and will summarize the opportunity to the faculty by August 1, 2016.
- A minimum of one faculty/staff member will become certified by August 1, 2018.
- Diversity and Inclusion certified faculty/staff will present on current issues in diversity and inclusion to faculty and staff annually beginning August 1, 2019.
- Identify student funding opportunities to support students of diverse backgrounds and students who wish to serve underrepresented populations on an ongoing basis.
- Communicate our efforts and accomplishments in promoting and supporting a diverse student body to the College annually.

**Priority 4:** Attract and support, through diverse sources of funding, outstanding doctoral students, post-doctoral fellows, and graduate students in clinical graduate programs.

- Increase recruitment efforts to attract high quality applicants for the PhD program on an ongoing basis.
- Seek additional sources of external funding to support doctoral and clinical graduate students on an ongoing basis.
  - Allocate funds to assure consistent student funding on an ongoing basis.
- Seek funding to attract and support post-doctoral fellows on an ongoing basis.

### ***Program Authority And Responsibility***

**FSU Graduate School Policies and Procedures.** The Master of Science degree is awarded under the authority of the FSU Graduate School, <http://gradschool.fsu.edu>. For more information regarding FSU Graduate School Policies and Procedures, funding opportunities, and events for graduate students, navigate to the Grad School’s webpage or the FSU Graduate School Handbook, <http://gradschool.fsu.edu/sites/g/files/upcbnu761/files/media/Files/2016-2017%20Graduate%20Student%20Handbook.pdf>.

SCSD is a School within the College of Communication and Information, under the leadership of Dean Lawrence Dennis. At the School level, the mission is administered under the leadership of the Director of the School, Hugh G. Catts, its faculty, and staff. As a unit, the School seeks to implement its strategic plan and engage in collaborative decision making within committees. Students are integral to the administration of the School and participate actively as student members in various School committees.

The organizational structure of the School is as follows:

- Dean of the College of Communication and Information – Lawrence Dennis
  - Director, School of Communication Science and Disorders – Hugh G. Catts
    - Graduate Director, SCSD Doctoral Program – Carla Wood
    - Graduate Director, Main Campus Graduate Program – Kaitlin Lansford
    - Graduate Director, Distance Learning Graduate Program – Jinger Deason
    - Undergraduate Director – Richard Morris
    - Director of Clinical Education – Tricia Montgomery
      - Main Campus Graduate Advising Team: Kaitlin Lansford, Tricia Montgomery, Hugh Catts
      - Distance Learning Graduate Advising Team: Jinger Deason, Tricia Montgomery, Becky Greenhill
      - Student Review Committee: Chris Constantino (Chair), Tricia Montgomery, Yunjung Kim, Michelle Therrien, Shannon Hall-Mills

Other School committees and their members can be obtained by requesting the list from Dr. Hugh Catts.

### ***FSU Equal Opportunity and Non-Discrimination Statement***

*(Signed by FSU President John Thrasher, accessible at [http://www.hr.fsu.edu/PDF/Publications/diversity/EEO\\_Statement.pdf](http://www.hr.fsu.edu/PDF/Publications/diversity/EEO_Statement.pdf))*

“The Florida State University (University) is an equal opportunity employer and educational provider committed to a policy of non-discrimination for any member of the University’s community on the basis of race, creed, color, sex, religion, national origin, age, disability, veterans’ or marital status, sexual orientation, gender identity, gender expression, or any other protected group status. This policy applies to faculty, staff, students, visitors, applicants, and contractors in a manner consistent with applicable federal and state laws, regulations, ordinances, orders and rules, and University’s policies, procedures, and processes.

In pursuing its mission of excellence as a comprehensive, graduate-research university with a liberal arts base, the University strives to create and maintain a harmonious, high performance work and educational environment.

It is my expectation that all members of our community are provided equitable opportunities to succeed and enrich the strength, skill, and character of the University. It is also expected that all members of our community will help create a work and educational environment that promotes fairness, respect, and trust, free from discrimination or harassment. Behavior that may be considered offensive, demeaning, or degrading to persons or groups will not be tolerated.

The University will continue to reinforce its commitment of non-discrimination to all groups protected by state and federal law. We will continue to monitor our methods of recruitment, retention, and advancement of qualified faculty, staff, and students and annually examine our affirmative action plan, as prescribed by federal guidelines, to measure whether our campus is reflective of the community we serve.

The University further recognizes that forms of discriminatory or harassing behavior may create an unwelcomed or hostile environment and lead to an uncomfortable situation. As a result, the University has established internal complaint procedures available to all who believe their experience on any of our campuses has been less than appropriate.

To facilitate or otherwise strive to ensure university-wide compliance, I have appointed Renisha Gibbs, Director of Human Resources/Office of Equal Opportunity and Compliance and University Title IX Coordinator, to develop, administer, and coordinate university-wide initiatives and complaint investigations. This will be accomplished through collaboration with the Dean of Students Department, the Athletics Department, the Office of the Dean of the Faculties; and all University divisions, colleges, and departments.

Questions regarding the above may be directed to your supervisor or Renisha Gibbs at (850) 644-8082 or [rgibbs@admin.fsu.edu](mailto:rgibbs@admin.fsu.edu).”

### ***Sexual Misconduct***

Sexual misconduct, including sexual harassment, sexual violence (rape, sexual assault, domestic violence, dating violence, & stalking), and all other forms of sex discrimination are violations of University policy and contrary to the University’s values, which recognize the dignity and worth of each person. They are also illegal. Sexual misconduct will not be tolerated by Florida State University, whether by faculty, staff, students, visitors, or others.

The University’s policy on sexual misconduct can be found at <https://regulations.fsu.edu/sites/g/files/upcbnu486/files/policies/president/FSU%20Policy%202-2.pdf>

To report a complaint against another student, contact the University’s Title IX Director at <https://knowmore.fsu.edu/title-ix/title-ix-signed-statement/>. To report a complaint against an employee (i.e.,

faculty, on- or off-campus clinical instructor, staff, visitors to campus, contractors), contact the FSU Office of EOC: [http://hr.fsu.edu/?page=eoc/eoc\\_make\\_complaint](http://hr.fsu.edu/?page=eoc/eoc_make_complaint).

### ***Record Of Complaints***

Students may file a complaint against the program with the SCSD School Director, the Dean of the College of Communication and Information (CCI), the Dean of the Graduate School at FSU, or with the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association.

If a student has a concern about academic or clinical practices which may affect compliance with accreditation standards (<http://www.asha.org/academic/accreditation/accredmanual/section3.htm>), he or she is encouraged to contact one of the graduate advisors, the School Director, or others within the university. Concerned students may also contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA). The School Director maintains a confidential record of complaints, and these are reviewed on a regular basis to assess their impact on the School’s compliance with CAA accreditation standards.

Contact information for filing complaints within FSU:

SCSD School Director: Hugh Catts, [hugh.catts@cci.fsu.edu](mailto:hugh.catts@cci.fsu.edu), 850-645-6566

Dean of CCI: Lawrence Dennis, [larry.dennis@cci.fsu.edu](mailto:larry.dennis@cci.fsu.edu), 850-644-5804

Dean of the Graduate School: Nancy Marcus, [nmarcus@fsu.edu](mailto:nmarcus@fsu.edu), 850-644-3500

Institutions of higher learning that offer graduate degree programs in audiology and/or speech-language pathology can voluntarily seek accreditation by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA). Any student, instructional staff member, speech-language pathologist, audiologist, and/or member of the public may submit a complaint about any accredited program or program in candidacy status. All complaints must be signed and in writing to the Vice President for Academic Affairs (Vice President), American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville Maryland 20850. The burden of proof rests with the complaint. Complaints will not be accepted by email or facsimile. See the website below for additional information:

<http://www.asha.org/about/credentialing/accreditation/accredmanual/section8.htm>

### ***Student Outcomes***

FSU SCSD graduate students in both the Main Campus and Distance Learning programs maintain a strong record of achievement. Data for the last three years support the strength and efficiency of our programs.

### **Main Campus Master’s Program**

**Employment Rate In Profession: 3-year average = 100%**

Academic Year	Num of Graduates Employed	Num of Graduates Not Employed
2019/2020	29	0
2018/2019	29	0
2017/2018	26	0

**PRAXIS Pass Rate: 3-year average = 100%**

Period	Num of Test-takers Taking the Exam	Num of Test-takers Passed
2019/2020	20	20
2018/2019	30	30
2017/2018	29	29

**Completion Rate: 3-year average = 95.6%**

Period	Number Completing on-time	Number Completing later than on-time	Number Not Completing
2019/2020	26	2	0
2018/2019	32	1	0
2017/2018	29	1	0

**Distance Learning Master's Program****Employment Rate In Profession: 3-year average = 100%**

Academic Year	Num of Graduates Employed	Num of Graduates Not Employed
2019/2020	0	0
2018/2019	33	0
2017/2018	30	0

**PRAXIS Pass Rate: 3-year average = 85.37%**

Period	Num of Test-takers Taking the Exam	Num of Test-takers Passed
2019/2020	16	14
2018/2019	24	21
2017/2018	1	0

**Completion Rate: 3-year average = 95.65%**

Period	Number Completing on-time	Number Completing later than on-time	Number Not Completing
2019/2020	32	1	0
2018/2019	34	0	0
2017/2018	0	2	0

**Average Number Of Practicum Clock Hours Earned By Students**

Academic Year	Main Campus Program	Distance Learning Program
2019/2020	425	457
2018/2019	508	542
2017/2018	513	0

## Chapter 3

# SCHOOL OF COMMUNICATION SCIENCE & DISORDERS

## GENERAL INFORMATION

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### *Faculty*

FSU's SCSD academic and clinical faculty are recognized as leading experts in their areas of specialization, at regional, national, and international levels. Beyond their professional achievements, the faculty are routinely recognized by students as being open, accessible, and warm in their interactions. To access information about each of our faculty members, including a record of their achievements, go to <http://directory.cci.fsu.edu/scsd-directory/> and click on the faculty member's name to access their personal webpage.

Faculty mailboxes are located in Warren 105, and the official School mailing address is 201 W. Bloxham, Tallahassee, FL 32306-1200. The switchboard number for the School is 850-644-2253 and faculty or their voice mail can be reached through this general number.

Students may submit materials for the faculty using their School mailboxes, email, course Canvas sites, or via U.S. mail. Faculty phone numbers and e-mail addresses may be accessed at <http://directory.cci.fsu.edu/scsd-directory/>. Faculty schedules and office hours are listed on class syllabi.

### *Location Of School Offices, Labs, And Classrooms*

Academic administration for the School of Communication Science and Disorders and the office of the Director of the School are located on the sixth floor of the Warren building. Faculty offices are located on the first, second, fourth, fifth, and sixth floors of Warren. Research laboratories may be located in the Warren building on the third, fourth, fifth, or sixth floor, and in the basement of the Diffenbaugh Building. Classrooms for graduate classes are located in the Warren building, but occasionally may be located in other campus buildings as assigned by central class scheduling.

### *Clinics, Laboratories, And Community Partnerships*

The FSU Speech and Hearing Clinic is a state-of-the-art community-based clinic that provides multiple opportunities for Main Campus graduate student participation in the clinical requirements for the degree. Main Campus students typically complete the first three terms of practicum in the clinic.

The founder of the FSU Speech and Hearing Clinic, Dr. Lauren L. Schendel dedicated more than 35 years to Florida State University. He developed both the master's degree program and clinical services program, which qualified the clinic for accreditation by the American Speech Language and Hearing Association (ASHA). Described by his colleagues as a kind and compassionate man, Dr. Schendel devoted his career to educating students and helping individuals with communication disorders. He played an instrumental role in obtaining over one million dollars in federal grants to support training, research, and service for the clinic.

Dr. Schendel was known for his involvement in several community services programs and his professional accomplishments were many. He served as the president for the Florida Speech, Language, and Hearing Association (FLASHA) and the Florida Cleft Palate Association. We seek to maintain our commitment to his vision, and it is with great pride that the FSU clinical facilities are named in his honor.

Beyond the FSU Speech and Hearing Clinic, Main Campus graduate students will participate in clinical rotations in local school districts and medical settings during their second year. Experiences are available in early childhood, elementary, and middle/high school settings, as well as in a variety of medical placements encompassing inpatient and outpatient rehabilitation, as well as acute care. Community collaborations include the Leon County schools, regional hospitals, (Tallahassee Memorial Hospital, Capital Regional Medical Center, and Archbold Memorial Hospital), skilled nursing facilities, outpatient clinics, and private practices.

Distance Learning graduate students are placed in schools, private practices, skilled nursing and long-term care facilities, and medical settings in their local areas. SCSD maintains over 100 affiliation agreements throughout the state of Florida to ensure that Distance Learning students have a broad range of clinical opportunities.

Students will also participate in many of the School's laboratories and collaborations with the community for research and clinical practicum. These include:

Computer laboratories available to Main Campus students and faculty, and are equipped with a full array of software and peripherals necessary for word processing, HIPAA secure clinical documentation, spreadsheet applications, database management, statistical and graphical analysis, language sample analysis, instructional material development, desktop publishing, and nonlinear video editing.

The Augmentative and Alternative Communication Laboratory provides student clinicians with opportunities to learn about the evaluation and treatment of children and adults with severe communication disorders. The facility includes dedicated electronic communication devices with voice input, switches, keyboards, software programs and other computer-based systems.

The Communication for Early Childhood – Research and Practice (CEC-RAP) Center focuses on research and training activities for young children (birth to 3 years) with delays and disabilities and their parents, early care and education teachers and service delivery personnel. It includes equipment for recording, editing, and analyzing audio and video samples of speech and language and social interactions. Portable equipment is available for field recordings. <http://www.cec-rap.fsu.edu>

The Language Sample Analysis Laboratory (LSA) provides student clinicians with opportunities to learn about the use of computerized language sample analysis in the evaluation and assessment of children's language performance. The facility includes dedicated computer workstations with popular software programs that are useful for transcribing and analyzing the audio and video recordings of speech samples. Each work station is also equipped with a universal transcription system for ease and efficiency of the transcription process. The laboratory also houses networked printers and accessories useful for the collection of spontaneous speech samples.

The Bilingual Child Language and Literacy lab is housed in the School of Communication Sciences and Disorders at Florida State University with collaborating field sites in the Panhandle Area Migrant Education Program. Clinical training and research activities focus on normal and atypical dual language learning in young children and assessment and intervention for children with disabilities and their families from Spanish-English speaking backgrounds. Specialized equipment is available for recording and analyzing child vocalizations across home, community, and school settings.

The Speech Laboratory houses equipment used for the collection and analysis of speech samples from children and adults with typical and atypical speech. A professional grade wireless microphone system allows researchers and students to collect speech samples from mobile infants while wired systems allow us to collect samples from older children and adults. Multiple high-quality audio field recorders allow several researchers/students to be out in the field at the same time. The Speech Laboratory also houses computers that can be used for perceptual and acoustic analysis of speech. Perceptual analysis might include listening to a child's speech using high-quality headphones, transcribing the child's productions, and determining phonological process usage. Acoustic analysis might include the calculation of vowel durations and formant frequencies for an adult experiencing speech distortions following palatal surgery.

The Speech Science Laboratory has specialized equipment enabling analyses of duration, intensity, spectral and fundamental frequency aspects of speech. Instrumentation and procedures for the forensic study of speech enable the detection of signals in noise and speaker identification from recorded speech samples.

The Voice Science Laboratory includes computer-interfaced instrumentation for measuring vocal intensity and pitch, aeromechanical aspects of voice and resonance and physiological functioning of respiration and the vocal apparatus.

