



Speech Pathology and Audiology Student Academic and Clinical Handbook

Academic Year 2022-2023

Speech Pathology and Audiology Department
Calvin University
3201 Burton SE
Grand Rapids, Michigan 49546



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.

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Table of Contents

Table of Contents

INTRODUCTION	7
SECTION ONE: GENERAL POLICIES.....	7
STUDENT AND CLIENT EQUAL OPPORTUNITY POLICY	7
DEPARTMENT STATEMENT ON DIVERSITY, EQUITY, AND INCLUSION	7
ACADEMIC ADVISING	8
CALVIN EMAIL AND MOODLE.....	8
CALVIN CAMPUS SAFETY	9
TECHNOLOGY USE AND SECURITY	9
ELECTRONIC DEVICES.....	9
PROGRAM COST & FINANCIAL AID	9
Tuition.....	9
Clinic Course Fees	10
Financial Aid.....	10
STUDENT ACADEMIC REQUIREMENTS	10
Academic Integrity.....	10
APA Style	11
STUDENT ASSISTANCE AND ACCOMMODATIONS	11
GRIEVANCE PROCEDURES FOR STUDENTS.....	12
NATIONAL STUDENT SPEECH–LANGUAGE–HEARING ASSOCIATION MEMBERSHIP.....	12
Calvin NSSLHA Chapter.....	12
REQUIRED EDUCATION FOR PRACTICING AS A SPEECH–LANGUAGE PATHOLOGIST OR AUDIOLOGIST	13
STATE LICENSURE DISCLOSURES	13
COUNCIL ON ACADEMIC ACCREDITATION (CAA) CONTACT	14
SECTION TWO: UNDERGRADUATE PROGRAMS.....	14
ADMISSIONS INFORMATION FOR BA & BA–MA PROGRAM	14
ACADEMIC PLANS OF STUDY.....	15
BA Degree 4–Year Track	15
BA to MA Degree 5–Year Track.....	15

ADMISSION TO THE MA IN SPEECH–LANGUAGE PATHOLOGY PROGRAM AS A CALVIN UNDERGRAD	16
STUDENT ACADEMIC REQUIREMENTS	17
GRADING SCALES FOR UNDERGRADUATE CLASSES	18
GRADING POLICIES: INCOMPLETES	18
CLASS ATTENDANCE & PUNCTUALITY	18
CALVIN SPEECH & HEARING CLINIC	19
Intelligent Video Solutions (VALT) Recording System	21
<i>SECTION THREE: MA IN SPEECH–LANGUAGE PATHOLOGY RESIDENTIAL MODE</i>	24
ACADEMIC PLANS OF STUDY	24
BA to MA Degree 5–Year Track	24
MA Degree 2–Year Track – Residential Mode	25
MA PROGRAM MODALITY	26
ADMISSIONS INFORMATION FOR MA PROGRAM	26
ACADEMIC ADVISING	28
TRANSFER CREDIT	28
CLASS ATTENDANCE & PUNCTUALITY	28
STUDENT ACADEMIC REQUIREMENTS	29
GRADING SCALES FOR THE MA PROGRAM	29
INCOMPLETES, WITHDRAWALS, AUDITS	29
ASSESSMENT OF STUDENT KNOWLEDGE AND SKILLS	30
Remediation for MA Students	30
Academic Remediation	31
Clinical Remediation	32
SUMMATIVE ASSESSMENTS FOR MA STUDENTS	33
Comprehensive Examination	33
Praxis Exam	33
THESIS (OPTIONAL)	33
Thesis Approval	34
Thesis Process and Deadlines	34
Thesis Credits	34
TECHNOLOGY USE IN THE MA PROGRAM	34
TAKING A HIATUS FROM A GRADUATE PROGRAM	35

CHECKLIST FOR ATTAINING THE MA DEGREE	35
CLINICAL PRACTICUM INFORMATION FOR RESIDENTIAL MODE STUDENTS	36
Health Requirements of All Student Clinicians	36
Students With Disabilities	36
Clinical Practicum Fee	37
Ethical Responsibility	37
Typhon Allied Health Student Tracking (AHST)	37
CALVIN SPEECH & HEARING CLINIC (ON CAMPUS FACILITY)	38
Clinic Materials & Equipment	38
Emergency & Safety Procedures	38
Intelligent Video Solutions (VALT) Recording System	42
Electronic Medical Records SharePoint Site	42
Maintenance of Medical Records	42
EXTERNAL CLINICAL PLACEMENTS	45
<i>SECTION FOUR: MA IN SPEECH–LANGUAGE PATHOLOGY DISTANCE EDUCATION MODE</i>	47
ADMISSIONS INFORMATION FOR MA PROGRAM	47
ACADEMIC PLANS OF STUDY	47
MA Degree 2–Year Track – Distance Education Mode	47
MA Degree 3–Year Track – Distance Education Mode	48
MA PROGRAM MODALITY	49
ACADEMIC ADVISING	49
TRANSFER CREDIT	49
STUDENT ACADEMIC REQUIREMENTS	50
GRADING SCALES FOR THE MA PROGRAM	50
INCOMPLETES, WITHDRAWALS, AUDITS	50
ASSESSMENT OF STUDENT KNOWLEDGE AND SKILLS	51
Remediation for MA Students	51
Academic Remediation	52
Clinical Remediation	53
SUMMATIVE ASSESSMENTS FOR MA STUDENTS	54
Comprehensive Examination	54
Praxis Exam	54

THESIS (OPTIONAL)	54
Thesis Approval	55
Thesis Process and Deadlines	55
Thesis Credits	55
TECHNOLOGY USE IN THE MA PROGRAM	56
TAKING A HIATUS FROM A GRADUATE PROGRAM	56
CHECKLIST FOR ATTAINING THE MA DEGREE	57
CLINICAL PRACTICUM INFORMATION FOR DISTANCE EDUCATION MODE STUDENTS	57
Student Location & Home Address	57
Health Requirements of All Student Clinicians	58
Students With Disabilities	58
Clinical Practicum Fee	58
Ethical Responsibility	59
Typhon Allied Health Student Tracking (AHST)	59
CALVIN SPEECH & HEARING CLINIC (ON CAMPUS FACILITY)	59
Clinic Materials & Equipment	60
Electronic Medical Records SharePoint Site	62
Maintenance of Medical Records	63
EXTERNAL CLINICAL PLACEMENTS	64
Process for Securing Clinical Placements	66
Types of Placements	66
Declination of a Placement	67
ABSENCE POLICY	67
<i>APPENDICES</i>	68

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 residential and distance 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.

