The Masters of Arts (M.A.) education program in speech-language pathology (residential and distance education) at Calvin 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.
Speech Pathology and Audiology Department
Calvin University
3201 Burton SE
Grand Rapids, Michigan 49546
(616) 526-6070
Updated October 2021
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INTRODUCTION

The Speech Pathology and Audiology Student Academic and Clinical Handbook, usually referred to as the “Student Handbook,” is intended to serve as a reference for students in the Speech Pathology and Audiology Department. This handbook will assist in the design of the student’s academic plan of study and to clearly delineate the requirements and responsibilities of students in the five-year Bachelors-to-Masters Degree Program in Speech Pathology (BA-MA), the four-year Bachelors Degree Program (BA), and the two-year Masters Degree Program (MA). It is not intended to replace Calvin University’s catalog but to supplement the general guidelines with information relative to this specific program. Calvin’s catalog details the official requirements for the completion of both programs. The catalog is available online at http://www.calvin.edu/academic/services/catalog/.

SECTION ONE: GENERAL POLICIES

STUDENT AND CLIENT EQUAL OPPORTUNITY POLICY

The Speech Pathology and Audiology Program is committed to the principle of equal opportunity. We do not discriminate on the basis of race, color, religion, sex, national or ethnic origin, disability, age, sexual orientation, gender identity, genetic information, citizenship, and status as a covered veteran (e.g., the Americans with Disabilities Act of 1990, the Civil Rights Act of 1964, the Equal Pay Act, the Age Discrimination in Employment Act, the Age Discrimination Act of 1975, Title IX of the Education Amendments of 1972 [to the Higher Education Act of 1965], the Rehabilitation Act of 1973, the Vietnam-Era Veterans Readjustment Assistance Act of 1974, the Uniformed Services Employment and Reemployment Rights Act [USERRA], the Genetic Information Nondiscrimination Act [GINA], the Immigration Reform and Control Act [IRCA], and the Equal Employment Opportunity Commission’s Civil Service Reform Act of 1978 [CSRA], and all amendments to the foregoing). Questions pertaining to discrimination may be directed to the Speech Pathology and Audiology Department Chair at Calvin University, 3201 Burton Street SE, Grand Rapids, Michigan, 49546, (616) 526-6289. To register a complaint outside the university, students should follow the Complaint Procedure against Graduate Education Programs, which can be found at: http://www.asha.org/academic/accreditation/accredmanual/section8.htm.
DEPARTMENT STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION

The Department of Speech Pathology and Audiology at Calvin University embraces and recognizes our responsibility and opportunity to foster an open, welcoming environment where students, faculty, clients, and staff of all backgrounds can collaboratively learn, work, grow, and serve. As speech pathologists and audiologists, we understand that we need to be aware of our own cultural and linguistic backgrounds, and that of our clients and students if we want to serve them ethically. It is especially important that we train ourselves and our students in linguistic awareness so that we recognize that linguistic and dialectal differences do not imply deficiencies or disorders, and that all languages and dialects are equally effective as systems of communication. We value the academic, clinical, social, and broader community benefits that arise from a diverse campus and are committed to equity, inclusion, accountability, and representation. We define diversity as the variety of experiences, skills, knowledge, culture, and attributes that shape every one of us. Diversity enriches our university community and is a driving force instrumental to our institutional success and fulfillment of the university’s mission to become agents of renewal.

Going forward, we commit to engaging in an ongoing dialogue to thoughtfully respond to the changing realities of our increasingly interconnected world. We will continually strive to work together to address the challenges of the future in a way that removes barriers to success and promotes a culture of inclusivity, compassion, and mutual respect. We aim not to discriminate based on race, ethnicity, color, nationality, sex, military status, visa status, economic status, geographic location, sexual orientation, and language or linguistic ability. We commit to actively recruiting, admitting, hiring, and retaining the widest array of diverse students, faculty, and staff; to deliberately designing and offering curricula that promote deep learning; to providing support, professional development, and working conditions for students, faculty and staff that lead to long-term understanding of diversity and inclusion of all peoples. We also commit to seek reconciliation in any event of intentional or unintentional racism. This work is central to who we are at Calvin, and who we are as a department.

CALVIN EMAIL AND MOODLE

Students are responsible for checking their Calvin email. Calvin email should be used for all electronic written course communication between student and instructor. Both students and instructors are typically expected to respond to email within 24 hours during the work week (M-F) and on Mondays for emails sent over the weekend. Students are responsible for accessing their course Moodle accounts regularly.
CALVIN CAMPUS SAFETY

The webpage has good safety information for those working or taking classes on campus, including info such as setting up emergency notifications, maps of campus, and building access policies.

KnightGuard App: KnightGuard was designed to provide a safe experience for Students, Faculty, Staff and campus guests. This app is an incredible resource for anyone on campus, providing safety alerts, virtual escort, and maps. Find out more information and how to install it on the linked website.

NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION MEMBERSHIP

The National Student Speech-Language-Hearing Association (NSSLHA) is the national student organization for pre-professionals studying communication sciences and disorders. National membership provides benefits that help students stay current on advancements in the field, enhance their academic knowledge, find internships and employment, network with other students with similar interests, and save money on products and services. It is recommended that all SPAUD majors become members of NSSLHA; however, all first-year MA students are required to become members. Student membership also results in a sizable discount in fees when American Speech-Language Hearing Association (ASHA) membership and certification are sought after students obtain the MA degree. To be eligible for this discount, a student must be a member of NSSLHA for a minimum of two years prior to applying for ASHA membership. See https://www.nsslha.org/about/ for more information or to join.

Calvin NSSLHA Chapter

Students are expected to become members of the Calvin NSSLHA chapter by the beginning of their sophomore year. The chapter seeks to encourage interest in the study of human communication sciences and disorders by equipping students with information about careers, offering opportunities to be represented in matters of professional concern, and promoting lifelong Christian service in the field. The chapter hosts monthly educational speakers, seasonal celebrations, and community service opportunities, and SPAUD students are expected to participate. For more information on Calvin’s NSSLHA chapter, see https://calvin.edu/offices-services/student-organizations/national-student-speech-language-and-hearing-association.
COLLOQUIUMS

Colloquiums are scheduled in the spring semester every academic year. First year graduate students are required to co-present in one colloquium scheduled during that academic year. Attendance at each colloquium is mandatory for first-year graduate students and is highly encouraged for other SPAUD students. Attendance at and active participation in every colloquium count towards the grade for the clinical practicum course.

GRIEVANCE PROCEDURES FOR STUDENTS

Policies and procedures pertaining to student grievances depend on the nature of the concern. Course grades may be appealed under the Protest and Appeals Policy, as outlined in Calvin’s Student Handbook (see https://calvin.edu/offices-services/student-life/forms-policies/student-handbook.html) Concerns about sexual, racial, and ethnic harassment and discrimination may be pursued under the policies and procedures pertaining to those matters.

Students served in our program are treated in a nondiscriminatory manner, without regard to race, color, religion, sex, national or ethnic origin, disability, age, sexual orientation, gender identification, genetic information, citizenship, or status as a covered veteran. The institution and program comply with all applicable laws, regulations, and executive orders pertaining thereto.

Specific policies and procedures are detailed in this handbook. Students may pursue all concerns with the Department Chair. Clinical education concerns may be directed to the Clinic Director. Every effort will be made at the department level to resolve expressed complaints or concerns.

COUNCIL ON ACADEMIC ACCREDITATION (CAA) CONTACT

Concerns and questions relative to academic and clinical training issues of our MA program should be directed to the SPAUD Department Chair first, and then to the Department’s Academic Dean. Confidentiality is strictly maintained at all levels.

Students (as well as consumers) may also contact the Council on Academic Accreditation (CAA) with complaints related to our department’s compliance with program accreditation standards. All must follow the Complaint Procedure against Graduate Education Programs, which can be found at: http://www.asha.org/academic/accreditation/accredmanual/section8.htm. As part of that process, complaints are submitted in writing to:

   Chair
   Council on Academic Accreditation in Audiology and Speech-Language Pathology
   American Speech-Language and Hearing Association
   2200 Research Boulevard, #310
   Rockville, MD 20850
REQUIRED EDUCATION FOR PRACTICING AS A SPEECH-LANGUAGE PATHOLOGIST OR AUDIOLOGIST

Students who wish to enter the professions of Speech-Language Pathology or Audiology should seek the degree of BA in speech pathology and audiology. The undergraduate program prepares students to apply to graduate programs in speech-language pathology or audiology. The graduate programs provide the entry-level education and clinical skills needed to practice in the respective field. Students who wish to become audiologists should apply to accredited doctor of audiology (Au.D.) programs during the fall of their senior year. Students may apply to other MA programs in speech-language pathology in the fall of their senior year. Please note that admission into graduate programs in audiology or speech-language pathology is very competitive.

SECTION TWO: ACADEMIC INFORMATION

ADMISSIONS INFORMATION FOR BA PROGRAM

Students who wish to enter the undergraduate program (4-year BA or 5-year BA-MA) should declare Speech Pathology and Audiology as their major. The student will then be assigned an academic advisor in the SPAUD department. Any student is welcome to pursue an undergraduate degree in Speech Pathology and Audiology; however, the student should be aware of the retention and essential function requirements to remain in the major.

ADMISSIONS INFORMATION FOR MA PROGRAM

Students who wish to become speech-language pathologists may apply to Calvin University’s BA-MA Degree Program before the second semester of their junior year. Undergraduate students who have transferred to Calvin to continue their undergraduate education must have completed at least two semesters of full-time academic work at Calvin by the time they apply for admission to the MA program. Transfer students can expect to be full-time at the undergraduate level for at least four semesters before beginning the MA in Speech-Language Pathology Program.

Admission to the MA in Speech-Language Pathology Program
Early Admission
High school graduates interested in the SPAUD BA-MA Program may be eligible for early admission to the MA in Speech-Language Pathology Program at Calvin University. Students must meet the specific high school GPA, ACT or SAT requirements, as outlined in the Calvin University catalog specific to their year of admission to Calvin University.

To maintain early admission status, students are required to meet certain criteria as stipulated in the Calvin University catalog specific to their year of admission to Calvin University.

The catalog archive is available online at http://www.calvin.edu/academic/services/catalog/.

Regular Admission for Calvin Undergraduate Students
Application for regular admission to the MA in Speech-Language Pathology program for undergraduate students in the BA-MA Program normally occurs in the junior year. Applications are due on January 15 for classes beginning fall semester. Those who apply after the submission deadline will be considered on a space-available basis only. The application process is completed online. Details are given to students at their advising appointments.

