



CHAPMAN
UNIVERSITY

**Crean College of
Health and Behavioral Sciences**

Communication Sciences and Disorders

Communication Sciences and Disorders STUDENT HANDBOOK

Introduction to the Handbook

The faculty and administration of the Chapman University Department of Communication Sciences and Disorders (CSD), Master of Science, developed this student handbook to provide the student with specific guidelines, rights, and responsibilities regarding the graduate degree program in CSD. This handbook is designed to supplement rather than supplant existing University policies and procedures, including those set forth in the University Catalog and Student Handbooks. Students are strongly encouraged to become familiar with and refer to those and other University publications for further information.

Any questions regarding policies contained within this document should be directed to the Department Chair/ Program Director of the Communication Sciences and Disorders department. Although every effort has been made to make this handbook as complete and up-to-date as possible, it should be recognized that circumstances will occur that the handbook does not cover. Changes will also be necessary in the handbook due to changes in the Master of Science, CSD degree program. When this occurs, students will be notified in a timely manner of any changes or additions, in writing, and when these changes go into effect. New policies approved after this revision handbook may add to or supersede those contained herein.

When the handbook does not cover a specific circumstance or the interpretation is ambiguous, the Department Chair/ Program Director will make the necessary decision or interpretation in consultation with full-time department faculty. The fact that written policies are not in the handbook should not be interpreted as an absence of a policy or regulation. If students have questions regarding a situation, they should discuss them with the Department Chair/ Program Director of Communication Sciences and Disorders. We hope you find this manual helpful and wish you much success in your studies here at Chapman University

-- The Faculty and Staff of the Communication Sciences and Disorders Department

Condition of Accuracy

The information within is accurate as of the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this handbook should be aware that the information changes from time to time at the sole discretion of Chapman University and that these changes may alter information contained in this handbook. More current and complete information may be obtained in the appropriate department, school, or administrative offices. The University reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures, and any other information that pertains to students or the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy, and graduation. This Student Handbook does not constitute a contract or terms or conditions of contract between the student and Chapman University.

Key Acronyms and Terms used in this Handbook

ASHA – The American Speech-Language-Hearing Association is the national association for speech- language pathologists and audiologist. The Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) of ASHA establishes the certification standards and the Council on Academic Accreditation of ASHA sets the accreditation standards. See www.asha.org.

CDE – The California Department of Education is the state agency that oversees education in the state of California. See <http://www.cde.ca.gov/>.

CSD – Communication Sciences and Disorders

CSHA – The California Speech-Language-Hearing Association is the state association for speech-language pathologists and audiologists. See www.csha.org.

CTC – Commission on Teacher Credentialing is the California state agency that processes all teaching and service credentials, including the Speech-Language Pathology Service Credential. See <http://www.ctc.ca.gov/>.

FERPA –The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." See <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

HIPAA – Health Insurance Portability and Accountability Act is the federal law that establishes confidentiality and exchange of information in Health Care settings. See <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

IPE - Interprofessional Education “occurs when students from two or more professions learn about, from and with each other to enable effective collaboration and improve health outcomes.” See http://apps.who.int/iris/bitstream/10665/70185/1/WHO_HRH_HPN_10.3_eng.pdf?ua=1

IPP - Interprofessional Practice “happens when multiple health workers from different professional backgrounds work together with patients, families, carers and communities to deliver the highest quality of care. It allows health workers to engage any individual whose skills can help achieve local health goals.”

http://apps.who.int/iris/bitstream/10665/70185/1/WHO_HRH_HPN_10.3_eng.pdf?ua=1

KASA – Knowledge and Skills Assessment from ASHA, which defines the skills needed in Communication Sciences and Disorders. See http://www.asha.org/Certification/Certification-Standards-for-SLP--_Maintenance-and-Forms/

PHI – Personal Health Information (see HIPAA). See <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

RP – remediation plan that is put in place when students receive a grade lower than a ‘B’.

SPLAB – Speech-Language Pathology, Audiology and Hearing Aid Dispensing Board is the state agency that oversees licensing for speech-language pathology, audiology and hearing aide dispensing in the state of California (<http://www.speechandhearing.ca.gov>).

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GENERAL INFORMATION

Chapman University

Chapman University Vision Statement: Chapman University will be a preeminent university engaged in distinguished liberal arts and professional programs that are interconnected, reach beyond the boundaries of the classroom and work toward developing the whole person: the intellectual, physical, social, and spiritual dimensions of life.

Chapman University Mission: The mission of Chapman University is to provide personalized education of distinction that leads to inquiring, ethical, and productive lives as global citizens.

For other highlights about Chapman University visit

<https://www.chapman.edu/catalog/oc/current/ug/content/1403.htm>

Crean College of Health and Behavioral Sciences (CHBS)

The CSD department is one of several departments and programs within the Crean College of Health and Behavioral Sciences (CHBS). Other departments include marriage and family therapy, psychology, physical therapy, and physician assistant studies program, etc. Along with allied health and related disciplines, CSD embraces the CHBS motto “Changing Education. Changing the World.”

The John and Donna Crean College of Health and Behavioral Sciences engages faculty and a diverse student body in learning, research, community outreach and evidence-based practice that emphasizes a biopsychosocial perspective to the understanding of health, disability, and disease; that fosters interdisciplinary collaboration and inter-professional practice; and that embraces technological innovations in the classroom, laboratory, and clinic.

CHBS Mission Statement

The Crean College of Behavioral Sciences at Chapman University is committed to the development of critical scholarship and skillful leadership that inspires and respects individuals, serves communities, enriches diversity, and insures a socially just society. Additional information about the Crean CHBS can be found on the website.

Communication Sciences and Disorders (CSD)

The CSD department is located on the Harry and Diane Rinker Campus, which house the CHBS professional health programs (CSD, Department of Physical Therapy, and Physician Assistants' Program). The Chapman University College of Pharmacy (CUSP) is also located at the Rinker campus. All classroom-based courses are held at the Rinker campus: 9401 and 9501 Jeronimo Rd., Irvine, CA, 92618-19008.

CSD Mission Statement

The mission of the department of CSD is to prepare highly ethical, research-conscious, and culturally respectful speech-language pathologists, committed to preventing, assessing and treating communication disorders across the age span. The mission of the CSD department was revised in 2016 after the move to Crean CHBS.

CSD Program Goals

1. CSD will be known as an educational graduate program that is welcoming and diverse in all its meanings, including students, faculty and clients in need to services.
2. CSD will be recognized for its promotion of a scientific approach to practice & leadership.
3. CSD faculty will create and disseminate new knowledge in their research and/or clinical areas of expertise.
4. CSD will train graduate students to meet community needs for increased access to speech/language services.

CSD Strategic Plan

The CSD Strategic plan is created by faculty and staff every three years. The plan consists of priorities and specific measurable objectives. Priorities are proposed by faculty and staff. These are based on feedback, input and needs of and from multiple sources, including but not limited to: students; the college; the university; the community; current trends in research and clinical practice; and, changes in the SLP scope of practice.

The 2015-2018 plan includes the following three priorities:

1. Strategic Priority #1. Expand the Clinical Education Program to include more community outreach with appropriate supervision so that graduate students can easily earn clinical contact hours in all 9 disorder areas.
2. Strategic Priority #2. Create a highly effective CSD Career Placement Center for our

CSD graduates by cohort.

3. Strategic Priority #3. Expand the CSD Clinical Research component to integrate and support the Inter-Professional Education (IPE) and Collaborative Practice within; (a) healthcare and (b) education.

Each of the three priorities are operationalized with measurable objectives. Progress towards achieving these objectives are updated on an annual basis. Every three years, the plan is revised. It is made public and available on the CSD website at

<https://www.chapman.edu/crean/files/forms/csd-mission-strategic-plan-16.pdf>

CSD: Preparing Future Clinicians

The Master of Science degree in CSD prepares students for clinical positions in healthcare and education as speech-language pathologists. Through skillful leadership, instruction, and individualized practicum experiences, graduate students develop knowledge and skill competencies in speech-language pathology that include, but are not limited to:

- ◆ Assessing and treating individuals with a wide range of communication disorders and disabilities across the lifespan, such as stuttering, hearing loss, deafness, articulation and phonology disorders, voice abnormalities, language disorders, cognitive based communication disorders, motor speech and resonance disorders, swallowing disorders, etc, that are congenital/developmental and/or are neurological. Examples of these include autism, cerebral palsy, traumatic brain injury, and stroke.
- ◆ Counseling families, spouses, siblings, educators and other professionals on the prevention of disorders and how to interact effectively with children and adults who have communication disorders, including those who use sign language, augmentative communication systems, hearing aids, cochlear implants, or similar supportive technology.
- Using evidence-based practice in all settings
- Working collaboratively with school, medical, or private practice teams, e.g., inter-professional practice and inter-professional education.

Accreditation

The Master of Science in Communication Sciences and Disorders program in speech-language pathology at Chapman 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.

Graduates of accredited programs are eligible to take the national praxis exam (required by ASHA), complete a clinical fellowship (CF) year for national certification and to complete the Required Professional Experience (RPE) for a state license. Furthermore, graduates are eligible to apply for the preliminary California state credential with California Teaching Commission (CTC). **Students must be recommended for this credential by the CSD credential specialist at Chapman University.**

NOTE: For licensing in most states, including California, students must successfully complete graduate education from an accredited program and pass the Praxis exam, and successfully complete the required professional experience. Specific information regarding the licensing process should be obtained by contacting the licensing authority in the state in which you intend to practice.

The Chapman University CSD departmental program and its curriculum meets the ASHA requirements as an accredited program, including standards and stipulations in the following Appendices. These are referred to throughout this Handbook and students are strongly encouraged to become familiar with them:

- Appendix A—ASHA Standards for Clinical Competency (2014), <http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/>
- Appendix B—ASHA Code of Ethics, <http://www.asha.org/Code-of-Ethics/>
- Appendix C—ASHA Scope of Practice (2016), <http://www.asha.org/policy/SP2016-00343/>

Program Administration

The Chapman University CSD Program is administered, coordinated, and maintained by the program faculty and staff. The Program Administration and Principal Faculty are responsible for class selection, curriculum design and development, student and course evaluation, student advising, and other matters relevant to the Program.

It is important to the CSD faculty that there is continual and open communication between students, faculty, and staff. It is our intention, therefore, that all department personnel be available for student consultation as required.

Faculty members hold professional credentials appropriate to the area of their clinical contact. All persons serving as supervisors in Speech-Language Pathology and/or Audiology maintain a current ASHA Certificate of Clinical Competence (CCC) in the appropriate area, and a state

license in the appropriate area. Current copies of these credentials are on file in the CSD Program.

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license in the appropriate area. Current copies of these credentials are on file in the CSD Program.