### ***Student Communication***

Upon acceptance to the program, students acquire an FSU e-mail address. They then are enrolled in either the Main Campus Graduate Student or the Distance Learning Graduate Student Canvas organizational sites. These sites include a "Send Email" link for contacting other students and faculty, and also contain links to access important documents and information. We expect all students to check email on a daily basis to facilitate receipt of information, program changes, and emergency notification (e.g. class cancellation, relocation and university closings). We also expect all students to use their FSU email address for communication with faculty; some faculty have a policy that they will not respond to emails coming from personal emails addresses such as @gmail, @hotmail, @yahoo etc.

Student mailboxes for Main Campus students are located in 104 Warren. Faculty and staff use the student's mailbox to distribute notices and miscellaneous documents.

### ***NSSLHA***

The National Student Speech, Language, and Hearing Association (NSSLHA) is a national organization for students at all levels who are interested in the study of communication science and disorders. It is recognized by the American Speech Language Hearing Association (ASHA). NSSLHA activities vary from year to year but traditionally include several general meetings featuring guest speakers, panel



discussions, etc., hosting a spring professional conference, a spring picnic, a raffle at homecoming luncheon, social activities, and fundraising activities. A NSSLHA mailbox is maintained in the student mailroom. Both Main Campus and Distance Learning students are encouraged to join NSSLHA. Further, students who have been members of NSSLHA for two years prior to joining ASHA may be eligible for a discounted membership price through ASHA's Gift to the Grad program, <http://www.asha.org/students/gradgift/>.

### ***Financial Aid Opportunities***

Financial aid opportunities unique to the School are posted on the School's website and advertised either in the admissions process or during the academic year. These opportunities include but are not limited to:

**Tuition waivers.** Each year, the School receives a limited number of tuition waivers from the College of Communication and Information for use with Main Campus students. The School uses these waivers to offset the costs of the first year of the graduate program and offers them to first year graduate students and doctoral students on an availability basis.

Tuition waivers are typically awarded for 8 credit hours of graduate tuition only (no fees are included in the waivers) at the in-state tuition rate. Students are responsible for the fees associated with these waivers along with tuition/fees for additional credits, and if an out-of-state student, for the difference in tuition between in- and out-of-state rates. In return for the tuition waivers, students are expected to contribute five hours of service to the School per week, often by being assigned to a particular faculty member to help with teaching and/or research.

**Florida Department of Education Funding.** Distance Learning students have the option of applying for funding from the Florida Department of Education to support their studies. This funding requires a "payback" by working for a specified length of time in Florida schools following graduation. More information about this program can be obtained from the Distance Learning Canvas site, or from the Distance Learning advisor.

**Personnel Preparation Grants.** There are also several training grants available to graduate students. In the letter of admission, students are invited to apply to each of these training grants and are selected competitively from the pool of grant applicants. Each grant has a 10-20 hour work requirement during the graduate program and each requires some type of "payback" by working in specific environments or with specific populations following graduation.

An array of other financial aid opportunities are available at the University and may be explored at <http://financialaid.fsu.edu/> or by visiting the Office of Financial Aid at Suite 4400 A University Center. The following university-wide awards are available for student application:

**The Delores Auzenne Fellowship for Minorities.** Consideration for this fellowship may be awarded to Auzenne recipients. Priority is given to continuing Auzenne fellows who meet eligibility requirements. Minority students who demonstrate outstanding academic performance in our School are encouraged to prepare an application for possible endorsement by the Director of the School.

Application deadlines typically falls in February or early March with the award made by the end of March.

**Leslie N. Wilson Graduate Assistantship.** Announcements regarding this award is made by the Office of Graduate Studies. This assistantship is for Black American Graduate Students. The award includes a tuition waiver and a subsidy for health insurance. Although it is specifically for beginning graduate students, the committee does at times consider current graduate students when there are not qualified candidates meeting the first-enrollment criterion. Students from the School who present a strong academic performance in undergraduate studies and demonstrate strong academic performance at the graduate level are encouraged to prepare an application for possible endorsement by the Director of the School of Communication Science and Disorders. Typically, the application deadline for the School and the Office of Graduate Studies is in February.

**McKnight Fellowship.** African-American and Hispanic students accepted to the combined masters-doctoral program should apply for the McKnight fellowship in the spring of their second year. These fellowships provide up to five years of support with a \$12,000 annual stipend in addition to tuition waivers and a subsidy for health insurance. The deadline for applications is January 15 for funding during the following academic year. Applications are available on the FEF website. For more information regarding FSU application procedures, contact the Graduate School, 408 Westcott, Florida State University, Tallahassee, FL 32306-1047, (850) 644-3501.

**Presidential Fellowships.** Students accepted to the combined masters-doctoral program can apply for Presidential fellowships which are offered to graduate students who are newly admitted to the Ph.D. program. Stipends are for the first and fourth years of doctoral study and include a tuition waiver and a health insurance supplement. Applications are due each year in January for the following academic year. Masters students accepted to the doctoral program should apply during the spring of their second year.

**University Fellowship.** Students may visit the Fellowship website for information eligibility requirements, procedures and time lines for applying for this monetary award (<http://www.gradstudies.fsu.edu/funding-awards>).

**Other Opportunities.** Students are also alerted to the Star Center (within the Financial Aid Office) as a potential source of scholarship and fellowship information. Students may call or visit the center at 644-4840 (4417 UCA (MC 2430)). Students may also investigate funding opportunities at the website of the American Speech-Language-Hearing Association (ASHA), [www.asha.org](http://www.asha.org).

International and Minority Students: Scholarships for full-time international/minority graduate students studying communication science and disorders in the United States and demonstrating outstanding academic achievement are eligible to compete for a \$4,000 scholarship supported by the Kala Singh Memorial Fund. For more information, visit the ASHA Foundation Web site.

In addition to the University and College scholarships, the School has several honors and scholarships that are awarded annually. The Canvas Organization sites include a complete list of opportunities and the application requirements.

### *SCSD Social Media Policy*

Although social networking is fun and valuable, there are some risks that must be kept in mind when using these tools. In social media, lines are blurred between what is public or private, personal or professional.

Students must be aware that any information posted on a social networking site (e.g., Facebook, Twitter, LinkedIn, Instagram, etc.) may be shared, whether intended or not, with a larger audience. What is written may be taken out of context or remain publicly available online forever even if the poster thinks he or she has deleted a post.

When posting online, students must always remember that they are representing themselves, FSU, and the speech-language pathology profession as a whole. Students are expected to act professionally, and to be cautious about posting information that is ambiguous, that could be misconstrued, or that could be taken out of context.

- Use good judgment.
  - Adhere to the same principles of professionalism online as those adhered to offline.
  - Regardless of privacy settings, it is safe to assume that all information shared via a social network is public information and can be seen by peers, faculty, clients, and prospective employers.
- Keep personal and professional social networking sites separate.
  - Students should not use their FSU email addresses to log on to social networking sites. Instead, create and use a personal email address for this purpose. Others who view a professional email address attached to an online profile may misinterpret the poster's words/actions as representing the clinic and the larger FSU community.
- Be clear and precise about credentials and observe their limits.
  - Students are graduate students in speech-language pathology, NOT
    - A speech-language pathologist, a speech-language pathology assistant, or a speech therapist.
  - Students cannot, ethically or legally, give advice or make recommendations about an individual's communication disorder.
  - Students CAN offer to be helpful and ask whether the individual would like help in contacting a licensed speech-language pathologist or audiologist.
- Comply with HIPAA/FERPA privacy laws at all times.
  - Students may NOT "friend" clients at any time.
  - Students may NOT post anything about a client at any time: no names, initials, pictures, or comments from sessions that would permit any sort of client identification.
    - Rule of thumb: If someone would be able to determine that a post relates to a client of the FSU Speech and Hearing Clinic, it CANNOT be posted.
  - Students may NOT ask clients for permission to post a photo taken with him/her.
    - Clients are clients of the speech and hearing clinic, not a student's personal client. Therefore, consent to post a picture has to be given to the clinic, not

to the student, even if the intent is to post the picture on the student's personal social networking site.

- Use of cell phone cameras, Google Glasses, or any other non-approved recording devices on clinic floors is forbidden.
- Do not disclose another student's academic/clinical work, feedback, or grades in any manner, including via email or posting on a social networking site.
- Be respectful.
  - Cyber-bullying is inappropriate, unprofessional, and will not be tolerated.
  - Cyber-bullying includes harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber-stalking other students, faculty and staff, off-campus clinical educators, and clients and their families.
  - Don't be mean. Don't send emails, texts, tweets, or post comments/pictures/videos with the intent of scaring, hurting, or intimidating someone else.
  - Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in disciplinary action in accordance with Florida State University's Student Code of Conduct. In some cases, cyber-bullying can be a crime.
  - Remember that online activities are retained and can be accessed.
- If a mistake is made...
  - Immediately correct it, and make clear to those involved what's been done to fix it.
  - Apologize.
  - If it's a MAJOR mistake (e.g., HIPAA violation, could be interpreted by another as cyber-bullying), inform a clinical educator, the Director of Clinical Education, or the School Director know immediately so that proper steps can be taken to minimize the impact it may have.

Report any unprofessional behavior witnessed to a clinical educator, to the Director of Clinical Education, or to the Director of the School of Communication Science and Disorders. HIPAA/FERPA violations or cyber-bullying incidents will result in disciplinary action and may lead to removal from the graduate program.

## Chapter 4

# ADMISSIONS

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### *Degrees Offered*

In addition to the undergraduate program leading to the Bachelor of Science (BS) or Bachelor of Arts (BA) degree, the School of Communication Science and Disorders offers programs leading to the Master of Science (MS) and the doctor of philosophy (PhD) degrees. The MS degree is available for completion via the Main Campus or Distance Learning programs.

### *Admission To The Graduate Program*

Students applying to the School of Communication Science and Disorders graduate program must submit applications to both the University and the School. The Florida State School of Communication Science and Disorders requires an individual applying for a master's degree to hold a bachelor's degree in communication disorders or its equivalent. Admissions consideration to the master's degree programs are given to applicants who meet the University's minimum standard of a 3.0 upper division GPA or Graduate Record Exam (GRE) minimum scores of 150 for Verbal, 150 for Quantitative, and 3.0 for Writing subsections. Meeting these minimums, however, does not assure acceptance for graduate study in the School, as admission is competitive. Three recommendations from previous professors or clinical supervisors, official copies of transcripts of all academic work completed to date, and GRE scores should be submitted as a part of the application. To submit applications see the School website: <http://www.commdisorders.cci.fsu.edu/>.

### *Verifying Distance Learning Student Identity*

The Florida State University Office of Distance Learning (ODL) and the Information Technology Services Center (ITS) develop, maintain and deploy technology and employ procedures that insure the integrity of the university's course and program offerings. This includes procedures keyed to integrity and security that demonstrate that the student who registers in a distance education course or program is the same student as the one who participates in and completes the course or program and ultimately receives credit for those activities. These security measures include secure logins and unique pass codes.

**Username/Password Information:** Individuals requiring access to information login through either a single secure login process or through a terminal program. In both cases, the user is authenticated and then granted access to the data using industry-standard security protocols (unique identifiers and passwords). Access by students to these services is controlled via the secure login profile established by each eligible user. These profiles and unique identifiers are maintained in a secured database or server that follows the industry standard with regard to the creation of a username and password. The password must conform to industry standards with regard to length, type, and number of symbols or characters. When appropriate or necessary, data passed over the Internet through web applications for faculty, staff, or students are encrypted.

**FSUID:** A secure login and password is used to verify the identity of online students. The login name is

the student's FSUID.

### ***Admission Without A Background in Communication Science & Disorders***

The majority of students entering the master's program will have an undergraduate degree in communication disorders. Students without a bachelor's degree in Communication Science and Disorders may be offered acceptance into the Main Campus master's program, but will need to extend the time of their program to include required courses in basic communication processes (i.e., Language Development, Clinical Phonetics, Communication Science/Acoustics, Intro to Audiology, Neuroanatomy, and Anatomy/Physiology of the Speech & Hearing Mechanism) at the undergraduate level. The length of the typical Main Campus master's program is 6 semesters including summers. Students missing some or all of the basic communication processes courses should expect to take up to 8 semesters to complete the master's program, and may be prevented from participating in certain practicum rotations until these courses are completed.

Distance Learning students without a background in communication disorders may also be offered admission, but will not be allowed to matriculate into graduate coursework until they have completed the 6 undergraduate courses or their equivalents that comprise basic communication processes. We often recommend that the students who lack a background in communication disorders take the prerequisites at FSU, other schools in their area, or through on-line programs such as FSU's Bridge program prior to beginning the master's degree. For more information about course offerings and admissions procedures for the Bridge Prerequisite Program, see the School website: <http://commdisorders.cci.fsu.edu/academic-programs-admissions/graduate-prerequisites-bridge-program/>.

Students with undergraduate degrees in linguistics, special education, and other fields often have courses that satisfy some or all of the undergraduate requirements. The Academic Program Coordinator and advising team will evaluate applicant's transcripts upon request to evaluate whether previously taken courses are equivalent to those required.

Further, ASHA Certification requirements dictate that in addition to the coursework in basic communication processes, applicants for certification in speech-language pathology must have at least one life science course (e.g., biology), one physics or chemistry course, a college-level statistics course, and one applicable social science course (e.g. psychology) on their transcripts. Students do not have to have completed these courses prior to enrolling the graduate program, but must have these credits recorded prior to graduation in order for the School to recommend the graduate for ASHA certification. Failure to complete these courses before graduation will result in the student not being eligible to start counting hours for their Clinical Fellowship Year until the courses are successfully completed.

### ***Technical Standards/Eligibility Requirements And Essential Functions***

*(developed by the Essential Functions Committee of the Council of Academic Programs in Communication Sciences and Disorders, 2007)*

In order to acquire the knowledge and skills requisite to the practice of speech-language pathology to function in a broad variety of clinical situations, and to render a wide spectrum of patient care, individuals must have skills and attributes in five areas: communication, motor, intellectual-cognitive,

sensory-observational, and behavioral-social. These skills enable a student to meet graduate and professional requirements as measured by state licensure and national certification. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. The starred items (10), however, are skills that are more inherent and should be present when a student begins the program.

### Communication

A student must possess adequate communication skills to:

- Communicate proficiently in both oral and written English. \*
- Possess reading and writing skills sufficient to meet curricular and clinical demands. \*
- Perceive and demonstrate appropriate non-verbal communication for culture and context. \*
- Modify communication style to meet the communication needs of clients, caregivers, and other persons served. \*
- Communicate professionally intelligibly with patients, colleagues, other healthcare professionals and community or professional groups.
- Communicate professionally, effectively, and legibly on patient documentation, reports, and scholarly papers required as a part of course work and professional practice.
- Convey information accurately with relevance and cultural sensitivity.

### Motor

A student must possess adequate motor skills to:

- Sustain necessary physical activity level in required classroom and clinical activities. \*
- Respond quickly to provide a safe environment for clients in emergency situations including fire, choking, etc.\*
- Access transportation to clinical activities for the defined workday. \*
- Efficiently manipulate testing and treatment environment and materials without violation of testing protocol and with best therapeutic practice.
- Manipulate patient-utilized equipment (e.g., durable medical equipment to include AAC devices, hearing aids, etc.) in a safe manner.
- Access technology for clinical management (i.e., billing, charting, therapy programs, etc.).