In order to apply to the MA in Speech-Language Pathology program, Calvin students must have:

- At least junior standing at the application due date.
- Completed, or enrolled in the prerequisite SPAUD courses. Note these courses must have been completed within the last seven years. Preference will be given to applicants who have completed or will complete all prerequisite courses at Calvin. All prerequisite courses must be completed before MA coursework may begin.
- A minimum overall cumulative grade point average (GPA) of 3.0 at the application due date.
- Met the essential functions required to practice as a speech-language pathologist (see Essential Functions Requirements in the SPAUD student handbook for more information).

Final enrollment in the MA in Speech-Language Pathology program is contingent upon successful completion of a criminal background check and drug screen.

Note that completion of the SPAUD courses and achievement of the minimum criteria do not guarantee admission into the MA program. Enrollment in the SPAUD MA program is limited and thus the admission process is selective.

Post-Baccalaureate Admission
Prospective applicants to the MA in Speech-Language Pathology program with a degree or equivalent coursework in speech pathology and audiology, or with degrees in other disciplines/areas of study, may apply. A limited number of seats may be available for post-baccalaureate students. Please note that simply meeting the criteria is not a guarantee of
admission. As is the case with most graduate programs in speech pathology, admission is highly competitive. Final enrollment in the MA in Speech-Language Pathology program is contingent upon successful completion of a criminal background check and drug screen.

Please see the SPAUD website for admission requirements and how to apply.

**PROGRAM COST & FINANCIAL AID**

**Tuition**

Students accepted into the BA-MA Program will be charged regular Calvin tuition through the fall and spring semesters of their senior year. After receiving their BA in May of their senior year, they will be classified as graduate (MA) students and will be charged a fee per credit hour for the remaining 45 semester hours.

Students entering the graduate program with a degree from outside of Calvin University are classified as graduate (MA) students and will be charged a fee per credit hour for the 72 semester hours.

**Clinic Course Fees**

A clinical practicum fee will be applied for the practicum courses as specified during registration. The practicum fees help to defray costs associated with clinical supervision, student use of clinical equipment, diagnostic tests, test forms, therapy materials, equipment repair, and expendable items such as tongue depressors, disposable gloves, and other disposables. In addition, this fee will cover the cost of background checks, fingerprinting, drug screening and CPR training.

**Financial Aid**

Please consult with a Calvin financial aid officer early in the BA-MA Program. Merit and need-based aid options are available for the first four years, while students earn a BA degree. Merit aid is not available for the fifth year of the program; however, limited need-based aid is available. US citizens are also eligible for Department of Education loans. Please note that non-US citizens are not eligible for those loans.

**ACADEMIC PLANS OF STUDY**

All undergraduate students are assumed to be on the 5-year BA-MA track unless and until the student discusses the 4-year BA track with their academic advisor and declares the BA track. The student’s official Academic Evaluation Report (AER) will reflect the courses required for the selected track. All post-baccalaureate students will be on the MA track. Please note that the required course plan for the Michigan Teacher of Speech and Language Impaired (TSLI) Certification is not offered in Calvin’s program.
Track One: BA to MA Degree Program

The BA-MA degree program includes six semesters of undergraduate coursework, including core classes, SPAUD requirements, and cognates, followed by six semesters of graduate coursework. This BA-MA Program is typically completed over the course of 5 years, which includes summer work during the MA program. Students are not automatically accepted into the MA portion of the BA-MA Program. Please see admissions requirements under “Admissions Information.” Students who successfully complete the BA-MA Program will earn a BA in Speech Pathology and Audiology and a MA in Speech-Language Pathology. A sample course sequence is outlined in Appendix A.

Track Two: BA Degree 4-Year Program

Students may choose to complete a BA degree in Speech Pathology and Audiology and then apply to graduate programs in speech-language pathology or audiology at other universities. Students who choose this option should be aware that admittance into all speech pathology or audiology programs is highly competitive. A sample course sequence is outlined in Appendix B.

Track Three: MA Degree 2-Year Program

Students who have completed an undergraduate degree at other universities and successfully complete the graduate program will earn a MA in Speech-Language Pathology. Sample course sequences are outlined in Appendix C for the Grand Rapids campus and distance education 2-year track, as well as for 3-year distance education track.

ACADEMIC ADVISING

All students are assigned an academic advisor who serves as the academic advisor throughout the student’s academic program. All students are required to meet with the assigned advisor before registering for courses for the following semester. See http://www.calvin.edu/academic/services/advising/ for more information. All graduate students will also meet with the Program Director and Clinic Director at the end of every semester to review progress and to set goals for the next semester.

TRANSFER CREDIT

A student may transfer up to a maximum of six semester hours of graduate course credit into the MA program, subject to approval of the program and the university. Students seeking transfer credit should contact the department chair for approval. Students should provide syllabi and other course materials from the prior institution to assist in determining suitability of graduate work completed elsewhere. Undergraduate credits will not be accepted as transfer credits for the MA program (e.g., undergraduate research methods, language disorders, speech sound disorders, etc.).
STUDENT ACADEMIC REQUIREMENTS

To practice as a speech-language pathologist or audiologist, it is important to have the knowledge and skills necessary to be a competent professional as outlined by the American Speech-Language-Hearing Association. Therefore, the academic and essential functions requirements are designed to be one method of ensuring a student’s professional competency upon completion of the program. All students must indicate that they have read and understand the Retention Requirements by signing the appropriate retention documents. There are separate retention documents for the BA program and the MA program found in Appendices E and F.

GRADING SCALES

The grading scale for undergraduate courses in the Speech Pathology and Audiology Department is:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99%</td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99%</td>
</tr>
<tr>
<td>B</td>
<td>83-86.99%</td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99%</td>
</tr>
<tr>
<td>C+</td>
<td>77-79.99%</td>
</tr>
<tr>
<td>C</td>
<td>73-76.99%</td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99%</td>
</tr>
<tr>
<td>D+</td>
<td>67-69.99%</td>
</tr>
<tr>
<td>D</td>
<td>63-66.99%</td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99%</td>
</tr>
<tr>
<td>F</td>
<td>0-59.99%</td>
</tr>
</tbody>
</table>

Final course grades for master’s-level (5xx) courses are based on overall performance on all assessments and whether students successfully completed assessments for each objective with B or better.

Final course grades are earned based on the following criteria:

- **A** = 90-100% and completion of all objectives with B or better
- **B** = 80-89.99% and completion of all objectives with B or better
- **C** = 70-79.99% and/or at least one objective not completed with B or better
- **D** = 60-69.99%
- **F** = < 59.99%

GRADING POLICIES: INCOMPLETES

Any student who must take an incomplete grade for a course should complete the contract available online (http://www.calvin.edu/academic/services/forms/incomplete.pdf) with the course instructor to document the terms of the completion agreement. Specifically, the contract should be used to outline the reasons for not completing the course by the set deadline and document the work necessary to complete the course. Incompletes should not be requested
except under extenuating circumstances, and only when a final examination or project cannot be completed in time.

Although incompletes do not average into the student’s GPA, they do represent uncompleted work, and therefore contribute to additional workloads on both the students’ and faculty members’ part. Program policy strongly discourages requesting and awarding incompletes during the MA program. Per university policy, incompletes not made up by posted deadlines will automatically convert to failing grades.

Note that students experiencing extraordinary circumstances causing them to fail to complete substantial portions of a class’s requirements should petition for late withdrawal rather than an incomplete. Incompletes are intended solely when the majority of a class has been completed. Students who are experiencing or anticipate experiencing difficulties completing a course should contact the instructor(s) and the department chair as soon as possible, to work out the most beneficial course of action.

ACADEMIC INTEGRITY

The Speech Pathology and Audiology Department has a zero-tolerance policy for any violation of academic integrity and/or academic misconduct for all program requirements. It is the student’s responsibility to understand the definitions of academic dishonesty and misconduct. The Academic Honesty Policy is printed in its entirety in the Calvin University Student Handbook, which is available on-line at http://www.calvin.edu/student-life/forms-policies/pdf/student-hdbk.pdf.

Students are expected to submit their own work and ideas for assignments, quizzes, and all exams. Academic misconduct, including any form of cheating, dishonesty, or plagiarism, will result in a) a failing grade (0) for the assignment or quiz and b) referral to the Dean of Students for Judicial Affairs. Cheating observed on any examination and plagiarism on any assignment will result in immediate failure and dismissal from the class in which the incident occurs. Here are some resources for avoiding plagiarism:

- https://calvin.edu/offices-services/provost/rac/writing-with-integrity/plagiarism/
- https://wts.indiana.edu/writing-guides/plagiarism.html

In addition to the policy in the university student handbook, if a student is in possession of any material(s) used in any course from a semester in which the student was not enrolled, that student is considered to have violated the academic integrity policy. Specifically, these materials may include any exam, quiz, completed assignments, handout, class notes (including hand-
written notes), PowerPoint notes or narrated PowerPoints developed by the instructor, etc. If a student did not previously take the course, then that student has obtained course information in a clearly inappropriate manner and has violated the academic integrity policy. The only exception to this policy includes the sharing/distribution of published readings (e.g., books, journal articles, etc.) with fellow students.

Narrated lectures or any other materials developed for a specific course should not be shared with anyone not concurrently enrolled in the course. In addition, students should not record, post, share, or edit any course materials without the consent of the instructor.

**APA STYLE**

All papers submitted in courses are required to follow APA style. Students are strongly recommended to purchase a copy of the most recent manual as early as possible to ensure that they are familiar with its requirements. Please note that while several good online resources exist, ultimately only the manual itself is 100% reliable. The current APA manual reference is:


**ELECTRONIC DEVICES**

The use of electronic devices during synchronous courses is solely to engage with the material and learning community. Please do not check email, surf the internet, and chat/instant message during class times. Please set your cell phones to silent mode, remove smart watches and remove phones and watches from your desk. Any use of any unapproved electronic device during an exam (including a cell phone audio alert), without prior consent of the instructor, will result in a grade of zero for the exam.

Students taking quizzes or exams on a computer will have their exams proctored via Respondus; therefore, students must use a laptop with video and audio capabilities.

**ASSESSMENT OF STUDENT KNOWLEDGE AND SKILLS**

Classroom instructors and clinical supervisors inform students at the beginning of the semester of the specific learning outcomes that are expected in a particular course or student practicum experience. These learning outcomes are stated on each course syllabus.