In case of an emergency after normal office hours, please contact Chapman University Public Safety, at the following telephone number: 714-997-6763

Summary of Faculty and Staff Functions

The CSD department consists of a CSD department chair, full-time faculty, a fieldwork clinical coordinator, an admissions specialist, an administrative assistant, part-time lecturers (i.e., classroom instructors), and adjunct faculty (i.e., practicum supervisors). See the department website for descriptions of these individuals. Lecturers and adjunct faculty are listed on the CSD website. <https://www.chapman.edu/crean/academic-programs/graduate-programs/ms-communication-sciences-and-disorders/index.aspx>

Promoting a Learning Environment

CSD faculty and staff are responsible for promoting a learning environment that:

- Is collaborative and supportive.
- Promotes expression of a variety of opinions and perspectives.
- Supports inter-professional interactions and education.
- Facilitates students' capacity to utilize theoretical and research-based knowledge in their professional practices.
- Enhances students' capacity to solve problems that have critical outcomes for clients.
- Facilitates students' ability to integrate their understanding of legal, ethical, cultural, and policy issues in decision-making.
- Encourages flexible, creative, and innovative thinking so that students graduate with the ability to manage the complex systems in which they will practice.
- Provides access to, and teaches assessment and application of, the expanding body of health-related knowledge.
- Embraces cultural and linguistic diversity in both classroom teaching and clinical practicum instruction.
- Enhances students' capacity for sensitive and empathetic communication when interacting with individuals of a variety of backgrounds.
- Encourages faculty to be mentors and role models of professional excellence and service
- Enhances enthusiasm for life-long learning and on-going professional development that is supported by self-assessment.
- Optimizes the use of technology to enhance graduate students' own learning, as well as

the use of technology in assessing and treating individuals with communication disorders.

Advising

Each student is assigned to a faculty advisor in the fall of year. Faculty members will post days/times for formal advising sessions, but it is the responsibility of the student to schedule an appointment with their faculty advisor twice a year, preferably at the end of the fall trimester, and the end of the spring or early summer trimester. At these sessions, progress in meeting the CSD program goals and objectives, both academic and behavioral, will be discussed. These sessions are an opportunity to frankly assess student strengths, identify areas for improvement, concerns, and to develop plans to capitalize on student strengths and improve weaker areas. The faculty advisor is available at other times to discuss concerns either raised by students.

By the end of the Fall trimester of the second year (i.e., 4th trimester) students identify their areas of interest and decide on a capstone project and faculty instructor. Capstone proposals must be submitted and approved by the faculty member by January 31, approximately one month into the 5th trimester. When this is done, in most instances, the student's capstone advisor becomes the student advisor for the remainder of the program through graduation.

Faculty Advisor Roles

The role and responsibilities of the faculty advisor include but are not limited to the following:

- Provide communication between the student and faculty.
- Attend meetings scheduled by the student twice each academic year.
- Meet with the student if problems arise e.g. academic, personal, or professional difficulties.
- Engage in a discussion with the student advisee's about their grades, GPA, skills, and professional conduct twice yearly, typically at the end of Fall trimester and at the end of Spring or beginning of Summer trimester.
- Serve as a resources for the student in meeting the educational objectives of the CSD program.
- Discuss strengths and areas for improvement.
- Suggest improvements in time management and study skills, as needed.
- Help plan remediation for deficiencies in skills or knowledge in conjunction with a course instructor.
- Discuss academic, clinical skills, and professional evaluations.
- Identify additional faculty member(s) that will be easily accessible if a student wishes to discuss a problem of a personal or professional nature.
- Record meetings with student advisee in student file.
- Refer to appropriate service representatives including but not limited to the Student

Advising Center, Center for Academic Excellence, etc., as needed.

- Enable the student to identify materials necessary to achieve the educational objectives and professional standards of the CSD Program.

Student Responsibilities as Advisees

Student input is critical for the success of this process.

- Discuss areas of strengths and areas for improvement with the faculty advisor.
- Complete the self-evaluation.
- Help plan a course of action to capitalize on strengths and remediate deficiencies.
- Schedule and attend a meeting with the faculty advisor at least once per trimester.
- Meet with the faculty advisor on an as-needed basis.
- Make an honest effort to follow the plans devised from each session.

****Should a student have a concern or problem that they do not wish to discuss with their assigned faculty advisor, the student may speak with the Department Chair/ Program Director.***

It is the student's responsibility to see your faculty advisor and schedule a mutually convenient time for advising. It is also your responsibility to act on any plan that may be devised during the advising session. The advising session can be a powerful tool for you to use to get the most from your education and in your development as a clinician. For non-emergent problems, make an appointment with your faculty advisor. Please be advised that you can leave a voice message on the CSD program office phone: (714) 516-4598, 24 hours a day.

Student Rights, Responsibilities and Duties

Essential Functions in Speech-language Pathology

Essential functions in speech-language pathology are technical standards that are the fundamental skills related to the cognitive, physical, social and behavioral abilities needed for successful completion of the academic and clinical competencies required for graduation. These essential functions are aligned (CAPCSD, 2007) to the standards of practice established by the American Speech-Language-Hearing Association (ASHA, 2014, Appendix A) and are intended to inform both current and prospective graduate students in CSD about the skills one needs to be successful as a speech-language pathologist.

CSD graduate students should have these skills so that they can “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 (*), however, are skills that are more inherent and should be present when a student begins the program.” (CAPCSD Essential Functions Committee Report, 2007).

The following list of essential functions are revisions of the CAPCSD Essential Functions Committee report (2007) and the Essential Functions/Technical Standards document from the Department of Communication and Sciences, MGH Institute of Health Professions.

Communication

Prospective and current students must possess adequate communication skills to:

- *Read and write sufficiently to meet curricular and clinical demands (e.g., medical records, standardized assessments, clinical reports, etc.).
- *Perceive and demonstrate appropriate verbal and nonverbal communication effectively and respectfully in one-on-one and group settings in academic, community and clinical environments.

- *Communicate proficiently and professionally in both spoken and written English language.
- Convey information accurately with relevance and cultural sensitivity.

The Communication Sciences and Disorders department of Chapman University is in agreement with and upholds the position of ASHA (1998), regarding professionals who speak with accents and/or non-mainstream dialects. ASHA's policy states:

"It is the position of the American Speech-Language-Hearing Association (ASHA) that students and professionals in communication sciences and disorders who speak with accents and/or dialects can effectively provide speech, language, and audiological services to persons with communication disorders as long as they have the expected level of knowledge in 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."

2. Motor

A student must possess adequate motor skills to:

- *Sustain the necessary level of physical activity in required classroom and clinical activities including, but not limited to sitting and/or standing for long periods of time.
- *Negotiate patient/client care environments, and be able to move between settings such as the classroom, health care facility, educational, or community settings.
- *Participate in classroom and clinical activities for the defined workday.
- Participate in diagnostic and therapeutic procedures.
- 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 (e.g., billing, charting, therapy programs, etc.), diagnostic testing and treatment protocols.

3. 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.
- Self evaluate, identify and communicate limits on one's own knowledge and skill to appropriate professional levels and be able to identify and utilize resources to increase knowledge.
- Utilize detailed written and verbal instructions to make unique and independent decisions.

4. Sensory and Observational

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

- Identify normal and disordered oral and written language, speech, voice, swallowing, cognition, hearing, and social interaction related to communication.
- Identify anatomic structures and imaging findings (e.g., MBSS, FEES, etc.).
- Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.

5. Behavioral and Social

A student must possess adequate behavioral and social attributes to:

- *Display mature, 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, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.
- *Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and Institute and federal privacy policies once these are presented to the student.
- Adapt to changing and demanding environments (which includes maintaining both professional demeanor and emotional health) in academic, clinical and community settings.
- *Accept appropriate suggestions and constructive criticism and respond by modifications of behaviors.

Accommodations

The university is committed to providing reasonable accommodations to all members of the University community who have documented disabilities, religious and other needs related to a protected class.

CSD students who indicate verbally and in writing (with documentation) that they need an accommodation to meet one or more of the essential functions outlined above will be reviewed by the Departmental Faculty in conjunction with the Office of Disability Services who will interact with the student to determine what, if any, reasonable accommodations can be provided.. However, there may not be any fundamental alteration of the Program requirements for graduation.

Disability Services

Chapman University is committed to providing support services to achieve equal access to the education experience. Disability Services (DS) approves and coordinates accommodations and services for students with disabilities at Chapman to help students acquire skills essential to achieve academic and personal success.

The Disability Services Office is designed to help students who have average or above average potential for learning and who exhibit significant difficulties due to a disability. The University will work with students to understand their limited abilities and work to identify reasonable accommodations and alternative resources. Here at Chapman, we want to prepare students for the future by practicing self-advocacy. We will help guide the student on that journey by utilizing all available resources.

Registration with Disability Services Office is on a voluntary, self-identifying basis. However, services are only available after a student has registered and presents certified current documentation of the disability from a medical or educational specialist. All information and documentation are confidential. The contact information for Disability Services is: **Disability Services, Chapman University, One University Drive, Orange, CA 92866. Phone: 714.516.4520**

<http://www.chapman.edu/students/health-and-safety/disability-services/index.aspx>

Academic Integrity and Honesty

All Chapman University, including CSD graduate students are expected to comply with the Student Conduct Code at: <http://www.chapman.edu/students/policies-forms/student-conduct/files/pdfs/student-conduct-code-master.pdf>. Please see a full description of Chapman University Policies on Academic Integrity at: <http://www.chapman.edu/academics/academic-integrity/>. In addition to violations described in the Student Conduct Code and Policies on Academic Integrity, additional violations include but are not limited the following:

- Obtaining a copy of an examination or graded assignment (*e.g.*, case presentation, patient education project) used in a previous year or completed by another person is prohibited.
- Prior to taking an examination or completing an assignment, students are not permitted to review prior examination questions or answers and/or graded assignments completed by another person.
- Knowingly presenting false information to Program faculty and staff, supervisors, patients and clinical preceptors is prohibited.
- Falsifying any document is prohibited.
- Forging another's name or signature is prohibited.

Honesty and Trustworthiness

CSD students shall be honest and truthful in all respects. Students shall not intentionally mislead others.

Background Checks

Program policy requires background checks to be obtained by the entering graduate students. Once the newly admitted graduate student indicates he/she is attending the Chapman University Graduate Program in Communication Sciences and Disorders, the process for obtaining background checks begins.

The student is required to follow procedures for:

- State of California and the Department of Justice : <https://oag.ca.gov/fingerprints>
Fingerprinting is required and obtained during your first trimester to obtain national database information submitted to the Federal Board of Investigation (FBI) and the Bureau of Criminal Investigation (BCI)
- The cost of the FBI and BCI checks will be covered by the graduate student clinician. The background check process begins when an applicant agency provides an applicant with a **BCIA 8016, REQUEST FOR LIVE SCAN SERVICE** form. The applicant completes the form with his/her personal information and takes the form to a live scan operator where the applicant must provide the appropriate identification. ***In California, fingerprinting must be performed by a certified fingerprint roller or qualified law enforcement personnel.***
- Fingerprints are valid for only one year; therefore, most students will be required to complete fingerprinting twice during their graduate program.
<https://oag.ca.gov/fingerprints/locations>
- School districts will request new fingerprints before the start of the school based internships through their particular site locations.

Cleared background checks are required before the students can engage in clinical practicum or observation.

Insurance

Chapman University maintains a student practice liability insurance policy for all student clinicians registered for clinical practicum. However, it is required that students obtain professional liability insurance of their own to maintain health and liability insurance

coverage through a private healthcare plan, the Students Health Services, and HealthCare Providers Service Organization (<http://www.hpsso.com/>). This procedure is included within their Certificate of Clearance for any clinical practicum that is medical in nature.

Professionalism

Students are expected to adhere to professional standards in both their appearance and actions in the classroom and clinical settings. In general, codes for appearance and actions are established in order to convey one's dedication to excellence, commitment to meeting obligations, and respect for peers, colleagues, professors, clinical instructors and/or patients and clients. Although the standards for appearance and actions may differ between the academic and clinical settings, students are expected to adhere to the policies set forth within each setting.

First and foremost, students must adhere to the Standards for Academic Integrity (https://www.chapman.edu/academics/academic-integrity/_files/academic-integrity-policy.pdf) outlined in University policy and the ASHA Code of Ethics (Appendix B). The Academic Integrity policy is printed in every syllabus and course outline.