### Intellectual/Cognitive

A student must possess adequate intellectual and cognitive skills to:

- Comprehend, retain, integrate, synthesize, infer, evaluate, and apply written and verbal information sufficient to meet curricular and clinical demands. \*
- Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop and treatment plan.
- Solve problems, reason, and make sound clinical judgments in patient assessment, diagnostic and therapeutic plan and implementation.
- Self-evaluate, identify, and communicate limits of one's own knowledge and skill to appropriate professional level and be able to identify and utilize resources in order to increase knowledge.
- Utilize detailed written and verbal instruction in order to make unique and dependent decisions.

### Sensory/Observational

A student must possess adequate sensory skills of vision, hearing, tactile, and smell to:

- Visually and auditory identify normal and disordered (fluency, articulation, voice, resonance, respiration characteristics, oral and written language in the areas of semantics, pragmatics, syntax, morphology and phonology, hearing and balance disorders, swallowing cognition, social interaction related to communication).
- Identify the need for alternative modalities of communication.
- Visualize and identify anatomic structures.
- Visualize and discriminate imaging findings.
- Identify and discriminate finding on imaging studies.
- Discriminate test, numbers, tables, and graphs associated with diagnostic instruments and tests.
- Recognize when a client's family does or does not understand the clinician's written and/or verbal communication.

### Behavioral/Social

A student must possess adequate behavioral and social attributes to:

- Display nature empathetic and effective professional relationships by exhibiting compassion, integrity, and concern for others. \*
- Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds. \*
- Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies. \*
- Maintain general good physical and mental health and self-care in order not to jeopardize the health and safety of self and others in the academic and clinical setting. \*
- Adapt to changing and demanding environments (which includes maintaining both professional demeanor and emotional health).
- Manage the use of time effectively to complete professional and technical tasks within realistic time constraints.
- Accept appropriate suggestions and constructive criticism and respond by modification of behaviors.
- Dress appropriately and professionally.

### ***Blended Master's –Doctoral Option***

The School offers a combined master's to doctoral degree program for those students who are certain they want to pursue a Ph.D. immediately after obtaining their bachelor's degree. This option is not a traditional one, and is recommended for students who enter the master's program with exceptional academic qualifications and a high degree of interest and motivation. Clinical Fellowship opportunities have limited availability within the doctoral program and must be carefully coordinated with the student's committee and the Director of Clinical Education. The combined program is not available to Distance Learning students.

Students choosing the combined master's-doctoral program must apply and be accepted to both the master's and doctoral programs and fulfill the master's program requirements along with the requirements of the doctoral program delineated in the Doctoral Handbook. It is strongly recommended that students who are in the combined master's-doctoral program complete the requirements for certification awarded by ASHA, including the Clinical Fellowship, during the program.

Generally, coursework for the first year of the master's or combined master's-doctoral program will not differ significantly. During year two, master's and doctoral coursework can be taken simultaneously, and the student can complete requirements for graduation with a master's if desired. Students in the combined master's-doctoral program need to coordinate carefully with the Director of Clinical Education to ensure that the clinical supervision needs and timelines for clinical practicum opportunities are anticipated.



## Chapter 5

# REQUIREMENTS FOR MASTER OF SCIENCE DEGREE

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### *Undergraduate Prerequisites*

In accordance with ASHA's Council For Clinical Certification (CFCC) 2014 standards for certification in speech-language pathology (<http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/>), students must have a prerequisite knowledge of the biological sciences, physics or chemistry, statistics, and the social/behavioral sciences as demonstrated by the transcript credit (which could include course work, advanced placement, CLEP, or examination of equivalency). Typically, these requirements are completed in students' undergraduate programs. Students may elect to complete the coursework requirements for teacher education and receive Florida Teacher/Speech Impaired endorsement and the National Council for Accreditation of Teacher Education (NCATE) upon graduating with a master's degree.

In addition, the School recommends that students complete the following courses prior to admission to the undergraduate program: computer literacy and language requirement and child/adolescent development.

At FSU, the following courses are typically completed by the students in the undergraduate program:

SPA 2001	(3 credits)	Introduction to Communication Science and Disorders
SPA 4004	(4 credits)	Language Development and Disorders
SPA 4011C	(4 credits)	Acoustics for Speech & Hearing
SPA 4056	(3 credits)	Clinical Methods
SPA 4101C	(4 credits)	Anatomy & Physiology of the Speech Mechanism
SPA 4112	(4 credits)	Clinical Phonetics
SPA 4302	(3 credits)	Introduction to Clinical Audiology
SPA4302L	(1 credit)	Introduction to Clinical Audiology Lab
SPA 4104	(3 credits)	Neurological Bases of Communication
SPA 4255	(3 credits)	Developmental Communication Disorders
SPA 4321	(3 credits)	Aural Rehabilitation
SPA 4257	(3 credits)	Acquired Communication Disorders
SPA 4800	(3 credits)	Research Evaluation
SPA 4930	(1 credit)	Undergraduate Seminar in Observation

Students who have completed their undergraduate degrees in communication disorders at other universities or via a post-baccalaureate "leveling" program such as the FSU Bridge program must complete course equivalents with transcript credit for:

- Language Development and Disorders
- Anatomy & Physiology of the Speech and Hearing Mechanism
- Introduction to Clinical Audiology
- Clinical Phonetics
- Acoustics for Speech & Hearing
- Neurological Bases of Communication

### ***FSU Conduct Code***

Once admitted to FSU, all students are obligated to abide by the FSU Student Conduct Code. The Code can be found at [https://dos.fsu.edu/srr/localDocuments/FSU-ER15-3\\_Student\\_Conduct\\_Code-BOT-Approved-6-2016.pdf](https://dos.fsu.edu/srr/localDocuments/FSU-ER15-3_Student_Conduct_Code-BOT-Approved-6-2016.pdf), and details the expectation that students will exercise “responsible freedom” in their actions, as directed by “ethical behavior.” The Code also informs students of their rights and responsibilities as members of the FSU Student Body.

### ***Participation In Orientation***

All graduate students newly admitted to the master’s program are required to participate in mandatory orientation to the program. For Main Campus students, this face-to-face orientation is traditionally held the week prior to the first week of classes of the first semester of enrollment. The mandatory orientation is arranged during a similar time frame for Distance Learning students and delivered online. Notification of orientation dates and the agenda will be provided in late May for August Orientation. For students receiving funding from the School in the form of graduate assistantships or tuition waivers, the University also requires attendance at a workshop during the same week as the School’s orientation.

During the School’s orientation, students are given information on the program’s structure, curriculum, advising process, clinical practicum rotations, expectations (Appendix B), and participate in several trainings (e.g., HIPAA, Bloodborne pathogen, using CALIPSO to track clock hours, etc.).

### ***Graduate Program Minimum Credit Hours***

The program offers courses of study leading to the Master of Science degree (thesis or non-thesis options). Both options require a minimum of 61 hours for completion (academic + clinical credit hours). A student’s undergraduate background influences the time required to complete the graduate degree. Students obtaining masters degrees via the Main Campus program generally graduate from the program in six academic semesters, which includes a final semester of off-campus internship. Distance Learning is a part-time program and requires 9 semesters for completion.

General course requirements include:

- Required core courses (SPA 5252, 5254, 5460, 5462) = 12 credit hours
- Required Clinical Courses (SPA 5055-I and -II, 5553) = 5 credit hours
- Elective Academic Courses = 21 credit hours
- Clinical Practicums (SPA 5941, 5942, 5500, 5505, 5944) = 23 credit hours

### ***Transfer Of Graduate Credits & Clock Hours***

According to FSU Graduate School policy, master’s students may petition to transfer up to 6 credit hours from another institution. A grade of B or better must be earned in order to consider the course for transfer. A student may also petition to transfer up to a maximum of 50 graduate clock hours earned

elsewhere; up to 50 undergraduate clock hours may also be transferred but undergraduate hours do not require a petition for approval.

If a student wishes to submit a petition for transfer of graduate credits or graduate clock hours, he or she should contact the appropriate Graduate Coordinator for the Main Campus or Distance Learning programs. The Graduate Coordinator will discuss the student's rationale and assist the student in preparing the petition form and circulating it to the appropriate committee for review and approval.

### ***Graduate Academic Semester Load***

According to the FSU Graduate Bulletin, a full-time academic load for graduate students who do not hold graduate assistantships is 12 credit hours per semester. If the graduate assistant's appointment is at least 10 hours per week, 9 semester hours is defined as a full-time load. The maximum number of semester hours that can be taken in any one semester without seeking special permission from the Dean is 15, and the minimum number of semester credit hour enrollment to receive financial aid is 6 credits. For more information, see the FSU Graduate Bulletin, ([http://registrar.fsu.edu/bulletin/graduate/information/graduate\\_degree/](http://registrar.fsu.edu/bulletin/graduate/information/graduate_degree/)).

### ***Continuous Enrollment***

Continuous enrollment at Florida State University is defined as enrollment without an interruption of two or more consecutive semesters (including Summer term). Credits earned at other institutions during any semester while not registered at Florida State University will not constitute continuous enrollment at the University. Students who are not enrolled at the University for two or more consecutive semesters must apply for readmission before resuming their studies.

### ***Advising And Plan Of Study***

The graduate advising team for Main Campus students is composed of the Director of the School, the Main Campus Graduate Program Coordinator, and the Director of Clinical Education. The graduate advising team for students in the Distance Learning program is composed of the Chair of the Distance Learning Committee, the Distance Learning Graduate Advisor, and the Director of Clinical Education.

Students are welcome to consult with any member of their respective advising team at any time during their program. While the role of the graduate advising team is primarily to help the student plan and execute their academic and clinical program, students are welcome to contact any member of the advising team if they are having academic difficulties or other problems that influence academic or clinical performance.

Upon admission, the graduate advising teams help students review the undergraduate prerequisites needed for ASHA certification, based on the most current CFCC standards (<http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/>). Students will be notified in their admissions letters which pre-requisite courses must be taken, and are expected to meet with a member of the advising team or the School's Academic Coordinator during orientation to plan for these courses.

During their graduate programs, students will complete a course of study according to the SCSD Plan of Study (Appendix C). Specific cohort course sequences for the Main Campus and Distance Learning programs are available on the graduate student Canvas sites. Students are referred to these sites for their cohort's sequence.

Between undergraduate prerequisites and graduate courses/practicum, the FSU graduate curriculum is designed to ensure graduates meet ASHA's CFCC curriculum requirements for coursework in:

CFCC Required Curricular Area	Courses
Prerequisite coursework in biological sciences, physics/chemistry, statistics, and social/ behavioral sciences	Undergraduate coursework, CLEP exam, specific coursework in these areas taken during graduate program in addition to traditional graduate coursework
Basic communication and swallowing processes	Undergraduate coursework, "leveling" coursework taken prior (Distance Learning, Main Campus) or during (Main Campus) graduate enrollment
Speech, language, hearing, communication, and swallowing disorders and differences	Required courses SPA 5252, 5460, 5254, 5462 and elective coursework
Contemporary professional issues and advocacy	SPA 5055-I and -II
Research	SPA 5055-II and the School's Research Requirement
Principles and methods of prevention	Required courses SPA 5460, SPA 5305L, SPA 5941, SPA 5505
Clinical skills and processes	Required courses: SPA 5941, 5942, 5500, 5505, 5526L, 528L, and 5305L

Before course registration opens each semester, students will participate in a group advising session conducted by their respective (Main Campus or Distance Learning) graduate advising team. At that time, students will receive basic information about the courses being offered for the next term, what they should register for, and how to register (using <https://my.fsu.edu>). Any student who wishes to have an individual meeting with a member of the advising team may schedule an appointment.

All students will undergo a formal, individual mid-program review with a graduate advisor. These reviews take place during September/early October of the second year for Main Campus students, and in the Spring term of the second year for Distance Learning students. The mid-point review encompasses the student's academic and clinical performance, progress in meeting the research requirement, depth and breadth of the KASA portfolio, and observations regarding the student's growth in professionalism.

During the student's last term in the program, a graduate advisor will review the student's KASA portfolio and clock hour status. The Academic Program Coordinator will review the student's transcript to ensure all necessary credits are present, and that the student has passed the School's comprehensive exam. At that point, the student will receive advising on any outstanding items that need to be cleared for graduation.

### ***Learning Outcomes***

Learning outcomes have been developed for each academic and clinical practicum course. These outcomes align with ASHA CFCC standards to ensure that students are meeting requirements for future clinical certification. A student may receive a passing grade in a course without having satisfied

all of the learning outcomes associated with the course, which means that the student may need to remediate work in order to achieve the learning outcome. Remediation plans will be designed and implemented when needed, involving the student and course instructor. The Graduate Coordinator for the student's program (i.e., Main Campus or Distance Learning) will be notified when a remediation is initiated and again when it is completed.

### ***Credit/No Credit And Auditing Courses***

All graduate courses must be taken for credit and for the appropriate grade (i.e., letter grade or, in some cases, S/U [SPA 5941, SPA 5944]). The FSU Graduate Bulletin states that students are permitted to audit courses on a space-available basis for no credit with instructor permission after registration has closed for the course. Auditing fees will be charged, however, which are equivalent to the regular tuition and fees for the course. The audited course will not show up on the student's transcript.

### ***Course Repetition***

A graduate student may not repeat more than one time a course for which a grade (letter, pass/fail, or satisfactory/unsatisfactory) has been given. The repetition of the course does not remove the previous grade from the student's transcript; both grades will be included in the GPA calculation. The credit hours will count only once toward meeting the minimum credit hour requirements for graduation. For any course taken for a third time, the university charges out-of-state tuition regardless of residency.

### ***KASA Portfolio***

The student's KASA portfolio is a collection of the products of his/her program that demonstrate competencies for ASHA certification and readiness for the Clinical Fellowship. These products include clock hours, the Accomplished Practices, artifacts from coursework and the research requirement, and successful completion of the School's summative exam. All of these elements are documented using CALIPSO.

Each academic course will require students to complete artifacts that document competency in a particular academic or clinical area. The artifacts will be listed and described on course syllabi. Instructors will inform students about the artifacts to be used as "portfolio products," and set a standard of performance for meeting competency on each product. If the product does not meet the standard, students will be given one opportunity to remediate the product (see Clinical and Academic Remediation Policy for more information on remediation requirements). Students are required to post these identified artifacts to their portfolios after the instructor has approved them as meeting competency.

Creating the portfolio is a dynamic process, and students' portfolios will look different from each other depending on the courses taken and clinical experiences. The portfolio should ultimately represent competence across the "Big 9" areas, prevention/assessment/ intervention, and across the clinical age range.

Each semester, students will be expected to upload documents or artifacts completed in courses and clinical practicum experiences. Periodically during the program, the advising team will monitor students' progress in creating their KASA portfolios. A list of artifacts for each graduating class is

posted on the Main Campus and Distance Learning Canvas Organization sites. Students should plan to have their KASA portfolios completed prior to the last semester in the program.

### ***Use Of A Written Project For More Than One Class***

The purpose of assigning written projects as a part of course requirements is to provide a specific type of learning experience in a given area. Occasionally students are enrolled in related courses, each of which includes such a requirement. Under those circumstances, there may be considerable overlap between the assignments. It is the general policy of the School that the same written document should not be used to satisfy requirements of more than one course. Separate documents should be completed, which may be related to each other in topic, but which should be different in scope, form, and detail.

Students wishing to develop papers in related areas for different courses should discuss the assignments and their intentions with the instructors of both courses. Agreement as to the appropriateness of the student's plan should be achieved before the projects are accomplished. Otherwise, the student may be required to complete another project in order to obtain credit for one of the courses.

