



Website: [www.uakron.edu/sslpa](http://www.uakron.edu/sslpa)

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Orientation:

## **Introduction to the University of Akron Speech-Language Pathology Graduate Program**

### **Introduction:**

This handbook is intended to provide information for speech-language pathology graduate students related to academic and clinical experiences.

**What is the mission of *The School of Speech-Language Pathology and Audiology?***      *-lguage    anguGaol*

## **Services at the Audiology and Speech Center**

Diagnostic and treatment services are provided at the Audiology and Speech Center by graduate clinician under the supervision of experienced, licensed, and certified clinical instructors. Supervision is carried out in accordance with the guidelines mandated by the American Speech-Language Hearing Association (ASHA) and the Ohio Board of Speech and Hearing Professionals.

### **What services are offered at the Audiology and Speech Center?**

#### **Services Provided:**

- Evaluation and treatment across the lifespan for a wide range of speech and language disorders and differences. Clinics are available for the following:
  - neurogenic disorders resulting from stroke, degenerative disease, and traumatic brain injury
  - voice
  - fluency
  - phonologic/articulation disorders
  - language disorders
  - hearing impairment (auditory-verbal)
  - augmentative-alternative

**Referral:**

Individuals are accepted for assessment and treatment based on the service requested, availability of staff, and appropriateness for clinical training and research.

**Speech-Language Pathology Clinic Director:** Denise Simcox, MA/CCC-SLP

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## **Guiding Principles: The ASHA Code of Ethics**

### **What guides the decision making at the Audiology and Speech Center?**

The Code of Ethics of the American Speech-Language Hearing Association serves as the “ground rules” for the professions of speech-language pathology and audiology. The principles encompass: conduct toward the client, the public, and fellow professionals. Graduate clinicians are expected to read and observe the principles of the Code of Ethics in all aspects of clinical practice while enrolled in the program.

The complete ASHA Code of Ethics may be found on the ASHA website  
<http://www.asha.org/Code-of-Ethics/>

## **Certificate of Clinical Competence ASHA 2020 Standards**

### **What are the ASHA standards for certification?**

#### **Overview of the standards:**

- Master's, Doctoral, or another recognized post-baccalaureate degree
- Coursework and clinical work must be completed at an ASHA accredited program. Program must be sufficient in depth and breadth to achieve knowledge and skills outcomes.
- Coursework in statistics and biological, physical, and social/behavioral sciences.
- Knowledge in basic human communication and swallowing processes: biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases.
- Knowledge in communication and swallowing disorders and differences: etiologies, characteristics, and anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates
- Knowledge in the principles and methods of prevention, assessment, and intervention for persons with communication and swallowing disorders
- Demonstrate knowledge of ethical standards, research principles, and current professional and regulatory issues
- Skills in oral and written communication
- Practicum experiences that:
  - Encompass the breadth of the current scope of practice
  - Across the lifespan
  - Culturally/linguistically diverse populations
  - Various types and severities of communication and/or related disorders, differences, and disabilities
  - Interprofessional education and collaborative practice
  - Without specific clock-hour requirements for given disorders or settings
- A total of 400 clock hours of supervised practicum with at least:
  - 375 in direct client/patient contact
  - 25 in guided clinical observation
  - 325 must be completed while in an accredited graduate program

- Select and administer appropriate evaluation procedures, such



## Graduate Clinician Clinic Assignment

### What do I need to know about clinical assignments?

The coordinator and students work collaboratively to arrange clinical placements in their communities depending upon the graduate clinician's individual training needs as well as upon his/her level of training and competence. **In order to receive an assignment, graduate clinicians MUST be enrolled in the appropriate practicum course(s).**

**CLINIC ASSIGNMENTS ARE NOT OPTIONAL AND MUST BE A FIRST PRIORITY**  
Clinic scheduling is a complicated process and numerous variables must be considered. It is the graduate clinician's responsibility to arrange employment so that it does NOT interfere with clinical practicum obligations. Any changes in clinical assignments MUST be approved by the Distance Learning Coordinator.

A student who declines a clinical rotation that has been secured for them for any reason may be asked to participate in the process for obtaining a new placement. This includes activities such as researching alternative sites and sharing contact information with the placement coordinators and/or contacting sites directly to make requests. By choosing to decline a placement, the student understands that the placement coordinators must prioritize contacting sites for other students who do not yet have placements secured for the designated semester. Similarly, the student understands that by declining a placement, they risk the possibility of delayed graduation should an alternative site not become scheduled during that same semester. Graduate clinicians are assigned to clients by their supervising SLPs in order to meet clinic caseload demands as well as to provide experience necessary for certification.