Instructors and supervisors assess students’ knowledge and skills based on class, clinic, and research experiences (if the student has chosen the thesis option) of the student. Each student in the graduate program completes the *ASHA Standards Assessment Form* for each class or clinical experience each semester, by indicating student performance as either “met,” “emerging,” or
“remediate.” All instructors provide the department chair with written verification of those designations. The records of all students are compiled on a master form by a department staff person dedicated to this task. This system is based on the principles of **multiple indices**, **flexibility**, and **development**.

**Multiple Indices:** Each student will have multiple opportunities to learn each knowledge and skill required for entry-level clinical practice. The assessment system tracks each exposure to a knowledge or skill area for a class of students, as well as assessing the performance of individual students.

**Flexibility:** The assessment system requires that all students meet all ASHA standards in their MA program. However, each student may meet these goals with a different mix of classes, clinical assignments, research, independent studies, and other approved activities. This flexibility also allows faculty to adapt classes to address important concepts as they pertain to current best practices, while still meeting the ASHA standards.

**Development:** The assessment system is used as a developmental tool for students. There are multiple opportunities for students to achieve all of the specific knowledge and skills needed for entry-level clinical practice. However, should a student require extra assistance, there is a system in place to identify weak areas and create objective remediation plans to address those needs.

Students will meet with assigned academic advisors and clinical instructors each semester to discuss progress in the program and towards the ASHA standards as reflected on the record form. Students will receive pertinent materials during the last semester prior to graduation to ensure all standards have been met.

**Remediation for MA Students**

Remediation is designed to improve an MA student’s academic and/or clinical knowledge and skills, based on their performance in academic and clinical courses. Remediation can be instated to address academic and/or clinical knowledge and skills. The steps for academic and clinical remediation are listed below. Remediation plans will not be implemented for MA students who have earned less than a 3.0 GPA for a second semester; these students will be dismissed from the MA program.

A remediation plan may impact a student’s progress towards off campus placement and eventual graduation, which therefore may result in additional financial costs and time commitments to the student. For example, a remediation plan could prevent a student from beginning an off-campus clinical placement and require them to complete an additional semester of on-campus clinical placement and coursework.

**Academic Remediation**

Academic remediation will occur if a student does not demonstrate sufficient understanding and application of the course material and/or instructors raise concerns regarding essential functions or professional behavior. Concerns regarding essential functions or professional behavior will be
addressed as a part of the clinical remediation plan. In lieu of individual academic remediation plans, students must retake the course the next time it is offered if the criteria below are met.

Criteria for Remediation

- In the syllabi, instructors will identify 3-4 learning outcomes, corresponding KASA standards, and assessment methods for each learning outcome. There will be at minimum two assessment methods specified for each learning outcome.
- The assessment methods listed will have objective data associated with them. For example, score on exams, rating on rubric, score on assignment, etc., and not, for example, class participation or discussion. The average score across the assessment methods will be calculated for each learning outcome.
- Students must achieve a minimum average of 80% (B) on each learning outcome (KASA standard) to demonstrate competency. This average is independent to the overall course grade. If they do not receive this score, they have satisfied the criteria for remediation.
- Students are encouraged to meet with the instructor if needed to identify and discuss strategies that the student can implement during the semester.

After the grading is completed for the end of the semester

- The average grade of the assessment methods for each learning outcome will be calculated.
- If the student does not earn an average score of more than 80% on any learning outcome, the student must retake the course.
- If the student does not earn a course grade of B or better, the student must retake the course.
- The instructor will send an email to the remediation committee and work with the remediation committee to draft the paperwork, which will be reviewed and signed by the student, instructor, and chair. The signed plan will be saved in the student file.
- The student will register for the course the next time it is offered. The student should be aware that an academic remediation may result in a delayed graduation date and additional tuition expenses for the academic course.

Clinical Remediation

For clinical classes, if a student is not showing sufficient development as a clinician, or if clinical instructors or academic instructors raise concerns regarding essential functions or professional behavior, a plan will be created outlining the activities and/or experiences the student must complete to demonstrate adequate improvement in the area of concern. This plan must include measurable goals that can be completed within one semester, as well as specification of persons who will be responsible for monitoring and implementing plans to achieve each goal.
• A student who does not earn a B or higher in any clinical course must retake the course. **The student should be aware that clinical remediation may result in a delayed graduation date and additional tuition and fees for the course.**

• Students will be given one semester to successfully complete the remediation. This may be either the semester in which the need for remediation was identified or the semester immediately following. The semester for completion will be identified in writing on the signed remediation plan.

• Students may not remediate the same or similar issue more than one time. If a clinical instructor identifies the same or similar issue for remediation in subsequent semesters as was covered in a previous remediation plan, the student will not be offered a remediation, and will instead be dismissed from the program.

• Students may complete more than one clinical remediation plan over multiple semesters provided the remediation is not for the same or similar issues as covered in a prior remediation plan.

• Students can complete a maximum of two clinical remediation plans. As a part of the second clinical remediation plan, the student will be required to complete an additional semester of clinical work at the Calvin Speech and Hearing Clinic on the Grand Rapids campus (including students taking the distance education mode). **The student should be aware that a second clinical remediation will result in a delayed graduation date and additional tuition expenses for the clinical course.** If additional issues are identified that would require a third remediation plan, the student will be dismissed from the program.

• Students can expect a range of highly specific assignments targeted to assist them in achieving program standards in the identified area of need. (See below for sample remediation activities.)

• If a remediation need is identified in an off-campus placement, the student may be required to end that placement. At the discretion of the remediation committee, the student may be required to return to the Calvin Speech and Hearing Clinic on the Grand Rapids campus for the remainder of the semester. The student will be assigned to the Calvin Speech and Hearing Clinic on the Grand Rapids campus the following semester (including students taking the distance education mode). **The student should be aware that this type of remediation will result in a delayed graduation date and additional tuition expenses for the clinical course.**

• The remediation committee, with the consent of the department chair, will appoint a clinical instructor as a mentor for the student for the remediation.

• At the completion of the remediation plan, the remediation committee will gather all pertinent information from faculty and staff to determine if the student successfully completed the remediation plan. The student will be notified with the decision and a copy of the decision will be placed in the student’s file.

• If the remediation committee determines that the student did not successfully complete the remediation plan, the student will be dismissed from the program.
Sample Clinical Remediation Activities:

- Complete additional supervised clinical observations
- Add an additional on-campus clinical semester for further clinical training.
- Complete specific clinical activities successfully, such as diagnostic report writing.
- Receive extra oversight and documentation of appropriate professional practices as outlined in the Essential Functions document.

SUMMATIVE ASSESSMENTS FOR MA STUDENTS

Comprehensive Examination

Students must take and pass a comprehensive examination to earn a MA degree. The comprehensive examination is taken in the penultimate semester of the student’s MA program. Specific details on the format and timing of the exam are provided several months before the exam. The comprehensive examination must be taken on the specified date, without exception.

Praxis Exam

To be certified and practice as a speech-language pathologist, students must pass the National Examination in Speech-Language Pathology (PRAXIS: see https://www.asha.org/Certification/SLPCertification/) The examination is designed to assess the student’s ability to integrate academic and clinical knowledge in various areas of speech-language pathology and audiology. Students should plan on taking the exam during the spring or summer of their final year of the MA program; however, earning the MA degree is not dependent on passing the PRAXIS.

THESIS (OPTIONAL)

Students deciding to pursue the thesis option will be encouraged to complete a scholarly activity that will be of sufficient quality for subsequent professional presentation and/or publication. A thesis is intended to acquaint the student with research methodology; it is expected that original research or replication of a research project will be undertaken. Students who select the thesis option should notify their advisor by their academic advising appointment in the fall of their first year of the MA program. The student should also identify a thesis advisor who is willing to work with them on their topic of interest. The thesis advisor will provide the student with the required guidelines and deadlines to ensure proper completion of a thesis.

Thesis Approval

The thesis candidate will submit a 4-to-5-page review of literature in the topic of interest to the departmental thesis committee (double-spaced, not including references). The candidate will follow the APA (most recent version) formatting style for preparation of this document.
References must be provided at the end of the document. The departmental thesis committee will evaluate the scientific writing ability of the candidate and provide feedback/recommendations regarding the potential ability of the student to complete a master's thesis project.

**Thesis Process and Deadlines**

The thesis student and thesis advisor will decide together the “complete by” dates for the various steps of the process:

- Topic development
- Proposal preparation
- Human subjects’ protection training
- Institutional Review Board (IRB) submission
- Data collection and analysis
- Final preparation of thesis for thesis defense
- Thesis defense
- Final thesis submission

**Thesis Credits**

All thesis students will register for at least 4 graduate credits for thesis class (SPAUD 595) with their thesis advisor according to the following timeline. Even though you are officially registering in these semesters, work on the thesis project will most likely be initiated in earlier semesters. Failure to complete the thesis work assigned for a specific semester will require the student to re-register for that same section the following semester. The student should be aware that retaking the same section due to failure to complete the assigned work in a semester will require an additional tuition expense for the course.

- 1 credit: I Summer
- 1 credit: II Fall
- 1 credit: II Spring
- 1 credit: II Summer

**TECHNOLOGY USE AND SECURITY**

Most students use their personal computer for academic and clinical work, but in the case that a student would prefer to use a clinic computer, computers are available for student use both in the clinic and in the computer labs on campus. The clinic computers are for work related to clinic only. The computers are not for personal use. Students are not permitted to download programs of any kind to the clinic computers without permission from the Office Manager. Students must not save any documents to the hard drives.
In compliance with the Health Insurance Portability and Accountability Act (HIPAA) guidelines, students must save all reports and materials to their Calvin Microsoft 360 (HIPAA-compliant) account. After students have finished the required reports, they must submit them to the Electronic Medical Records system using the process specified in their clinic class. The clinic administrative assistant will then distribute an official copy of the report to the client. Students may not, under any circumstances, save electronic or paper copies of reports with identifiable client information in their personal files.

As a user of Calvin University information technology resources, it is the student’s responsibility to be aware of Calvin’s policies on using the university’s information technologies and federal, state, and local laws that affect use of technology. This policy outlines information as to what Calvin expects of every student, the student’s rights, and how to report policy violations. Further information about technology and security at Calvin University may be obtained at: http://www.calvin.edu/it/itpolicies/.