### ***Research Requirement***

All master's students must complete a research option. This requirement ensures all students have experience with the research process. These experiences also may help students to meet the KASA knowledge and skills outside of or in addition to specific coursework, and all have a dissemination (i.e., presentation or written product) requirement. The dissemination product or description of the activity will be included as part of the student's KASA portfolio.

**Main Campus Students.** For students Main Campus, the research options are:

- Thesis (Option A) or,
- Non-thesis (Options B or C)

Thesis Option (Option A): Students obtaining master's degrees in the Main Campus program have the option to complete a graduate thesis. Distance Learning students are typically not offered the opportunity to complete theses.

The subject of the thesis must be within the major field and must reveal independent investigation and knowledge of the methods of scholarship. Students who desire to write a Master's Thesis should begin exploring research options during their first semester in graduate study within their research requirement. While not required, a thesis is valuable prior to initiating doctoral studies and is an excellent first step for the combined master's doctoral program. A master's degree supervisory committee must be designated for all thesis students. The supervisory committee consists of at least three (3) members; the major professor; the minor professor (if the student has a minor area); and one or two additional members from the major School or department. Additional members may be appointed if deemed desirable. All members of the committee must hold graduate faculty status. You should ensure that your desired committee members hold graduate faculty status before asking them to join your committee. The School's Academic Program Coordinator can verify faculty eligibility.

The minimum number of thesis credit hours for completion of a master's degree is 6 hours. The student may substitute 3 hours (or one elective) for other program requirements and up to 6 with the approval of the School's Curriculum committee. In many cases, students elect to substitute thesis credit hours for an elective; however, students should be aware that graduate courses on certain topics may be beneficial to meet ASHA competencies in the KASA, so it is rare that a student will be approved for a course reduction of two electives for the thesis. The student must register for at least 2 hours of thesis credit each term in which a substantial amount of work is being done on the thesis including the final graduating term even if the student has defended in a previous semester. A waiver of the final two 2 credits may be possible if the student completes manuscripts and submits it to The Graduate School the first day of their graduating semester. Students must also register for a zero credit hour section of Thesis Defense during the semester in which they defend their thesis. See the FSU Graduate School website for more information. <http://gradschool.fsu.edu>

Students who are interested in writing a thesis should access the Manuscript Clearance information posted on the Graduate School's website to read and download specific information about thesis preparation and due dates. <http://gradschool.fsu.edu/Information-For/New-Current-Students/Manuscript-Clearance>

**Non-thesis Option B:** The student works with a faculty member on his/her project (e.g., conducting a literature search, developing stimuli, collecting data, analyzing data) for a minimum of 45 hours. Specific responsibilities will be identified in the student and faculty contract.

**Non-thesis Option C:** One to three students work on an independent project (i.e., a project that is not directly part of a faculty member's current research agenda). The project is sponsored by a faculty member.

The instructor of Tools I solicits possible research projects (Option B) from the School of Communication Science and Disorders faculty and provides that information to enrolled students. By the end of the Tools I course, students must have established a research contract with a faculty member.

Once students have secured a sponsoring faculty member for an Option B or C research project, they must complete with their sponsoring faculty member the non-thesis option contract. This contract will delineate assignments, amount of expected time effort (time, frequency, or number), and expected dates of completion for those assignments and the final dissemination. Timelines will vary according to the project, faculty participating, and the availability of resources.

During Fall, Spring, or Summer terms of the first year, sponsoring faculty members will hold lab or individual meetings with their non-thesis students to a) advise them on the role(s) they can take on a research project, and b) advise them of possible resources for assignments they are completing in the Tools course sequence (e.g., sample references for a literature review, the general method used in the larger research project), etc. The faculty members will not be responsible for overseeing the assignments required for any of the Tools courses but provide resources as appropriate related to the research collaboration.

All projects will culminate in a final presentation. Non-thesis students will disseminate their findings through participation at a School, state, or national conference or continuing education activity such as the NSSHLA or other professional conference (e.g. FLASHA, ASHA). The dissemination may include a

technical paper presentation (i.e., 15-minute oral presentation), a poster, a product, or a written paper. Sponsoring faculty members will oversee their students' preparation for this requirement.

All Main Campus students must file a research contract (located on the Main Campus Graduate Student Canvas site, under the Advising & Curriculum menu) with the instructor of Tools I by finals week, indicating which research option they are choosing, and outlining the tasks associated with the project. The contract is then uploaded to the student's KASA Portfolio. At the conclusion of the project, the contract needs to be signed by the advising faculty member indicating whether the student has passed the research requirement. The final signed contract should also be uploaded to the student's KASA portfolio along with any written presentation materials associated with his/her project (e.g., handout).

**Distance Learning Students.** Distance Learning students work with the Tools instructors throughout the Tools sequence to identify a research project that will be carried out and presented prior to graduation. In the past, students have researched a particular evaluation or intervention method and prepared an annotated bibliography on the topic. Students have then implemented the method with a client/clients on his or her caseload, collected data, and analyzed the data to draw their own conclusions about the method in question. Other students have completed an action research project together with a team in their schools. The action research project may be for a problem identified by the student, or may be a project designated by the Tools instructor(s). Distance learning students disseminate their research projects through presentations in Tools II, and will post them on the Tools II Canvas website for review.

### ***Incomplete Grades***

A student who is passing a course but has not completed all of the required work in the course at the end of the term may, in exceptional cases and with the permission of the instructor, be assigned a grade of "I" and a default grade based on the actual work completed in the class to date. This may include excused absences from final examinations.

FSU's university-wide policy on incompletes is that they only may be offered to students who are already in good standing in the course.

- The determination of "good standing" is made by each instructor.
- Grades of "I" are not assigned to any courses if a student withdraws from the University.
- Unless the instructor notifies the Office of the University Registrar of an extension in time, an "I" or an "NG" not removed by the end of the next term in which the student is enrolled will be recorded as "IE" or "GE;" both "IE" and "GE" are computed as an "F" in the student's overall GPA.
- An "I" will be changed to a final grade at the time the student completes the required work.
- Updated grades will not be reflected on the transcript until after grades post for the current semester.
- Students may not re-register for courses in which an incomplete grade ("I") or no grade ("NG") is pending.
- If they do so, the original "I" or "NG" will automatically be changed to "F." This "F" grade is not repeatable and is so indicated on the student's permanent record.
- A grade of "I" or "NG" in a course that is approved for "S" or "U" grades only that is not removed by the end of the next term in which the student is enrolled will automatically become "U," unless the instructor notifies the Office of the University Registrar that there is to be an extension of time.



### ***Student Review Committee***

When a student's (a) academic and/or clinical performance in more than one course in a semester is lower than B-, OR (b) when a student demonstrates multiple grades lower than B- over multiple terms but is maintaining a GPA above Florida State's required 3.0, the student's status in the program will be determined by the Student Review Committee. The committee will review the student's entire graduate record and meet with the student. At the meeting, the student will be expected to discuss the reasons for his/her performance and the plan for making needed changes. A quorum (2/3 of the Student Review Committee) must be present, either in person or via telecommunication, at this meeting. Following the meeting, the committee will determine whether the student should be permitted to continue in the program, whether other changes or supports are needed, or whether the student should be suspended/dismissed. If a student earns more than one grade lower than B- during the program, it is grounds for dismissal. The committee must vote unanimously to recommend dismissal from the program.

### ***Academic Probation***

Graduate programs are rigorous and it is not uncommon for students to experience academic and/or clinical challenges at some point during the course of their program. FSU's policy on academic probation states that it will be triggered when a graduate student whose cumulative grade point average for courses taken at Florida State University falls below 3.0 at the end of a term (not counting courses for which "S" or "U" grades may be given). The student will be considered not in good standing by the University and will be placed on academic probation. If a 3.0 cumulative grade point average is not attained by the end of the next full term of enrollment, the student will not be permitted to register for graduate study, including registering as a special student. However, at that time the major professor may petition the academic dean for consideration of special circumstances that the professor thinks constitute justification for an exception to this regulation, but under no circumstances will a student be allowed more than one additional term of probation.

Consistent with this policy, the School of Communication Science and Disorders further requires that students maintain a minimum GPA of 3.00 throughout each semester of the student's graduate program. Students who fail to maintain a GPA of 3.00 will be placed on Academic Probation. Further, students receiving a grade lower than B- for any academic or clinical coursework will be placed on academic probation. Students receiving a grade lower than B- for any clinical course will not be able to count the clinical clock hours accumulated in that course. Academic courses with grades lower than B- must be repeated for credit. For more information about the FSU Graduate School's academic regulations and procedures, please refer to <http://registrar.fsu.edu/bulletin/grad/info>.

Further, the School's expectation is that students maintain clock hour progression commensurate with academic credits. As such, the Advising team for each cohort (Main Campus or Distance Learning) will periodically evaluate each student's clock hour and academic status at designated points within the graduate program to determine whether concerns exist regarding clock hour accumulation vs.

academic credit accumulation. These reviews will take place at the student's formal mid-point advising session.

If the Advising team perceives a significant discrepancy exists between proportion of academic credits and clinical clock hours earned towards the degree in light of each student's particular circumstances, clinical progress concerns will be documented via a letter from the Advising team. If a student receives 2 of these letters during his or her enrollment, a meeting will be scheduled to discuss the student's status and strategies to be implemented to address the concern.

After being placed on academic probation, the student must notify the advising team, in writing, of any changes the student wishes to make to his/her program (including withdrawal of enrollment from a course). The student must not earn a grade lower than a B- in any semester subsequent to the attainment of probationary status; this will be regarded as grounds for a recommendation of dismissal. Although the university has guidelines related to GPA and graduate student status, we attempt to work to support students prior to university intervention.

### ***Clinical And Academic Support Plans And Remediation Process***

#### **For Failure to Complete Artifacts Satisfactorily with Adequate Course Grade**

- If the student earns a satisfactory grade in a course, but fails to meet the 80% standard for a KASA Course Artifact, then the student has one opportunity to remediate the artifact, with whatever degree of support deemed appropriate by the instructor.
- Remediation of the artifact will not change the course grade that has already been earned for the class. Exceptions may be made on a case-by-case basis for special circumstances.
- If the student fails to remediate the KASA artifact successfully, the student must meet with a team composed of a member of the advising team, the instructor of the course, a faculty member of the student's choice, and a clinical instructor to discuss course of action. This might result in 1 or more of the following actions: (1) student will make another remediation attempt; (2) student will complete an alternate product; and/or (3) student will take additional coursework.
- If the student is required to remediate artifacts in more than 1 course in a single semester, the student will be placed on an Academic Support Plan.

#### **For Final Course Grades Below B-**

- If the student earns a grade lower than B- in any course, the student is placed on (1) an Academic Support Plan, and (2) academic probation. As part of the plan, students will meet with a member of the advising team each semester until removal from plan.
- If the student earns a grade below B- in more than one course or in the same course twice, the Student Review Committee will meet with the student to discuss options. Among these options may be a recommendation for possible dismissal from program.
- If the grade below B- is earned in a core course, the student must retake the course.
- If the grade is earned in an elective class, the student must either (1) retake the course or (2) take a different elective course (as the elective course will not count toward the program requirement for 7 required electives).

**For Grades Below B- in Clinic Practicum (Management, Diagnostics, Internship)**

- If the student earns a grade below B- in clinic practicum, the student will be placed on (1) a Clinical Education Support Plan, and (2) academic probation.
- If students are placed on a Clinical Education Support Plan, they are not allowed to participate in SPA 5500 (Schools practicum), SPA 5942 (Community practicum), or SPA 5944 (Internship) until all competencies on the CESP have been met.
- For more information on Clinical Education Support Plans, see Chapter XX of this handbook or the Clinical Practicum Menu of the Main Campus or Distance Learning Canvas sites.

**If Clinic Grade is Adequate But There Are Other Concerns (Management, Diagnostics, Internship)**

- If the student earns a satisfactory grade in clinic but is identified “at risk” by failing to perform satisfactorily in clinic for any reason, the student will be placed on a Clinical Education Support Plan.
- If students are placed on a Clinical Education Support Plan, they are not allowed to participate in SPA 5500 (Schools practicum), SPA 5942 (Community practicum), or SPA 5944 (Internship) until all competencies on the CESP have been met.

If the student elects not to complete additional/alternate work for remediation or fails to complete this work successfully, it is grounds for dismissal from program. The academic dean, or appropriate designee, must also be notified of the situation, the deficiencies, and the remediation steps presented to the student.

***Removal From Probationary Status***

Students who are placed on academic probation because of a cumulative grade point average for courses taken at Florida State University falling below 3.0 at the end of a term can regain regular graduate status and be removed from academic probation by obtaining a 3.0 cumulative grade point average by the end of the next full term of enrollment. Students who are placed on academic probation because of final academic course or clinical practicum grades lower than B- can regain regular graduate status and be removed from academic probation by earning a B- or higher in the course(s) or practicum/practica in which the grade(s) lower than a B- were originally earned. If the academic course was an elective and the student chooses not to retake the course and instead take a different elective course, the student can regain regular graduate status and be removed from academic probation by obtaining grades of B- or higher in all academic courses and clinical practica taken during the next full term of enrollment. The student will be notified in writing when the student regains regular status.

***Petition To Extend Probation***

Students who fail to gain regular graduate status after one semester or 12 hours on probation may petition for an additional semester or 12 hours of probationary status. Students must write a letter of petition to the Director of the School requesting an additional semester of probationary status with justification for the request. Within two weeks the Student Review Committee will have a meeting to discuss the petition. The student may present his/her case at this meeting. A quorum (2/3 of the

Student Review Committee) must be present, either in person or via telecommunication, at this meeting. The Committee can recommend extending the probationary status of a student for 12 semester hours or one semester. The following are examples of some extenuating circumstances that may be taken into consideration:

- Demonstration of excellence by the student either clinically or academically by grades of “A’s” on the exams or clinical work from a variety of instructors.
- Extended illness, which prevents the student from completing courses in which s/he was otherwise passing with a grade of B- or better.
- Illness, death, or other extenuating circumstances in the family which prevented the student from completing satisfactory performance.

A majority of the Student Review Committee present must concur to extend the probationary period. The student will be notified in writing if the petition has been granted or denied.

### ***Formative & Summative Assessment***

The FSU graduate program utilizes multiple types of assessment to evaluate each student’s progress towards developing knowledge and skills needed for a career as a speech-language pathologist. Student learning outcomes are available in all School syllabi. Two major categories of assessment of learning outcomes are required by ASHA’s CAA, formative and summative assessment.

**Formative Assessment.** Formative assessment is designed to provide students with feedback on their acquisition of knowledge and skills at any given moment in time. Methods used for formative assessment should offer students enough information on their performance that they can then reflect on their own strengths, needed changes, and consider strategies for change in conjunction with the faculty member.

In academic courses, students typically have multiple opportunities for formative assessment in each course, via both small group discussions, individual and group projects, and individual and group assignments, to receive corrective feedback on their acquisition of knowledge and skills. Additionally, each instructor identifies at least two benchmark assignments in his/her course for which the student must pass with 80% or greater in order to earn credit for demonstrating one or more (typically, multiple) KASA competencies. The competencies identified line up with course learning objectives and CFCC standards, and apply to specific Big 9 areas of the Scope of Practice. If students earn less than 80% on these assignments, they are given one opportunity for remediation.