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 Clinic Director, or her/his representative, and the Program Director, or his/her representative, at the end of every semester to review progress and to set goals for the next semester.

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 [Campus Safety 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.

TECHNOLOGY USE AND SECURITY

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/>.

Any student working on items related to the electronic medical records in the Calvin Speech & Hearing clinic or documents with client protected information must be trained in and operate in compliance with the Health Insurance Portability and Accountability Act (HIPAA) guidelines. Students must save all reports and materials to their Calvin Microsoft Office 365 (HIPAA-compliant) account. Students should not save copies of any client protected information to their personal files or hard drive.

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.

PROGRAM COST & FINANCIAL AID

Tuition

Students accepted into the BA-MA Program will be charged regular Calvin undergraduate tuition until they graduate with the BA, normally in April of their fourth (senior) year. After receiving their BA, students will be classified as graduate (MA) students and will be charged a fee per credit hour for the remaining courses to complete the MA.

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 courses.

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, 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.

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 and Essential Functions documents by signing the appropriate retention documents. There are separate retention documents for the BA program and the MA program.

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 (o) 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/>
<http://www4.caes.hku.hk/plagiarism/introduction.htm>

https://owl.purdue.edu/owl/teacher_and_tutor_resources/preventing_plagiarism/avoiding_plagiarism/index.html

<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:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.).

STUDENT ASSISTANCE AND ACCOMMODATIONS

Calvin University and the Calvin Speech Pathology & Audiology department are committed to providing access to all students, including both residential and online graduate students. If you would like to learn more about accommodations for students, please see the following links:

- For students with disabilities, please visit the disability services website; <https://calvin.edu/offices-services/center-for-student-success/disability-services/>, or email disabilityservices@calvin.edu. If you already have an accommodation memo, please share it with your class instructor within the first two weeks of the term.
- For tutoring and academic coaching, see the Center for Student success: <https://calvin.edu/offices-services/center-for-student-success/support/>
- For writing assistance, please contact the Rhetoric Center: <https://calvin.edu/offices-services/rhetoric-center/>
- For more resources about study assistance, see this webpage: <https://calvin.edu/offices-services/center-for-student-success/support/study-assistance/>

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.

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 residential program 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>.

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. If the student has a Bachelors degree in another field, they can complete the [Certificate in Speech & Hearing Foundations](#) to meet the requirements for enrollment to a Masters program. 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.

STATE LICENSURE DISCLOSURES

Calvin University discloses that the **Master of Arts (M.A.) in Speech-Language Pathology** program (residential mode and distance education mode) will fulfill state requirements for professional license in Michigan. However, some state licensing boards require additional requirements, which may include (but are not limited to): additional post-graduation examinations or experience, application and licensing fees, criminal background checks, reference checks, fingerprint submissions, etc. Continuing education may also be required for maintenance of licensure. Carefully review the academic and clinical prerequisites for your intended state/territory of licensure and whether our program meets those requirements for licensure. Make sure you understand and review any additional requirements prior to enrolling in the M.A. in Speech-Language Pathology program at Calvin University.

State licensing requirements are always subject to change at any time at the discretion of the state/territory licensing agency. We strongly recommend you inquire with the applicable agency to confirm your eligibility for licensure prior to enrolling in the M.A. in Speech-Language Pathology program. For any questions regarding licensure, please contact the state/territory agency directly.

Licensing requirements vary by state/territory and relocating could impact whether you will meet eligibility requirements for licensure. For any questions about relocation eligibility, contact the agency where you desire licensure before relocating to ensure that you will be eligible for licensure or reciprocity.

If questions remain after speaking with your respective state/territory licensing agency, contact the **program director**. While the University can provide initial guidance, it is ultimately your responsibility to continually check with the state/territory where you intend to seek licensure to confirm all licensing/certification requirements.

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

More information on accreditation standards is located at:

<http://www.asha.org/academic/accreditation/accredmanual/section3/>.

SECTION TWO: UNDERGRADUATE PROGRAMS

ADMISSIONS INFORMATION FOR BA & BA-MA 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.

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 Progress Report on Workday should reflect the courses required for the selected track.

BA Degree 4-Year Track

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 for the BA degree is outlined below.

	Fall	Spring
Year 1	SPAUD 101: Intro to Speech Pathology & Audiology	SPAUD 210: Anatomy & Physiology of the Speech, Hearing, and Language Mechanisms
Year 2	SPAUD 216: Phonetics	SPAUD 217: Speech Science
	SPAUD 218: Hearing Science	
Year 3	SPAUD 343: Principles of Communication Neuroscience	SPAUD 311: Child Language Development
	SPAUD 344: Audiology	
Year 4	SPAUD 370: Intro to Clinical Practicum: Observation	SPAUD 345: Aural Rehabilitation
		SPAUD 381: Speech Sound and Language Disorders - Lifespan
		SPAUD 399: Critical Reflections in Speech Pathology

BA to MA Degree 5-Year Track

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 in the next section. 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 below.

	Fall		Spring			
Year 1	SPAUD 101: Intro to Speech Pathology & Audiology		SPAUD 210: Anatomy & Physiology of the Speech, Hearing, and Language Mechanisms			
Year 2	SPAUD 216: Phonetics		SPAUD 217: Speech Science			
	SPAUD 218: Hearing Science		SPAUD 311: Child Language Development			
Year 3	SPAUD 343: Principles of Communication Neuroscience		SPAUD 345: Aural Rehabilitation			
	SPAUD 344: Audiology		SPAUD 381: Speech Sound and Language Disorders - Lifespan			
	SPAUD 370: Intro to Clinical Practicum: Observation					
	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 4	SPAUD 505: Research Methods	SPAUD 503: Lang Disorders I	SPAUD 504: Lang Disorders II	SPAUD 508: Speech Sound Disorders	SPAUD 510: Fluency	SPAUD 512: AAC
		SPAUD 506: Aphasia	SPAUD 523: Dysphagia	SPAUD 599: Critical Reflections in SLP	SPAUD 522: Neurocognitive Comm	SPAUD 514: Autism Spectrum Disorder
	SPAUD 530: Clinical Practicum On Campus Clinic 1		SPAUD 531: Clinical Practicum On Campus Clinic 2		SPAUD 532: Clinical Practicum On Campus Clinic 3	
Year 5	SPAUD 520: Motor Speech Disorders	SPAUD 521: Voice Disorders	SPAUD 515: Seminar in SLP	SPAUD 524: Cleft & Craniofacial Disorders		
	SPAUD 540: Clinical Practicum Externship 1		SPAUD 541: Clinical Practicum Externship 2		SPAUD 542: Clinical Practicum Externship 3	

ADMISSION TO THE MA IN SPEECH-LANGUAGE PATHOLOGY PROGRAM AS A CALVIN UNDERGRAD

Early Admission for BA-MA Program Students

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.