Faculty also expect students to show respect to peers and faculty at all times. Students are expected to approach faculty, supervisors and staff with courtesy and respect for their position. Professional courtesies may include but are not limited to:

1. Set up advance appointments and using office hours to discuss issues with faculty.
2. Attend all required classes and enter on time regularly.
3. Avoid getting up and leaving the room during lectures unless there is an emergency.
4. Turn off cell phones prior to coming to class or meetings with faculty or peers.

Professional Dress

CSD students provide services through clinical practicum experiences. Clinical staff and faculty, student clinicians, and student observers are expected to dress appropriately for a professional business environment. Appropriate dress should be modest, and care should be taken that clothing is not potentially embarrassing for the client or clinician. The clinical supervisors reserve the right to make final decisions concerning appropriate dress.

Appropriate clothing and dress will ensure that even while engaging in these activities modesty is maintained, ensuring comfort for all parties. Low riding pants and low cut tops are not considered professional attire. Students need to be aware of what type of dress is appropriate for the age and condition of the client (e.g. preschool, adult client, high school or medically fragile, medical, or classroom settings). Clinic name tags must be worn at all times when involved in any Clinic activity (direct or observation). In the human anatomy lab on the Rinker

campus, there is a special dress code that must be followed. Students are provided with this dress code in each of the courses where they will be accessing the human anatomy lab.

The following is a list of dress and personal appearance rules:

1. Closed toe shoes must be worn. No beach flip-flops, tennis shoes, or combat/work boots are allowed.
2. Shoulders, cleavage, midriff, navel, small of back, and/or posterior must be covered at all times; halter tops, tank tops, tube tops, strapless tops, off-the-shoulder attire are not appropriate.
3. Blue or other denim jeans, pants with patches, frayed or raveled edges, excessively worn spots, holes or cut-off edges are prohibited.
4. Athletic attire such as tight yoga pants, or sweat pants are prohibited, as are shorts and T-shirts.
4. No facial or intra-oral piercing/jewelry is allowed.
5. Tattoos must be covered.
6. Excessive jewelry that is distracting or noisy is not permissible.
7. Fragrances should be minimal.

The University community will make reasonable accommodations to students with specific needs with regards to religious observances.

Use of Personal Devices in Class, Labs and Practicum

CSD students are strongly encouraged to refrain from engaging in social media and text messaging during classroom courses, labs and practicum. If students are using social media or texting during class and the instructor considers it disruptive, the instructor has the authority to ask the student to stop engaging in that behavior. The instructor can ask students to stop engaging in any behavior that is disruptive to the learning environment (Faculty Manual, Section I, D).

Computer Network and Acceptable Use Policy

The University's computing and network systems and services, "Chapman Information Resources" are a University-owned resource and business tool to be used only by authorized persons for educational purposes or to carry out the legitimate business of the University.

The Policy applies to all University students, faculty and staff, and all others using computer and communication technologies, including the University's network, whether personally or University owned, which access, transmit or store University or student information.

Chapman University's complete 'acceptable use' policy can be found at:

<https://www.chapman.edu/campus-services/information-systems/policies-and-procedures/acceptable-use-policy.aspx>

The policy should be read in its entirety but below are some highlights of the content.

1. The University's computing and network systems and services are a University-owned resource and business tool to be used only by authorized persons for educational purposes and to carry out the legitimate business of the University.
2. University owned equipment and Chapman Information Resources services may not be used for unlawful purposes.
3. Users are responsible for misuse of their own account and for any activity originating from their accounts. Users must not share their accounts or passwords.
4. Plagiarism of electronic works is prohibited. The unauthorized use of copyrighted material is prohibited.
5. Users of Chapman Information Resources may not conceal or misrepresent their identities when sending e-mail messages.
6. Chapman Information Resources shall not to be used for commercial purposes without prior approval.
7. Although Chapman University does not make a practice of monitoring e-mail, the University reserves the right to retrieve the contents of University-owned computers and e-mail messages for legitimate reasons. As such, Users should not expect privacy in the contents of University-owned computers or e-mail messages.
8. Users of Chapman Information Resources assume the responsibility for backing up their own data and programs.
9. All breaches of the system must be immediately reported to the CIO and Information Security Officer

Consequences of Violations: The University reserves the right to restrict the use of its computing facilities and limit access to its networks. Violations of the law or University Policy may result in disciplinary action and/or referral to appropriate authorities outside of the University.

Personal Relationships

“Chapman University is deeply committed to creating and sustaining an educational environment that is conducive to learning and scholarship and supportive of students and employees. Part of this commitment is fostering a campus free of sexual harassment and discrimination as well as other forms of sexual misconduct” Sexual and romantic relationships

with faculty, lecturers, adjunct faculty, program support staff, supervisors, and staff during active instruction are strongly discouraged. Students are strongly encouraged to review the University's policies regarding relationships contained in the official Harassment and Discrimination Policy can be found at <https://www.chapman.edu/students/health-and-safety/title-ix/index.aspx>. Reporting procedures are located on this website as well. Students can always contact the Department Chair/Program Director for assistance in reporting procedures as well.

All CSD graduate students are required to complete Title IX training. This will be arranged for students during a time when they can attend, typically in the first or second trimester of the first academic year.

Employment

While enrolled in the CSD graduate program, students should limit their outside employment due the demands of graduate school. We recognize that employment may be an issue that some students will face. Given this recognition, realize that the CSD Program obligations will not be altered due to a student's work obligations. It is further expected that work obligations will not interfere with the student's learning progress or responsibilities while in the CSD Program. The schedule of clinical practicum must be observed as set by the CSD Program and the practicum site, and are not negotiable. Having to work is not an acceptable reason for missing or being late to classes or practicum.

Students who are involved in, or commence, volunteer or paid work during the course of their CSD education, cannot use their affiliation with the CSD Program in any aspect of that job. Work outside the CSD Studies Program undertaken by the student, independent of the CSD Program, is not covered by the liability offered for clinical work associated with the educational experience and students may not represent themselves as Chapman University Graduate CSD students.

Students should not work for Chapman University CSD faculty (full time, part time), supervisors or staff, including nannying, babysitting, housesitting, etc. Students should not feel pressured or obligated to work for anyone at Chapman University who has a connection with the CSD department. Should students have questions about this, students should contact their faculty advisor or the CSD department chair.

Drugs and Alcohol

CSD students must comply with Chapman University's Student Conduct Policies regarding alcoholic beverages and illegal substances (<http://www.chapman.edu/students/policies-forms/student-conduct/conduct-code.aspx>) and all other applicable policies and procedures concerning the use of drugs and alcohol at clinical sites. Students are prohibited from appearing at any clinical site while

under the influence of alcohol or any drug (including prescription or over the counter drugs) that may affect performance or judgment.

Attendance and Timeliness

Attendance and timeliness are important aspects of professional behavior. Students must attend all classes, labs, seminars, clinical sites, and other scheduled activities on time. If a student is unable to attend a scheduled class or other activity, it is the student's responsibility to notify the instructor and person in charge of that activity.

Students must submit all required assignments and forms on or before the designated date and / or time they are due as stated in course outlines.

The professional conduct of CSD graduate students is evaluated on an on-going basis. Violations of standards of conduct are subject to disciplinary actions, including academic probation and dismissal administered by the University and by the CSD department.

ACADEMIC PREPARATION & COURSE OF STUDY

Program Prerequisites for Admission

The program prerequisites for admission are:

- Undergraduate degree in Communication Sciences and Disorders, or the post-baccalaureate certificate equivalent (leveling courses)
- An overall average of 3.0 minimum GPA in undergraduate coursework
- Graduate Record Examination (GRE) test scores taken within the last five years
- A personal statement
- Interview conducted by CSD faculty and applicant in person or via Skype.

Final admission decisions are made based on the recommendations for the CSD Admissions Committee who review all of the above information.

The Cohort Model

The CSD program and curriculum is designed around a ‘cohort’ model. Students take all of the required courses each trimester; that is, all students are taking the same courses at the same time. The sequence of courses is specifically designed to allow for development of the foundations necessary to build clinical skills. The Program consists of both academic classes and clinical experiences; the latter earned through practicum placements. The cohort model allows students to plan, study, and learn from each other, both academically and clinically. Students form study groups in the first trimester so that they have an immediate group of peers to turn to for support. The majority of courses are taught in the late afternoons and evenings. This allows students to spend time during the day at their assigned practicum sites. This is an early ‘push-in’ model, in which students learn in the classroom and apply what they are learning immediately, in clinical practicum. It should be noted that if there is a significant disruption in student attendance for any reason and therefore fail to complete course requirements, students may be required to wait to join the next cohort to continue their studies. This could include leave of absences, failure to successfully remediate academic/didactic courses and/or failure to successfully remediate clinical practicum courses.

CSD Graduate students spend their first trimester in the graduate program attending

academic courses to prepare for their subsequent clinical experiences and completing observations. Clinical experiences begin in the second graduate trimester in CSD 620. The order of courses and clinical practicum are listed in the student’s Plan of Study (POS). The CSD program consists of both academic courses as well as clinical experiences (i.e., practicum courses). These have been systematically organized to achieve the best learning experience for the student and taken in the given order or sequence.

Overall Plan of Study

Didactic and clinical practicum curriculum is designed to meet all of the required knowledge and skills that are identified in the ASHA Standards of Clinical Competency (Appendix A), and covers ASHA Scope of Clinical Practice (Appendix C).

The CSD program consists of the following graduation requirements:

- Successful completion of 62-unit program designed to be completed in two years (including summer terms) which includes a graduate capstone project and comprehensive exams;
- Nine (9) to twelve (13) units of coursework and practicum each trimester;
- Required minimum 400 hours of supervised practicum in speech-language pathology.

Course Number	Course Title	Units
<i>First Year - Fall</i>		
CSD 500	Research Methods	3
CSD 501	Articulation & Phonology	3
CSD 502	Clinical Procedures/Professional Issues	3
CSD 508	Diagnostics and Assessment	3
IPE 501	Interprofessional Education	0
	Total units	13
<i>First Year - Spring</i>		
CSD 503	Language Disorders in Children	3
CSD 505	ASD & Early Childhood Assessment	3
CSD 506	Neuroanatomy	3
CSD 620	Practicum (45+ hours)	1
IPE 502	Interprofessional Education	0
	Total units	10
<i>First Year - Summer</i>		
CSD 507	AAC & Cognitive Aspects of Communication	3
CSD 510	Adult Language Disorders	3
CSD 630	Practicum/AAC camp (45+ hours)	3
IPE 503	Interprofessional Education	0
	Total units	12
<i>Second Year – Fall</i>		
CSD 504	Fluency	2

CSD 509	School-based Issues	3
CSD 511	Dysphagia	3
CSD 640	Practicum/Internship (105 hours)	3
	Total units	11
<i>Second Year - Spring</i>		
CSD 512	Multicultural, Second Language Acquisition	3
CSD 517	Voice, Resonance, Cranial Facial, & Motor Speech Disorders	5
CSD 650	Practicum/Internship (105 hours)	3
	Total Units	11
<i>Second Year - Summer</i>		
CSD 515	Advanced Audiology	3
CSD 516	Counseling	3
CSD 698	Thesis or Capstone Project & Comprehensive exams	2
CSD 660	Practicum/Internship (105 hours)	1
	Total Units	9
	Total Units in Program	62

In addition to the CSD courses listed above, all students are required to take Healthcare Interprofessional Education (IPE 501, 502 and 503). This is a 0 credit course that occurs in the first year of graduate school, once in each trimester. Additional IPE experiences for second year students are currently under development.