**CHECKLIST FOR ATTAINING THE MA DEGREE**

This checklist is provided to help ensure that students meet requirements for the degree at the appropriate times:

1. Secure formal admission to the BA-MA Program.
2. Complete prerequisite undergraduate course deficiencies. In the first conference with the academic advisor during the MA portion of the program, the student should identify such deficiencies and develop a plan to remediate them.
3. Successfully complete all knowledge and skills outcomes associated with the clinical and academic training program and document those on the Knowledge and Skills Assessment form.
4. Complete sufficient clinical experience to obtain a minimum of 400 clock hours, at least 325 hours at the graduate level with 50 clock hours in each of three types of clinical settings and meet all minimum requirements for the Certificate of Clinical Competency (CCC). Keep all documentation of 25 observation hours and at least 375 clinical clock hours.
5. Submit the application for graduation at the beginning of the second to last semester of study.
6. Successfully pass the Comprehensive Examinations in the final year.
   *For thesis students only:*
7. Complete thesis for committee review by June of final year.
9. Submit final copies of thesis to your thesis advisor and the Department Chair by July 31 of final year.
SECTION TWO: CLINIC INFORMATION

Each graduate student clinician is to complete a minimum of three clinical practicums per year. The first year typically includes a combination of simulated case studies, teletherapy, and in-person therapy through the Calvin Speech & Hearing Clinic (for local students). Clinical experiences are designed to support the interests of graduate students while providing depth and breadth of knowledge and experience.

HEALTH REQUIREMENTS OF ALL STUDENT CLINICIANS

According to university and state regulations, student clinicians are required to undergo health, drug, and criminal background assessments and must have required vaccinations. Arrangements for these assessments and vaccinations will be made by the Clinic Director and communicated with students during the first weeks of the MA program. In addition, CPR training will be provided on campus, and students must complete this training during the first semester of Clinical Practicum. Various required release forms related to the first year MA Program are included in the appendices of this handbook. There may be additional requirements for off-site clinical placements.

CALVIN SPEECH & HEARING CLINIC (ON-CAMPUS FACILITY)

The Calvin Speech & Hearing Clinic is located in the DeVos Communication Center. The main clinical spaces are on the second floor and basement level of DeVos. All therapy rooms are equipped with cameras and recording devices that allow clinical instructors, students, and families to observe sessions. Within the clinical space, there is an area available for students to research clinical information, analyze clinical data, and prepare materials and clinical documentation. This clinical space is card-access protected to protect client information. The second floor of DeVos Communication Center also houses an audiology testing room. The voice and swallowing research lab, autism research lab, and the audiology research lab are also sometimes used by the clinic (with permission of the lab directors).
CLINIC MATERIALS AND EQUIPMENT

Assessment and therapy materials are stored in the clinic facility. An inventory of materials is maintained by the clinic staff, and students are required to sign out any materials. Standardized testing materials must be signed out utilizing the shared OneDrive form prior to using tests or protocols. Students must then sign the materials back in after using them, or the student will be held fully responsible for the replacement of standardized testing materials if lost or not returned. Of note: students are expected to take excellent care of all clinic materials and will be assigned clinic clean up responsibilities.

CLINICAL PRACTICUM FEE

As is the case for other programs at Calvin with a clinical component, a clinical practicum fee has been established to cover costs associated with the entire clinical experience while students are enrolled in the graduate program. The practicum fee helps to defray costs associated with clinical supervision, student use of clinical equipment, diagnostic tests, test forms, therapy materials, equipment repair, and expendable items such as tongue depressors, disposable gloves, and other disposables. In addition, this fee will cover the cost of background checks, drug screening, and CPR training. The fee amount for each academic year will be set annually as part of the general student tuition determination for the university and will be associated with enrollment in the practicum courses.

EMERGENCY AND SAFETY PROCEDURES

In the event of weather emergencies, building evacuations, and other disasters, students must be aware of Calvin’s emergency procedures. The DeVos Communication Center’s Emergency Liaison is the primary communications link with Campus Safety. The Emergency Liaison is responsible for informing staff, faculty, students, clients and their families, and guests where the shelter area and designated gathering place is in the building.

During a building evacuation, the Emergency Liaison will direct faculty and staff members to walk quickly through the department to verify that everyone is leaving. Then the Emergency Liaison will proceed to the designated gathering place. As faculty and staff members arrive at the gathering place, they are to report any issues of concern to the Emergency Liaison.

During an emergency evacuation, individuals who are disabled must be brought immediately to the designated area of refuge near the west stairwell on the second floor of the DeVos Communication Center. One staff member, not the Emergency Liaison, will remain with individuals who are disabled and need assistance in the designated area of refuge while another staff member notifies Campus Safety by phone or in person about the people left
inside. The employee and the individuals with disabilities must wait in the area of refuge for fire and rescue professionals to arrive who are trained to deal with evacuations in such emergencies.

Campus and public safety personnel will check with the Emergency Liaison for evacuation status reports and will notify the Emergency Liaison when buildings are cleared for reentry.

If a student or client is involved in an accident, a staff member will phone 911 and then contact Campus Safety. Under no circumstances will a student or client place themselves in a situation where contact with the blood of a client or student could occur. If blood is present, staff and/or faculty may provide assistance in emergency situations, but only while wearing gloves.

If a client has a known problem requiring specific medical intervention methodology or treatment, the spouse, caregiver, or parent must be present during all interactions with the client. Clinic personnel cannot perform medical intervention procedures that are not within the scope of practice of a speech-language pathologist or audiologist.

Given the possibility of injury, no child should be left unattended, either in a therapy room, in the hallways, or in the waiting area. The clinician must also verify that an adult has assumed responsibility for a child upon the completion of an appointment visit, if the responsible adult was not included in the therapy session.

**HEALTH INSURANCE AND PORTABILITY AND ACCOUNTABILITY ACT (HIPAA)**

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the ASHA Code of Ethics, students and clinical instructors at the Calvin Speech & Hearing Clinic must adhere to Federal privacy rules (http://www.hhs.gov/ocr/privacy/index.html) which protect health information (PHI) for treatment, payment, and health care operations. All students and clinical instructors are required to complete HIPAA training prior to seeing clients in the clinic and in external facilities.

The clinic administrative assistant at the reception desk will provide clients with the HIPAA form that addresses information regarding privacy practices and how Calvin University must use and disclose health information. Clients or their designated guardians will sign the form to indicate that they understand their rights under HIPAA.

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the ASHA Code of Ethics, all information concerning past and present clients is strictly confidential. The following information is not to be divulged to anyone without express and written permission:

- Name of client
- Nature of the problem
- Family information
- Tape recordings of the client’s speech
- Lesson plans
- Test results
- Observation reports
- Any draft of clinical reports

Students must avoid the following circumstances that may lead to violations of confidentiality:

- Conversations with other professionals not involved with the client
- Taking electronic or hard copy materials pertinent to a client out of the Clinic
- Reports, lesson plans, or other material left in a notebook or on a table where others may read them
- Conversations in the Clinic which may be overheard by other people, including other clinicians

CLIENT CONFIDENTIALITY

Client confidentiality is an important professional and legal responsibility. All information regarding clients is confidential. In order to maintain confidentiality, clients are not to be discussed with non-Calvin Speech & Hearing Clinic personnel without signed permission. When discussing clients with staff, students and clinic instructors must use private rooms to avoid being overheard by others in the clinic. Absolutely no talk about the client’s session is allowed outside of the therapy room.

No clinical reports or test forms are to be left, even temporarily, in any location where client confidentiality cannot be ensured. Written materials and therapy plans are not to be left in observation areas. Only the client’s initials should be used on therapy plans.

Client files may not leave the clinic for any reason. After students have finished EMR documentation, they must submit it to the EMR system using approved procedures. Once documentation is submitted, duplicate/draft copies of paper documentation must be destroyed in the shredder located in the secured card-accessed clinic workroom.

Students may not save copies of reports with identifiable client information for their personal use/records; and no clinic reports are to be retained, even temporarily, on any computer files that can be accessed by anyone other than the responsible student clinician or clinical instructor.

CLIENT PERMISSION TO PHOTOGRAPH AND AUDIO/VIDEO RECORD

Clients sign permission forms that allow the Calvin Speech & Hearing Clinic to collect and analyze their clinical sessions for educational purposes. This information is for educational use and will not become part of the client’s medical record. The clinic administrative assistant will present the permission forms to clients or guardians on the first day of clinic, renewing them annually for returning clients. Clients have the right to refuse permission at any time. The signed
forms will be filed in the client’s medical record. As always, care should be taken with recordings to protect client confidentiality; viewing should only occur in private rooms or the card-accessed clinic workroom. All recorded material is stored on a secure server in the Calvin Information Technology storage facility and is only accessible by password. Students must not give their passwords to anyone else.

**CLINIC CALENDAR AND SCHEDULING/CANCELLATION POLICY**

MA students will receive a clinic calendar and course syllabus which will list the beginning and ending dates of practicum, all required meeting dates, holidays, and due dates for paperwork for the academic year. Specific details for client appointments are available to students on the Electronic Medical Records Sharepoint Page.

The Calvin Speech & Hearing Clinic schedule follows the Calvin University academic calendar. The clinic staff manages scheduling of the clients; however, graduate clinicians are responsible for calling or connecting with clients the week before the initial therapy session to remind clients of their appointments and answer any questions the client may have.

The clinic will be closed if Calvin University is closed for any reason. Student clinicians are encouraged to listen to local radio/TV stations for weather-related closings. Since some of our clients travel from distances beyond the Grand Rapids area, clinicians may be asked to call clients if the clinic is cancelled to prevent them from traveling to the clinic unnecessarily. In addition, student clinicians are asked to update their contact information so that the clinic administrative assistant can inform clinicians regarding appointment cancellations.

Student clinicians meet with their clients for all scheduled therapy sessions. Student clinicians who miss sessions because of illness or other excused absences should immediately contact their clinical supervisor and the clinic administrative assistant. An excused absence is defined as a clearly unavoidable absence due to illness of the student clinician, death in the student clinician’s immediate family or similar traumatic events. Student clinicians are required to find their own coverage from a fellow graduate student and communicate this change with their direct supervisor, clinic administrative personnel and the clinic director. Vacations, persistent car trouble, and social events are not considered excused absences. Student clinicians should discuss any special needs for clinic release or scheduling with their clinical instructors and Clinic Director.