Enrollment in classes in the MA program for BA-MA students is conditional upon students successfully earning the BA in a timely manner. Specifically, BA-MA students must complete all requirements for the BA in Speech Pathology and Audiology and receive their degree after spring semester in their first year of the graduate program. Students who do not earn their BA in Speech Pathology and Audiology at that time will not be allowed to register for any further MA courses or participate in clinical externships until they have fulfilled all BA requirements and received their BA degree. As a matter of academic integrity, students who do not complete the BA requirements after spring semester in their first year of the graduate program are responsible to notify the department chair and their academic advisor and may not register for further MA courses until they have earned their BA. Students who did not earn their BA prior to starting summer courses in the first year of the graduate program will be unenrolled from those courses at the student's expense and face academic discipline from the department up to and including removal from the MA program.

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 undergraduate students must indicate that they have read and understand the Retention Requirements and Essential Functions by signing the appropriate retention documents. There are separate retention documents for the BA program and the MA program found in [the appendix](#).

GRADING SCALES FOR UNDERGRADUATE CLASSES

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

A	93-100%	C	73-76.99%
A-	90-92.99%	C-	70-72.99%
B+	87-89.99%	D+	67-69.99%
B	83-86.99%	D	63-66.99%
B-	80-82.99%	D-	60-62.99%
C+	77-79.99%	F	0-59.99%

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. 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.

CLASS ATTENDANCE & PUNCTUALITY

The Speech Pathology and Audiology Department expects in-person class attendance and for students to be prompt. Obviously, unforeseen circumstances do arise, and professors handle such circumstances on a case-by-case basis. For graduate courses, every class period is the equivalent of one week of course material for a semester course. Because participation and in-class assignments/discussions are integral to each course, frequent absences or tardiness whether excused or unexcused will affect a student's final grade. Please ensure you complete the following in the event of an excused/unexcused absence:

- Please contact the instructor via email prior to the start of the class session, if possible. Students should be prepared to provide appropriate written documentation for absences if asked to do so (e.g., doctor's note, funeral announcement, note from athletic coach, etc.).

- **Students should not request virtual access to a class (synchronously or asynchronously) or class recordings, in the event that they cannot attend class in person.**
- Students are responsible for obtaining lecture notes and assignments from a classmate. It is also the student's responsibility to follow up on any discussion from the class session. If a graded assignment/activity was completed in the class period, the student with an excused absence is expected to contact the professor for the possibility of a follow-up, which is up to the discretion of the instructor. Students with unexcused absences will receive a zero for any in-class graded activities.
- Extensions on exam/assignments for an excused absence may be considered if students have contacted the instructor prior to the exam/assignment due date. If the exam schedule as indicated on the syllabus is not followed, the format of the make-up exam is up to the discretion of the instructor.

CALVIN SPEECH & HEARING CLINIC

Undergraduate residential students may have occasion to observe in the Speech & Hearing Clinic as part of SPAUD 370 or other volunteer opportunities. When observing in clinic, undergraduate students have the same confidentiality and safety requirements as graduate clinicians.

Emergency & 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, location, age, contact information, or pictures 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, on a table, or on a computer screen 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, including on computer screens. 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.

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 and when applicable, student observer, 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. All questions about VALT should be directed to clinic staff or the clinic administrative assistant.

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-Hearing Association (ASHA; <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 is 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.

Clinic 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.

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 all clients. Additional policies and procedures are posted in the clinic related to admission, retention, appeals, counseling, transmission, exposure, and so forth.

Infection control is an important issue across all Speech-Language Pathology and Audiology work settings. Medical settings typically have procedures in place for infection control and prevention, many other clinical settings do not. There is risk of transmission of chronic and communicable diseases such as AIDS/HIV, CMV, Hepatitis B & C, herpes simplex, and others in all types of settings.

Student clinicians involved in on-campus and off-campus clinical practicums will need to follow the infection control policies and procedures of the facility they are in. If that facility does not have specific policies or procedures, the student clinician should follow the procedures outlined below:

Wash Hands

- Before and after working with a client
- After removing gloves
- Immediately if hands come into contact with soiled surfaces or bodily fluids

Wear Gloves

- If there is any expectation of coming into contact with bodily fluids such as blood, sputum, urine, or feces. Always wear gloves for an oral mechanism exam and any procedure that involves entry into the oral cavity.
- Before touching mucous membranes.
- If you have a cut or abrasion.
- If a glove is torn or soiled, remove it immediately, wash hands, and replace with a new glove.
- Change gloves after each procedure and after each client.
- Remove gloves inside-out and dispose of them in a trash container.

Other Barrier Precautions

- Wear gowns, masks, and/or goggles if a splash of bodily fluid or blood is anticipated.
- Stay home if you are not feeling well and wear a mask if you have any symptoms such as a cough or runny nose.

Cleaning Clinical Equipment

- Dispose of single-use items (such as tongue depressors, gloves) immediately after use.
- Clean clinical materials, tabletops, work surfaces, and other equipment with a sanitizing solution following the instructions on the bottle. Some solutions require the surface to remain wet for a certain amount of time to properly disinfect it.

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.

SECTION THREE: MA IN SPEECH–LANGUAGE PATHOLOGY RESIDENTIAL MODE

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 Progress Report on Workday should reflect the courses required for the selected track. All post-baccalaureate students will be on the MA degree 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.

BA to MA Degree 5-Year Track

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 below.

