SLP 591 Clinical Externship- Syllabus
Fall 2015
Western Kentucky University
Department of Communication Sciences and Disorders
SLP 591 Clinical Externship
Spring 2015

Instructor Information

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<thead>
<tr>
<th>Instructor</th>
<th>Email</th>
<th>Office and Phone</th>
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<tr>
<td>Sarah Ward, M.S., CCC/SLP</td>
<td><a href="mailto:sarah.ward@wku.edu">sarah.ward@wku.edu</a></td>
<td>Academic Complex 105-B/270-745-4210</td>
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Office Hours: Monday, Tuesday, Thursday, and Friday- 8:00- 4:00. It is best to schedule via email or call ahead to insure I am in the office and will have adequate time to speak with you as I am in and out of the office making site visits and attending meetings at various times. Email is the best way to get in touch with me.

Course Description

Advanced, supervised on-site clinical experience in a variety of settings including schools, private practices, hospitals, rehabilitation facilities, nursing homes and home health agencies. Clinical hours meet ASHA certification requirements. Maximum of two hours per semester.

Course Materials

Required Text
WKU Communication Sciences and Disorders Externship Policy and Procedures Manual - provided to student via electronic format.

Policies and Procedures
The policies and procedures for clinical externships are located in the Externship Policy and Procedure Manual. Any changes to the policies and procedures will be submitted to the student in writing and will become effective immediately.

Each student is familiar with the ASHA code of Ethics and the Scope of Practice. If a student feels he/she is asked to engage in any practice that is in conflict with either one, he/she should immediately speak to someone in the department.

It is expected that each person enrolled in SLP 591 will engage in active service delivery in the semester in which he or she is enrolled.

**Length of Placement**

Each student must adhere to the time frame for an externship placement as outlined in the Policy and Procedure Manual. Once an externship placement has been agreed upon and the length of time has been established by the faculty and supervisor, it cannot be changed without permission. If a student accumulates the minimum hours required for the externship and/or develops applicable competencies prior to the scheduled end date of the externship placement, the student will continue in the placement.

**Schedule**

Students will observe the schedule for the site, not the schedule of Western Kentucky University academic calendar. If the site is open for business, the student is expected to be at the externship site, following the schedule established prior to the externship placement. If adjustments are needed, the student should speak to the Externship Coordinator.

**Length of Day**

A student must be on-site participating in externship activities for a minimum of 3.5 hours on any given day to count the hours for that day. A student is not to accrue more than 12 on-site hours in one day.

**Special Training Requirements**

Some facilities require additional training that is considered specific to the site. Students will be responsible for completing the additional training/orientation as requested by the site. The cost of the additional training may be the responsibility of the student.
End of semester Paperwork (COMPLETION DOCUMENTS)

Please refer to the Externship Policy and Procedure Manual regarding completion documents to be submitted prior to receiving a grade for SLP 591. For the Fall semester, your completion documents are due the Tuesday of finals week, by noon.

Blackboard

To facilitate communication, a Blackboard course site will be established by September 1st. This will allow for all students to begin their externship experience and begin assignments and Discussion Boards at the same time. Each student will contribute to a weekly discussion board where clinical experiences are shared along with practical assignments to aid understanding the clinical process. Feel free to ask questions and assist your classmates or the instructor.

Course Evaluation

This course is graded as either PASS or FAIL. This means you must complete all requirements of the course successfully in order to pass.

To successfully pass this course the student will:
1. Maintain current compliance documentation throughout the clinical externship (TB Test, Physical Examination, Professional Liability Insurance, National Criminal Background Check).
3. Insure that all current ASHA cards for supervisors are uploaded to CALIPSO.
4. Insure that the supervisor has completed the site evaluation in CALIPSO or student may opt to send the paper form of the Site Information Form (found in the Externship Policy and Procedure Manual) to sarah.ward@wku.edu.
5. Complete a minimum number of on-site hours appropriate for your Externship Option Choice; Option One: 420 on site hours/ Option Two: 280 on-site hours and submit monthly externship attendance calendars signed by the student and the supervisor.
6. Complete the minimum clinical clock hours appropriate for your Externship Option choice. Option One: 75 hours/Option Two: 50 hours.
7. Maintain and submit all clinical clock hours documentation (Excel Clock hour logs) throughout the semester.
8. Complete assignments and Discussion Board in Blackboard.
10. Review supervisor evaluation with the supervisor.
11. Complete Supervisor Feedback Form in CALIPSO.
12. Submit Clinical Clockhours in CALIPSO. Supervisor must approve hours in CALIPSO for the hours to be considered “submitted”.

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13. Send completed Externship Attendance Calendars to sarah.ward@wku.edu. All attendance calendars must be signed by the supervisor.  
14. Students will maintain the original copies of the Excel Clockhour sheets. Students ARE NOT required to send the Excel Clockhour sheets to WKU unless audited by the department.

All above items must be completed, submitted, and received by Sarah Ward by Noon on Tuesday, December 8, 2015. Any documentation received after that time, could result in an “In Progress” grade until all documentation has been received and processed. Students may not begin another externship placement/receive a course pass for SLP 591 until an “In Progress” grade has been resolved.

Technology Management  
This course will involve the use of Blackboard software. Managing student technology is the sole responsibility of the student. The student is responsible for making sure that: (a) student word processing software is compatible with that used by the University; (b) student email software is working properly and that students know how to use it (e.g., to send attachments to the professor); (c) Internet service providers’ equipment and software are installed and working properly in conjunction with student computers; (d) in the event that a student’s computer stops working properly or becomes totally inoperative, the student has another means by which he or she can successfully complete the course; and (e) any other student technology problem or issue gets successfully resolved, and this in part implies that if a student cannot resolve any personal technology difficulties, his or her only workable solution may be to drop the course. The IT Help Desk can be reached at 270-745-7000.

Student Disability Services  
In compliance with university policy, students with disabilities who require accommodations (academic adjustments, and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The phone number is 270-745-5004; TTY is 270-745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the OFSDS.

Plagiarism  
The University definition of plagiarism is found in the Faculty Handbook. To represent ideas or interpretations taken from another source as one’s own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even is the source is cited, is also plagiarism. Student work presented in this course may be analyzed using plagiarism detection software.
Accreditation

The Department of Communication Sciences and Disorders is accredited by the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology. Complaints about programs must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech-Language-Hearing Association, 2211 Research Boulevard, Rockville, MD 20850-3289. The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards and provide supporting data for the charge. The complainant’s burden of proof is a preponderance or greater weight of the evidence. Complaints will not be accepted by email or facsimile.