Formative assessment in clinical practicums occurs by providing regular feedback using both verbal and written means while seeing clients. In off-campus placements, feedback is more likely to be verbal in nature, with supervisors modeling desired behaviors/skills as necessary. Students are graded at mid-term and then again during finals week using the same grading system (form and standards).

**Summative Assessment.** In contrast to formative assessment, summative assessment should reflect the student’s comprehensive acquisition of knowledge and skills. Final grades in courses and clinical practicums, KASA portfolio artifacts substantiating knowledge and skills acquisition, passing the School’s Summative Exam, and passing the nationally-administered PRAXIS exam are all examples of summative assessment.

### ***SCSD Summative Exam Policy***

Summative assessment refers to forms of assessment that focus on the outcome of a program. With the goal of evaluating students' learning at the end of their graduate programs, SCSD requires that students in the master's program demonstrate their knowledge by passing a summative written exam at the end of their final semester of coursework. Students will review case studies and respond to questions designed to test knowledge acquired from clinical and academic training based on the SCSD curriculum. Graduate students (Distance Learning and Main Campus) will be asked to attend a testing center or utilize FSU's online proctoring service to complete the exam electronically, given randomly selected items from a large pool of cases and questions. Students must obtain a score of 70% or better to pass the summative exam. In the event that a student does not achieve a passing score on the first attempt, the student will be allowed one additional attempt to obtain a passing score. To prepare for the summative assessment, students are encouraged to synthesize notes from academic and clinical training; reflect on application and use; and review general case study reference materials.

### ***Registering For The PRAXIS Speech-Language Pathology Exam***

SCSD graduate policy is that prior to graduation, students must register and take the computerized national PRAXIS exam for speech-language pathology at least once, reporting his or her scores to the School and to ASHA. It is recommended that students schedule to take the PRAXIS near the same time as the summative exam. The preparation for the summative exam will facilitate preparation for the PRAXIS.

Students will find more information about registration, costs, test dates and centers at the ETS website, <https://www.ets.org/praxis/register>. Students can apply for fee waivers/reductions and testing accommodations on ETS's website.

Passing the PRAXIS is required by ASHA as part of earning the Certificate of Clinical Competence. FSU SCSD uses students' pass rates on the PRAXIS as an indicator of our program effectiveness, which is why students are required to report their scores to the School. **The specific test code for the speech-language pathology exam is 5331.** The recipient code for ASHA is **R5031**, and the recipient code for FSU SCSD is **RA0050**.

A passing score on the PRAXIS exam is 162 or better. In most states, including Florida, graduates can begin their Clinical Fellowships (CFs) without having taken the PRAXIS, but some states require that it must be passed prior to seeking provisional/temporary licensure. Students are advised to check licensure/certification requirements in specific states regarding their regulations related to the PRAXIS.

### ***Degree Completion Requirements***

Before the final internship, students should contact the advising team to ensure that all academic coursework requirements have been met. The advising team will check the student's Plan of Study Form in the student's file to be sure that a total of all prerequisite and graduate courses have been completed in the appropriate areas to make the student eligible for future ASHA Certification as a speech-language pathologist and for provisional licensure within the State of Florida.

There are five overall requirements for graduation from the program:

1. Successfully completing academic and clinical coursework with an overall GPA of 3.0 or better;
2. Earning a passing grade on the SCSD summative assessment, obtaining a score of 60% or better;
3. Completing an electronic portfolio that includes artifacts that demonstrate knowledge and skill in each of the Big 9 areas of the SLP Scope of Practice as well as completion of the research requirement;
4. Taking the PRAXIS exam at least once prior to graduation with an official score report sent to the program (see the link under ASHA Certification and Licensure on registering for the PRAXIS); and,
5. Completion of clinical clock hours required for ASHA certification and initiation of the Clinical Fellowship.

### ***Time Allowed To Complete The Graduate Degree***

According to the Graduate Policies of Florida State University, degree requirements must be met within 7 years unless an extension of time is approved by the Graduate School Dean on the recommendation of the School Director.

### ***Applying For Graduation***

In their final term in the program, students must apply for graduation, ***even if not planning to attend commencement***. The application window is typically open during the first three weeks of the term; specific dates are posted on the Registrar's website, <http://registrar.fsu.edu/graduation/calendar/>. Students will receive a reminder via a Canvas announcement to apply during the open window, and the application process is completed through Student Central, <http://sc.my.fsu.edu/Students/How-To/Apply-to-Graduate>. If students fail to apply during the appropriate time period, it can delay their graduation until the following semester.

### ***Ordering Transcripts***

Graduated students will most likely need to send an official transcript to state licensing agencies. Degrees typically post to transcripts approximately 4 weeks following the date of commencement. For more information on how to order official transcripts from FSU, go to the Registrar's website at <http://registrar.fsu.edu/records/transcripts/>.

### ***Removal from the Program***

The University reserves the right to terminate enrollment in an academic program and dismiss a student whose academic performance is below the standards of the program, regardless of GPA, or whose conduct is deemed improper or prejudicial to the interest of the University community. Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student.

Program terminations (dismissal for a reason other than GPA) are determined by the faculty at the academic program/departamental level and may occur for a number of different reasons, including but not limited to:

- Inability to conduct independent research in a fashion appropriate with the accepted norms of a discipline,
- Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students,
- Behavior that does not meet the professional standards of a discipline (typically clinical, social work or school settings, but also including Motion Picture Arts),
- Failure to meet one or more major milestone requirements,
- Inability to pass the diagnostic/preliminary examination/comprehensive examination (note that university policy limits preliminary examination attempts to two),
- Failure to complete the doctoral degree/make timely progress towards the dissertation, or
- Extensive petitions for candidacy extension.

The Student Review Committee, under the leadership of the Director of the School, may vote to recommend dismissal of a student for academic reasons if:

- A student on probationary status fails to gain regular status.
- A student fails to gain regular status after petitioning and being granted an extension of one semester.
- A student earns more than one grade lower than B- in academic and/or clinical coursework.
- A student's professional behavior is unacceptable, including but not limited to:
  - Deception or falsification of statements in the admission application;
  - Unauthorized periods of absence in the graduate program;
  - Seriously comprising the relations of the School with the public;
  - Breaches of ethical judgment or professional responsibility;
  - Breaches of academic or scientific honesty (e.g. plagiarism, falsification or distortion of research data);
  - Breaches of HIPAA/HiTECH/FERPA and other confidentiality standards;
  - Serious instances of personality or character traits inappropriate for the professional roles for which the student is attempting to prepare him-/herself
  - Serious misuse of School or university facilities and materials, or misuse of university keys/swipe card access.

The Student Review Committee will consult with the academic dean (or designated individual) regarding their plan to dismiss. The consultation will include the handbook language, the remediation steps taken, the student's efforts to date to resolve or address the deficiencies, and the grounds for the program termination. Then, the student will be notified in writing that the student is being recommended for removal from the program.

After receiving the notice of dismissal, a student has the right to appeal the decision. Should the student choose to appeal the decision, he/she will need to submit the appeal in writing to the School of Communication Science & Disorders Appeals Committee within fourteen (14) calendar days of the date of the notice of dismissal.

For information on the University Policy for suspension, dismissal, reinstatement, readmission or withdrawal please visit the Registrar's website at:

[http://registrar.fsu.edu/bulletin/graduate/information/academic\\_regulations/](http://registrar.fsu.edu/bulletin/graduate/information/academic_regulations/)

### ***Readmission Following Dismissal***

Students who wish to be readmitted to the graduate program following (a) non-enrollment for two consecutive semesters, or (b) dismissal must re-apply using the typical admissions process. Readmission to the university does not guarantee readmission to the program. The application will be reviewed by the School's admissions committee.

### ***Student Records Retention***

At the time of enrollment, the School creates an advising file for each student for advising purposes. Students also purchase a subscription to CALIPSO, an online program that permits recording of student clock hours, practicum grades, and KASA tracking. Once the student graduates, all electronic documentation is printed and submitted to the student's hard-copy folder. Records within CALIPSO are maintained for 7 years.

Student records are available upon request of the student. Depending on the type of record, the School may have them on file or they may be requested through FSU's Office of the Registrar or Office of Admissions. At a minimum, the School of Communication Science and Disorders retains academic records in accordance with Florida State University's Records Retention Policy, which is in compliance with applicable federal and state laws, and in accordance with retention schedules developed by the Department of State, Bureau of Archives and Records Management. Retention schedules are as follows (<http://policies.vpfa.fsu.edu/bmanual/records.html>):

- Admissions Records for Denied/Unregistered Students – 5 fiscal years after application submitted
- Admissions Records for Registered Students – 5 anniversary years after attendance provided applicable audits have been released
- Class Rolls – 3 fiscal years provided applicable audits have been released
- Course and Program Records: Descriptions and Requirements – Retained until obsolete, superseded, or administrative value is lost
- Drop/Add Request Records – 1 semester after posted
- Enrollment Records – Permanent, accessible through the Office of the Registrar
- Grade Records: Data Input Forms – 1 semester provided posted to Student Record
- Student Advisement/Counseling Records: Graduate – 1 anniversary year after graduation
- Student Education Records: Permanent Academic File – Permanent, accessible through the Office of the Registrar



## Chapter 6

# CLINICAL EDUCATION

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### *Becoming Credentialed As A Speech-Language Pathologist*

To work as a speech-language pathologist following graduation, the FSU graduate program prepares students for:

- Future eligibility for the American Speech-Language-Hearing Association's (ASHA's) Certificate of Clinical Competence in speech-language pathology (CCC-SLP)
- Florida state provisional licensure as a speech-language pathologist from the Florida Department of Health,
- Florida state certification as a Teacher of the Speech-Language Impaired (K-12) from the Florida Department of Education, and,
- Provisional/temporary or full licensure in most other states, with a few exceptions. Students interested in pursuing licensure outside of the state of Florida should notify the Graduate Advising Team, particularly the Director of Clinical Education, of their intentions early in the program so that every effort can be made to assist the student in meeting licensure requirements in states other than Florida.

### *ASHA Certification*

Earning the credential CCC-SLP from ASHA is a several step process administered by ASHA's Council on Clinical Certification (CFCC). Detailed information for seeking the Certificate of Clinical Competence in speech-language pathology can be found at <http://www.asha.org/certification>. In brief summary, the process includes:

1. Completing required coursework, typically at the undergraduate or post-baccalaureate levels, including (1) normal communication development; (2) neuroanatomy; (3) anatomy of the speech and hearing mechanism; (4) intro to audiology; (5) communication science; and, (6) phonetics. Additionally, applicants for the CCC are required to complete a (7) social science course (e.g., sociology, human development, psychology); (8) a physics or chemistry course; (9) a life science course (e.g. biology); and (10) a college-level statistics course. High school IB or AP courses with qualifying scores on exams count, as does passing a CLEP exam for these credits.
2. Graduating from an accredited program with a Master's degree.
3. Earning a minimum of 375 clock hours + 25 observation hours (400 hours total) across the age span and across the speech-language pathology scope of practice. Of the 375 hours, 325 must be earned at the graduate level, and no more than 20% (70 hours) may be earned through alternative clinical experiences such as simulations or standardized patients.
  - a. Note that not all state licensure boards recognize alternative clinical experiences as clock-hour earning opportunities. It is important to check with each state to determine whether these hours may be counted towards the minimum required for

licensure in the state in question.

4. Passing the nationally-administered PRAXIS exam for speech-language pathology.
5. Completing a Clinical Fellowship (CF) AFTER graduation. The CF is 1,260 hours of paid employment as a speech-language pathologist. The speech-language pathology clinical fellowship (CF) is the transition period between being a student enrolled in a communication sciences and disorders (CSD) program and being an independent provider of speech-language pathology clinical services. The CF involves a mentored professional experience after the completion of academic course work and clinical practicum.
  - a. Clinical Fellowship requirements include:
    - i. 36 weeks of full-time (35 hours per week) experience (or the equivalent part-time experience), totaling a minimum of 1,260 hours. Part-time work can be completed, as long as the clinical fellow works more than 5 hours per week. Working more than 35 hours per week will not shorten the minimum requirement of 36 weeks.
    - ii. Mentoring by an individual holding ASHA certification in speech-language pathology. It is the responsibility of the clinical fellow to verify certification of the mentoring SLP, and it can be done through the online ASHA Certification Verification System or by contacting the ASHA Action Center at 1-800-498-2071.
    - iii. A score of "3" or better on the core skills in the final segment of the experience, as rated by the Speech-Language Pathology Clinical Fellowship (SLPCF) mentor using the SLP Clinical Fellowship Skills Inventory (CFSI) form.
    - iv. 80% of time must be spent in direct clinical contact (assessment/diagnosis/evaluation, screening, treatment, report writing, family/client consultation, and/or counseling) related to the management of disordered that fit within the ASHA Speech and Language Pathology Scope of Practice.
    - v. Submission of an approvable CF Report and Rating Form.

The American Speech Language and Hearing Association's website is the best resource for the most current information related to Certification standards and procedures for the Clinical Fellowship (CF) <http://www.asha.org/certification>.

### ***State Licensure/Certification***

**Florida State Provisional Licensure.** The Florida Board of Speech-Language Pathology & Audiology, a licensure Board under the Florida Department of Health, was legislatively established to ensure that every speech-language pathologist and audiologist practicing in Florida meets minimum requirements for safe practice. The Florida Board of Speech-Language Pathology & Audiology is responsible for licensing, monitoring, disciplining and educating speech-language pathologists and audiologists to assure competency and safety to practice in Florida. The most current information regarding obtaining a Florida Provisional Speech-Language Pathologist license immediately following graduation can be found at: <http://floridasspeechaudiology.gov/licensing/>

**Florida Department of Education Certification.** The Florida Department of Education offers a certificate as a Teacher of The Speech-Language Impaired (K-12) for SLPs working in a school setting. The most current information in obtaining this certification can be found at:

<http://www.fldoe.org/teaching/certification/administrative-rules/6a-4-0176.stml>

**ASHA State-by-State.** Information related to state requirements for working in schools and for licensure outside of the state of Florida can be found on the ASHA website:

<http://www.asha.org/advocacy/state/>

### ***Adhering To The ASHA Code Of Ethics***

All students participating in clinical practicum, whether via the Main Campus or Distance Learning graduate programs, are expected to adhere to the ASHA Code of Ethics, found in Appendix A of this graduate handbook. Although ethics charges may not be brought forth for the student with the ASHA Board of Ethics, the School's expectation is that each student follows the Code during his or her enrollment in the graduate program. Students found to be in violation of one or more aspects of the Code of Ethics will face disciplinary action with the School, including but not limited to possible dismissal from the graduate program.

### ***Practicum Sequence & Registration***

Students complete a series of clinical courses designed to provide diverse opportunities for clinical experience and competence. FSU clinical practicums are sequenced in a manner that includes practice in a minimum of three sites, evaluation and treatment of clients across the age span, and across the disorder types delineated by ASHA in the Scope of Practice for Speech-Language Pathology. The clinical education process is designed to ensure students are ready to begin the Clinical Fellowship following graduation.

All clinical practicums are associated with enrollment in a corresponding practicum course. Students cannot earn clock hours without being simultaneously enrolled in a practicum course, with the exception of clock hours earned while participating in a grant experience for which clock hour accumulation has been previously approved by the Director of Clinical Education. In some extenuating circumstances, distance learning students may be permitted to extend a practicum placement either prior to or at the end of a term, but special permission must be obtained in order to do so. By the end of the graduate program, each student will have earned a minimum of 23 practicum credits in order to fulfill degree requirements.