	Fall		Spring			
Year 1	SPAUD 101: Intro to Speech Pathology & Audiology		SPAUD 210: Anatomy & Physiology of the Speech, Hearing, and Language Mechanisms			
Year 2	SPAUD 216: Phonetics		SPAUD 217: Speech Science			
	SPAUD 218: Hearing Science		SPAUD 311: Child Language Development			
Year 3	SPAUD 343: Principles of Communication Neuroscience		SPAUD 345: Aural Rehabilitation			
	SPAUD 344: Audiology		SPAUD 381: Speech Sound and Language Disorders - Lifespan			
	SPAUD 370: Intro to Clinical Practicum: Observation					
	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 4	SPAUD 505: Research Methods	SPAUD 503: Lang Disorders I	SPAUD 504: Lang Disorders II	SPAUD 508: Speech Sound Disorders	SPAUD 510: Fluency	SPAUD 512: AAC
		SPAUD 506: Aphasia	SPAUD 523: Dysphagia	SPAUD 599: Critical Reflections in SLP	SPAUD 522: Neurocognitive Comm	SPAUD 514: Autism Spectrum Disorder
	SPAUD 530: Clinical Practicum On Campus Clinic 1		SPAUD 531: Clinical Practicum On Campus Clinic 2		SPAUD 532: Clinical Practicum On Campus Clinic 3	
Year 5	SPAUD 520: Motor Speech Disorders	SPAUD 521: Voice Disorders	SPAUD 515: Seminar in SLP	SPAUD 524: Cleft & Craniofacial Disorders		
	SPAUD 540: Clinical Practicum Externship 1		SPAUD 541: Clinical Practicum Externship 2		SPAUD 542: Clinical Practicum Externship 3	

MA Degree 2-Year Track – Residential Mode

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 sequence is outlined below.

	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 1	SPAUD 505: Research Methods	SPAUD 503: Lang Disorders I	SPAUD 504: Lang Disorders II	SPAUD 508: Speech Sound Disorders	SPAUD 510: Fluency	SPAUD 512: AAC
		SPAUD 506: Aphasia	SPAUD 523: Dysphagia	SPAUD 599: Critical Reflections in SLP	SPAUD 522: Neurocognitive Comm	SPAUD 514: Autism Spectrum Disorder
	SPAUD 530: Clinical Practicum On Campus Clinic 1		SPAUD 531: Clinical Practicum On Campus Clinic 2		SPAUD 532: Clinical Practicum On Campus Clinic 3	
Year 2	SPAUD 520: Motor Speech Disorders	SPAUD 521: Voice Disorders	SPAUD 515: Seminar in SLP	SPAUD 524: Cleft & Craniofacial Disorders		
	SPAUD 540: Clinical Practicum Externship 1		SPAUD 541: Clinical Practicum Externship 2		SPAUD 542: Clinical Practicum Externship 3	

MA PROGRAM MODALITY

The MA in Speech-Language Pathology program offers two different modalities: the residential (on-campus) mode and the distance education mode. Students enrolled in either one or the other should register for the classes offered for their modality, either on-campus for the residential modality or online for the distance education modality. Residential modality students will not be allowed to take a class online without permission from the program director. Students who have registered for a course in the other modality will be automatically un-enrolled from the course at such time that their enrollment is discovered, which may delay completion of the course, loss of tuition, and a delay in clinical placements or even graduation. Residential modality students are expected to attend classes in person as scheduled.

ADMISSIONS INFORMATION FOR MA PROGRAM

Students who wish to become speech-language pathologists may apply to Calvin University's MA Degree Program. There are several ways to apply for admission:

- Calvin students in the BA-MA program may apply 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.
- Post-Baccalaureate students with a degree or equivalent coursework in speech pathology and audiology, or with degrees in other disciplines/areas of study along with prerequisite coursework may apply for the residential mode of the MA at any time before the January 15 deadline.

Admission to the MA in Speech-Language Pathology Program

Early Admission for Calvin Undergraduate Students

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 as outlined in the Calvin University catalog specific to their year of admission to Calvin University.

To accept early admission status, students must make their deposit to Calvin University by May 1 before the fall of their incoming year. They must meet the minimum requirements detailed on our department webpage to maintain early admission status.

Early admission students who maintain the criteria for early admit status are guaranteed admission to the Calvin MA in Speech-Language Pathology program; however, admission to a specific learning mode (on-campus or distance education) is not guaranteed with early admit status. All early admit students will

have the opportunity to complete their BA on campus. It is likely that most students with early admit status will be admitted to the on-campus MA mode; however, it is not guaranteed. Admission to the on-campus MA mode is competitive due to its limited capacity and is determined by a student's standing relative to other students applying at the time of application to the Calvin MA program. All early admit students will have the option to be admitted to the Calvin MA in Speech-Language Pathology program via distance-education mode.

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.

Enrollment in classes in the MA program for BA-MA students is conditional upon students successfully earning the BA in a timely manner. Specifically, BA-MA students must complete all requirements for the BA in Speech Pathology and Audiology and receive their degree after spring semester in their first year of the graduate program. Students who do not earn their BA in Speech Pathology and Audiology at that time will not be allowed to register for any further MA courses or participate in clinical externships until they have fulfilled all BA requirements and received their BA degree. As a matter of academic integrity, students who do not complete the BA requirements after spring semester in their first year of the graduate program are responsible to notify the department chair and their academic advisor and may not register for further MA courses until they have earned their BA. Students who did not earn their BA prior to starting summer courses in the first year of the graduate program will be unenrolled from those courses at the student's expense and face academic discipline from the department up to and including removal from the MA program.

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.

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 Clinic Director, or her/his representative, and the Program Director, or his/her representative, at the end of every semester to review progress and to set goals for the next semester.

TRANSFER CREDIT

A student may transfer 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.). All courses taken for transfer credit must be completed before beginning the MA program.

CLASS ATTENDANCE & PUNCTUALITY

The Speech Pathology and Audiology Department expects in-person class attendance and for students to be prompt. Obviously, unforeseen circumstances do arise, and professors handle such circumstances on a case-by-case basis. For graduate courses, every class period is the equivalent of one week of course material for a semester course. Because participation and in-class assignments/discussions are integral to each course, frequent absences or tardiness, whether excused or unexcused, will affect a student's final grade. Please ensure you complete the following in the event of an excused/unexcused absence:

- Please contact the instructor via email prior to the start of the class session, if possible. Students should be prepared to provide appropriate written documentation for absences if asked to do so (e.g., doctor's note, funeral announcement, note from athletic coach, etc.).
- **Students should not request virtual access to a class (synchronously or asynchronously) or class recordings, in the event that they cannot attend class in person.**

- Students are responsible for obtaining lecture notes and assignments from a classmate. It is also the student's responsibility to follow up on any discussion from the class session. If a graded assignment/activity was completed in the class period, the student with an excused absence is expected to contact the professor for the possibility of a follow-up, which is up to the discretion of the instructor. Students with unexcused absences will receive a zero for any in-class graded activities.