Directed Research Experience (CSD 670) is an optional course that students can enroll in with permission from the instructor. It is a 0 credit course designed to provide students with hands-on research experiences.

Course Descriptions

The current version of the all CSD course descriptions can be found in the Chapman University Graduate Catalog, available at <https://www.chapman.edu/catalog/oc/current/gr/>.

Approved Academic Calendar

The Rinker campus operates on a year around academic calendar. CSD courses are offered during each of the three trimesters. The fall and spring trimesters coincide with the other Rinker Health sciences programs, whereas the summer trimester is shortened (Session 1) and lasts about 8 weeks. For the exact academic calendar, use this link:

<https://www.chapman.edu/academics/files/2017-18-academic-calendar-rinker-current.pdf>

CLINICAL EDUCATION

Clinical Education Philosophy and Goals

Supervised clinical practice is an integral part of the graduate program in Communication Sciences and Disorders (CSD). Supervision provides the student with an opportunity to apply classroom knowledge to the evaluation and management of individuals with a wide variety of communication disorders. The primary goal of clinical education is to prepare speech-language pathologists who will demonstrate general competence across the scope of practice in nine communication disorders areas from infancy to geriatrics, which includes working with individuals from diverse groups and multi-language communicators:

1. Articulation
2. Voice
3. Fluency
4. Receptive and expressive language
5. Communication modalities
6. Social communication
7. Cognitive communication
8. Swallowing
9. Hearing

Through sequenced clinical experiences and assignments, the student learn to:

- Analyze, synthesize and evaluate an extensive body of knowledge in communication sciences and disorders
- Develop evidence-based practices in the selection of evaluation and treatment protocols
- Achieve high levels of competency in prevention, screening, diagnosis, and treatment of clients with varied communication disorders.
- Communicate effectively and professionally, orally and in writing.
- Demonstrate ethical and responsible professional conduct.

The ultimate goal of clinical education is to provide the student with the knowledge and skills to practice as a speech-language pathologist in diverse educational, healthcare, and rehabilitation settings.

Practicum Sites

Students are placed in a minimum of five types (of the six listed below) of rotations (e.g., one trimester of observation hours and five trimesters of clinical fieldwork) to complete the

required 400 hours of supervised practicum:

Affiliated Off-Campus Site Facilities: Affiliated site facilities and contracts may change from year to year according to student needs. A complete list of contracted educational, medical and private practice facilities can be found in the CSD Office of the Fieldwork Clinical Coordinator(s) or at the Administrative Assistant’s desk. The vast majority of student practicum experiences will occur off-campus in authentic settings in the community.

By frontloading some coursework, students are provided with maximum knowledge and skill before their first clinical experience. As much as possible, clinic assignments across the practicum are as follows:

- Schools (public)
- Private Schools (Non-Public School (NPS) certified)
- Hospitals (public and private)
- Rehabilitation Centers
- Speech and Hearing Programs/Clinics
- Private Practice (including Non-Public Agency (NPA) certified)
- Skilled Nursing Centers
- Home Health
- County/or Private agencies that serve hotel and motel children
- Assisted Living Senior Living
- Special Olympics Health Hearing Inc.
- Residential rehabilitation centers
- Multi-disciplinary therapy practices

On-Campus Clinical Education: Chapman University – Adult Learning Lab

The Adult Learning Lab is an environment in which graduate student clinicians and faculty supervisors learn side by side. Graduate student clinicians provide diagnostic and intervention services to adults while receiving personalized supervision by faculty. The Lab is available each trimester for adults with acquired cognitive communication disorders. Individual and group therapy sessions are available. The clients are referred from area clinicians, hospitals and physician’s offices. University Supervisors are selected based on their area of specialty such as, aphasia, cognitive-communication disorders, voice disorders and aural rehabilitation.

Regardless of the setting, student clinicians are expected to follow all procedures of the agency to which they are assigned.

The below chart represents the practicum courses, an approximation of clinical hours to be achieved and the days during which students participate.

Course Number	Course Name	Credit Hour	Clinical Hours	Student attendance per week
620	Clinical Practicum	3	45	2 days per week
630	Clinical Practicum	3	45	3.5-4 hours over 8 days
640	Clinical Practicum	3	105	3-4 days a week with emphasis on schools
650	Clinical Practicum	3	105	4-5 days a week with emphasis on adults
660	Externship	1	105	1-4 days a week depending on KASA hours needed to fulfill requirement

Course 502 include but are not limited to the following activities:

- An overview of how practicum will be conducted in off-campus sites for the next five trimesters
- Role of the Clinical Fieldwork Coordinator, on-site Supervisors and practicum instructors
- The Chapman University CSD supervisory process
- FERPA and what it means for the clinician
- HIPAA and what it means for the clinician
- Universal Precautions-Staying Safe and Healthy
- Learning how to enter clinical hours and upload immunizations on Calipso
- Clinical writing
- Test and Materials Check-out
- Goal Writing and data collection
- ASHA scope of practice
- Ethics
- Multicultural Perspectives

Clinical Practicum Assignments

The Fieldwork Clinical Coordinator determines clinical assignments based on the student's

completed or concurrent courses. The entire cohort takes the practicum course in a given trimester, in small groups or sections. During the end of the first trimester, the Clinical Fieldwork Coordinator (CFC) meets with each student to discuss their practicum interests in preparation of their first practicum assignment. This collaboration occurs every trimester with the student and CFC.

Students do not ‘find’ their own practicum sites, nor do they necessarily get to select specific practicum sites and/or facility supervisors. Students work closely with the CFC each trimester to identify and determine their interests, their top choices and their current knowledge and skill sets. Students receive explicit instruction on these procedures from the CFC in the first trimester of the first year. There are times when the student requests a placement that close to their residence, however CFC will determine if this placement meets all of the requirements for supervising students and if a contractual agreement is in place or can be put into place that meets the needs of the student and the requirements of Chapman University.

Once practicum assignments are decided, assignments are sent via an email letter to the graduate student, the University Practicum Instructor, the Onsite Supervisor two to four weeks before the new trimester. The University Practicum instructor observes the graduate student at least twice in a trimester at the clinical site and meets with the student individually as well in class. The Practicum Instructor meets with a small section of students regularly as a class where additional topics are covered that are intended to support students in their clinical practicum experiences that trimester. The University Practicum Instructor maintains contact with the student throughout the trimester to ensure onsite supervision and that the student’s caseload is appropriate for the practicum course. In this sense, the University Practicum Instructor is the link between the University and the Onsite Supervisor.

Clients with different disorders may be encountered at rotation settings each trimester depending on the clients/students/patients served. It is noted that depending on the type of setting, vocabulary and terminology will vary, and the student intern is expected to know and use the terminology appropriate for the setting. For example, in a medical setting, those receiving services are referred to as patients, but in a school setting, they are referred to as students, and in a private practice or clinic setting, those receiving services are referred to as clients.

Understanding Clinical Supervision

1. Supervision for each student will be provided by individuals who are certified by the American Speech-Language-Hearing Association (ASHA) and licensed by the State of California or hold another state’s licensure in Speech-Language Pathology or Audiology. Supervision of clinical practicum, according to ASHA standards must:

- Entail the personal and direct involvement of the supervisor in any and all ways that will permit the supervisor to attest to the adequacy of the student's performance in the clinical training experience.
- At least 25% of the student's total contact with any client/patient must be directly supervised, with such supervision being appropriately scheduled throughout the training period. Direct supervision is defined as on-site observation or closed-circuit TV monitoring of the student clinician.
- The amount of direct supervision beyond these minimal amounts should be adjusted upward depending on the student's level of knowledge, experience and competence.
- In addition to the required direct supervision, supervisors may use a variety of other ways to obtain knowledge of the student's clinical work, such as conferences, audio- and DVD recordings, written reports, staffing, and discussions with other persons who have participated in the student's clinical training.

2. Onsite Supervisors are the assigned clinician to provide modeling, teaching, coaching and mentoring of the graduate student. These Onsite Supervisors will schedule weekly conferences with student clinicians to discuss treatment progress, client needs, clinician's performance, etc. When appropriate, conference sessions may be held on a small group basis, combining student clinicians to share information.

3. Onsite Supervisors will provide written and verbal feedback on therapy and diagnostic sessions, therapy plans, data, and reports submitted by the student clinicians. The supervisor is responsible for conveying clinical requirements to the student and conveying information on the student's specific areas of strength and weakness in a constructive manner. Practicum instructors will observe the student clinician at least twice in a trimester with the exception of summer sessions where one observation is acceptable.

- Practicum instructors complete Four Square Reflection Tool (Appendix D) on the student clinician and the student clinician reflects using a different Four Square Worksheet (Appendix E) on the session that was observed. A separate time is arranged to discuss this observation outside of the current site.

4. Onsite Supervisors and University Practicum Instructors maintain records on each student clinician including copies of all written feedback on sessions observed. At mid-term and at the end of a trimester, both supervisors will evaluate the student's practicum performance using the Evaluation section on Calipso software program. A conference will be scheduled with each student to discuss the evaluation. University Practicum instructors are responsible for submitting the final grades to the registrar.

5. Students complete evaluations of their practicum supervisor(s) during the end of their practicum class on Calipso called Supervisor Feedback. These results are not shared with the supervisors until the following trimester. The feedback is given to the supervisor with the student's name removed.

6. If there appears to be a discrepancy between the student clinician and the Onsite Supervisor, the University Practicum instructor will discuss a plan of action. The Clinical Fieldwork Coordinator may facilitate a meeting between all parties if needed. Students may be dismissed from a clinical site due to health related issues only.

7. Supervisors and practicum instructors in the state of California must maintain clinical competence in supervision. The Speech Pathology and Audiology Board (SPLAB) requires supervision coursework hours for supervising paid clinicians ; Speech Pathology Assistants, Clinical Fellows and fully certified clinicians. Although not mandated for those supervising graduate students, we strongly encourage that individuals who supervisor Chapman University CSD students, obtain 6 hours of continuing education in the field of supervision every two years and 3 hours in each subsequent license renewal period. Students will request proof of state license, ASHA C's and a certificate of attendance in a supervision course before the start of each trimester from their Onsite Supervisor.

- Courses on clinical supervision are available for on-site supervisors. These courses are taught and held at Chapman University on the Rinker Campus 2-3 times a year, at the California State Speech and Hearing Convention, and the American Speech and Hearing Convention. Supervisors get trained in Calipso, the software program that tracks clinical growth, clinical hours and clinical supervision.

The Supervisory Process

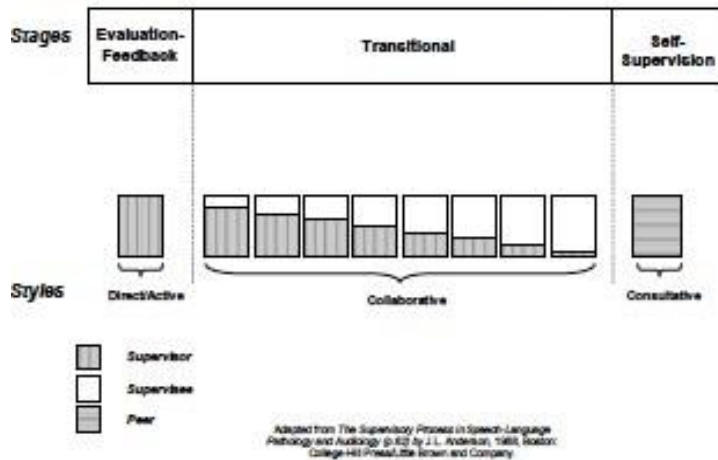
Student clinicians are assigned one or more supervisors during each trimester of practicum. A supervisor who holds the CCC in the appropriate area directly observes at least 100% of each evaluation session, including screening and identification. At least 50% of the student's total treatment time with each client is observed by the supervisor. More or less intensive supervision may be provided, depending on the clinician's and client's needs per the discretion of the supervisor.