In the event of illness or emergency, the student clinician will make every effort to notify the clinical instructor, who will tell the student clinician whether to call the client to cancel therapy or to find a replacement clinician. Student clinicians may be required to remind clients of their appointment by telephone call or text message 24 hours before scheduled appointments.

Clients are requested to notify the clinic to cancel appointments. If the client notifies the student of a cancellation, the student must immediately notify their supervisor and the clinic administrative assistant. The clinic administrative assistant will be available by phone and will
check voice messages and emails throughout the day. If a client has two absences in one semester, the clinic administrative assistant will contact the client and explain the importance of regular attendance. If additional absences occur, the clinic administrative assistant may contact the client notifying them of the termination of services and then make an alternative assignment for the student clinician.

TELEHEALTH

Diagnostic and intervention services may be delivered via telehealth over the course of clinical practicum. Specific documentation acknowledging that you are aware of the HIPAA constraints, as well as policies and procedures for telehealth service delivery will be made available when services are assigned. Most telehealth services will be delivered by two graduate students. Students will be supervised virtually by a Calvin clinical instructor. The clinical instructor must be a licensed SLP in the state in which we are providing Teletherapy services and in the state where the client is receiving the Teletherapy services.

CLINIC ROOM ASSIGNMENTS

For all clients who attend the clinic at a regular time each week for the entire semester, room assignments are made at the beginning of the semester and posted on the clinic schedule. Other assignments can be made by the clinic administrative assistant on an as-needed basis.

Student clinicians are expected to keep the rooms neat and clean, as would be expected in any professional environment. These procedures include surface sanitization per clinic standards, vacuuming any heavily used areas, and removing any trash that may include food or medical waste.

In addition, there will be a team of graduate student clinicians assigned to monitor and clean the clinic each week. The clinic staff will provide the cleaning schedule, supplies, and cleaning checklist.

THERAPEUTIC OBSERVATION

Spouses, parents, legal guardians, and significant others of persons receiving therapy are permitted to observe therapy sessions via our video monitoring system. Arrangements can be made with the clinic administrative assistant. On occasion, family members are encouraged to join the client and clinicians, especially during sessions to gather information.

Clients and/or their legal guardians will be asked to give written permission for spouses, parents, legal guardians, and significant others of other clients who are receiving therapy at the same time to be present in the observation room. If a client and/or legal guardian does not give permission,
that client will receive services in a therapy room with private observational facilities that do not serve other clients.

Guests who wish to observe clinic sessions for educational purposes are required to read some brief HIPAA educational materials, sign acknowledgement forms, and maintain standard HIPAA laws.

**A DONATION-BASED CLINIC**

Clients are not charged a fee for services. Donations of any amount are welcomed and encouraged to cover costs and help the clinic remain sustainable. All donors are given a letter of receipt from Calvin University which can be used as a record of a taxable donation.

**ETHICAL RESPONSIBILITY**

All clinical students (including student observers), faculty/staff, and adjunct faculty are to conduct themselves according to the Code of Ethics of the American Speech-Language and Hearing Association (ASHA; [https://www.asha.org/Code-of-Ethics/](https://www.asha.org/Code-of-Ethics/)).

Students must demonstrate responsibility and respect for clients and their significant others, for clinical personnel, and toward themselves. Evaluation and treatment of clients are under the direct supervision and approval of the assigned clinical instructor. Utilization of every resource is necessary to develop and provide the most effective therapeutic services. All clients and their significant others must be informed of the results of the evaluation, the nature of the disorder, recommendation for treatment, and prognosis for improvement. Likewise, ongoing treatment assessment results must be reviewed to determine treatment effectiveness and efficiency. Students must demonstrate responsibility through maintenance of accurate and precise client records.

Professional discretion and confidentiality of client information must be maintained at all times. It is the responsibility of student clinicians to facilitate a confidential environment for open and uninterrupted discussion. Both written and verbal client information will be handled with respect and confidentiality.

**DRESS CODE**

Appropriate professional dress is required for all clinical practicum participants. All Calvin students (including student observers), faculty and staff should be neat and professional in appearance when engaged in any clinical activity. Professional dress and posture contribute to credibility when delivering professional information or services. Professional posture includes direct eye contact, pleasant facial expression, composed physical posture, personal hygiene, and professional clothing.
Student clinicians are required to purchase and wear the designated uniform shirt and/or sweater for the Calvin Speech & Hearing Clinic. The shirts and sweaters will have a Calvin University Speech Pathology & Audiology monogrammed logo. The uniform, along with a clinic name badge, is required to be worn for any clinical session for SPAUD 530, 531, 532 – both on and off-campus. Students are allowed to wear either dress pants or skirts (at least knee-length) that are professional looking. No jeans are allowed. Clinical instructors and the Clinic Director have the authority to determine whether students meet the professional dress-code standards, and if students are judged to be dressed inappropriately, they may be sent home to change and/or miss their session.

Students must adhere to certain personal standards both for their own safety and the comfort of the client. Dangling jewelry is prohibited. Any open lesions must be adequately covered and protected from contamination.

**INFECTION CONTROL**

Appropriate education and training regarding communicable and infectious disease policies will be presented throughout the academic courses and clinical experiences. Minimal “Standard Precautions” such as hand washing and disinfection are expected when interacting with clients. Additional policies and procedures are posted in the clinic related to admission, retention, appeals, counseling, transmission, exposure, and so forth.

The Calvin Speech & Hearing Clinic is considered a medical site pertaining to any special orders for infection control from the state or federal government, including the Centers for Disease Control and Prevention. All clinic staff, student clinicians, and clients will be required to follow guidelines for the use of personal protective equipment (PPE) to prevent the spread of infection. If PPE is required, staff and students will be trained in the proper use of such equipment.

**STUDENTS WITH DISABILITIES**

In accordance with the university’s policy, if a student has a documented disability and requires accommodations to obtain equal access in a class or in the clinical practicum, the student should contact the Clinic Director at the beginning of his/her clinical practicum courses and the instructor(s) of his/her class(es) each semester to make this need known and to provide documentation thereof. Instructors are not permitted to make individual judgments about accommodations. Regardless of accommodations, all students must meet the essential functions for speech-language pathology education, as outlined in Appendix C.

Students with disabilities who are requesting accommodation must first verify their eligibility through the Academic Services Office (see [http://www.calvin.edu/academic/services/disability/](http://www.calvin.edu/academic/services/disability/)). Grievance procedures related to disabilities are located in Calvin’s Student Handbook (see [http://www.calvin.edu/student-life/forms-policies/pdf/student-hdbk.pdf](http://www.calvin.edu/student-life/forms-policies/pdf/student-hdbk.pdf)).
CLINICAL RECORDS

Typhon Allied Health Student Tracking (AHST)

The Speech Pathology and Audiology Program at Calvin University uses secure, on-line electronic systems to track clinical experiences. These systems enable students to maintain an electronic portfolio and manage a variety of external documents and allow the Clinic director to maintain a comprehensive database of clinical sites and instructors. Students will have access to Typhon Allied Health Student Tracking over the course of their graduate studies and for three continuous years after graduation to ensure access to clinical hours. Students are responsible for updating their clinic hours in Typhon on a weekly basis during clinical practicum classes. It is the student’s responsibility to ensure that all hours are logged onto Typhon before the end of the semester. Hours added after that will not be approved by the supervisor.

Intelligent Video Solutions (VALT) Recording System

Treatment in the Calvin Speech & Hearing Clinic is monitored by a secure recording system called VALT. Each session is recorded and shared with the student clinician, along with department staff and clinical instructors. Access to the VALT program is limited to SPAUD faculty, staff, and student clinicians. It may only be accessed by computers on Calvin’s network, ensuring security and protection of client information. Video recordings are considered educational material and will not become part of the client’s medical record. And questions about VALT should be directed to clinic staff or the clinic administrative assistant.

Electronic Medical Records SharePoint Site

Client medical records are stored in a secure Microsoft SharePoint site, protected by a HIPAA agreement between Calvin University and Microsoft. Records stored on the SharePoint site include protected health information (PHI) including client names, addresses, and sensitive health information. Each student will be given access to the SharePoint site using their Calvin University login. Students are responsible for keeping up with charting and medical records pertaining to their clients, including frequent chart audits, and re-submitting missing documentation. Any questions about the EMR process may be addressed to clinic staff or the clinic administrative assistant.

MAINTENANCE OF CLINICAL RECORDS

Permanent client medical records are maintained online in the Electronic Medical Records SharePoint page and can be obtained by the Department Chair, Clinic Director, clinic and department administrative assistants, clinical supervisors, and student clinicians. Permanent client medical records may never be downloaded to other devices.
EXTERNAL CLINICAL PLACEMENTS

After successful completion of clinical practicums 530-532 and all first-year MA academic courses, student clinicians are eligible to complete off-campus clinical practicum experiences. Off-campus placements are carefully selected to offer a variety of experiences while considering the student’s interests. The goal is to provide both a medical and educational experience, and then a shorter placement of the student’s choosing.

Some off-campus sites may require additional training, such as LSVT. Students are responsible for those costs. We will notify students as early as possible so that they can determine if they would like to apply and accept positions at those sites. All students must provide their own reliable transportation to and from practicum sites, which are usually within a 60-mile radius from Calvin University. It is the responsibility of the student to arrive at assigned practicum locations in a timely manner.

All clinical placements are coordinated by and at the discretion of the Clinic Director. Start dates and end dates are negotiated beforehand and may not be flexible. If you have any questions about your external clinical placements before they begin, please communicate with the Clinic Director, not your external supervisor.

The same professionalism and code of conduct detailed for the on-campus clinic is expected when placed off-campus, in addition to abiding by the specific rules of each facility.

Note: Some of the content of this handbook was adapted with permission from the Masters Handbook for the Department of Communication Disorders at Bowling Green State University.
### Calvin University - Speech Pathology Prerequisite Courses

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### MA in Speech-Language Pathology (Distance Mode)

**2 year MA in Speech-Language Pathology course sequence (Distance Mode)**

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**3 year MA in Speech-Language Pathology course sequence (Distance Mode)**

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**5 year BA-MA sample course template**

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**4 year BA sample course template**

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Revised 10/6/2021
Graduate degrees in Speech Pathology and Audiology are recognized as broad degrees requiring the acquisition of general knowledge and basic skills in all applicable domains of speech and hearing sciences. The education of speech-language pathologists and audiologists requires assimilation of knowledge, acquisition of skills and development of judgment through patient care experience in preparation for independent and appropriate decisions required in practice. The current practices of speech-language pathology and audiology emphasize collaboration among speech language pathologists, audiologists, other health care and education professionals, the patient/client, and the patient/client’s family.