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 [the appendix](#).

GRADING SCALES FOR THE MA PROGRAM

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%

INCOMPLETES, WITHDRAWALS, AUDITS

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.

Auditing master's level courses is not permitted under any circumstances.

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. See "Prerequisites for External Clinical Placements" in this handbook.

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 at least 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. A second grade below a B in the same course will result in the student being terminated from the program.**
- The instructor will send an email to the student and copy the program director and department administrative assistant. A copy of the email will be saved in the student file. The department assistant will also notify the student's advisor.
- The student will register for the course the next time it is offered for the cohort, which under most circumstances is the following year. **The student should be aware that academic**

remediation may result in delayed externship start, 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 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 IN THE MA PROGRAM

Students who are in the residential and distance education mode are required to have their own laptop with a working camera and microphone, for both academic testing purposes and clinical work.

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) guidelines, students must save all reports and materials to their Calvin Microsoft Office 365 (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/>.

TAKING A HIATUS FROM A GRADUATE PROGRAM

Graduate students may request an official hiatus (interruption in enrollment) status for up to one calendar year by filling out a [Request for Hiatus form](#) and submitting it to successcenter@calvin.edu for processing.

An approved hiatus will eliminate re-application paperwork upon return and will maintain student accounts. An approved hiatus will not maintain status as an active or enrolled student.

Students will be reported as withdrawn to the National Student Clearinghouse, which may result in loan repayment being required.

If hiatus status lasts more than one calendar year, the student will be officially unenrolled and will lose student status and therefore, program declaration and student (IT) accounts.

Students who are not enrolled for a semester and do not request hiatus status will be considered inactive and will lose tech access.

Readmission procedures if hiatus status lasts longer than one year:

- Student completes a [Graduate Readmission form](#) in Slate
- Readmission form is linked to student record by admissions operations team
- Student's program reinstated so that a student can register for a class
- Student will receive automated messages from Slate with information about reactivating technology accounts

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 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. It is the student's responsibility to ensure that all prerequisite coursework has been completed sufficiently.
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.
8. Pass oral examination of thesis by July of final year.
9. Submit final copies of thesis to your thesis advisor and the Department Chair by July 31 of final year.

CLINICAL PRACTICUM INFORMATION FOR RESIDENTIAL MODE STUDENTS

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. 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.

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 Program Director, the Clinic Director at the beginning of their clinical practicum courses and the

instructor(s) of their 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 the appendix.

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/>). 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>).

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.

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/>). 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.

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.

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).

Clinical practicum experiences are extremely important and valuable in students' training to be an effective clinician. ***Students are expected to take ownership of the clinical process.*** Clinical Instructors will walk along side of students and guide them throughout the clinical experience, but it is the responsibility of students to research things they do not know, use resources available to them (including writing tutors, spell check, etc.), practice therapeutic tasks before sessions, and incorporate supervisory feedback. Students are also encouraged to engage in self-reflection on their areas of strengths and opportunities and seek out ways to continually develop their knowledge and skills.

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.

Clinic Materials & 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.

Emergency & 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, location, age, contact information, or pictures 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, on a table, or on a computer screen 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, 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 & Scheduling/Cancelation 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. Student clinicians may be required to remind clients of their appointment by telephone call, text message, or email 24 hours before scheduled appointments.

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.

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.

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 Medical 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. Graduate clinicians are responsible to ensure that client records remain complete and in good order.

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.

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 all clients. Additional policies and procedures are posted in the clinic related to admission, retention, appeals, counseling, transmission, exposure, and so forth.

Infection control is an important issue across all Speech-Language Pathology and Audiology work settings. Medical settings typically have procedures in place for infection control and prevention, many other clinical settings do not. There is risk of transmission of chronic and communicable diseases such as AIDS/HIV, CMV, Hepatitis B & C, herpes simplex, and others in all types of settings.

Student clinicians involved in on-campus and off-campus clinical practicums will need to follow the infection control policies and procedures of the facility they are in. If that facility does not have specific policies or procedures, the student clinician should follow the procedures outlined below:

Wash Hands

- Before and after working with a client
- After removing gloves
- Immediately if hands come into contact with soiled surfaces or bodily fluids

Wear Gloves

- If there is any expectation of coming into contact with bodily fluids such as blood, sputum, urine, or feces. Always wear gloves for an oral mechanism exam and any procedure that involves entry into the oral cavity.
- Before touching mucous membranes.
- If you have a cut or abrasion.
- If a glove is torn or soiled, remove it immediately, wash hands, and replace with a new glove.
- Change gloves after each procedure and after each client.
- Remove gloves inside-out and dispose of them in a trash container.

Other Barrier Precautions

- Wear gowns, masks, and/or goggles if a splash of bodily fluid or blood is anticipated.
- Stay home if you are not feeling well and wear a mask if you have any symptoms such as a cough or runny nose.

Cleaning Clinical Equipment

- Dispose of single-use items (such as tongue depressors, gloves) immediately after use.
- Clean clinical materials, tabletops, work surfaces, and other equipment with a sanitizing solution following the instructions on the bottle. Some solutions require the surface to remain wet for a certain amount of time to properly disinfect it.

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.

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. 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.

Prerequisites for External Clinical Placements

The purpose of the externship experience (SPAUD 540, 541, and 542) is to provide graduate clinicians with the opportunity to extend their academic and clinical training, using the knowledge gained in their didactic academic and clinical courses.

Prior to beginning the externship experience (SPAUD 540), graduate clinicians must have successfully completed the first eleven academic courses and three clinical courses (see below) with a grade of B or better. No student who is currently under academic or clinical remediation or probation will be placed in an externship experience.

Graduate students who have courses to retake or remediation to complete may need to take a break from their clinical practicum sequence to complete those courses before starting externship experiences. Academic performance that does not meet the department retention requirements may result in a delay in graduation date, potentially by several semesters.