Clinical practicum courses and sequences vary slightly between the Main Campus and Distance Learning programs. For specific details on sequence of enrollment and credit hours associated with each course, refer to the Main Campus or Distance Learning Canvas sites for more information. Advising sessions are conducted each term to provide students with feedback regarding their progress towards meeting clock hours requirements, including assistance with obtaining clinical placements.

**Main Campus.** Main Campus students are enrolled in a clinical practicum each semester in the program. The first year of graduate student (Fall 1 and Spring 1), students complete rotations in the L. L. Schendel Speech and Hearing Clinic for both intervention and diagnostics. The summer between the first and second years (Summer 1), several students may be permitted to participate in their first off-campus placement and will complete their third diagnostic rotation. All other students will complete the third diagnostic rotation and a third practicum in the L. L. Schendel Clinic during Summer 1.

The second year in the program, all students will complete one semester of clinical practicum in a public school setting (SPA 5500), and one semester in a medically-based setting such as a hospital, skilled nursing, long-term care facility, or in outpatient rehabilitation (SPA 5942). The final term in the program (Summer 2), all students complete a full-time internship at a facility of their choice (SPA 5944). The expected sequence and corresponding practicum registrations for Main Campus students is:

<b>Fall 1</b>	<b>Spring 1</b>	<b>Summer 1</b>
<ul style="list-style-type: none"> <li>• SPA 5941, Beginning Practicum (1 cr, S/U)</li> <li>• SPA 5526L, 5528L, or 5305L (1 cr, letter grade)</li> <li>• Academic Courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5505, Advanced Practicum (2 cr, letter grade)</li> <li>• SPA 5526L, 5528L, or 5305L (1 cr, letter grade)</li> <li>• Academic courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5505, Advanced Practicum 2 cr, letter grade)</li> <li>• SPA 5526L, 5528L, or 5305L (1 cr, letter grade)</li> <li>• Academic courses</li> </ul>
<b>Fall 2</b>	<b>Spring 2</b>	<b>Summer 2</b>
<ul style="list-style-type: none"> <li>• SPA 5500, School Speech-Language Pathology (3 cr, letter grade) OR</li> <li>• SPA 5942, Community Clinical Practicum (3 cr, letter grade)</li> <li>• Academic courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5500, School Speech-Language Pathology (3 cr, letter grade) OR</li> <li>• SPA 5942, Community Clinical Practicum (3 cr, letter grade)</li> <li>• Academic courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5944, Speech-Language Pathology Internship (9 cr, S/U grade)</li> </ul>

**Distance Learning.** The Distance Learning practicum sequence is designed so that a majority of practicum hours can be completed during the summer terms. The summer practicum courses contain content/competency work that cannot be made up over the fall or spring and enrollment during summers is required to remain on track for graduation. Distance Learning students do not begin practicum experiences until their first summer in the program. The expected sequence and corresponding practicum registrations for Distance Learning students is:

<b>Fall 1</b>	<b>Spring 1</b>	<b>Summer 1</b>
<ul style="list-style-type: none"> <li>• No practicum registration, academic courses only</li> </ul>	<ul style="list-style-type: none"> <li>• No practicum registration, academic courses only</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5941, Beginning Practicum (2 cr, S/U grade) – placement with emphasis in pediatric therapy</li> <li>• SPA 5553, Seminar in Differential Diagnosis (2 cr)</li> <li>• Academic course</li> </ul>
<b>Fall 2</b>	<b>Spring 2</b>	<b>Summer 2</b>
<ul style="list-style-type: none"> <li>• SPA 5500, School Speech-Language Pathology (3 cr, letter grade)</li> <li>• SPA 5526L, Child Diagnostics (1 cr, letter grade)</li> <li>• Academic courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5505, Advanced Practicum* (credits TBD, letter grade) – continued child placement</li> <li>• Academic courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5942, Community Clinical Practicum (1-3 cr, letter grade) – adult/older adult placement, typically in a skilled nursing facility</li> <li>• SPA 5528L, Adult Diagnostics (1 cr., letter grade)</li> <li>• Academic courses</li> </ul>

<b>Fall 3</b>	<b>Spring 3</b>	<b>Summer 3</b>
<ul style="list-style-type: none"> <li>• SPA 5942, Community Clinical Practicum * (credits TBD, letter grade) – continued adult placement</li> <li>• Academic courses</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5505, Advanced Practicum* (credits TBD, letter grade) – continued adult placement</li> <li>• SPA 5305L, Msmt &amp; Mgmt of Hearing (2 cr, letter grade)</li> <li>• Academic course</li> </ul>	<ul style="list-style-type: none"> <li>• SPA 5944, Speech-Language Pathology Internship (9 cr, S/U grade)</li> </ul>

\* The Distance Learning Graduate Advising team works with students to determine whether Fall 3 & Spring 2 enrollments in 5505/5942 are needed to meet minimum credit hour requirements for the degree, as well as clock hour requirements for certification.

### ***Clinical Documentation***

Clinical documentation for earned clock hours, meeting clinical competencies, clinical grading, tracking KASA progress, and tracking progress on FSU’s Accomplished Practices is achieved using the online program, CALIPSO. Student contact information and compliance documentation (e.g., professional liability insurance policy) is also stored in CALIPSO.

Each student is required to purchase a subscription to CALIPSO prior to beginning his or her first clinical practicum. The CALIPSO user manual for student users is stored on both the Main Campus and Distance Learning graduate student Canvas sites, under the Clinical Education menus, as well as on the FSU Speech and Hearing Clinic Canvas site. Clinical supervisors are sent a corresponding supervisor manual for the system when students are assigned to them for practicum.

**Documenting clock hours and clinical grading.** Clock hours are entered into the system by the student and then submitted to his or her clinical supervisor for approval. Regular entry of clock hours in the system allows the student to keep up-to-date on progress towards meeting clinical competencies and the 400 clock hour minimum requirement for graduation. Students and supervisors will complete mid-term and final grade evaluations using the Evaluation form in CALIPSO.

**Meeting clinical competencies and clinical education requirements.** Using the Cumulative Evaluation feature, students can track which clinical requirements have been met. An average of 3.0 must be earned in each of the three major sections of the Cumulative Evaluation form (1-Evaluation Skills; 2-Treatment Skills; and 3- Preparedness, Interaction, & Personal Qualities) for students to be judged as having met clinical competencies. cumulative evaluation Using the My Checklist feature, students can track whether they have met the FSU’s requirements for minimum clock hours for the Big 9 Scope of Practice, age categories, completing the KASA spreadsheet, etc.

**KASA Course Checklist.** Under the KASA menu, students can view which courses they’ve taken to meet KASA requirements for ASHA’s CFCC. At the end of each term, the Graduate Coordinator of the student’s respective program, Main Campus or Distance Learning, contacts instructors to determine whether the student has met course competencies or is in remediation. The student’s KASA checklist is updated accordingly. At any time, the Graduate Coordinators or the student can print a spreadsheet of KASA competencies to determine where the student lacks knowledge and/or skills.

### ***ASHA CFCC Clock Hour Requirements***

ASHA's CFCC sets minimum guidelines for clock hours that students must earn prior to graduation, described earlier in the section on ASHA Certification. Although there is a minimum number of clock hours necessary for graduation (i.e., 375 + 25 observation hours), students are encouraged to view clinical practicums as an opportunity to learn about the work of being a speech-language pathologist, versus simply accumulating hours towards a minimum. Many practicum experiences require more time on site and engagement in activities that are part of the profession of speech-language pathology but may not necessarily translate to earning clock hours for the time spent.

What counts as a clock hour? According to ASHA's (2014, revised March 1, 2016) CFCC standards, a clock hour = 60 minutes. Time reported in clinical contact must be exact; rounding up is not permitted. Further, activities that count towards clock hours are limited to:

- Direct contact with the client or client's family in assessment, treatment, and/or counseling;
- Those that assist the student in interpreting, integrating, and synthesizing core concepts and knowledge; demonstrate appropriate professional and clinical skills; and incorporate critical thinking and decision-making skills while engaged in identification, evaluation, diagnosis, planning, implementation, and or intervention;
- Alternative clinical experiences (up to 20% of all hours, or 70 [.20 x 375]). These experiences may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive).

ASHA's CFCC does not set mandatory minimum requirements for clock hours earned in specific age or disorder categories; however, clock hours must be distributed to show that the student has demonstrated competencies in evaluation and intervention for a variety of disorders across all age ranges, from pediatric to geriatric.

**FSU's clock hour requirements.** FSU has chosen to set additional minimum requirements for how students will earn clock hours to sufficiently demonstrate competencies across the age span and scope of practice disorder areas.

- Students must earn a minimum of 10 clock hours per each of the Big 9 disorder areas
  - articulation;
  - fluency;
  - voice or resonance;
  - receptive/expressive language, including both verbal and written language
  - cognitive-related communication, e.g., executive function, memory, problem-solving;
  - hearing/aural rehabilitation and hearing screenings;
  - dysphagia, i.e., swallowing;
  - social communication; and
  - alternate modalities, i.e., augmentative and alternative communication.

These 10 hours can be evaluation only, intervention only, or combined from both evaluation and intervention experiences.

- Students must earn a minimum of 35 hours across each of 4 age span groups:
  - Young child, ages 0-5 years;
  - School-age child, ages 6-17 years;
  - Adults, ages 18-64 years; and

- Geriatrics, ages 65 years+.
- Students must earn a minimum of 50 clock hours across 3 different practice settings:
  - University clinic, private practice, or community clinic;
  - School setting; and
  - Medically-based setting such as hospital acute care, hospital or skilled nursing facility inpatient or outpatient rehabilitation, long-term care, or home health.

## *Supervision*

Supervision of clinical practicum is conducted by members of the faculty of the School of Communication Science and Disorders or approved off campus supervisors. Off campus facilities have contractual arrangements with FSU to provide supervision to students. Off-campus supervisors are provided with a copy of the FSU Off-Campus Clinical Supervision Handbook when a student is assigned to an off-campus site. The Handbook provides details on FSU policies and procedures, and emphasizes ASHA and FSU supervision requirements. Supervision requirements reflect those set by ASHA's CFCC. Supervisors must:

- Hold a current ASHA Certificate of Clinical Competence (CCC) in Speech-Language Pathology;
- Beginning January 1, 2020, ASHA Council for Clinical Certification (CFCC) will require that any SLP or AuD supervising an **undergraduate or graduate student earning clock hours, Clinical Fellow, or support personnel** (i.e., SLP-A) has completed 2 hours of continuing education (0.2 ASHA CEUs) on supervision. Clinical directors and employers will be able to search on an individual's certification page in ASHA's system to determine whether an individual has completed the required supervision training. If not, a student, CF, or support personnel **cannot be supervised by someone who has certification but has not yet completed the training.**
- Hold state licensure in speech-language pathology from the Florida Department of Health (DOH) or teacher certification as a Teacher of the Speech-Language Impaired (K-12) from the Florida Department of Education, and provide a copy of their current license or teacher certification to the Director of Clinical Education;
- Be physically onsite while the student is performing diagnostics or treatment, providing direct supervision of these activities at a level commensurate with the student's level of clinical training, but no less than 25% of each diagnostic or therapy session;
- Approve clock hours submitted by the student under his/her supervision;
- Perform mid-term and final grade evaluations using the established grading form in CALIPSO;
- Provide regular, formative feedback to the student either verbally or in writing

Students are ***never*** to see clients without a licensed, ASHA-certified professional physically on site during the time the students are in contact with clients. Students are not permitted to cover a supervisor's leave from a facility without having another licensed, certified professional on site. In situations where a supervisor must be absent, it is preferred that students observe another speech-language pathologist or allied professional (e.g., physical therapy, occupational therapy, physician, special educator, social worker, etc.) for the day. These observations may only be counted as

observation hours if the individual observed exhibits a communication disorder. Otherwise, these experiences are considered as part of learning about the range of services and professional relationships in the various settings where speech-language pathologists work.

### *Client Confidentiality*

All practicum placements will require students to adhere to client confidentiality guidelines at all times. In most situations, the guidelines are not simply guidelines but instead, federal law. The two most common federal confidentiality laws are the Health Information Portability and Accountability Act (HIPAA; most often applicable in private practices, community clinics, hospitals, and other healthcare environments) and the Family Educational Rights and Privacy Act (FERPA; applicable in educational settings). If a healthcare facility uses or stores protected health information (PHI) in an electronic format such as in an electronic health record, that facility is also subject to another federal law that goes hand-in-hand with HIPAA, the HiTech Act.

All of these laws protect clients/patients from having their protected health information (PHI) or educational records from being disclosed to individuals who have no purpose in accessing this information. The ASHA Code of Ethics (2016) also provides for client confidentiality, specifically Principle

1, Rules O and P:

O. Individuals shall protect the confidentiality and security of records of professional services provided, research and scholarly activities conducted, and products dispensed. Access to these records shall be allowed only when doing so is necessary to protect the welfare of the person or of the community, is legally authorized, or is otherwise required by law.

P. Individuals shall protect the confidentiality of any professional or personal information about persons served professionally or participants involved in research and scholarly activities and may disclose confidential information only when doing so is necessary to protect the welfare of the person or of the community, is legally authorized, or is otherwise required by law.

Therefore, violations of client confidentiality represent both legal and ethical violations. SCSD graduate students are expected to uphold client confidentiality at all costs as a result.

When working with client documentation in a non-HIPAA or –FERPA secured environment, students are expected to de-identify all documents, including voice or video recordings or other biometric measures. The following types of information must be removed for a document to be considered de-identified:

- Client's name or Parent/Guardian/Spouse's names
- Clinic or student file/record numbers
- Geographic subdivisions smaller than a state, including street address, city, county, precinct, or zip code
- Social Security numbers
- Telephone/fax numbers
- Email addresses
- Device and serial numbers (e.g., alternative communication device, hearing aid, assistive listening device)
- Any and all dates (except the year) directly relating to the individual, including birth date, service date, and date of death
- Any other unique identifying number, characteristic, or codes
- Biometric identifiers, including fingerprints, voice or video recordings, or photographs
- Health plan beneficiary numbers
- Driver's license numbers
- Vehicle and license plate registration numbers
- Account numbers



**HIPAA Training.** All students are required to participate in annual SCSD HIPAA training as part of their clinical training. Each year, instructions will be posted with a deadline for completing the training. Students must earn an 80% on the HIPAA training in order to be cleared to participate in clinical practicum. Note that off-campus practicum sites may require students to do additional HIPAA training beyond what they've completed for SCSD, as HIPAA is a federal requirement of any facility that obtains protected health information (PHI) from its clients/patients, and training should be specific to the work setting. If a SCSD student is found to have breached HIPAA requirements, either at the FSU Speech and Hearing Clinic or at an off-campus site, sanctions will apply and are related to the seriousness of the violation. These sanctions can range from re-training on HIPAA information, to restriction from clinical practicum, to dismissal from the program, depending on the grievousness of the violation. For more information on the School's HIPAA Sanctions policy, refer to either the Main Campus or Distance Learning Graduate Canvas sites, under the Clinical Education menu. There is no cost to students completing HIPAA training for the School, but off-campus sites may require students to pay a fee as part of the clearance process for the site.

**FERPA Training.** Students will be required to participate in FERPA training when placed in practicum sites dealing with confidential educational information (i.e., schools placements). The FERPA training students receive in these environments is the responsibility of the facility; SCSD does provide FERPA training to students during orientation. A good rule of thumb, however, is to consider any information gained in a schools setting and the privacy rules related to that information, to be equivalent to HIPAA information and treated as such.