MISSION
The mission of the Speech Pathology and Audiology Program at Calvin University is to prepare students for the vocations of Speech-Language Pathology or for graduate work in Audiology within a liberal arts foundation.

POLICY
As an accredited institution, Calvin University’s program adheres to the standards and guidelines of the Council on Academic Accreditation in Audiology and Speech-Language Pathology. Within these guidelines, our program has the responsibility for selecting and evaluating its students; designing, implementing, and evaluating its curriculum; and determining who should be awarded a degree and/or recommended for graduate work at other institutions. Admission and retention decisions are based not only on satisfactory academic achievement but also on other academic factors, which serve to ensure that the candidate can complete the essential functions of the program required for graduation. Our program has a responsibility to the public that its graduates can become fully competent and caring speech-language pathologists and audiologists, capable of doing benefit and not harm. Thus, it is important that persons admitted possess the intelligence, integrity, compassion, humanitarian concern, and physical and emotional capacity necessary to practice speech-language pathology and/or audiology.

ESSENTIAL FUNCTIONS
In order to acquire the knowledge and skills requisite to the practice of speech-language pathology and/or audiology to function in a broad variety of clinical situations, and to render a wide spectrum of patient care, individuals must have essential 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 and national credentialing agencies. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. Failure to meet or maintain the Essential Functions may result in action against the student, including, but not limited to dismissal from the program.

A. COMMUNICATION
A student must possess adequate communication skills to:

- Communicate proficiently in both oral and written English language.
- Possess reading and writing skills sufficient to meet curricular and clinical demands.
- Perceive and demonstrate appropriate non-verbal communication for culture and context. Modify communication style to meet the communication needs of clients, caregivers, and other persons served.
- Communicate professionally and intelligibly with patients, colleagues, other healthcare professionals, and community or professional groups.
- Communicate professionally, effectively, and legibly on patient documentation, reports, and
B. MOTOR
A student must possess adequate motor skills to:

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

C. INTELLECTUAL / COGNITIVE
A student must possess adequate intellectual and cognitive skills to:

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

D. SENSORY / OBSERVATIONAL
A student must possess adequate sensory skills of vision, hearing, tactile, and smell to:

- Visually and auditorily identify normal and disordered (fluency, articulation, voice, resonance, respiration characteristics, oral and written language in the areas of semantics, pragmatics, syntax, morphology and phonology, hearing and balance disorders, swallowing cognition, social interaction related to communication).
- Identify the need for alternative modalities of communication.
- Visualize and identify anatomic structures.
- Visualize and discriminate imaging findings.
- Identify and discriminate findings on imaging studies.
- Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
- Recognize and adjust when a client and/or client’s family does or does not understand the clinician’s written and or verbal communication.
- Identify and discriminate a client’s spoken responses
• Accurately monitor - through both visual and auditory modalities - equipment displays and controls (including those of hearing instruments) used for assessment and treatment of patients.

E. BEHAVIORAL/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, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.
• Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies.
• Maintain general good physical and mental health and self care in order not to jeopardize the health and safety of self and others in the academic and clinical setting.
• Adapt to changing and demanding environments (which includes maintaining both professional demeanor and emotional health).
• Manage the use of time effectively to complete professional and technical tasks within realistic time constraints.
• Accept appropriate suggestions and constructive criticism and respond by modification of behaviors.
• Dress appropriately and professionally.

Calvin University is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. Our goal is to ensure that every student who has a disability is provided with access to the needed services that will ensure equity of opportunity. We provide assistance to students with visual impairments, learning disabilities, mobility impairments, hearing impairments, chronic health conditions (including allergies), psychological disabilities, and temporary disabilities so they may enjoy a complete range of academic and non-academic opportunities. More information may be found at: http://www.calvin.edu/academic/services/disability/.

By signing this, I certify that I have read and understand the “Essential Functions of Speech-Language Pathology and Audiology Education” and I understand that should I fail to meet and/or maintain the Essential Functions, I may be subject to action against me by Calvin University, including but not limited to dismissal from the Program.

__________________________________
Student Name (printed)

___________________________________
Signature of Applicant

______________________
Date

Reference: adapted with permission from the Essential Functions of Speech and Hearing Sciences Education at the University of Washington, Department of Speech and Hearing Sciences (2009), and the Council of Academic Programs in Communication Sciences and Disorders (2007).

According to the Uniform Electronic Transactions Act and The United States Electronic Signatures in Global and National Commerce Act, the signature you provide on this document is a binding agreement that you have read this document in its entirety and that by signing, you agree to adhere to its standards. By signing, you agree your electronic signature is the legal equivalent of your manual signature. No contract, signature, or record can be denied legal impact just because it is in electronic form.
The SPAUD Undergraduate Program at Calvin University will prepare students for graduate-level programs in the Speech-Language Pathology or Audiology professions. To practice as a speech-language pathologist or audiologist, it is important to have the knowledge and skills necessary to be a competent professional as outlined by the American Speech-Language-Hearing Association. Therefore, the minimum grade and essential functions requirements for majoring in speech pathology and audiology are designed to be one of the processes of ensuring a student’s professional competency upon completion of their academic work.

The requirements for remaining in Speech Pathology and Audiology major as an undergraduate student are:

- Students must earn at least a 3.0 GPA every semester. If a student earns below a 3.0 GPA in any one semester, the student will be placed on probation and must earn a 3.0 GPA for the remainder of the program. A second semester with an earned GPA below 3.0 will result in the student being terminated from the program.

- Students must also meet the essential functions required to practice as a speech-language pathologist, as outlined in the SPAUD Handbook. Failure of the student to meet the essential functions requirements will result in the student being terminated from the program.

- A student with early admission status must earn a grade of B+ or better in all SPAUD prerequisite courses and have earned at least a 3.7 cumulative GPA by the time of official application to the graduate program to maintain early admissions status. Failure to earn a B+ in any prerequisite SPAUD course or a 3.7 cumulative GPA by the time of application will result in the loss of early admission status. A student who did not earn a B+ in a SPAUD course may retake the course. If the student retakes the course and earns a B+ or better, the student can regain early admission status.

- Students must earn at least a B in every 500-level course. Students may retake SPAUD courses to improve their course grade. A student may earn below a B in each 500-level course only one time during their tenure as undergraduate students at Calvin University. A second grade below a B in the same course will result in the student being terminated from the program.

- A student is expected to meet with his/her academic advisor at least once each semester to review their progress in the academic and clinical program. The Department Chair will submit the names of students in academic and/or clinical jeopardy to the Department’s faculty for appropriate remediation action.

To indicate that you have read and understand the above requirements, please print and sign your name below. If you have any questions, please request a meeting with your academic advisor or the SPAUD Department Chair.

___________________________
Student’s Name (print)

___________________________  ________________
Student’s Signature  Date

According to the Uniform Electronic Transactions Act and The United States Electronic Signatures in Global and National Commerce Act, the signature you provide on this document is a binding agreement that you have read this document in its entirety and that by signing, you agree to adhere to its standards. By signing, you agree your electronic signature is the legal equivalent of your manual signature. No contract, signature, or record can be denied legal impact just because it is in electronic form.

SPAUD Undergrad Retention Form 11/2020
The MA in Speech-Language Pathology program at Calvin University will prepare students for entry-level skills in speech-language pathology. To practice as a speech-language pathologist, it is important to have the knowledge and skills necessary to be a competent professional as outlined by the American Speech-Language-Hearing Association. Therefore, the minimum grade and essential functions requirements for completing the MA program are designed to be one of the processes of ensuring students’ professional competency upon completion of their academic work.

For the purposes of this document, a graduate student in Speech-Language Pathology is defined as a student admitted into the MA program and taking 500-level courses. The requirements for remaining in the MA in Speech-Language Pathology program as a graduate student are:

- Students must earn at least a B in every 500-level course. A student may earn below a B in each MA course only one time during their tenure as graduate students at Calvin University. A second grade below a B in the same course will result in the student being terminated from the program.

- Students must earn at least a 3.0 GPA every semester. If a student earns below a 3.0 GPA in any one semester, the student will be placed on academic probation. A second semester with an earned GPA below 3.0 will result in the student being terminated from the program.

- Students must meet the essential functions required to practice as a speech-language pathologist, as outlined in the SPAUD Handbook. Failure of the student to meet the essential functions requirements after remediation will result in the student being terminated from the program.

- Students are expected to meet with the clinic director and department chair each semester to review their academic and clinical progress. The department chair will submit the names of students not meeting academic or clinical standards, and/or essential functions to the department’s faculty for appropriate remediation action.

- Students who elect to write a thesis in the MA program must be in good academic and clinical standing throughout the thesis process.

- Retention in the graduate program is contingent upon successful completion of a criminal background check and drug screen and upon a review of disciplinary actions as documented by the Calvin University Student Life Division.

To indicate that you have read and understand the above requirements, please print and sign your name below. If you have any questions, please request a meeting with your academic advisor or the Department Chair.

________________________________________
Student’s Name (print)

________________________________________
Student’s Signature

____________________________
Date
CODE OF ETHICS
PREAMBLE

The American Speech-Language-Hearing Association (ASHA; hereafter, also known as “The Association”) has been committed to a framework of common principles and standards of practice since ASHA’s inception in 1925. This commitment was formalized in 1952 as the Association’s first Code of Ethics. This Code has been modified and adapted as society and the professions have changed. The Code of Ethics reflects what we value as professionals and establishes expectations for our scientific and clinical practice based on principles of duty, accountability, fairness, and responsibility. The ASHA Code of Ethics is intended to ensure the welfare of the consumer and to protect the reputation and integrity of the professions.

The ASHA Code of Ethics is a framework and focused guide for professionals in support of day-to-day decision making related to professional conduct. The Code is partly obligatory and disciplinary and partly aspirational and descriptive in that it defines the professional’s role. The Code educates professionals in the discipline, as well as students, other professionals, and the public, regarding ethical principles and standards that direct professional conduct.