Prerequisite Courses that must be completed with a B or better prior to enrollment in SPAUD 540:

Didactic Courses	Clinical Courses
SPAUD 505: Research Methods	SPAUD 530: Clinical Practicum Calvin Clinic I
SPAUD 503: Language Disorders I	SPAUD 531: Clinical Practicum Calvin Clinic II
SPAUD 506: Aphasia	SPAUD 532: Clinical Practicum Calvin Clinic III
SPAUD 523: Dysphagia	
SPAUD 504: Language Disorders II	
SPAUD 508: Speech Sound Disorders	

SPAUD 524: Cleft and Craniofacial Disorders	
SPAUD 522: Neurocognitive Comm Disorders	
SPAUD 510: Fluency	
SPAUD 514: Autism	
SPAUD 512: Augmentative & Alternative Comm	

Prerequisite Courses (in addition to those above) that must be completed with a B or better prior to enrollment in SPAUD 541:

Didactic Courses	Clinical Courses
SPAUD 520: Motor Speech Disorders	SPAUD 540: Clinical Practicum Externship 1
SPAUD 521: Voice & Voice Disorders	

Prerequisite Courses (in addition to those above) that must be completed with a B or better prior to enrollment in SPAUD 542:

Didactic Courses	Clinical Courses
SPAUD 515: Seminar in SLP	SPAUD 541: Clinical Practicum Externship 2
SPAUD 599: Clinical Reflections in SLP	

Specialized Training for External Clinical Placements

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.

Locations for External Clinical Placements

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.

Process for Securing External Clinical Placements

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.

SECTION FOUR: MA IN SPEECH–LANGUAGE PATHOLOGY DISTANCE EDUCATION MODE

ADMISSIONS INFORMATION FOR MA PROGRAM

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](#) or <https://online.calvin.edu/programs/master-of-speech-language-pathology/> for admission requirements and how to apply.

ACADEMIC PLANS OF STUDY

All MA in Speech-Language Pathology distance education mode students are required to declare which track they intend to pursue. The student's official Academic Progress Report on Workday should reflect the courses required for the selected track. Students may change their selection of track from the two-year track to the three-year track within the first 90 days of their first semester only, due to the program's need to plan for students' clinical placements. 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.

MA Degree 2-Year Track – Distance Education Mode

Students who have completed an undergraduate degree at other universities and successfully complete the graduate program will earn a MA in Speech-Language Pathology. **Students should take note that this accelerated track requires an intensive amount of time. Students who are unsure about handling this workload are strongly encouraged to pursue the 3-year distance education track below, to provide the best opportunity for success.** In order to remain in the accelerated track, a student must earn a B or better in every course. If a student fails to complete a course (or courses) with a B or better or withdraws from a required course, the student will be moved automatically to the 3-year track to reduce their academic load to support future success and to allow them time to retake the course (or courses). The course sequences for the 2-year track are outlined below (see sequences for fall cohort or spring cohort).

2 Year Track, Fall Semester Cohort

	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 1	SPAUD 505	SPAUD 503	SPAUD 504	SPAUD 508	SPAUD 510	SPAUD 514
		SPAUD 506	SPAUD 523	SPAUD 524	SPAUD 522	SPAUD 512
	SPAUD 530		SPAUD 531		SPAUD 532	
Year 2	SPAUD 520	SPAUD 521	SPAUD 515	SPAUD 599		
	SPAUD 540		SPAUD 541		SPAUD 542	

2 Year Track, Spring Semester Cohort

	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2
Year 1	SPAUD 505	SPAUD 503	SPAUD 504	SPAUD 508	SPAUD 510	SPAUD 514
		SPAUD 506	SPAUD 523	SPAUD 524	SPAUD 522	SPAUD 512
	SPAUD 530		SPAUD 531		SPAUD 532	
Year 2	SPAUD 520	SPAUD 521	SPAUD 515	SPAUD 599		
	SPAUD 540		SPAUD 541		SPAUD 542	

MA Degree 3-Year Track – Distance Education Mode

Students who have completed an undergraduate degree at other universities and successfully complete the graduate program will earn a MA in Speech-Language Pathology. Students may change their track from the three-year track to the two-year track within the first 10 days of the program (before the “add a course” deadline) only. The course sequences for the 3-year track are outlined below (see sequences for fall cohort or spring cohort).

3 Year Track, Fall Semester Cohort

	Fall 1	Fall 2	Spring 1	Spring 2	Summer 1	Summer 2
Year 1	SPAUD 505	SPAUD 503	SPAUD 523	SPAUD 508	SPAUD 522	SPAUD 514
Year 2		SPAUD 506	SPAUD 504	SPAUD 524	SPAUD 510	SPAUD 512
	SPAUD 530		SPAUD 531		SPAUD 532	
Year 3	SPAUD 520	SPAUD 521	SPAUD 515	SPAUD 599		
	SPAUD 540		SPAUD 541		SPAUD 542	

3 Year Track, Spring Semester Cohort

	Spring 1	Spring 2	Summer 1	Summer 2	Fall 1	Fall 2
Year 1	SPAUD 505	SPAUD 503	SPAUD 523	SPAUD 508	SPAUD 522	SPAUD 514
Year 2		SPAUD 506	SPAUD 504	SPAUD 524	SPAUD 510	SPAUD 512
	SPAUD 530		SPAUD 531		SPAUD 532	
Year 3	SPAUD 520	SPAUD 521	SPAUD 515	SPAUD 599		
	SPAUD 540		SPAUD 541		SPAUD 542	

MA PROGRAM MODALITY

The MA in Speech-Language Pathology program offers two different modalities: the residential (on-campus) mode and the distance education mode. Students enrolled in either one or the other should register for the classes offered for their modality, either on-campus for the residential modality or online for the distance education modality. Residential modality students will not be allowed to take a class online without permission from the program director. Distance education modality students will not be allowed to take a class on-campus without permission from the program director.

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 Clinic Director, or their representative, and the Program Director, or their representative, 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.). All courses taken for transfer credit must be completed before beginning the MA program.

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 and Essential Functions by signing the appropriate retention documents. There are separate retention documents for the BA program and the MA program found in [the appendix](#).

GRADING SCALES FOR THE MA PROGRAM

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%

INCOMPLETES, WITHDRAWALS, AUDITS

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.

Auditing master's level courses is not permitted under any circumstances.

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. See "Prerequisites for External Clinical Placements" in this handbook.