Clinical functions to which the graduate clinician may be assigned include:

- Individual therapy with clients with varying disorders
- Group therapy
- Speech-language-hearing screening team
- Speech-language diagnostic team
- Client and family counseling
- Audiologic/speech-language screening
- Externships

The coordinator and students work collaboratively to arrange clinical placements in their communities. Students complete a spreadsheet that will outline facilities that are located within 50 miles of his/her residence. This spreadsheet is a shared document between the student(s) and the coordinator, which tracks communication between the student, the coordinator, and the sites.

Students typically make the first point of contact with facilities, in order to request placements. Students should begin contacting sites

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SLPA:695 (6 credit hours)	Medical Extern	Provides graduate clinicians with an opportunity to extend their academic and clinical training to an adult medical setting. Placements are arranged for a minimum of 3 days per week.
SLPA:696 (1 credit hour)	Extern Seminar	This course is designed as a supplement to the Medical Extern experience

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## **Externship Information**

### **What is the purpose of the Externship Experiences?**

The purpose of the medical and school-based externship experiences is to provide graduate clinicians experience working in the medical setting and the school setting.

### **The University of Akron Liaisons to the Extern Sites**

The Distance Learning Coordinator serves as the liaison between the School of Speech-Language Pathology and Audiology and the medical/school externship sites for the graduate clinicians in Speech-Language Pathology. All matters related to the externships experience should be brought to the liaison's attention.

### **Graduate Clinician Preparation Prior to Beginning the Externships**

Prior to beginning the externship experiences, graduate clinicians will have successfully completed at least three semesters of graduate clinical coursework and approximately 100-150 hours of clinical experience.

Prior to or concurrently with the externships, graduate clinicians will gain the theoretical base necessary to understand the communication disorders they will be encountering. They will have observed and directly worked with several clients of various ages, presenting a wide range of communication disorder types and levels of severity. Graduate clinicians will have had practical experiences selecting and implementing diagnostics, interventions, data collection, and report writing procedures. Finally, they will have access to resources they can use for clinical decision-making and problem solving. All these basic experiences serve to prepare

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## **School-Based Externship**

### **What do I need to know about the School-Based Externship?**

The school-based externship is designed to give graduate clinicians experience in public school settings. It also enables a graduate clinician to be eligible for licensure by the Ohio Department of Education; this licensure is required of all speech-language pathologists who work in a public-school setting in the State of Ohio.

School Externship Handbook is available on the Graduate Program's Brightspace site and the SLP Supervisor site at <https://uakron.edu/sslpa/gslpp/slp-supervisors>

## Medical Externship

### What do I need to know about the Medical Externship?

Medical externships are designed to give graduate clinicians

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## Preferred Practice Patterns

### What are the *preferred practice patterns*?

Clinical Instructors and Graduate Clinicians are expected to follow and reference \_\_\_\_\_ as outlined by the American Speech-Language Hearing Association (2004) and available at <https://www.asha.org/policy/pp2004-00191/>

Preferred Practice Patterns define universally applicable characteristics of the activities directed towards the recipients of audiology and speech-language pathology services.

Components of Preferred Practice Patterns describe EACH diagnostic or therapeutic procedure:

- Professionals who perform the procedure(s)
- Support personnel who perform procedure(s)
- Expected outcomes
- Clinical indications
- Clinical processes
- Setting/equipment specifications
- Safety and health precautions





- Audiologic screening (i.e. pure-tone air conduction screening and testing, and screening tympanometry) for the purpose of the initial identification and/or referral of individuals with other communication disorders or possible middle ear pathology
- Management of children and adults with central auditory processing disorders

Persons holding the CCC-A may supervise:

- Audiologic evaluation/assessment
- Intervention for central auditory processing disorders
- Amplification (hearing aid selection and management)
- Speech and/or language screening for the purpose of initial identification of individuals who may have other communication disorders
- Aural habilitation and rehabilitation services
- Evaluation and management of children and adults with central auditory processing disorders

### **How do graduate clinicians keep track of *clinical clock hours*?**

Graduate clinicians are required to log the amount of time spent participating in direct client contact. These clock hours are tracked by a web-based program, Calipso. Graduate clinicians are required to enter their clock hours into Calipso by logging into the program and entering their