Supervision Conferences

Initial supervisor/student clinician conferences are used to define responsibilities for lesson plans, evaluations, videotaping, observations, reports and other clinical matters. Generally, each supervisor and student clinician will schedule a periodic conference. These meetings allow for the evaluation of past therapy sessions to identify areas of strengths and weaknesses, to discuss proposed plans, to communicate upcoming responsibilities or jointly work on personal goals established by the student clinician. Some flexibility is offered for periodic meetings due to off-campus responsibilities.

In order to aid in transitioning the student clinician from being a dependent clinician to a more independent clinician the Anderson's Continuum of Supervision is suggested:

Anderson's Continuum of Supervision



* Each student and supervisor may adjust as needed based on the level of clinical experience and severity of case load.

Supervisory Approaches

Supervisors may use one or more of these approaches with student clinicians depending on the student's need for therapeutic instruction:

1. Joint Planning. The supervisor and student clinician may write a lesson plan and/or objectives together. They may formulate step-by-step strategies for conducting the therapy activities.
2. Role Playing. The supervisor and student clinician may role play therapy procedures as each one assumes the client or clinician stance.
3. Demonstration Therapy. The supervisor models part of, or an entire, therapy session while the student clinician observes.
4. Structured Observations. The student clinician may arrange to observe another clinician who demonstrates strong clinical skills in specific areas, particularly those in which he/she is experiencing some difficulty. During the observation, the student clinician should gather ideas and strategies that could be implemented in his/her therapy sessions. Data collection may be practiced as well.
5. Videorecording and/or Audiotape. Reviewing of DVD and audio-taped sessions may be completed by the clinician and/or the supervisor in order to identify the strengths and weaknesses of the session. In addition, the supervisor and the clinician can view tapes together. Together, they jointly find concrete solutions and strategies for the identified areas of weakness.
6. Script Taping. The supervisor and/or clinician may transcribe the student clinician's

directions and models given during the therapy session to be further analyzed and evaluated. The supervisor should provide specific feedback regarding alternatives to the clinician's choices or implementation of strategies.

7. Observation of the Student Clinician's Therapy by Other Supervisors. Other supervisors may observe the student clinician in order to provide additional specific feedback based on the data collected during observation.

8. Joint Evaluation. The supervisor and student clinician may evaluate the student clinician's session through written analysis. These evaluations would be shared and compared to obtain supervisor- clinician accuracy and agreement.

Student Evaluations of Supervisors

At the close of each trimester, student clinicians are required to evaluate their on-site supervisor for that trimester. Students complete these evaluations using the survey questionnaire on Calipso. The first survey is titled "Supervisor Feedback" and the second survey is "Student Evaluation of Off-Campus placement". Student feedback is anonymous. The CFC compiles the results and clinical supervisors are given feedback to assist in increasing the quality of instruction which students receive in subsequent trimesters. This activity is mandatory and guides the CSD Program in making decisions related to clinical supervision.

Professional Relationships with Clients

Graduate students in the CSD program should not engage in social media communications via social media sites such as Facebook, Twitter, SnapChat, Tumblr, Instagram, etc. with their clients and/or client families, whether current or prior, unless part of the treatment program. Students should exercise caution and follow all professional and ethical guidelines of the profession including maintaining HIPPA and FERPA standards, relative to the use of social media. A position paper published in 2013 in the Annals of Internal Medicine (<http://annals.org/aim/article/1675927/online-medical-professionalism-patient-public-relationships-policy-statement-from-american>) describes position that the CSD faculty endorse where 'physician' is replaced with 'clinician':

"Use of online media can bring significant educational benefits to patients and physicians [clinicians], but may also pose ethical challenges. Maintaining trust in the profession and in patient-physician [-clinician] relationships requires that physicians [clinicians] consistently apply ethical principles for preserving the relationship, confidentiality, privacy, and respect for persons to online settings and communications."

Graduate students must abide by the same rules as health care and educational professionals that require them to maintain professionalism at all times. As educators and health care professionals, we are forbidden to engage in sexual or romantic relationships with clients who are receiving services from us. This same rule applies to graduate students in CSD programs. The ASHA Code of Ethics (IV Rule H) states:

“Individuals shall not engage in sexual activities with individuals (other than a spouse or other individual with whom a prior consensual relationship exists) over whom they exercise professional authority or power, including persons receiving services, assistants, students, or research participants” (see Appendix B).

Identification

Students must clearly display their current Chapman University identification while on campus. During clinical experiences students must clearly display their identification badge as a Chapman CSD graduate student.

At no time should a student either by virtue of his/her skills or knowledge attained while progressing through the CSD program, misrepresent him or herself as being other than a CSD graduate student.

Immunizations

The CSD graduate program requires that all students indicate that their immunizations are up to date, including the following:

- Measles, Mumps and Rubella (MMR)- all placements
- Hepatitis B – required for hospital placement
- Polio – required at Children’s Hospitals only
- Two Step PPD (documentation of two negative PPDs in a 21 day period)
- Meningitis (a University requirement)
- Tdap (Adecel or Boostrix are acceptable) with 5 years
- Influenza (required on a yearly basis)
- Pneumonia (optional) – required for hospital placements

Some clinical practicum sites have additional requirements, which students must meet before attending that practicum location.

If a health condition arises during the course of study that would in any way alter students’ ability to perform in a clinical setting or in a classroom, it is students’ responsibility to notify the Department Chair/Program Director of CSD program immediately.

Incidents Reports

Occasionally, accidents will occur on a clinical site. Should a student, patient, client, or other staff member be injured as a result of an accident involving a student, the student must first comply with all accident and injury protocols established at the institution. This might include the Risk Management Department (or equivalent) of the individual institution as well as any other offices deemed appropriate by the preceptor or sponsoring institution.

Students ***must notify the CSD program by telephone of any such incident immediately or as soon as physically possible.*** Subsequently, the student must file an Incident Report within 24 hours following the incident with the Clinical Field Coordinator.

STUDENT PERFORMANCE

To complete the Masters of Science in CSD, students must fulfill the following requirements:

1. Passing grades of "B" or higher in all courses, academic and practicum, or successful remediation of courses receiving lower than a "B".
2. Maintaining a 3.0 GPA.
3. Completion of a minimum of 400 clinical clock hours of supervised practicum across the lifespan.
4. Completion of capstone course (CSD 698), which includes comprehensive exams, and an approved project or thesis.

Evaluating Student Performance

CSD students are evaluated by various methods to ensure that they meet the knowledge and skill requirements for entry level performance in speech-language pathology. The following instruments and processes are used in this effort:

- Didactic assignments and tests, summative and formative
- Student's ability to evaluate the research evidence using formative and summative evaluation procedures
- Comprehensive exams (summative)
- Case Studies
- Observation by faculty in class, lab, small groups, clinical experiences, and clinical rotations
- Performance of Clinical Skills and Procedures by supervisors, practicum instructors and others
- Clinical Experiences
- Faculty Advising sessions
- Summative Examinations
- Research Projects
- All other assigned materials

Facilitating Critical Thinking through Problem-based Learning: Formative and Summative assessment

The CSD faculty are committed to facilitating critical and thinking and learning by using case-based, problem-based learning. This is done in several ways:

- Formative learning experiences and assessment are provided throughout the curriculum where students draft assessment and treatment plans, receive feedback from peers and

instructors, prior to finalizing the plans.

- Case-based learning is used throughout the curriculum, in the form of in-class case scenarios, take home assignments, making evidence-based decisions as they apply to client scenarios, etc.
- Students are assigned to study groups and encouraged to work in teams where discussion and case-based problem solving occurs.
- Required journal entries, questions/comments, about readings and lectures that are then discussed in class.
- Summative assessment is considered finalized grades in assignments, final course grades, and comprehensive examination grades.

Comprehensive Examinations

Summative comprehensive examinations are conducted in the 5th or 6th trimester of students' program. Students are examined on their knowledge and skills in 6 areas across the life span in which aspects of cultural and/or linguistic differences are integrated (see below). Students are presented with cases and required to answer specific questions about the foundation and nature of the disorder, its prevention, assessment and/or treatment recommendations. Citations of evidence-based research are required.

- Articulation and Phonological disorders
- Child Language Disorders
- Autism spectrum disorders and alternative and augmentative communication
- Dysphagia
- Motor speech and voice disorders
- Adult language and cognitive disorders

Answers are graded using a 5 points Likert scale (5=exceptional; 4=meets expectations; 3=sufficient; 2= insufficient; 1=unacceptable). Students are required to retake areas for which they received a '1' or '2' rating. Should a student receive a rating lower than '3' on the retake, they are required to meet with the faculty member who authored/graded the question, and the Program Director to determine if a remediation project would be acceptable. If it is, the faculty member and Program Director describe the project, write it up as a Remediation plan (RP, described in the following section, Appendix F) with clear expectations and deadlines. If the student's RP project remains unacceptable, the student will be required to retake the entire course.

Student Performance in Clinical Practicum

Students are evaluated twice by the University Practicum Instructor via an onsite observation. The students are given a midterm and final review on Calipso. The student's grade is a

combination of the onsite Speech Language Pathologist's and the University Practicum Supervisor's scores plus any additional work completed in the practicum course. The feedback is shared with the student during the scheduled review and students have an opportunity to ask questions and provide feedback to their University Practicum Supervisor.

Remediation of Academic Courses

Students who earn a final course grade of lower than a 'B' in academic courses are required to remediate the course with the instructor of record after the end of that trimester. Academic courses are all those listed in the above section with the exception of the practicum courses. The following steps are required:

1. The instructor devises a Remediation plan (RP, Appendix F) that is outlined in Part A.
2. The instructor notifies the Department Chair/Program Director that a remediation plan is required.
3. The student meets with the instructor to discuss the areas of deficiency with the student. At this meeting, the RP-Part A is discussed, which includes specific steps, readings, assignments, deadlines, etc that the instructor has deemed necessary to remediate the student's knowledge and/or skills in related to the student's deficiency(ies). The deadlines or dates that these will be completed, is agreed upon by the student and the instructor.
4. Part B is completed when the student has successfully completed Part A. The actual work is described in detail, with the date accomplished, and both the instructor and the student sign Part B. This document is sent to the Department Chair/Program Director notifies to the Registrar alerting them to the student's successful completion of a Remediation Plan. It is important to be aware that the grade is not changed. That is, the grade is "accepted" by the Registrar. Be aware that the student must still maintain have an overall GPA of 3.0 or higher to be granted a master's degree. A copy of the RP is provided to the student and the original is placed in the student's department and clinical record.
5. Students have a single opportunity to remediate an academic course. If they are unsuccessful in remediating their deficiencies as deemed by the instructor, the student can appeal the instructor's decision to the **CSD Academic Performance Committee** (APC, which consists of the Department Chair/Program Director, Clinical Fieldwork Coordinator, and one other full-time faculty member but not the instructor of record). After careful review of the documentation (RP) and required assignments, the APC will make its decision and inform the student and instructor. Should the decision be that the student did not remediate the course successfully, the student is required to retake the course to meet the requirements for graduation.