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 at least 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. A second grade below a B in the same course will result in the student being terminated from the program.**
- The instructor will send an email to the student and copy the program director and department administrative assistant. A copy of the email will be saved in the student file. The department assistant will also notify the student's advisor.
- The student will register for the course the next time it is offered for the cohort, which under most circumstances is the following year. **The student should be aware that academic**

remediation may result in delayed externship start, 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 last two semesters of their final year of the MA program; however, earning the MA degree is not dependent on passing the PRAXIS.**

THESIS (OPTIONAL)

It is rare that a distance education MA student will have the opportunity and time to pursue a thesis. 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 first semester 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 IN THE MA PROGRAM

Students who are in the residential and distance education mode are required to have their own laptop with a working camera and microphone, for both academic testing purposes and clinical work.

In compliance with the Health Insurance Portability and Accountability Act (HIPAA) guidelines, students must save all reports and materials to their Calvin Microsoft Office 365 (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/>.

TAKING A HIATUS FROM A GRADUATE PROGRAM

Graduate students may request an official hiatus (interruption in enrollment) status for up to one calendar year by filling out a [Request for Hiatus form](#) and submitting it to successcenter@calvin.edu for processing.

An approved hiatus will eliminate re-application paperwork upon return and will maintain student accounts. An approved hiatus will not maintain status as an active or enrolled student.

Students will be reported as withdrawn to the National Student Clearinghouse, which may result in loan repayment being required.

If hiatus status lasts more than one calendar year, the student will be officially unenrolled and will lose student status and therefore, program declaration and student (IT) accounts.

Students who are not enrolled for a semester and do not request hiatus status will be considered inactive and will lose tech access.

Readmission procedures if hiatus status lasts longer than one year:

- Student completes a [Graduate Readmission form](#) in Slate
- Readmission form is linked to student record by admissions operations team

- Student's program reinstated so that a student can register for a class
- Student will receive automated messages from Slate with information about reactivating technology accounts

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 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. It is the student's responsibility to ensure that all prerequisite coursework has been completed sufficiently.
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 final semester of final year.
8. Pass oral examination of thesis by final semester of final year.
9. Submit final copies of thesis to your thesis advisor and the Department Chair before graduation date.

CLINICAL PRACTICUM INFORMATION FOR DISTANCE EDUCATION MODE STUDENTS

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 and teletherapy through the Calvin Speech & Hearing Clinic. Clinical experiences are designed to support the interests of graduate students while providing depth and breadth of knowledge and experience.

Student Location & Home Address

Due to the nature of clinical practicums in an online modality, it is of utmost importance that students keep their home address updated with the university and the Speech Pathology & Audiology department.

To update your address in Workday, please see the [instructions on the Workday help sharepoint site](#). To update your address with the Speech Pathology & Audiology department, please email spaud@calvin.edu.

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 need to be completed by the student prior to participating in any externships (ideally during the semester the student is enrolled in SPAUD 532). Distance BLS/CPR training is provided in the form of an [online training course](#). To be fully certified in BLS, students will need to take a hands-on training portion. They may take that at Calvin University when it is offered annually or register for a local hands-on training at their own expense. 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.

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 their clinical practicum courses and the instructor(s) of their 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/>). 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>).

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, diagnostic tests, test forms, virtual therapy materials, and equipment repair. In addition, this fee will cover the cost of background checks, drug screening, and Typhon accounts. 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.

Distance BLS/CPR training is provided in the form of an [online training course](#). To be fully certified in BLS, students will need to take a hands-on training portion. They may take that at Calvin University when it is offered annually or register for a local hands-on training at their own expense.

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/>). 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.

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.

CALVIN SPEECH & HEARING CLINIC (ON CAMPUS FACILITY)

The Calvin Speech & Hearing Clinic is located on the campus of Calvin University in Grand Rapids, MI, but serves clients virtually around the United States. Though distance education students will not visit our clinic facility in person, they are part of the clinic in every other way, serving the clients through the teletherapy platform during their first year of clinical practicums.

Clinical practicum experiences are extremely important and valuable in students' training to be an effective clinician. ***Students are expected to take ownership of the clinical process.*** Clinical Instructors will walk along side of students and guide them throughout the clinical experience, but it is the responsibility of students to research things they do not know, use resources available to them (including writing tutors, spell check, etc.), practice therapeutic tasks before sessions, and incorporate supervisory feedback. Students are also encouraged to engage in self-reflection on their areas of strengths and opportunities and seek out ways to continually develop their knowledge and skills.

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.

Clinic Materials & Equipment

Distance Education mode students will primarily be using digital materials for assessment and treatment of Calvin Speech & Hearing Clinic clients. Paper copies of protocols used in evaluations will be mailed to the graduate clinician the week before the start of clinic. An inventory of materials is maintained by the clinic staff, and students are required to request any materials in a timely fashion.

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, location, age, contact information, or pictures 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, on a table, or on a computer screen where others may read them

- Conversations in the Clinic or in public 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, 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 the HIPPA-compliant Microsoft Teams platform and is only accessible by password. Students must not give their passwords to anyone else.

Clinic Calendar & Scheduling/Cancelation 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. Clinic assignments are not optional and must be a first priority in the student's schedule. 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. Student clinicians may be required to remind clients of their appointment by telephone call, text message, or email 24 hours before scheduled appointments.

The clinic will be closed if Calvin University is closed for any reason which will be communicated via email. 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. 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.

Clients are requested to notify the graduate clinician or 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.

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 Medical 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. Graduate clinicians are responsible to ensure that client records remain complete and in good order.

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 during clinic sessions, including teletherapy. The shirts and sweaters will have a Calvin University Speech Pathology & Audiology monogrammed logo. The uniform is required to be worn for any clinical session for SPAUD 531 or 532.

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 all clients. Additional policies and procedures are posted in the clinic related to admission, retention, appeals, counseling, transmission, exposure, and so forth.

Infection control is an important issue across all Speech-Language Pathology and Audiology work settings. Medical settings typically have procedures in place for infection control and prevention, many other clinical settings do not. There is risk of transmission of chronic and communicable diseases such as AIDS/HIV, CMV, Hepatitis B & C, herpes simplex, and others in all types of settings.