## Expectations of Graduate Clinicians

### What is expected of graduate clinician clinicians?

#### **Attendance:**

**Graduate Clinician Absence:** Professionalism is always required, and good attendance is one crucial aspect of professionalism. Students must be committed to their clinical practica and externships in the same way that they would be for paid employment. Graduate clinicians are expected to attend clinical placements a minimum of 2-3 days per week during the externship semesters. Additionally, graduate clinicians follow the calendar of the facility where they are completing their externships. If the University of Akron is closed, but the facility remains open, the graduate clinician is expected to report to their externship site. Graduate clinicians are expected to be at the externship placements while the SLP supervisor is present. Schedules may vary based on the SLP supervisor's availability, caseload management, and delivery of in-direct services.

Graduate clinicians are not permitted to be absent from externships unless the absence is excused. The student must email the supervisor and clinic/program coordinator prior to each/every absence. Problems with attendance and professionalism will negatively impact your grade, affect letters of recommendations and references, and influence competencies and clock hours. In some cases, where problems with attendance and professionalism exist, a student may be removed from their clinical site at the discretion of the supervisor, clinic/program coordinator, or department chair.

failure to follow the notification procedure outlined in this policy may also result in a letter grade reduction and is at discretion of the faculty. Students should not attempt to negotiate days off with their supervisors. This will be seen as unprofessional behavior and will be reflected in the student's grade and/or demonstrate need for a support plan in the area of professionalism.

**Supervising SLP absence:** Graduate clinicians cannot provide direct services unless a licensed/certified SLP is on the premises. If a supervising SLP is going to be absent, the graduate clinician should only attend his/her externship if alternative arrangements have been made in advance. Alternatives may include completing the externship, paper work, projects related to the externship. Make-up days are scheduled according to the supervisor's discretion.

**Dress, Grooming, and Appearance:**

Graduate clinicians are expected to dress for evaluations and therapy in an appropriate, **professional** manner, i.e. in attire appropriate to any place of business. Clothing which is either too casual or too dressy, i.e. shorts, sundresses, very short skirts, jeans, tee-shirts, sweatshirts, party wear, see-through clothing, etc.

## Clinical Supervision Guidelines

### What are the clinical supervision requirements for graduate clinicians?

**ASHA Standard V-E:** Supervision of graduate clinicians must be provided by a clinical educator who holds ASHA certification in the appropriate profession, who has the equivalent of a minimum of 9 months of full-time clinical experience post-certification, and who has completed a minimum of 2 hours of professional development in clinical instruction/supervision after being awarded ASHA certification.

The amount of direct supervision must be commensurate with the graduate clinician's knowledge, skills, and experience; must not be less than 25% of the graduate clinician's total contact with each client/patient; and must take place periodically throughout the practicum. Supervision must be sufficient to ensure the welfare of the individual receiving services.

It is understood that in a clinical training program, clinical supervision takes place according to the training level and individual needs of each graduate clinician and each client served. ASHA standards specify a minimum of 25% supervision; however, clinical supervision time must be adjusted accordingly for beginning clinicians and adjusted as the graduate clinician become more independent.

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**How are graduate clinicians graded for clinic?**

### **Evaluation and Grades:**

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 At a minimum, graduate clinicians should be provided with a formal verbal and written evaluation twice during the experience; on,2 Tc -0.9e4 ( t)-16 (h)-4 (e ex)-3.9 (p)-4 ( t).clinic(i)-2 (ni)5ce; on prni

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**Clock Hours:**

If a graduate clinician receives an average of 3.9 or lower as their final clinical grade on any Calipso evaluation, the graduate clinician will not be granted the hours for that clinical experience.

## **Student Summative Assessment**

All candidates for the Master of Arts in Speech-Language Pathology



## **The Code of Student Conduct**

It is each student's responsibility to know what constitutes academic misconduct. The Code of Student Conduct defines academic misconduct as any activity that compromises the academic integrity of the student and university and undermines the educational process. Academic misconduct includes but is not limited to cheating, plagiarism, and/or engaging in any behavior specifically prohibited by a faculty member in the course syllabus or during class discussion. Allegations of academic misconduct will be resolved following the [academic misconduct procedure](#) outlined in the [Code of Student Conduct](#). For additional information or resources concerning academic misconduct or the Code of Student Conduct please contact the Department of Student Conduct and Community Standards by phone at (330) 972-6380, by email at [studentconduct@uakron.edu](mailto:studentconduct@uakron.edu), or online at [www.uakron.edu/studentconduct](http://www.uakron.edu/studentconduct)