Remediation of Clinical Practicum Courses

Students who are experiencing difficulty acquiring and/or demonstrating satisfactory clinical skills will have the opportunity to have a structured and personalized clinical remediation plan with directed input from clinical faculty. This could occur during CSD 620, CSD 630, CSD 640, CSD 650 and/or CSD 660. When this occurs, the clinical supervisor (i.e., the site supervisor) documents the concerns on the Session Feedback sheet and discusses the concerns with the student during their meeting time. Should the student's skill not improve after feedback, it is possible that the student will receive a grade lower than a 'B' in the practicum course. If the final grade in the practicum course is lower than a 'B', the Clinical Fieldwork Coordinator discusses this with the clinical supervisor and the student, and a Remediation Plan (RP) is put into place (Appendix D).

1. When a Remediation Plan (RP) is developed, the student and the clinical supervisor address progress towards the listed goals on a bi-weekly basis. If needed, the Clinical Fieldwork Coordinator and other supervising clinical supervisors will meet with the student to discuss alternate remediation strategies.
2. Part A of the RP is the student information, the areas of need, the information that must be learned and 1-3 brief statements on how the required learning will be measured by the instructor. A date to complete Part A is agreed upon by both instructor and student. Part A may include one or more other faculty members or supervisors monitoring the student's progress. The student and the instructor both sign Part A, and a copy goes to the Department Chair/Program Director.
3. Part B is completed when the student has successfully completed Part A. Here, the actual work is described in detail, with the date accomplished, and both the instructor and the student sign Part B. This document is sent to the Department Chair/Program Director who sends an email to the Registrar alerting them to the student's successful completion of a Remediation Plan. It is important to be aware that the grade is not changed. That is, the grade is "accepted" however, the student must still have an overall GPA of 3.0 or higher to be granted a master's degree. Both the supervisor and the student sign and date the RP in the area designated on the form. A copy of the RP is provided to the student and the original is placed in the student's department and clinical record.
4. If students remain unsuccessful in their remediation by the deadline, the procedure for appeal is the similar to the one for academic courses with the exception that a CSD **Clinical Performance Committee** (CPC, which consists of the CFC and a CSD supervisor but not the supervisor of record) reviews the clinical and RP documentation and makes the final decision. Alternatively, the student can elect a second remediation plan opportunity, if and only if the trimester was short (e.g., summer). In this case, the CPC and the Department Chair/ Program Director meet with the student to discuss progress and lack of progress that requires further remediation. Once the student has remediated the clinical practicum successfully, the Department Chair/ Program Director

notifies the Registrar office so that the original grade (i.e., lower than a 'B') is considered 'acceptable'.

5. Note that any remediation of a practicum course, may delay student progress towards timely completion of the degree. That is the decision of the CFC, the CPC and/or the Department Chair / Program Director.

Complaints: Specific Academic Courses

If students have concerns or complaints about a graded assignment or a grade in a course, they are advised to begin the process with the particular instructor involved if appropriate. If this avenue fails, appeals then go to the department or program. Following this, appeals go to the Graduate Academic Council via the submission of a completed [Graduate Petition form](#) to the Office of the University Registrar.

The university has a 'grade review policy' and procedures that are outlined in the graduate student catalog. Specific details are identified there and should be followed carefully (see <https://www.chapman.edu/catalog/oc/current/gr/>).

Additional grievance and appeals procedures are available at <https://www.chapman.edu/students/graduate-students/academic-integrity.aspx>.

Complaints: Clinical Practicum Courses

Students are advised to begin the process by discussing concerns with the clinical faculty member involved. If resolution of the concern is not achieved through this discussion, then the student should pursue assistance with resolution by meeting with the Clinical Fieldwork Coordinator. If resolution is not be obtained through discussion with the Clinical Fieldwork Coordinator, then the student should seek assistance from the Department Chair/Program Director and finally through formal university grievance or appeals procedures outlined above for academic courses.

Other Concerns or Complaints

Students are entitled to discuss matters with the Dean of CHBS should they have complaints about the program leadership (the Chair, and/or the Clinical Fieldwork Coordinator), faculty and/or program policies and procedures that have been not been resolved after discussing them with the leadership.

Furthermore, the graduate students who have concerns about campus academic policies, procedures, or other policies are encouraged to bring those concerns or complaints to Dr.

Richard Redding, the Vice Provost for Graduate Education. Dr. Redding can be reached via email or by phone at (714) 628-2688.

Academic Probation and Dismissal from the CSD Program

Any student whose overall average GPA falls below a 3.00 and/or receives one failing course grade will be notified that they will be placed on academic program probation <https://www.chapman.edu/catalog/oc/current/gr/>

Any student who is placed on academic probation will be requested to meet with Department Chair/Program Director, and the Clinical Fieldwork Coordinator.

The CSD program follows the policies and procedures of Chapman University Graduate School. These can be found in the Graduate Catalog at <https://www.chapman.edu/catalog/oc/current/gr/>. The exception is that CSD students must receive a 'B' or better in each course, including practicum courses. When a grade is lower than a 'B', the student is required to remediate the course, following the procedures outlined in the prior sections.

- University policy is that no grade below "C+" is acceptable toward a degree or credential but is included in calculating the overall grade–point average. *However, the CSD requirement is that any course grade lower than a 'B' is unacceptable towards a degree or credential without successful remediation (procedures described above).*
- A student who obtains three or more grades of 'C' will be dismissed.
- A student who has completed at least six credits of coursework, whose Chapman trimester grade–point average or overall cumulative grade–point average falls below a 3.000 will be placed on academic probation.
- A student who is placed on academic probation must demonstrate reasonable progress in improving his or her cumulative grade–point average to continue enrollment after one trimester on probation.
- A student whose Chapman grade–point average or overall cumulative grade–point average falls below a 2.300 will be dismissed.
- A student on academic probation who does not achieve a trimester grade–point average of 3.000 or higher in the first trimester after being placed on probation will be dismissed.
- A student who is placed on probation and does not achieve a Chapman grade–point average or overall cumulative grade–point average of 3.000 within two trimesters will be dismissed.
- A student who is placed on probation and does not fulfill the conditions of probation will be dismissed.
- The action of academic dismissal will be noted permanently on the official transcript.
- A student who has been dismissed may not continue in coursework (will be administratively withdrawn) until an appeal is submitted to the Graduate Academic

Council via the Office of the University Registrar. No appeals will be considered if they are not received within 10 working days of the notification date.

- Students have a right to appeal dismissal decisions, to submit evidence and to have that evidence considered alongside evidence submitted by the proponent of the decision. Students who wish to appeal an academic dismissal must demonstrate both extraordinary circumstances explaining the unsatisfactory academic performance and a likelihood of success if allowed to continue at Chapman.
- If the dismissal is upheld by the Graduate Academic Council, the student may appeal to the Office of the Provost, per the appeal process noted below.
- If the dismissal appeal is denied by the Office of the Provost, the student will be administratively withdrawn effective immediately. The decision of the Office of the Provost on dismissal appeals is final and there is no additional process of appeal.

Behavioral or Professional Probation

Students must behave in manners consistent with the ASHA Code of Ethics (Appendix B). CSD Program Faculty and Staff who believe that a student has behaved in an unacceptable manner shall report such conduct to the CSD Department Chair/Program Director. When students are referred for behavioral problems, the CSD Department Chair/ Program Director will investigate and take such steps they deem to be in the best interest of the Chapman University Master of Science Communication Sciences and Disorders Program.

The CSD Department Chair/Program Director may refer the case to the CSD Academic Performance and/or the CSD Clinical Performance Committees, as well as the University Student Conduct Process to obtain recommendations from one or both of those bodies.

Students in the CSD program are required to follow the Chapman University Student Conduct Code, as are all University students. The code can be accessed in its entirety at <https://www.chapman.edu/students/policies-forms/student-conduct/files/pdfs/Student-Conduct-Code-Fall-2016.pdf>. A listing of specific conduct policies can be found at <https://www.chapman.edu/students/policies-forms/student-conduct/conduct-code.aspx>

Dismissal from the Program

A student may be dismissed from the CSD program and the university for reasons of professional, academic or clinical performance, clinical or personal misconduct or violation(s) of the Academic Integrity Policy. Prior to dismissal, efforts will be made by the faculty to assist the student in removing areas of deficiency. If such assistance does not result in improved performance to an acceptable level, the student can be dismissed from the program. The Program Director will make final decisions of dismissal following consultation with the faculty. Students are expected to maintain a GPA of at least 3.00 on all course work within the curriculum. Personal misconduct that warrants dismissal includes, but is not limited to, actions that are intended to berate the patients, peers, faculty, program, or the profession.

Any student dismissed by the program has the right to appeal the decision in accordance with the Petition and Appeal Policies outlined in the following sections. The student shall continue in the program until the appeal process is exhausted, but may be removed from coursework and or clinical experiences pending resolution of the appeal. If the decision for dismissal stands following his/her appeal, the student will be dismissed from the department and the university.

Students who have been dismissed and wish to be reinstated must follow the appeals process as defined in the Graduate Catalog (<https://www.chapman.edu/catalog/oc/current/gr/>).

A student who is reinstated but fails to satisfy the conditions of program probation will automatically be dismissed from the Communication Sciences and Disorders Program without further review or appeal within the CSD Program.

Student Grievance Policy

For more information regarding the University's Student Grievance Policy, please see the Chapman University Graduate Catalog: <https://www.chapman.edu/catalog/oc/current/gr/>.

Academic Petition

Chapman University is sensitive to the educational advantages of a flexible curriculum but is also conscious of a responsibility to ensure equity for all students. Permission to deviate from published regulations is neither automatic nor done as a formality; each request is considered on its own merits and in light of the petitioner's complete academic record. Internal guidelines have been established to help committee members with their deliberation on individual cases.

The Graduate Academic Council and the Undergraduate Academic Council are responsible for creating academic policies and procedures within the university. A student's petition to deviate from general university policies is submitted to the Graduate Academic Council via the Office of the University Registrar. The Graduate Petition Form is available online at the Office of the University Registrar's Web site (<http://www.chapman.edu/students/academic-resources/registrar/files/forms/petition-graduate.pdf>). Petitions are reviewed by the Graduate Academic Council as follows:

- Adding or dropping courses after enrollment deadlines.
- Challenge of a grade in a course.
- Changing the grading option after the specified deadline.
- Overload of credit.
- Late withdrawal of courses not related to a medical reason, family emergency or

military/occupational location.

- Limitation/acceptance of credit.
- Other degree related issues.
- Other miscellaneous petitions.

The decisions on petitions made by the Graduate Academic Council are recorded within the student's record; students are notified by the Office of the University Registrar via the student's Chapman e-mail account. Please note that a fee may be assessed for certain petition types.

Academic Appeal

Each student has the right of academic appeal, the right to submit evidence, and the right to have that evidence considered. The person, committee, or body considering the appeal (at each stage of the appeal process) is to consider the student's evidence alongside any evidence submitted by other interested parties, and is to notify the student, in writing, of its decision and the basis for its decision.

For academic matters, the process normally begins with the faculty member involved, if appropriate. All other appeals (and all academic appeals that were denied by the initial appeal to the faculty member involved) go to the department or program and then to the Graduate Academic Council. For nonacademic matters, students should first discuss the matter with the head of the appropriate department (facilities management, business office, etc.) with appeals to the appropriate supervisor. For matters concerning disabled student services, students should contact the director of the Office of Disability Services at (714) 744-7971.