Student clinicians involved in on-campus and off-campus clinical practicums will need to follow the infection control policies and procedures of the facility they are in. If that facility does not have specific policies or procedures, the student clinician should follow the procedures outlined below:

Wash Hands

- Before and after working with a client

- After removing gloves
- Immediately if hands come into contact with soiled surfaces or bodily fluids

Wear Gloves

- If there is any expectation of coming into contact with bodily fluids such as blood, sputum, urine, or feces. Always wear gloves for an oral mechanism exam and any procedure that involves entry into the oral cavity.
- Before touching mucous membranes.
- If you have a cut or abrasion.
- If a glove is torn or soiled, remove it immediately, wash hands, and replace with a new glove.
- Change gloves after each procedure and after each client.
- Remove gloves inside-out and dispose of them in a trash container.

Other Barrier Precautions

- Wear gowns, masks, and/or goggles if a splash of bodily fluid or blood is anticipated.
- Stay home if you are not feeling well and wear a mask if you have any symptoms such as a cough or runny nose.

Cleaning Clinical Equipment

- Dispose of single-use items (such as tongue depressors, gloves) immediately after use.
- Clean clinical materials, tabletops, work surfaces, and other equipment with a sanitizing solution following the instructions on the bottle. Some solutions require the surface to remain wet for a certain amount of time to properly disinfect it.

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.

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

Prerequisites for External Clinical Placements

The purpose of the externship experience (SPAUD 540, 541, and 542) is to provide graduate clinicians with the opportunity to extend their academic and clinical training, using the knowledge gained in their didactic academic and clinical courses.

Prior to beginning the externship experience (SPAUD 540), graduate clinicians must have successfully completed the first eleven academic courses and three clinical courses (see below) with a grade of B or better. No student who is currently under academic or clinical remediation or probation will be placed in an externship experience.

Graduate students who have courses to retake or remediation to complete may need to take a break from their clinical practicum sequence to complete those courses before starting externship experiences. Academic performance that does not meet the department retention requirements may result in a delay in graduation date, potentially by several semesters.

Prerequisite Courses that must be completed with a B or better prior to enrollment in SPAUD 540:

Didactic Courses	Clinical Courses
SPAUD 505: Research Methods	SPAUD 530: Clinical Practicum Calvin Clinic I
SPAUD 503: Language Disorders I	SPAUD 531: Clinical Practicum Calvin Clinic II
SPAUD 506: Aphasia	SPAUD 532: Clinical Practicum Calvin Clinic III
SPAUD 523: Dysphagia	
SPAUD 504: Language Disorders II	
SPAUD 508: Speech Sound Disorders	
SPAUD 524: Cleft and Craniofacial Disorders	
SPAUD 522: Neurocognitive Comm Disorders	
SPAUD 510: Fluency	
SPAUD 514: Autism	
SPAUD 512: Augmentative & Alternative Comm	

Prerequisite Courses (in addition to those above) that must be completed with a B or better prior to enrollment in SPAUD 541:

Didactic Courses	Clinical Courses
SPAUD 520: Motor Speech Disorders	SPAUD 540: Clinical Practicum Externship 1
SPAUD 521: Voice & Voice Disorders	

Prerequisite Courses (in addition to those above) that must be completed with a B or better prior to enrollment in SPAUD 542:

Didactic Courses	Clinical Courses
SPAUD 515: Seminar in SLP	SPAUD 541: Clinical Practicum Externship 2
SPAUD 599: Clinical Reflections in SLP	

Specialized Training for External Clinical Placements

Some externship 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.

Locations for External Clinical Placements

All students must provide their own reliable transportation to and from practicum sites. It is the responsibility of the student to arrive at assigned practicum locations in a timely manner.

Process for Securing Clinical Placements

Upon enrollment to the MA program, students will be sent an intake form requesting information on their expected location during each externship semester and if they have any relationships with facilities near them. Students will provide the name and location of at least two educational, at least two medical, and at least two other placement ideas in their location. Calvin staff is not likely to know the area you are in and is relying on students to provide externship ideas.

Calvin's Field Education Specialist (FES), or an identified representative of them, will research and contact prospective externship partners on students' behalf.

- Requested placement sites are NOT guaranteed.
- Calvin will work hard to find an externship location that is within a 60-mile radius of where the student is staying, but this is NOT guaranteed.
- Distance education students should be open minded about placements and may need to relocate. Consider staying with friends, relatives, Air B&B, etc. that would support taking a placement in another location.
- Calvin will complete a Clinical Affiliation Agreement with the externship facility, which may take several weeks to finalize. Students may not begin an externship until all parties have signed the written affiliation agreement.
- Once an external clinical instructor is identified, the FES will prompt the student to send their resume and arrange a meeting and/or interview with the clinical instructor.
- The FES will maintain communication with the student and Clinic Director throughout the placement process.

Types of Placements

Place of Employment

Student clinicians may complete an externship at their place of employment for one semester only and they cannot be paid for the externship hours. Externships at a student's place of employment will only be considered if the student is able to work with a supervisor and population completely separate from their professional role (for example, in a different department of the same building or network).

International Placements

Students may complete an externship outside of the United States with an ASHA credentialed SLP.

Working as an SLPA

Students may not count any hours accrued as part of their SLPA program of study or during employment as an SLPA. Students may not be supervised by a prior SLPA supervisor at any site.

Paid Placements

Students may not be paid for any clinical placements.

Clinical Instructors

Students cannot be supervised by a relative, significant other, or any individual with whom they have a prior or standing personal relationship.

Declination of a Placement

Student's lack of reliable transportation, distance required to travel, or needs for family care is not considered in the assignment of practicum sites. If a student declines a placement for the reasons above, the program is under no special obligation to provide an alternate, more amenable site for a student in such cases. Exceptions to these policies are granted only in situations where a student's participation restrictions are secondary to a documented physical condition, disability, etc.

When a student has a clinical placement offered to them, they should strongly consider accepting it. Calvin cannot guarantee that an alternate placement will be identified for that semester. Students who decline a confirmed clinical placement may need to defer the externship until the following semester, which will delay graduation from the program. Flexibility is an integral part of being an effective Speech-Language Pathologist and students who do not demonstrate this within the clinical placement process may jeopardize their professional appearance which could be recognized by professionals within their community.

ABSENCE POLICY

Any student clinician absence must be communicated to the external Clinical Instructor and the Clinic Liaison as soon as possible. Excused absences include clearly unavoidable absence due to illness of the student clinician, death in the student clinician's immediate family or similar traumatic events.

Vacations, unreliable transportation, and social events are not considered excused absences. Student clinicians should discuss any special needs for absences from externships with their Clinical Instructor and the Clinic Director.

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.

APPENDICES