## **Current UA Graduate School Grade/Dismissal Policies: Graduate Bulletin**

<http://www.uakron.edu/gradsch/docs/Gradbulletin.pdf>

### **Grades:**

A graduate clinician admitted to graduate study under any status at the University is expected to maintain a minimum 3.00 grade-point average (4.00="A") at all times. Students must obtain an overall grade of B- or higher for all University of Akron degree courses, advanced clinical practica, and externships. If a student is not able to obtain an overall grade of B- or higher, then the course advanced clinical practica, or externship must be retaken, which may delay graduation.

Furthermore, the Graduate School will not transfer a grade lower than a B from another University to receive graduate credit. If a student earns lower than a B in any of his/her courses completed at the University of Cincinnati, the student will need to retake the course to earn a grade that can be transferred.

### **Probation and Dismissal:**

Any graduate clinician whose cumulative graduate grade-point average falls below 3.00 will be placed on probation and is no longer in good standing. In consultation with the college or department, as appropriate, the dean of the Graduate School will dismiss full-time graduate clinicians

the SLP faculty. The graduate clinician may provide a written statement prior to this meeting addressing any

**What is covered during orientation?**

Every graduate clinician is encouraged to participate in orientation during the fall leading up to their first year of graduate school. Information will be provided in person or on-line. At the end of the orientation, the graduate clinician should be comfortable with the following protocols and procedures unique to this work setting:

- ASHA Code of Ethics
- Technical Standards
- Informed Consent
- Release of Information
- Clock hours management (Calipso)
- Graduate clinician obligations/responsibilities; academics and clinic
- Professional behavior

**Graduate Clinician Contact Information:**

It is essential that accurate home address, e-mail address, and home/cell phone numbers are filed in MyAkron and with the Graduate Coordinator. If your address, phone number, or e-mail address changes, it is the graduate clinician's responsibility to update this information with the Academic Administrative Assistant, the Graduate Coordinator and all clinical supervisors.





- Solve problems, reason, analyze, and make sound clinical judgments in patient assessment, diagnostic, and therapeutic plan implementation when analyzing complex patient problems.
- Reflect on clinical and academic performance and self-assess performance accurately.
- Utilize appropriate and effective spoken, written and non-verbal communication. Students must be able to understand and speak the English language at a level consistent with competent professional practice.

## 5. **Affective/Behavioral/Social Skills**

A student must possess adequate behavioral and social attributes to:

- Display mature, empathetic, and effective professional relationships by exhibiting compassion, integrity, and concern for others
- Demonstrate appreciation and respect for individual, social, and cultural differences in fellow students, colleagues, staff, and patients.
- Demonstrate appropriate behaviors to protect the safety and well-being of clients/patients and classmates.
- Possess and demonstrate empathy and demonstrate commitment to the role of health care provider.
- Demonstrate ability to appropriately handle situations that may be emotionally, physically, or intellectually stressful.
- Demonstrate flexibility and the ability to adjust to changing situations and uncertainty in academic and clinical situations.
- Manage the use of time effectively to complete professional and technical tasks within a realistic time constraints
- Accept appropriate suggestions and constructive criticism and respond by modification of behaviors
- Dress appropriately and professionally
- Demonstrate honesty, integrity, and professionalism.
- Maintain confidentiality of patient information.
- Provide services to all clients/patients regardless of sex, sexual orientation, race, color, religion, age, handicap, status as a veteran, political affiliation, socioeconomic status, or national or ethnic origin.

Continuation in the graduate program will be contingent on the student's verification that they understand and meet these technical standards either with or without accommodation. **Students who may have a disability and believe they can meet the technical standards with accommodation are encouraged to contact the Office of Accessibility** to discuss and identify reasonable accommodations the University or program would need to make so the candidate may be able to meet these standards.

### **Technical Standards: Procedures for Enforcement**

The technical standards of the University of Akron School of Speech-Language Pathology and Audiology & Audiology and Speech Center reflect the essential qualities and abilities that are considered necessary to a student's academic and clinical performance. Ability to meet these technical standards must be maintained throughout a student's progress throughout the graduate

program. The technical standards are tied to all academic and clinical coursework and are included in the syllabi of all faculty.