Appeal Procedures

A student who wishes to challenge a grade or a disciplinary or dismissal decision has an automatic right of appeal, and the right to submit evidence. Interested parties, including the grading instructor and/or the proponent of the disciplinary or dismissal decision, shall also submit any evidence, all of which will be reviewed and considered in the appeal. The channels and processes for appeal are explained in the Graduate Catalog's sections on Appeal Process and Grade Review: (<https://www.chapman.edu/catalog/oc/current/gr/content/4848.htm>).

A student who has been dismissed may not continue in coursework until an appeal is submitted. To be considered, an appeal must be received within 10 days of the notification date. Once an appeal has been submitted, the student shall continue in the program until the appeal process is exhausted. The Department, based on the grounds for dismissal, will determine classroom and clinical participation during this time. If the decision for dismissal stands following his/her appeal, the student will be dismissed from the Department and University activities.

The Graduate Catalog contains additional information on appeal processes. Responsibility for preparing the appeals and the costs for copies and any expenses associated with the appeals rests totally with the student.

Programmatic Complaints

The following section can be found in the Accreditation Handbook (2017), section XIII at <http://www.asha.org/academic/accreditation/accredmanual/section8.htm#complaint1>

A complaint about any accredited program or program in candidacy status may be submitted by any individual(s).

Complaints about programs must meet all of the following criteria:

- a. be against an accredited graduate education program or program in candidacy status in audiology or speech-language pathology;
- b. relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech-Language Pathology in effect at the time that the conduct for the complaint occurred, including the relationship of the complaint to the accreditation standards;
- c. be clearly described, including the specific nature of the charge and the data to support the charge;
- d. be within the timelines specified below:
 - if the complaint is being filed by a graduate or former student, or a former faculty or staff member, the complaint must be filed within one year of separation* from the program, even if the conduct occurred more than 4 years prior to the date of filing the complaint;
 - if the complaint is being filed by a current student or faculty member, the complaint must be filed as soon as possible, but no longer than 4 years after the date the conduct occurred;
 - if the complaint is being filed by other complainants, the conduct must have occurred at least in part within 4 years prior to the date the complaint is filed.

*Note: For graduates, former students, or former faculty or staff filing a complaint, the date of separation should be the date on which the individual was no longer considered a student in or employee of the graduate program (i.e., graduation, resignation, official notice of withdrawal or termination), and after any institutional grievance or other review processes have been concluded.

Complaints also must meet the following submission requirements:

- a. include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA,

- b. include the complainant's name, address, and telephone contact information and the complainant's relationship to the program in order for the Accreditation Office staff to verify the source of the information,
- c. be submitted using the CAA's complaint form,
- d. must be complete at the time of submission, including the complaint and all appendices;
- e. append documented evidence in support of the complaint, including as appropriate relevant policies/procedures, relevant correspondence (including email), timelines of referenced events, etc. Complainants should not enclose entire documents; only the specific pages should be included that present content germane to the complaint. Page numbers to these appendices should be referenced in the complaint. Materials may be returned to the complainant if not properly organized to support the complaint.
- f. must submit all complaints and supporting evidence in English, consistent with the business practices of the CAA;
- g. be signed and submitted in writing via U.S. mail, overnight courier, or hand delivery— not via e-mail or as a facsimile— to:

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association
2200 Research Boulevard, #310
Rockville, MD 20850

The complainant's burden of proof is a preponderance, or greater weight, of the evidence. These procedures do not prevent the CAA from considering a complaint against an accredited or candidate program if the program is involved in litigation or other actions by a third party.

Further complaint procedures are available in section XIII of the Accreditation Handbook.

ADDITIONAL STUDENT RIGHTS AND POLICIES

Enrollment in the CSD Program provides the student with some basic rights. The student has the right to competent, knowledgeable instructors who conduct themselves in a professional manner in their interactions with students in the work setting. A student who is experiencing difficulty with an instructor should contact the Program Director so that appropriate action may be taken.

Discrimination and Harassment Policy

Chapman University CSD students have the right to an environment free of harassment and discrimination. Chapman University is committed to providing an environment which is free from harassment, and every member of the university community must recognize that harassment of any type compromises the integrity of the university and the tradition of free and open inquiry among its members. Chapman also affirms its commitment to providing an environment in which each member of the university community feels free to comment on any issue or topic.

It is the university's policy, therefore, to insist that all members of the university community are treated at all times with dignity and respect. The university has a strict policy which prohibits harassment in any form. This includes, but is not limited to, harassment because of age, disability, race, religion, color, creed, ancestry, national origin, marital status, sex, or sexual orientation. For the complete policy see

<https://www.chapman.edu/faculty-staff/human-resources/files/harassment-and-discrimination-policy.pdf>

The university will not tolerate any conduct which has either the purpose or the effect of interfering with the work or scholastic performance of any member of the university community or creating an intimidating or hostile living, learning, or working environment. The university will also not tolerate any conduct which has the purpose or effect of singling out any specific group within the university community in a manner which leads to harassment or which creates an offensive working or learning environment for that group.

It is a violation of university policy for anyone to engage in any form of harassment or to retaliate against a person who has initiated an inquiry or complaint.

The right of confidentiality for any party involved in an alleged harassment incident, including the complainant and the accused, will be respected insofar as it does not interfere with the

university's obligation to investigate allegations of misconduct and to take corrective action where appropriate.

In keeping with its policies, Chapman University not only fully complies with all local, state, and federal laws concerning harassment, but also provides a means to assure fair treatment to any student or employee who believes the policy prohibiting harassment has been violated. It is the policy of the university that all charges of harassment be reviewed in a confidential, sensitive, and expeditious manner. For further information, please contact the Equal Opportunity Officer at (714) 997-6847.

Any student who believes he or she has been or is being sexually harassed should report this incident to the University's Title IX Coordinators who are listed in the University's Harassment and Discrimination Policy available at <https://www.chapman.edu/faculty-staff/human-resources/files/harassment-and-discrimination-policy.pdf> and the Sexual Misconduct section of the Student Conduct Code <http://www.chapman.edu/students/policies-forms/student-conduct/files/pdfs/8-11-3-3-5-appendix-5.pdf>

- The University provides support services for student victims of sexual assault. For further information please see <http://www.chapman.edu/students/health-and-safety/peer/cares/index.aspx>. The CSD program faculty can assist the student through the appropriate channels if requested. No student will be placed in a didactic or clinical experience that jeopardizes his or her educational or personal welfare.
- For more information regarding the Chapman University's Sexual Harassment Policy: visit <http://www.chapman.edu/students/health-and-safety/title-ix.aspx>.

Reporting Options for Students

All University employees (faculty, staff, administrators, and student employees) are required to report any gender- or sex-based discrimination or harassment (this is inclusive of all alleged incidents of sexual violence) to a Title IX Coordinator. However, students may also contact the on-campus individuals directly who have no affiliation with the CSD program. These reporting options are available at <https://www.chapman.edu/students/health-and-safety/title-ix/title-ix-reporting-options.aspx>

Students Rights to Privacy

Student records are protected from unauthorized access and release by the Family Educational Rights and Privacy Act (FERPA). See Chapman University's FERPA Guidelines: <http://www.chapman.edu/students/academic-resources/registrar/student-services/privacy-rights-ferpa/ferpa-guidelines.aspx>.

Students are granted access to their own files after completion of a Student Request for File Access form. Students may inspect and review files in the CSD program office during regular office hours. At no time will information be removed from a student's permanent file. Students will also not be allowed to photocopy or otherwise duplicate information found in their file. All remediation plans, evaluations and minutes of meetings such as from the *Academic Performance Committee* (APC) and the *Clinical Performance Committee* (CPC) become part of the student's official Program record that is maintained by the CSD Program as required by the Council on Academic Accreditation (CAA). Students who wish to challenge the content of records may do so in one of two ways:

1. A letter may be placed in the student record indicating the student's objections to a given entry.
2. Students may request a review with the Academic Performance Committee and the Clinical Performance Committee to correct records which they believe to be inaccurate or misleading.

Release of student records by the program to for example, potential employers, is granted only upon the completion of a written Student Authorization and Waiver for Release of Educational Records for Recommendations and Background Checks by the student. See:

<https://www.chapman.edu/students/academic-resources/registrar/files/forms/ferpa-release-and-waiver.pdf>.

Program Evaluation

The CSD Program engages in program evaluation on a continual basis. The Program faculty are constantly engaged in activities that provide evaluation data on the performance. Student input is a vital part of the evaluation process. Feedback from student evaluations can identify strengths and areas for improvement for the CSD Program, and may guide necessary changes in the curricula or clinical components. During the program, students are continuously evaluating many aspects of the program, including but not limited to: courses, clinical practicum experiences, textbooks, instructional methods, and advising meetings.

Methods of Program evaluation that rely on student input may include:

Didactic Course Evaluation	Supervisor Evaluations
Admission Process Evaluation	Faculty/student advising sessions
Student Self-Assessments & Reflections	Student Class Representatives
Class Meetings with Faculty	Graduating student exit interviews & feedback
	Student performance on exams

Additional methods of program evaluation require that the CSD program establish program goals and outcomes, and student learning goals and outcomes. Overall program outcomes include graduation rates, employment rates and the passing rates of the national PRAXIS examination; these are posted on the CSD website. Goals and student learning outcomes are tracked on a regular basis and used as feedback on which to make programmatic changes.

Contact the CSD Department Chair/ Program Director if further details about the Program evaluation plan.

ADDITIONAL RESOURCES AND INFORMATION

Counseling services

The Chapman University Student Psychological Counseling Center (SPCC) operates Monday – Friday from 9:00 a.m.-11:30 a.m. & 1-5 p.m. (available at additional cost with your Graduate Health Care Plan).

Phone: (714) 997-6778

Fax: (714) 744-7940

spcs@chapman.edu

Location: 410 N. Glassell St.

(Housed between Public Safety & Student Health)

For more information regarding the Chapman University's Student Psychological Counseling Services, visit: <https://www.chapman.edu/students/health-and-safety/psychological-counseling/>

Members of the CSD Faculty will work closely with the Office of the Dean of Students to support students who may be experiencing a psychological or physical emergency.

Emergency Numbers

Emergency: 911

Office of Public Safety (24 hrs.): (714) 997-6763

418 North Glassell St.

Orange CA 92866

www.chapman.edu/publicsafety/

Safety Officer, Rinker Campus

Dr. Charles Sohaskey

9401 Jeronimo Rd. Office 118

Irvine, CA 92618

P: 714-516-7199

F: 714-464-4522

sohaskey@chapman.edu

Office of the Dean of Students: (714) 628-7223

Crisis Intervention

- Hospital (closest): Hoag Hospital Irvine, 16200 Sand Canyon Ave, Irvine, CA: (949) 791-3101
- Suicide and Crisis Intervention Center (24 hrs.): 1-800-273-TALK (8255)
- Orange County Rape Crisis Center (OCRCC): 1-866-935-4783
- Poison Information: California Poison Control 1-800-222-1222

For more information regarding the Chapman University's Office of Public Safety, please see the Chapman University Graduate Catalog or visit: <https://www.chapman.edu/campus-services/public-safety/>

Email

Chapman University e-mail is the preferred mode of communication between the CSD Program Faculty/Staff and students. Students should check their e-mail accounts daily for posts from CSD Faculty/Staff. "Not checking an account" is not a permissible excuse for missing a CSD event or notification.

Blackboard

Blackboard is the primary learning management system at Chapman University. Blackboard is a single highly customizable and integrated system with tools for hosting online courses, sorting and managing course material, collaborating on documents and projects, conducting live synchronous online classes, and accessing the success of students and courses. Individual lecture materials including PowerPoint presentations will be posted 48-72 hours prior to scheduled start time of classes.