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations by audiologists, speech-language pathologists, and speech, language, and hearing scientists who serve as clinicians, educators, mentors, researchers, supervisors, and administrators. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose and is applicable to the following individuals:

- a member of the American Speech-Language-Hearing Association holding the Certificate of Clinical Competence (CCC)
- a member of the Association not holding the Certificate of Clinical Competence (CCC)
- a nonmember of the Association holding the Certificate of Clinical Competence (CCC)
- an applicant for certification, or for membership and certification

By holding ASHA certification or membership, or through application for such, all individuals are automatically subject to the jurisdiction of the Board of Ethics for ethics complaint adjudication. Individuals who provide clinical services and who also desire membership in the Association must hold the CCC.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics. The four Principles of Ethics form the underlying philosophical basis for the Code of Ethics and are reflected in the following areas: (I) responsibility to persons served professionally and to research participants, both human and animal; (II) responsibility for one’s professional competence; (III) responsibility to the public; and (IV) responsibility for professional relationships. Individuals shall honor and abide by these Principles as affirmative obligations under all conditions of applicable professional activity. Rules of Ethics are specific statements of minimally acceptable as well as unacceptable professional conduct.

The Code is designed to provide guidance to members, applicants, and certified individuals as they make professional decisions. Because the Code is not intended to address specific situations and is not inclusive of all possible ethical dilemmas, professionals are expected to follow the written provisions and to uphold the spirit and purpose of the Code. Adherence to the Code of Ethics and its enforcement results in respect for the

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professions and positive outcomes for individuals who benefit from the work of audiologists, speech-language pathologists, and speech, language, and hearing scientists.

**TERMINOLOGY**


**advertising** – Any form of communication with the public about services, therapies, products, or publications.

**conflict of interest** – An opposition between the private interests and the official or professional responsibilities of a person in a position of trust, power, and/or authority.

**crime** – Any felony; or any misdemeanor involving dishonesty, physical harm to the person or property of another, or a threat of physical harm to the person or property of another. For more details, see the “Disclosure Information” section of applications for ASHA certification found on [www.asha.org/certification/AudCertification/](http://www.asha.org/certification/AudCertification/) and [www.asha.org/certification/SLPCertification/](http://www.asha.org/certification/SLPCertification/).

**diminished decision-making ability** – Any condition that renders a person unable to form the specific intent necessary to determine a reasonable course of action.

**fraud** – Any act, expression, omission, or concealment—the intent of which is either actual or constructive—calculated to deceive others to their disadvantage.

**impaired practitioner** – An individual whose professional practice is adversely affected by addiction, substance abuse, or health-related and/or mental health-related conditions.

**individuals** – Members and/or certificate holders, including applicants for certification.

**informed consent** – May be verbal, unless written consent is required; constitutes consent by persons served, research participants engaged, or parents and/or guardians of persons served to a proposed course of action after the communication of adequate information regarding expected outcomes and potential risks.

**jurisdiction** – The “personal jurisdiction” and authority of the ASHA Board of Ethics over an individual holding ASHA certification and/or membership, regardless of the individual's geographic location.

**know, known, or knowingly** – Having or reflecting knowledge.

**may vs. shall** – May denotes an allowance for discretion; shall denotes no discretion.

**misrepresentation** – Any statement by words or other conduct that, under the circumstances, amounts to an assertion that is false or erroneous (i.e., not in accordance with the facts); any statement made with conscious ignorance or a reckless disregard for the truth.

**negligence** – Breaching of a duty owed to another, which occurs because of a failure to conform to a requirement, and this failure has caused harm to another individual, which led to damages to this person(s);
failure to exercise the care toward others that a reasonable or prudent person would take in the circumstances, or taking actions that such a reasonable person would not.

**nolo contendere** – No contest.

**plagiarism** – False representation of another person’s idea, research, presentation, result, or product as one’s own through irresponsible citation, attribution, or paraphrasing; ethical misconduct does not include honest error or differences of opinion.

**publicly sanctioned** – A formal disciplinary action of public record, excluding actions due to insufficient continuing education, checks returned for insufficient funds, or late payment of fees not resulting in unlicensed practice.

**reasonable or reasonably** – Supported or justified by fact or circumstance and being in accordance with reason, fairness, duty, or prudence.

**self-report** – A professional obligation of self-disclosure that requires (a) notifying ASHA Standards and Ethics and (b) mailing a hard copy of a certified document to ASHA Standards and Ethics (see term above). All self-reports are subject to a separate ASHA Certification review process, which, depending on the seriousness of the self-reported information, takes additional processing time.

**shall vs. may** – Shall denotes no discretion; may denotes an allowance for discretion.

**support personnel** – Those providing support to audiologists, speech-language pathologists, or speech, language, and hearing scientists (e.g., technician, paraprofessional, aide, or assistant in audiology, speech-language pathology, or communication sciences and disorders).

**telepractice, teletherapy** – Application of telecommunications technology to the delivery of audiology and speech-language pathology professional services at a distance by linking clinician to client/patient or clinician to clinician for assessment, intervention, and/or consultation. The quality of the service should be equivalent to in-person service.

**written** – Encompasses both electronic and hard-copy writings or communications.

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**PRINCIPLE OF ETHICS I**

Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities, and they shall treat animals involved in research in a humane manner.

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**RULES OF ETHICS**

A. Individuals shall provide all clinical services and scientific activities competently.

B. Individuals shall use every resource, including referral and/or interprofessional collaboration when appropriate, to ensure that quality service is provided.
C. Individuals shall not discriminate in the delivery of professional services or in the conduct of research and scholarly activities on the basis of race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, or dialect.

D. Individuals shall not misrepresent the credentials of aides, assistants, technicians, support personnel, students, research interns, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name, role, and professional credentials of persons providing services.

E. Individuals who hold the Certificate of Clinical Competence may delegate tasks related to the provision of clinical services to aides, assistants, technicians, support personnel, or any other persons only if those persons are adequately prepared and are appropriately supervised. The responsibility for the welfare of those being served remains with the certified individual.

F. Individuals who hold the Certificate of Clinical Competence shall not delegate tasks that require the unique skills, knowledge, judgment, or credentials that are within the scope of their profession to aides, assistants, technicians, support personnel, or any nonprofessionals over whom they have supervisory responsibility.

G. Individuals who hold the Certificate of Clinical Competence may delegate to students tasks related to the provision of clinical services that require the unique skills, knowledge, and judgment that are within the scope of practice of their profession only if those students are adequately prepared and are appropriately supervised. The responsibility for the welfare of those being served remains with the certified individual.

H. Individuals shall obtain informed consent from the persons they serve about the nature and possible risks and effects of services provided, technology employed, and products dispensed. This obligation also includes informing persons served about possible effects of not engaging in treatment or not following clinical recommendations. If diminished decision-making ability of persons served is suspected, individuals should seek appropriate authorization for services, such as authorization from a spouse, other family member, or legally authorized/appointed representative.

I. Individuals shall enroll and include persons as participants in research or teaching demonstrations only if participation is voluntary, without coercion, and with informed consent.

J. Individuals shall accurately represent the intended purpose of a service, product, or research endeavor and shall abide by established guidelines for clinical practice and the responsible conduct of research.

K. Individuals who hold the Certificate of Clinical Competence shall evaluate the effectiveness of services provided, technology employed, and products dispensed, and they shall provide services or dispense products only when benefit can reasonably be expected.

L. Individuals may make a reasonable statement of prognosis, but they shall not guarantee—directly or by implication—the results of any treatment or procedure.

M. Individuals who hold the Certificate of Clinical Competence shall use independent and evidence-based clinical judgment, keeping paramount the best interests of those being served.

N. Individuals who hold the Certificate of Clinical Competence shall not provide clinical services solely by correspondence, but may provide services via telepractice consistent with professional standards and state and federal regulations.

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

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

Q. Individuals shall maintain timely records and accurately record and bill for services provided and products dispensed and shall not misrepresent services provided, products dispensed, or research and scholarly activities conducted.

R. Individuals whose professional practice is adversely affected by substance abuse, addiction, or other health-related conditions are impaired practitioners and shall seek professional assistance and, where appropriate, withdraw from the affected areas of practice.

S. Individuals who have knowledge that a colleague is unable to provide professional services with reasonable skill and safety shall report this information to the appropriate authority, internally if a mechanism exists and, otherwise, externally.

T. Individuals shall provide reasonable notice and information about alternatives for obtaining care in the event that they can no longer provide professional services.

PRINCIPLE OF ETHICS II

Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence and performance.

RULES OF ETHICS

A. Individuals who hold the Certificate of Clinical Competence shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their certification status, education, training, and experience.

B. Members who do not hold the Certificate of Clinical Competence may not engage in the provision of clinical services; however, individuals who are in the certification application process may engage in the provision of clinical services consistent with current local and state laws and regulations and with ASHA certification requirements.

C. Individuals who engage in research shall comply with all institutional, state, and federal regulations that address any aspects of research, including those that involve human participants and animals.

D. Individuals shall enhance and refine their professional competence and expertise through engagement in lifelong learning applicable to their professional activities and skills.

E. Individuals in administrative or supervisory roles shall not require or permit their professional staff to provide services or conduct research activities that exceed the staff member’s certification status, competence, education, training, and experience.

F. Individuals in administrative or supervisory roles shall not require or permit their professional staff to provide services or conduct clinical activities that compromise the staff member’s independent and objective professional judgment.
G. Individuals shall make use of technology and instrumentation consistent with accepted professional guidelines in their areas of practice. When such technology is not available, an appropriate referral may be made.

H. Individuals shall ensure that all technology and instrumentation used to provide services or to conduct research and scholarly activities are in proper working order and are properly calibrated.

**PRINCIPLE OF ETHICS III**

Individuals shall honor their responsibility to the public when advocating for the unmet communication and swallowing needs of the public and shall provide accurate information involving any aspect of the professions.

**RULES OF ETHICS**

A. Individuals shall not misrepresent their credentials, competence, education, training, experience, and scholarly contributions.

B. Individuals shall avoid engaging in conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise professional judgment and objectivity.

C. Individuals shall not misrepresent research and scholarly activities, diagnostic information, services provided, results of services provided, products dispensed, or the effects of products dispensed.

D. Individuals shall not defraud through intent, ignorance, or negligence or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants and contracts for services provided, research conducted, or products dispensed.

E. Individuals’ statements to the public shall provide accurate and complete information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities.

F. Individuals’ statements to the public shall adhere to prevailing professional norms and shall not contain misrepresentations when advertising, announcing, and promoting their professional services and products and when reporting research results.

G. Individuals shall not knowingly make false financial or nonfinancial statements and shall complete all materials honestly and without omission.

**PRINCIPLE OF ETHICS IV**

Individuals shall uphold the dignity and autonomy of the professions, maintain collaborative and harmonious interprofessional and intraprofessional relationships, and accept the professions’ self-imposed standards.