*These standards were approved by the faculty of the School of Speech-Language Pathology & Audiology in the Spring 2018.*

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## **Criminal Background**

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## Universal Precautions for Infection Control

### What procedures are utilized for infection control in the Audiology and Speech Center?

#### **Personal Protection:**

WASH HANDS when arriving on duty for clinical practicum activities, before leaving, before and after eating, after using the restroom, between clients, before handling clean supplies, after handling dirty items, and as needed.

Use gloves when handling blood, saliva, cerumen, and any other body fluids and/or anytime you are in contact with mucous membranes or broken skin.

Wear a cover if any clothing is likely to be soiled.

Use face protection if spraying is possible.

Wear a mask for suspect respiratory illnesses.

**Follow current COVID guidelines for the assigned site.**

#### **Treatment Rooms and Materials:**

Each treatment room is equipped with Infection Control materials including: gloves, alcohol wipes, hand sanitizer, tissues, disinfecting wipes, and paper towels.

Clean all surfaces and materials with disinfectant solution after each session. This includes but is not limited to:



## **Health Forms**

**What do I need to know about health forms, TB tests, and immunizations?**









**STUDENT COMPLAINT FORM**  
**The University of Akron College of Health Professions**  
**School of Speech-Language Pathology and Audiology**

Date: \_\_\_\_\_ Student ID: \_\_\_\_\_

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Course: \_\_\_\_\_

Faculty Member: \_\_\_\_\_ Meeting Date: \_\_\_\_\_

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The University of Akron  
Akron, Ohio 44325  
330-972-7111

**Authorization for Release of Information**

STUDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
STUDENT ID: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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## **Professional Organizations**

### **What do I need to know about professional organizations?**

There are several organizations graduate clinicians can join for professional growth and development.

#### **NSSLHA:**

NSSLHA is the National Graduate clinician Speech-Language Hearing Association. It wh atcartSLongton

## Important University of Akron Contact Information

Audiology and Speech Center Administrative Assistant	330-972-6035
Audiology and Speech Center fax	330-972-7884
Audiology and Speech Center Billing Coordinator	330-972-5894
School of Speech-Language Pathology and Audiology Administrative Assistant	330-972-6803
Graduate School Receptionist	330-972-7663
Graduate School Financial Aid	330-972-6310
Graduate School Degree Clearance	330-972-5169
College of Health Professions Dean's Office Receptionist	330-972-7551
College of Health Professions Dean's Office fax	330-972-5737
Accounts Payable	330-972-7200
Police Department emergency	330-972-2911
Police Department non-emergency	330-972-7123
Parking Services	330-972-7213
Campus Patrol (safety escorts on campus)	330-972-7263
IT help desk	330-972-6888







Fill out an **Incident Report Form** and submit to the Director of the Audiology and Speech Center who will copy it for the client's or graduate clinician's file and document on their contact sheet when appropriate.

**Utility Emergencies:**

In the event of loss of primary power, the emergency generator will take over selected lighting and other building services. If it is determined that the outage will be extensive, power will be off for an extended period of time, or the emergency generator malfunctions, evacuation of the building will be necessary. If the loss of building utilities forces the closing of the facility, announcements or notifications will be made. All occupants should secure their areas, collect their belongings, lock their offices, and proceed to leave the building. In the event the building is closed, notices will be posted at all entrance doors. If services or classes are rescheduled to other facilities, this notice will also be posted at all entrance doors. **Emergency information is**

available on the front of the building. For more information, contact the Director of the Center for the Deaf and Hard of Hearing at (410) 516-3434 or the Director of the Center for the Deaf and Hard of Hearing at (410) 516-3434.

5. Why did you place the bomb?
  6. Who is calling?
- Describe the caller's voice.
    1. Male or Female?
    2. Young, middle age, or old?
    3. Accent?
    4. Tone of voice?
    5. Did the voice sound familiar? If so, who did it sound like?
  - Record a description of any background noise.
  - Record the time the caller hung up.
  - Record the name, address, and telephone number of the person who received the call.

After getting as much information as possible, call the University of Akron Police at 911.

Do not evacuate the building unless instructed to do so by security or unless a bomb has been seen. In the case of the need for evacuation, pull the fire alarm. The Clinic Secretary or Director of the Audiology and Speech Center should also see to it that clients and clinicians are evacuated from the audiology suites and from all therapy rooms.