### ***Legal & Financial Aspects Of Clinical Practicum***

There are a number of requirements associated with engaging in clinical practicum that protect students and the School from certain types of legal action. Students must meet all requirements by specified deadlines or their clinical placements can be in jeopardy. Some of the requirements are internal and required either by FSU or SCSD, and some are external and required by off-campus practicum sites. Some have costs associated with them, and these costs are borne by the student placed at a site and not by the School.

**Health and immunization status.** Evidence of health status is required by the FSU Graduate School prior to enrollment. Forms are available at <http://healthcenter.fsu.edu/forms/forms.html>. This information must be provided or a registration hold will be placed on the student's account, preventing class registration.

**Professional liability insurance.** All students are required to purchase a professional liability insurance policy that covers their practicum enrollment for the duration of their graduate program. Proof of insurance must be provided to the Director of Clinical Education by submitting a copy of the student's Memorandum of Insurance prior to the first day on site at a practicum setting. The Memorandum of Insurance will be uploaded to CALIPSO as evidence of compliance with this requirement. Information about purchasing liability insurance will be distributed at New Graduate Student Orientation for Main Campus students, and in the semester preceding Distance Learning student's first semester of practicum

enrollment. Information can also be found under the Clinical Education menu of the Main Campus and Distance Learning programs' Canvas sites. Typically, the policy is effective for one year and must be renewed for one additional period to cover participation in practicum experiences and internship. A copy of the Memorandum of Insurance provided by the insurance company is adequate for verification. For further information on this topic, students are referred to the FSU SCSD Clinic Handbook.

**Bloodborne pathogen training.** Students are required to complete bloodborne pathogen training prior to beginning clinical practicum. The FSU Environmental Health & Safety department offers this course to Main Campus students during orientation. Distance Learning students may take this course online and submit their certificate. The American Red Cross offers this course online for \$35.00 via the following URL: <http://www.redcross.org/take-a-class/course-dowbt00000000010733>.

**Medical insurance coverage.** A copy of each student's most recent health insurance card must be provided to the Director of Clinical Education or Clinical Placement Coordinator no later than the end of the first week of classes of the student's first semester in the program. This documentation will be required for all clinical practicum experiences. The copy of the health insurance card will be uploaded in the Compliance area of CALIPSO.

**Level II FDLE Background check.** All students will be required to pass a Level II Florida Department of Law Enforcement background check at least once during their graduate program, and it's possible that multiple checks will need to be performed for various clinical placements. There is a fee for these background checks, ranging from approximately \$60.00 to as much as \$95.00. Students should expect to spend as much as \$300.00 on background checks prior to graduation, as these are legal requirements for most facilities. Additionally, background results provided to one facility (e.g., a school system) are typically not available for release to another facility (e.g., a hospital), thus necessitating an additional screening and additional payment. Students will be provided instructions for getting fingerprinted and submitting information for the background check by either the Director of Clinical Education, Clinical Placement Coordinator, or by the facility itself.

**CPR training.** While CPR training is not required for work in the L. L. Schendel Speech and Hearing Clinic, many off-campus practicum sites require that students are trained in CPR. Most sites prefer the Basic Life Support training offered via the American Heart Association (or courses sanctioned by the American Heart Association): [http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HealthcareProfessional/UCM\\_473185\\_Healthcare-Professional.jsp](http://cpr.heart.org/AHA/ECC/CPRAndECC/Training/HealthcareProfessional/UCM_473185_Healthcare-Professional.jsp). Students can complete this training prior or during enrollment in the graduate program. If students have completed training, it is recommended that they supply a copy of their CPR card to the Director of Clinical Education or Clinical Placement coordinator, so that it can be uploaded to the student's Compliance documents on CALIPSO.

### ***Student Attendance Expectations For Clinical Practicum***

**Mandatory First Class Meeting Attendance Policy.** Effective Fall 2003, Florida State University-wide policy requires all students to attend the first day of class meeting of all classes for which they are registered. Students who do not attend the first class meeting of a course for which they are registered will be dropped from the course by the academic department that offers the course. This policy applies to all levels of courses and to all campuses and study centers. It remains the student's responsibility to verify course drops and check that fees are adjusted.

**University Attendance Policy.** Excused absences include documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

**SCSD Clinical Practicum Addendum to FSU Attendance policy.** Practicum attendance is mandatory and follows the schedule described in the practicum course's syllabus. Excused absences are only those that meet the definition of the university's attendance policy: documented illness, deaths in the family and other documented crises, call to active military duty or jury duty, religious holy days, and official University activities. These absences will be accommodated in a way that does not arbitrarily penalize students who have a valid excuse. Consideration will also be given to students whose dependent children experience serious illness.

In the event that a student misses more than one day due to illness, the clinical practicum supervisor and/or course instructor may require a doctor's note as evidence of the illness and fitness for return to duty.

**Off-campus practicum attendance expectations.** Off-campus practicum attendance will be monitored by both the off-site supervisor and the university instructor associated with the practicum course. Practicum facilities may have specific attendance and time commitments for students. Our policy is that the student should treat this placement as "employment" and be prepared to follow all guidelines for attendance as expected. The practicum supervisor must excuse any absence; the student is responsible for and must report ALL absences to the course instructor. Hours of attendance at the community sites vary across sites. Hours of attendance should be established prior to initiating the practicum experience. Off-site supervisors will establish specific attendance and time commitments in conjunction with the student's schedule; community facilities may have specific attendance and time commitments.

- Practicum absences (excused or unexcused) must be cleared with both the community supervisor and the university instructor. Students must also provide, when possible, advance notice of absences as well as relevant documentation regarding absences to the instructor as soon as possible following the illness or event that led to an absence.
- In accordance with the University attendance policy regarding excused absences, the only reasons an absence would be considered excused are for (1) illness – more than 1 day missed time for illness must be documented by a doctor's note submitted to the supervisor and the course instructor; (2) extreme family emergency; and (3) significant religious events. All other absences, including for weddings, family celebrations, etc. will be considered unexcused.

- More than ONE unexcused absence may result in (a) the reduction of up to a full letter grade from the total earned on the student's mid-term or final practicum evaluation, and/or (b) termination of the practicum experience. Students may be required to make up any absences.

### ***Required & Recommended Equipment***

Although most practicum sites (i.e., the FSU Speech and Hearing Clinic and other off-campus sites) will have most of the materials needed for practicum, such as diagnostic and therapy materials, there are a few items that SCSD recommends each student purchase. Costs for this equipment are the responsibility of the student.

- **Subscription to CALIPSO.** CALIPSO is the student documentation system SCSD students and faculty use for entry/approval of clock hours and KASA tracking. This subscription is required, and is a one-time fee that the student pays directly to the company. The 2020 subscription fee is \$100.00. Information about subscribing to CALIPSO is provided to students during the orientation process.
- **Subscription to SimuCase.** SimuCase is a patient simulation service that permits students to earn supervised clock hours by completing patient simulation activities assigned by their supervisors. Subscriptions to SimuCase are based on an annual calendar, and most students will be required to purchase a yearlong subscription one time during their graduate program. The 2020 cost for SimuCase is \$99.00 per student, paid directly to the company. More information about subscribing to CALIPSO will be given during orientation and advising sessions.
- **Exxat.** Exxat is the database that we use to manage clinical placements and compliance documentation. You will pay a \$100 time time fee to enroll in Steps and \$35 each year for Approve paid directly to the company. More information about subscribing to Exxat will be given during orientation and advising sessions.
- **Stopwatch.** Many smartphones have a stopwatch application embedded the phone's operating system, however, having a phone in the therapy session promotes distraction for both the clinician and client. Therefore, SCSD recommends that students purchase an inexpensive stopwatch to have on hand because cell phones will not be allowed to be used for this purpose.
- **Penlight**
- **Digital voice recorder.** It is a HIPAA violation to use a personal cell phone, iPad, or laptop to record clients. Digital voice recorders, while also a risk for violating HIPAA, are less likely to contain protected health information that would easily identify a client in settings outside of the therapy environment. Therefore, SCSD requires that each student purchase a digital voice recorder. High-quality yet affordable digital voice recorders can be purchased from most major electronics retailers such as Best Buy and Amazon. A reasonable price to pay for a good recorder is probably around \$50.00-\$60.00.

### ***Personal Appearance Requirements***

Clients will vary in age, backgrounds, and cultures and students should be aware of how their appearance impacts others. In addition, clients may vary in their tolerance for smells, colors, and sounds that also need consideration. Students are expected to appear neat, well-groomed, and dressed comfortably and professionally in accordance with site requirements when engaged in clinical activities. Students should exhibit excellent personal hygiene at all times. Each practicum site will have

its own personal appearance guidelines and the costs associated with these guidelines are the responsibility of the student.

When participating in an off-campus placement, students must adhere to the guidelines set forth by that placement (e.g., scrubs, closed-toe shoes, etc.). Students are expected to ask about the site's personal appearance guidelines before beginning a placement and to follow the guidelines at all times. Students are expected to represent the FSU SCSD in a professional and welcoming manner at all times.

No matter the setting, students should ensure that their personal appearance is professional and does not distract the client from participating effectively in clinical services.

FSU SCSD name badges must be worn at all times, at all sites, unless the site has a different required name badge. They should be worn chest-high, readable, and should clearly indicate "graduate student clinician" status. If a student loses his or her FSU SCSD name badge, it must be replaced at the student's own expense.

Students are encouraged, but not required, to purchase one (or more) FSU SCSD polo shirts to wear during clinical practicum in sites where street clothing/business casual wear is appropriate. All other clothing must be clean, in good repair, and of appropriate size/length. Clothing must cover shoulders, back, chest/cleavage, midriff, buttons, and undergarments at all times regardless of body movement or position.

Hair should be groomed and well-maintained, and hair longer than shoulder length should be pulled back into a single ponytail or other style that keeps hair from falling onto the face and/or causing a distraction to either the clinician or the client. Makeup should be neat, moderate, and professional in color and application. Nails should be well-groomed, kept to a length that is not detrimental to client safety, or distracting in any way. Cologne, perfume, and aftershave are not recommended due to the allergies/sensitivities of many clients.

All accessories should be tidy and clean. No head coverings, including head scarves or hats, are permitted unless they are part of the student's religious requirements or to cope with a medical condition. In the event of a medical condition, the practicum site or SCSD may request that the student registers with the Student Disability Resource Center to receive official accommodations.

Cell phones should not be worn on the student's body during a clinical session unless permission is first obtained from a clinical educator. In the event that permission is granted, all cell phones should be set to "vibrate" or "silent," and should not be visible to clients during a session unless permission is first obtained from a clinical educator.

Bottles of water, coffee cups, and/or sodas are not permitted in any clinical session unless it is part of the lesson plan or the student has a doctor's note stating that the beverage is required.

If a student is unsure whether his or her appearance is appropriate, the student should consult his or her supervisor or the Director of Clinical Education.

Students found in violation of personal appearance requirements will receive verbal and or written feedback from his or her clinical supervisor. In the event that a student's interpretation of the personal appearance policy comes into question, the clinical supervisor or Director of Clinical Education has

the authority to remove the student from the placement and her/his discretion. Multiple violations will result in a grade reduction and in extreme instances, implementation of a Clinical Education Support Plan and /or removal from clinical practicum for the remainder of the semester.

### ***Clinical Education Support Plans***

At any time during a practicum term, if a supervisor is concerned about a student's clinical performance, that supervisor will formally identify the student clinician as being "at risk". "At risk" is defined as performing at a grade of B- or lower, and/or receiving a supervisor's notation for "needs improvement" on the student's practicum evaluation form. The identified "at risk" performance can be related to any competency addressed in the Accomplished Practices.

Following formal identification, the supervisor(s) with concern(s) will contact the student and schedule a meeting. The supervisor(s) will complete an evaluation using the CALIPSO grading form and/or the Accomplished Practices. Areas of weakness will be formally identified using the Accomplished Practices as a guide. A Clinical Education Support Plan will be completed during the scheduled evaluation or within one week following the evaluation. The plan will be signed and a copy will be placed in the student's cumulative folder in the School office. A sample plan can be found on the Main Campus or Distance Learning Graduate Student Canvas sites under the Clinical Education menu.

The Director of Clinical Education, Graduate Program Coordinator for the student's respective program (Main Campus or Distance Learning), and academic advisor will be notified if a student clinician requires a Clinical Education Support Plan.

During the remainder of the semester the student and supervisor(s) will participate in the actions/strategies outlined in the Clinical Education Support Plan. They will also meet on a consistent basis (no less than every other week) through the remainder of the semester to discuss the targeted competencies.

The following are examples of student experiences that might be included to improve clinical competence. Additional activities may be designed and incorporated, depending on individual need:

- Working as a principal clinician
- Recording and analyzing treatment sessions with assistance from supervisor or department faculty member with related clinical experience
- Working as a peer clinician (student will be paired with a "primary" clinician to practice skills identified in the Clinical Education Support Plan)
- Completing clinical observations and written summaries
- Writing additional treatment plans including rationale, objectives, procedures and expectations
- Writing additional diagnostic reports including histories, impressions, summaries, and recommendations

As part of the Clinical Education Support Plan process, a second supervisor or department faculty member with related clinical experience may be asked to review the improvement plan, observe clinical sessions and/or provide assistance requested by the primary supervisor. The second supervisor's feedback will be routed to the primary supervisor, with appropriate information forwarded to the student.

At the end of the semester, the student's performance on the CESP will be reviewed by the Director of Clinical Education, the supervisors, and another member of the advising team. There are three possible outcomes:

- The student has met all goals on the CESP and it is discontinued;
- The student has met some of the goals on the CESP and it is renewed for another term; CESP's may only be renewed twice after the initial plan is established. In other words, if a student begins a plan in Spring term, does not meet all goals at the end of Spring and the plan is continued for Summer, then again for Fall, the student will must either meet all goals on the plan by the end of that Fall term or will be removed from clinical education.
- The student has failed to meet more than 75% of the goals on the CESP. At this point, the student will be referred to the SCSD Student Review Committee for review of whether continued enrollment in the program is warranted.

Students who are on an active CESP will not be assigned to community sites/supervisors until the Clinical Education Support Plan is successfully met.

Students will not be able to count clock hours earned in a practicum if a final grade of C or below is posted for the practicum. In some circumstances, the CESP will be combined with an Academic Support Plan. For example, if a student has been placed on academic probation due to grades earned in clinic that are below "C" or due to a cumulative GPA below 3.0, then academic competencies may be incorporated into CESP documentation.

### ***Expectations For Accountability And Active Participation In The Supervisory Process***

Different from other academic experiences students may have had prior to graduate school, being supervised and given feedback about interaction skills, rather than conveying knowledge about a topic, may feel foreign and uncomfortable. Understanding the student's own role in the process and learning to work collaboratively with clients, their families, and with other professionals requires a level of active participation in the learning process and conscious work towards developing professional accountability.

In the event that students receive feedback, oral or written, that they are unsure how to interpret, the expectation is that they will seek out their clinical educators for clarification. Students should inform their clinical supervisors about how they learn best, ask questions, and act on the feedback they receive. Considerations for initial supervisory conferences should include open and detailed conversations about the:

- Purpose of supervisory conferences and how they will contribute to the supervisory process
- Roles of supervisors, supervisees
- Expectations for supervisors, supervisees and what exactly the outcomes of supervision should be
- Learning style preferences
- Anxiety of supervisees, supervisors

**Responsibility & Accountability.** Developing and exhibiting both responsibility and accountability are critical to the development of professionalism. Many students interpret that responsibility and

accountability is most important in clinical settings, but SCSD also encourages these traits be developed in the academic and research settings as well.