**RULES OF ETHICS**

A. Individuals shall work collaboratively, when appropriate, with members of one’s own profession and/or members of other professions to deliver the highest quality of care.

B. Individuals shall exercise independent professional judgment in recommending and providing professional services when an administrative mandate, referral source, or prescription prevents keeping the welfare of persons served paramount.
C. Individuals’ statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.

D. Individuals shall not engage in any form of conduct that adversely reflects on the professions or on the individual’s fitness to serve persons professionally.

E. Individuals shall not engage in dishonesty, negligence, fraud, deceit, or misrepresentation.

F. Applicants for certification or membership, and individuals making disclosures, shall not knowingly make false statements and shall complete all application and disclosure materials honestly and without omission.

G. Individuals shall not engage in any form of harassment, power abuse, or sexual harassment.

H. 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.

I. Individuals shall not knowingly allow anyone under their supervision to engage in any practice that violates the Code of Ethics.

J. Individuals shall assign credit only to those who have contributed to a publication, presentation, process, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.

K. Individuals shall reference the source when using other persons’ ideas, research, presentations, results, or products in written, oral, or any other media presentation or summary. To do otherwise constitutes plagiarism.

L. Individuals shall not discriminate in their relationships with colleagues, assistants, students, support personnel, and members of other professions and disciplines on the basis of race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, dialect, or socioeconomic status.

M. Individuals with evidence that the Code of Ethics may have been violated have the responsibility to work collaboratively to resolve the situation where possible or to inform the Board of Ethics through its established procedures.

N. Individuals shall report members of other professions who they know have violated standards of care to the appropriate professional licensing authority or board, other professional regulatory body, or professional association when such violation compromises the welfare of persons served and/or research participants.

O. Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation; the Code of Ethics shall not be used for personal reprisal, as a means of addressing personal animosity, or as a vehicle for retaliation.

P. Individuals making and responding to complaints shall comply fully with the policies of the Board of Ethics in its consideration, adjudication, and resolution of complaints of alleged violations of the Code of Ethics.

Q. Individuals involved in ethics complaints shall not knowingly make false statements of fact or withhold relevant facts necessary to fairly adjudicate the complaints.

R. Individuals shall comply with local, state, and federal laws and regulations applicable to professional practice, research ethics, and the responsible conduct of research.

S. Individuals who have been convicted; been found guilty; or entered a plea of guilty or nolo contendere to (1) any misdemeanor involving dishonesty, physical harm—or the threat of physical
harm—to the person or property of another, or (2) any felony, shall self-report by notifying ASHA Standards and Ethics (see Terminology for mailing address) in writing within 30 days of the conviction, plea, or finding of guilt. Individuals shall also provide a certified copy of the conviction, plea, nolo contendere record, or docket entry to ASHA Standards and Ethics within 30 days of self-reporting.

T. Individuals who have been publicly sanctioned or denied a license or a professional credential by any professional association, professional licensing authority or board, or other professional regulatory body shall self-report by notifying ASHA Standards and Ethics (see Terminology for mailing address) in writing within 30 days of the final action or disposition. Individuals shall also provide a certified copy of the final action, sanction, or disposition to ASHA Standards and Ethics within 30 days of self-reporting.
SECTION FOUR: FORMS FOR CLINICAL PARTICIPATION
1. Name of Applicant/Student (Please Print):

________________________________________________________________________
First                        Middle                        Last

2. Student ID Number:____________________

3. Statement Regarding Criminal History: Please initial each statement below that is true for you.
I hereby state that:

   a. I have not been convicted of a felony or an attempt or conspiracy to commit a felony.
   b. I have not been convicted of a misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult (as that term is defined in Section 145m of the Michigan Penal Code, 1031 PA 328, MCL 759.145m), or a state or federal crime that is substantially similar to a misdemeanor described in this statement.

4. Understandings and Agreements
   a. I consent to the performance of a criminal background check
   b. I understand and agree that, if the criminal background check does not confirm the above statements, my acceptance in the Calvin University SPAUD Program will be rescinded unless and until I can prove that the information is incorrect.
   c. I also understand and agree that failure to meet any conditions described in subparagraphs 3(a) and 3(b) of this statement may result in my acceptance into the Calvin University SPAUD Program being rescinded.
   d. I further understand that an individual who knowingly provides false information regarding criminal conviction in this statement may be subject to civil or criminal penalties.

(Please print legibly or type)

__________________________
Date of Birth

__________________________
Gender

__________________________
School Address: Street

__________________________
City                      State                      Zip

__________________________
Permanent Housing Address: Street

__________________________
City                      State                      Zip

__________________________
Telephone Number (with area code)

__________________________
Other Names Used by Applicant

__________________________
Social Security Number

__________________________
Driver’s License Number

__________________________
Signature in Full
CALVIN UNIVERSITY SPAUD PROGRAM
CONSENT FOR DRUG SCREENING

Each student seeking admittance into the SPAUD Masters Program is required to report to Calvin Health Services for collection of a hair sample as required by the Calvin University Department of SPAUD Program Handbook. (Policy #106 - CRIMINAL BACKGROUND, FINGERPRINT, and DRUG SCREENING)

Policies: Drug Screening
1. Acceptance into the SPAUD program is contingent upon passing a drug screen.
2. The Calvin University SPAUD Program has a no-tolerance policy regarding substance abuse. Students must clear a drug-screening test in order to enter the program.
3. Failure to undergo the drug screening will result in dismissal from the program.
4. If the drug screen returns as adulterated, the student will be dismissed from the program.
5. After the initial drug screening, random drug screening may occur depending on the requirements of the practicum site/agency. Failure to have a random drug screen within the allowed time will result in dismissal from the program. Results of the random drug screen will be forwarded to the Calvin University SPAUD Program and the Student Life Division of Calvin University. If the student is removed from the SPAUD Program, she/he will be referred to the Student Life Division.

Test results will be sent directly to the Calvin University SPAUD Program and will not be included in the student’s medical record at Health Services.

I, ____________________________, have been fully informed of the reason for hair testing (I understand what I am being tested for), the procedure involved, and do hereby freely give my consent. In addition, I understand that the results of this test will be forwarded to the Calvin University SPAUD Program.

I hereby authorize this hair sample to be taken and for these test results to be released to the Calvin University SPAUD Program.

Signature___________________________________________________________Date_______________
Witness____________________________________________________________Date________________
CALVIN UNIVERSITY SPAUD PROGRAM
MEDICAL INFORMATION RECORD

Name_____________________________    Student ID #______________________   DOB______________

This form must be completed at Calvin University Health Services or by your own health care provider. Attach required lab results as instructed. Provider signature required below.

I. Measles (Rubeola), Mumps and Rubella – Vaccination with two doses of MMR vaccine and proof of immunity through titers
Documentation of TWO doses of MMR vaccine, given at least one month apart (first dose given after 12 months of age).
Vaccine Dates: 1)_______________      2)_______________
Date Rubeola titer done: __________________
Date Mumps titer done: __________________
Date Rubella titer done: __________________  (Titer copies must be attached)

II. Hepatitis B – Vaccination with three doses of Hepatitis B vaccine and proof of immunity through Hepatitis B titer
Students & faculty members who refuse vaccination will not be allowed to participate in practicum experiences.
Vaccine Dates: 1)_______________      2)_______________      3)_______________
Date Hepatitis B titer done: __________________  (Titer copy must be attached)

III. Tuberculosis – Two-Step Tuberculin Skin test, given one to two weeks apart for new SPAUD students
If a previous test was positive, student must complete the TB Questionnaire at Health Services annually. Chest x-ray recommended if symptomatic.
Mantoux Tb Skin Test Dates: 1)_______________      2)_______________     (Copy of results must be attached)

IV. Tetanus/Diphtheria/Pertussis Vaccination:
Primary series completed:  Yes ____      No_____
Date of most recent booster: __________________
Healthcare personnel who will have direct contact with infants 12 months of age and younger should receive a Tdap booster with an interval as short as 2 years from the last Td dose. (MMWR 2006; 55(RR-17):1-37.)

V. Varicella – History of disease or vaccination with proof of immunity through titer required
Have you had the Chickenpox disease?  Yes ____      No_____
Have you received the Chickenpox Vaccine? Yes ____      No_____
Vaccine Dates: 1)_______________      2)_______________
Date Varicella titer done: __________________  (Titer copy must be attached)

Health Care Provider (Physician, Nurse, Health Dept. Stamp – NOT IMMEDIATE FAMILY MEMBER

Print Name________________________________ Signature_______________________________________
Address___________________________________________________________________________________
Phone__________________________________
CALVIN UNIVERSITY SPAUD PROGRAM
AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I, ___________________________, hereby authorize a representative of the Calvin University SPAUD Program bearing a copy of this release, while I am a student in the SPAUD major, to obtain any information pertaining to my criminal background history from any source.

I, ___________________________, hereby authorize Calvin University to release the criminal background history as it sees fit. This release is executed with the full knowledge and understanding that the information is for official use of the Calvin University SPAUD Program.

Consent is granted for the Calvin University SPAUD Program to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities.

I, ___________________________, hereby release Calvin University, as the custodian of such records, both individually and collectively, from any and all liability for damages of whatever kind, which may at any time result to me, my heirs, family or associates because of my compliance with this authorization and request to release information, or any attempt to comply with it.

(Please print legibly or type)

____________________________________________________________________________
Full Name:  First  Middle   Last
____________________________________________________________________________
Date of Birth   Gender
____________________________________________________________________________
School Address:  Street    City   State  Zip
____________________________________________________________________________
Permanent Housing Address:  Street   City  State  Zip
____________________________________________________________________________
Telephone Number (with area code)   Other Names Used by Applicant
____________________________________________________________________________
Social Security Number   Driver’s License Number
____________________________________________________________________________
Signature

*Adapted from Calvin’s Nursing Department and the University of Detroit Mercy, Authority to Release Information, Attachment A*
I, _________________________________________, authorize repeat criminal background checks and dissemination of criminal background check results and conviction records by the Calvin University SPAUD Program. Such repeat background checks may be conducted as deemed necessary by the college, department or any clinical agency.

Consent is granted for the Calvin University SPAUD Program to furnish such information, as is described above, to third parties in the course of fulfilling its official responsibilities during the period of time that I am in the SPAUD major.

______________________________________________ __________________
Printed Name: First Middle Last Date

_______________________________________________
Signature: First Middle Last