Student Mentoring Program

The Mentor Program is a student-run organization that utilizes second year student to establish a relationship with incoming, first year CSD students. The goal of this program is to orient new students to the rigors and demands of CSD education. This mentor relationship may help acclimate new students to appropriate study methods, helpful resources, information pertaining to professional organizations such as ASHA, CSHA and student organizations, such as NSSLHA.

Transportation

Throughout the professional phase of the CSD Program, students are required to attend various clinical conferences and participate in clinical experiences in community practicum settings. Students are required to provide their own transportation to hospitals and clinical sites.

Transportation to various hospitals, clinical experiences, and other events is the student's responsibility. Students in the Clinical Practicum will be responsible for transportation to all clinical rotation sites.

Classrooms

All courses are taught at:

Crean College of Health & Behavioral Science
Harry and Diane Rinker Health Science Campus
9501 Jeronimo Rd.
Irvine CA 92618-1908

The majority of the clinical practicum sites are located in Southern California and are within driving distances of the Rinker Health Science Campus, however, depending on the availability of clinical practicum sites students may be required to be placed outside of Southern California.

Library, Texts, and Additional Clinical Materials

Having access to library services is an important part of a university education. The Leatherby Library is located on the main Chapman University campus in Orange CA. The library holds many supplemental texts and periodicals. The library provides students with access to a wide spectrum of electronic information resources, on-line information retrieval systems, and the Internet. Copiers and printers are available on the premises. The service desk can provide information detailing library hours and circulation policies.

For more information, visit: <http://www.chapman.edu/academics/libraries/index.aspx>.

Orientation to the Leatherby Library will take place during Graduate student orientation (the week before the beginning of fall classes). These orientations will not only encompass the physical holdings of the library, but will also include an overview of the electronic and on-line search capabilities. Various courses in the curriculum will require students to find references outside of required and supplemental texts. Electronic searching of the library holdings (physical and on-line) occurs CSD 500, Research Methods, during the fall trimester.

CSD department has some clinical materials (tests and therapy materials, protocols) that students have access to during normal office hours. A limited number of texts are also available. Please inquire of the CSD staff about the location and procedures for borrowing any materials or texts.

All required texts will be available through the on-line Chapman University Book Store.

Leave of Absence, Withdrawals, Resumption of Studies

Generally, a student must complete the CSD Studies Program in two years. However, the maximum time allowed from matriculation to conferral of the CSD degree is four years, including any leaves of absence.

Students may elect to take a leave of absence for one year, subject to approval by the Program Director. Students requesting a leave of absence must complete a petition form and obtain approval of the Program Director. Additional details regarding policies and procedures are found in the graduate catalog. CSD students who have an approved leave of absence are permitted to re-enter the program at the beginning of the segment where the leave was granted. Students who re-enter must wait until the appropriate program offerings are available. Since courses are presented only once a year and because of the sequential ordering of courses in the program, a leave will result in a delay of the student's original graduation date. A special curriculum plan will need to be made for each student. Students are required to meet the curricular expectations of the class cohort with which the student will graduate unless exempted by the faculty. Therefore, if any new requirements or courses are added to the curriculum, students who are out-of-sequence will be expected to take the additional courses or meet the new requirements.

Students contemplating a leave of absence, withdrawal or re-admission should consult the

Chapman University Graduate Catalog (<https://www.chapman.edu/catalog/oc/current/gr/>), visit the Chapman University website at <http://www.chapman.edu/students/academic-resources/registrar/student-services/withdrawal.aspx>, or contact the Registrar Student Services Office at <http://www.chapman.edu/students/academic-resources/registrar/student-services/index.aspx>.

Additionally, please be advised that a leave of absence may be considered a withdrawal for financial aid purposes and may affect a student's full time status and financial aid packages. It is strongly suggested that all students consult a financial aid advisor about all leaves of absence and withdrawals in an expeditious manner.

Tuition, Fees, and Other Expenses

General information about tuition, fees, and other expenses related to the CSD Studies Program can be found in the Chapman University Graduate Catalog, located at: <https://www.chapman.edu/catalog/oc/current/gr/content/4832.htm>.

Please refer to the Chapman University Graduate Catalog for tuition refund policies (<https://www.chapman.edu/catalog/oc/current/gr/>). Additional information about tuition and financial aid can be found at <http://www.chapman.edu/students/tuition-and-aid/>.

APPENDICES

APPENDIX A

INSERT ASHA CCC STANDARDS ON NEXT PAGE

APPENDIX B

INSERT CODE OF ETHICS NEXT PAGE

APPENDIX C

INSERT SCOPE OF PRACTICE NEXT PAGE

APPENDIX D

Masters of Science in Communication Sciences & Disorders Program

Four Square Reflection Tool

Name: _____ Date: _____

What Happened?	How do I feel?
Ideas?	Questions?

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APPENDIX E

Masters of Science in Communication Sciences & Disorders Program

Faculty/Supervisor Reflection Tool

Graduate Student: _____ CU Faculty/Supervisor: _____
Date of Observation: _____ Date of Conference: _____
Trimester/Year: _____ Location: _____

What Happened?	I think the goals/objectives were:
Positive Feedback	Questions for Discussion

APPENDIX F

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Program Plan for Graduate Student Remediation

Section A – Plan

Student Name:

Trimester:

Course/Clinic Title:

Reason for Remediation:

Remediation Objectives:

Remediation Activities:

Time Frame for Completion:

Acknowledgement of Program Plan for Remediation:

Course/Clinic Instructor Signature: _____ Date: _____

Student Signature: _____ Date: _____

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Program Plan for Graduate Student Remediation

Section B – Completion

Student Name:

Triester:

Course/Clinic Title:

Outcomes:

Remediation Plan Completion Date:

Course/Clinic Instructor Name: _____ Date: _____

Course/Clinic Instructor Signature: _____ Date: _____

APPENDIX G

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

CSD GRADUATE STUDENT PERFORMANCE AGREEMENT

I have received a copy of the Chapman University Master of Science in Communication Sciences and Disorders Student Handbook. I have read the enclosed policies and procedures concerning the CSD program. I understand my obligation to fulfill all requirements of the CSD program in the outlined time frame. I fully understand the information, have had an opportunity to have any questions answered and hereby agree to abide by the information concerning the CSD policies and procedures contained within these documents. I fully recognize that the CSD website (<https://www.chapman.edu/crean/academic-programs/graduate-programs/ms-communication-sciences-and-disorders/index.aspx>) is the definitive place for up to date information in relation to the CSD Program. Additionally, I agree to abide by the Chapman University rules and regulations as set forth in the Chapman University Graduate Catalog.

Student Name (PRINT)

Student Signature

Date

Faculty Advisor

Date

APPENDIX H

Information Regarding the Student Sexual Misconduct Policy

Chapman University is committed to creating and sustaining an educational, work, and living environment that is conducive to learning and scholarship and supportive of students and employees. Part of this commitment is fostering a campus free of sexual misconduct in all its forms. Sexual misconduct and gender/sex-based harassment or discrimination can take many forms, including but not limited to sexual battery, sexual assault, intimate partner violence and abuse, stalking, sexual exploitation. These types of conduct are prohibited under the [Student Sexual Misconduct Policy](#), Chapman University's Harassment and Discrimination Policy, and the Student Conduct Code.

The University's goal is an open and safe community where these behaviors are deemed unacceptable, where those who are affected are provided support, and where a fair and impartial review process is provided to all parties. The University's response to allegations of prohibited conduct is grounded in the fair application of policy and procedure. Please see the Chapman University Title IX website at www.chapman.edu/consent.

Reporting Options:

DeAnn Yocum Gaffney, *Associate Vice President for Student Affairs and Senior Associate Dean of Students & Lead Title IX Coordinator*

Argyros Forum 101
gaffney@chapman.edu | (714) 997-6721

Chris Toutain, *Program Coordinator for Student Conduct & Title IX Investigator*

Argyros Forum 302B
toutain@chapman.edu | (714) 532-6039

Kristen Entringer, *Program Coordinator for Student Conduct & Title IX Investigator*

Argyros Forum 302A
entringer@chapman.edu | (714) 532-6056

Misha Martinez, *Equal Opportunity and Diversity Officer & Title IX Deputy Coordinator*

DeMille Hall room 103
mismarti@chapman.edu | (714) 997-6847

Public Safety: (714) 997-6763

Privileged and Confidential Resources:

The University has identified individuals on campus who have a professional requirement to maintain confidentiality* of a conversation with a complainant, respondent, or witness who wants someone to talk to, but does not want to report the incident to the University. The following are individuals on campus who are privileged and confidential resources when working in the following roles:

Student Psychological Counseling Services:
(714) 997-6778

Dani Smith, Ed.D., Rape Crisis Counselor:
dasmith@chapman.edu | (714) 744-7080

Rev. Gail Stearns, Ph.D., Dean of Chapel:
(714) 628-7289

Rev. Nancy Brink:
(714) 997-6760

**While the individuals listed above have professionally required confidentiality, there are certain, specific situations in which they are not able to maintain information confidentially. Those situations are: (1) if someone may be a danger to themselves or others, (2) information about any*

minor or elder currently being subjected to abuse or neglect – including intentional access to unlawful sexual images, or (3) if the information is subpoenaed for court proceedings.

Prohibited Behaviors – Sexual Misconduct

Sexual misconduct is any sex- or gender-based behavior, attempted or completed, that goes beyond the boundaries of consent.

Consent is defined as an affirmative, conscious, voluntary agreement by all participants to engage in sexual activity, communicated through mutually understandable words and/or actions. Affirmative consent must be continuously present throughout an interaction, for all sexual activities, and may be modified, withdrawn or revoked at any time. It is the responsibility of each person involved in the activity to ensure that affirmative consent has been obtained from the other or others before engaging in any sexual activity. Existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, can never by itself be assumed to be an indicator of consent.

The following sex- or gender-based behaviors are prohibited:

- Sexual assault
- Sexual battery
- Intimate partner violence and abuse
- Sexual exploitation
- Stalking
- Sexual harassment
- Discrimination
- Retaliation
- Bad faith complaint of sexual misconduct

For full definitions of these policies, please read the Student Sexual Misconduct Policy at www.chapman.edu/student-sexual-misconduct-policy.

Interim and Supportive Measures

Supportive measures are available to students who may have experienced the above behaviors regardless of whether or not they make a formal report to the University or law enforcement.

Supportive measures shall be confidential, to the extent that maintaining confidentiality does not impair the University's ability to provide such measures. When a student or employee reports to the University that they have experienced intimate partner violence, sexual assault, sexual battery, sexual exploitation, stalking, harassment, or discrimination, whether the incident(s) occurred on or off campus, the University shall provide the individual with written information about resources and options. The University shall also provide the individual with written notification of health and mental health resources as well as other referrals as requested and available.

For more information about available interim and supportive measures and how to request support, please visit the Chapman University Title IX [website](#).

University Process

The University is committed to conducting investigations into the above listed prohibited behaviors in a prompt, fair, and impartial manner, generally within 60 days. University holidays and breaks will likely impact the time needed to conclude an investigation. Cases that are particularly complex or involve unusual circumstances may require more than 60 days. Students participating in a process as complainants and respondents are permitted to have a support person of their choice in any meeting related to the process. Further, the University is committed to the access and inclusion of students with disabilities in its processes. Disability Services assists with the coordination of reasonable and appropriate accommodations for students with documented disabilities.