The Merriam Webster dictionary defines responsible as “having the job or duty of dealing with or taking care of something or someone; able to be trusted to do what is right or to do the things that are expected or required.” Accountability, on the other hand, is defined as “an obligation or willingness to accept responsibility or account for one’s actions.”

Students can demonstrate accountability in a variety of ways, most of which stem from self-reflection on a situation and considering the student’s own role in the process. Accountability traits include:

1. Seeking the perspective of others regarding an interaction or situation;
2. Being open and candid in communication;
3. Asking for and offering feedback;
4. Hearing hard things so that one can openly see the reality of the situation;
5. Being personally invested in an outcome;
6. Learning from both successes and failures;
7. Acting on feedback that is received;
8. Constantly asking of self and others, “What else can I do?”
9. Collaborating across functional boundaries;
10. Creatively dealing with obstacles;
11. Taking necessary risks;
12. Doing things I’ll say I’ll do;
13. Not blaming others;
14. Tracking progress with proactive and transparent reporting; and,
15. Building an environment of trust.

Besides examining these traits, students may also wish to review the grading form in CALIPSO by logging in to the system, then clicking on the “Self-Evaluation” menu to pull up the grading form. When reviewing the form, consider how personal responsibility and accountability are represented in each of the grading items. In other words, what actions would reflect responsibility and accountability for each item assessed?

### *Developing Professionalism*

Wolter, Blaiser, and Elswelier (2012) reported on a rubric to grade students’ development of professionalism, correlating each dimension of professionalism with ASHA CFCC standards. SCSD does not currently use this rubric to provide regular feedback to students on development of professionalism skills, but may occasionally introduce it as part of a Clinical Education Support Plan. Students may find it helpful, however, to review the rubric because it better defines the constructs of professionalism as they apply to speech-language pathology and how one might observe growth in professionalism skills.

Construct	Advanced	Proficient	Needs Improvement	Inadequate
Attitude (CFCC V-B-3a)	Always has a constructive attitude	Usually has a constructive attitude	Rarely has a constructive attitude	Never has a constructive attitude
Communication Style Interactions	Always demonstrates skills and knowledge of	Consistently demonstrates skills and knowledge of when to	Rarely demonstrates skills and knowledge	Does not demonstrate skills



(CFCC V-B-3a, b, d)	when to say what to whom and how much	say what to whom and how much	of when to say what to whom and how much	and knowledge of when to say what to whom and how much
Nonverbal Aspects of Communication Interactions (eye contact, facial expression, body posture) (CFCC V-B-3a)	Always demonstrates natural and appropriate use of nonverbal aspects of communication, reflecting affiliation with and interest in partner	Consistently demonstrates natural and appropriate use of nonverbal aspects of communication, reflecting affiliation with and interest in partner	Rarely demonstrates natural and appropriate use of nonverbal aspects of communication, reflecting affiliation with and interest in partner	Current usage of nonverbal aspects of communication is inappropriate and detracts from the content of the message
Social Register (CFCC Standard V-B-3a)	Adeptly, consistently, and appropriately changes style, formality, and professionalism of language based on the listener	Consistently and appropriately changes style, formality, and professionalism of language based on the listener	At times, appropriately changes style and formality of language based on the listener	Does not appropriately change style and formality of language based on the listener
Physical Preparedness (CFCC V-B-3a, d)	Comes with all assigned tasks/materials, a plan of action completed and goes above and beyond that which is assigned	Comes with all assigned tasks/materials, a plan of action completed	Comes with all assigned tasks/materials, a plan of action completed but misses deadlines and needs reminders	Does not complete all assigned tasks
Mental Preparedness (CFCC V-B-3a, d)	Actively reflects upon, thinks beyond one topic or client, and independently takes initiative to solve a problem	Independently problem-solves and reflects upon a topic/client before seeking direction	Looks for direction without independent reflection or problem-solving	Does not problem-solve or seek direction
Follow-Through (CFCC V-B-3a, d)	Does what says will do and goes above and beyond the expected	Does what says will do	Does what says will do, but misses deadlines and need reminders	Does not do what says will do
Participation (CFCC V-B-3a)	Participates frequently in a relevant/meaningful way	Offers some information with most of it relevant	Offers little information relevant to the topic	Does not offer relevant information
Client Welfare (CFCC V-B-3a, d)	Consistently anticipates, considers, and quickly adjusts to the needs of the client in consideration of best practices	Appears sensitive to the needs of the client and adjusts accordingly	Appears aware of the needs of the client without appropriate adjustments or modifications	Appears unaware and is insensitive to the needs of the client
Personal Responsibility (CFCC V-B-3a, d)	Places importance of professional duties, tasks, and problem-solving above one's own convenience	Takes personal responsibility for all actions, decisions, and ultimate consequences	Takes personal responsibility for some actions and decisions, but frequently places own convenience over that of others	Complete reliance on others for responsibility; gives excuses and displays helplessness

<b>Construct</b>	<b>Advanced</b>	<b>Proficient</b>	<b>Needs Improvement</b>	<b>Inadequate</b>
Response to Authority (CFCC V-B-3a)	Consistently responds graciously and appropriately to constructive critiques and advice	Most of the time, responds appropriately to constructive critiques	Responds to constructive feedback in a manner that is defensive	Responds to constructive feedback with anger and emotional displays

Application of Feedback (CFCC V-B-3a)	Applies and incorporates constructive feedback in an effective and strategic manner	Applies and incorporates constructive feedback	Applies and incorporates feedback with reminders	Does not incorporate feedback
Resource Management (CFCC V-B-3a, d)	Appears to value, anticipate, and accommodate resources (e.g., time, space, materials) required to perform duties	Accommodates for resources (e.g., time, space, materials) required to perform duties	Rarely accommodates for resources (e.g., time, space, materials) to perform duties	Does not accommodate for resources (e.g., time, space, materials) required to perform duties
Self-Improvement/Reflection (CFCC V-B-3a, d)	Continually and independently modifies, reflects on, and improves in consideration of best practices	Periodically modifies in consideration of best practices	Slightly modifies without rationale	Continually makes the same mistakes without any consideration for improvement
Professional Image (CFCC V-B-3a)	Exhibits a professional image (e.g. confidence, personal appearance, appropriate clothing, hygiene, and identification) so that the client/family feels safe, confident, and comfortable	Exhibits an appropriate appearance when interacting with the client/family	Appearance is sometimes inappropriate and does not consistently abide by professional appearance guidelines of facility	Appearance is regularly inappropriate and does not consistently abide by professional appearance guidelines of facility
Cultural Awareness (CFCC V-B-3a, d)	Always considers and respects client's/other's cultural background (e.g., uses culturally sensitive terms and examples) as part of clinical practice	Appears to respect client's/other's cultural background/differences but is inconsistent with functional and clinical application	Does not incorporate cultural awareness or sensitivity into treatment	Is insensitive to cultural differences and uses inappropriate examples and terms

## Chapter 7

# STUDENT SUPPORT SERVICES

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### *Emergency Phones*

Emergency phones are located across campus, including outside the front door of the Warren Building. These phones are mounted on garnet-colored poles marked “emergency” with a blue light on top. To use the phone, just press the button and talk into the speaker.

FSU Police Department	850-644-1234
Leon County Emergency Services	911

### *University Parking Services*

All students are required to have an FSU-issued parking permit during all academic terms. More information about obtaining a permit and dealing with citations can be found on the Parking Services website: <https://transportation.fsu.edu>.

### *Students With Disabilities*

The Office of Accessibility Services (OAS; <https://dsst.fsu.edu/oas>) serves as an advocate for FSU students with disabilities and ensure that reasonable accommodations are provided. By providing support services at no cost to students with disabilities, the OAS offers an opportunity for students to achieve their academic and personal goals.

The OAS works with faculty and staff to provide accommodations for the unique needs of students both in and out of the classroom. Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, individuals with learning disabilities are guaranteed certain protections and rights to equal access to programs and services. In order to access these rights, an individual must present documentation indicating that the disability substantially limits some major life activity, including learning.

Students with disabilities needing academic accommodation should: (1) register with and provide documentation to the Office of Accessibility Services; (2) bring an accommodations letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class.

For more information about services available to FSU students with disabilities, contact the Office of Accessibility Services, 874 Traditions Way, 108 Student Services Building, (850) 644-9566 (voice), (850) 644-8504 (TDD), or [oas.fsu.edu](http://oas.fsu.edu).

### *Clinical And Academic Support For Linguistic Minorities/Accented Speech*

*(based on American Speech-Language-Hearing Association. (2011). The clinical education of students with accents [Professional Issues Statement]. <http://www.asha.org/policy/pi2011-00324.htm>)*

Students who speak with accents and/or dialects can effectively provide speech, language, and audiological services to person with communication disorders as long as they have the expected level of knowledge in the normal and disordered communication, the expected level of diagnostic and clinical case management skills, and if modeling is necessary, are able to model the target phoneme, grammatical feature, or other aspect of speech and language that characterizes the client's particular problem.

To provide services to persons with communication disorders, students in the School of Communication Science and Disorders must demonstrate the ability to:

- share and to elicit information from patients/clients, supervisor, peers, and other health professions verbally and in a recorded format
- effectively, confidently, and sensitively converse with patients and their families
- read and comprehend technical and professional materials
- prepare papers, produce reports, and complete documentation for patient records
- assimilate information from written sources (texts, journals, medical/school records)

Students who do not demonstrate the above essential competencies, but exhibit limited English proficiency as a result of learning English as a second language, will be required to pass the SPEAK (Speaking Proficiency English Assessment Kit) test prior to providing services. SPEAK is a test of evaluating the English speaking ability of non-native speakers of English. At FSU, the SPEAK test is administered by the Center for Intensive English Studies.

A Clinical Education Support Plan will be considered for students who do not demonstrate the communication competencies. The plan may include the following:

- a. enrolling in clinical services as a client to improve oral and receptive communication skills
- b. participating in clinical practicum as a practicum assistant to gain entry level experience while having mentorship support to interact with the client
- c. providing services to persons with communication disorders as a practicum student with an assigned mentor
- d. outlining a plan with the faculty advisor to regularly monitor and assess the student's English proficiency

### ***University Library Services***

Florida State University has a robust library system, permitting students the ability to access materials physically by going to one of the libraries on campus (most speech-language pathology materials are housed either in Dirac Science Library or CCI Goldstein Library; search databases for journal articles; and request materials unavailable on the FSU Campus through interlibrary loan. Librarians are available to meet individually with students by appointment, and quiet rooms are available in the Grad Space area in the basement of Strozier Library. For more information on services, materials, or hours, check the FSU Libraries webpage at <https://www.lib.fsu.edu>. If you are off-campus, you will need to click on the Off-Campus Access icon on the upper corner of the libraries' home page.

### ***University Health Services***

As part of the student fee assessment, students have access to the University Wellness Center, located at 960 Learning Way, 850-644-4567. The Wellness Center offers a variety of primary care services, including women's care, immunizations, and psychiatry. More information on hours, making appointments, using your own insurance, etc. can be obtained at <http://uhs.fsu.edu>. University Health Services are also available to Distance Learning students; contact the Wellness Center for more information.

### ***University Counseling Center***

Earning a graduate degree can be one of the most stressful times in a student's life, and stress can trigger changes in mental health. In fact, the most common time for someone to be diagnosed with a mental health problem such as anxiety disorder, depression, or an eating disorder is between the ages of 18-25. Some of the most common symptoms of change in mental health include:

#### **In General**

- Noticing a significant change in personality over time, such as wanting to stay at home or getting angry much easier than before;
- Having confused thinking or difficulty concentrating;
- Having severe feelings of depression or anxiety; maybe even experiencing extreme highs/lows;
- Withdrawal socially from friends, family, and classmates;
- Being scared to admit to having some of these problems, or not wanting help from others even though concerned that help may be needed;
- Having dramatic persistent changes in eating/sleeping habits
- Beginning or increasing substance abuse;
- Thinking or talking about suicide

#### **At School**

- Being consistently late or absent;
- Being disorganized about completing School work or study habits;
- Having a hard time cooperating or communicating with others;
- Experiencing an increase in fatigue or having unexplained pain that doesn't improve with rest and relaxation;
- Having problems concentrating, making decisions, or remembering;
- Missing deadlines, delaying completing assignments, or turning in poor quality work;
- Experiencing decreased interest or involvement in class topics or academics in general

These changes can impact academics by making information retrieval difficult and affecting the student's ability to concentrate, leading to inconsistent school performance. Not doing well in school may then feed into anxiety or depression and make matters worse. If a student experiences one or more of these symptoms for at least three weeks, he or she may need help, but may be reluctant to tell others that about feeling down or anxious. Please tell a faculty member, a friend, a peer, a family member, or a healthcare worker if you are feeling different from normal. The good news about mental health problems is that treatment is available and it works.

FSU has a Student Counseling Center on the second floor of the Student Life Center. Their services are confidential and free. Distance Learning students can also access counseling services in their local communities, coordinated by the University Counseling Center. Call 850-644-2003, or go to

<http://counseling.fsu.edu>. Other options for students on campus include the FSU Crisis Management Unit (850) 644-1234, or going to the Tallahassee Memorial Hospital Emergency Room at the corner of Magnolia & Miccosukee.

### ***Help Desk***

There are a number of ways students can obtain information technology support.

- If your question pertains to computers/printers/the secure HIPAA system within the Warren Building, submit a Help Ticket to <http://helpdesk.cci.fsu.edu>.
- If your question is related to Canvas access, contact the Canvas Help Desk using the “Submit Ticket” feature on the Canvas menu, or call 850-644-8004.
- If your question is related to your FSUID login and password or other campus IT accessibility issues, contact FSU IT Services at 850-644-4357 or navigate to their web page at <http://its.fsu.edu/Students>.

### ***Free Tutoring***

On-campus tutoring and writing assistance is available for many courses at Florida State University. For more information, visit the Academic Center for Excellence (ACE) Tutoring Services’ comprehensive list of on-campus tutoring options - see <http://ace.fsu.edu/tutoring> or contact [tutor@fsu.edu](mailto:tutor@fsu.edu) for more information. High-quality tutoring is available by appointment and on a walk-in basis. These services are offered by tutors trained to encourage the highest level of individual academic success while upholding personal academic integrity.

### ***FSU Writing Center***

The Florida State University Reading-Writing Center and Digital Studio (FSU RWC/DS) offers writing support to all FSU students, including first-year undergraduates, students in all majors, international and other ELL students, CARE students, student athletes, and graduate students across the disciplines. Such support typically takes three forms: (1) tutoring; (2) workshops; and (3) faculty consultations. In the tutoring context—whether in the RWC or the Digital Studio (designed for Distance Learning students)—tutors act as a practice audience for students’ ideas and writing, helping them develop their writing in many areas. Among them are:

- Process: tutors focus on students’ process of writing and support students’ composing throughout all facets of that process;
- Rhetorical awareness: tutors support students’ development of writing expertise in all writing genres and media employed across campus;
- Reflective Practice: tutors model and encourage habits of reflection that prompt students to be more critically aware of their own writing practices; and
- Transfer: tutors foster the use of techniques and strategies that students can apply and re-purpose in multiple writing contexts.

In addition, the FSU RWC/DS provides education in both writing theory and practice and tutoring theory and practice for graduate and undergraduate students who wish to become tutors; supports local

and national efforts to promote writing in its various genres and media; and facilitates research in writing and tutoring.

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# Appendix A

## ASHA Code of Ethics

