

**Introduction to Communication Sciences and Disorders, Fall 2022**  
**CSD 108, 3 Credits**

**Class meeting time:** 10:00 a.m. to 10:50 a.m., Monday, Wednesday, and Friday

**Class meeting place:** SCI D101

**Professor:** Ms. Trescha Kay

**Office:** 042C

**Office Hours:** TBD following formation of fall 2022 clinic schedule

**Email:** [tkay@uwps.edu](mailto:tkay@uwps.edu)

**Course Description:** Overview of normal speech, language, and hearing processes; survey of communication disorders and the profession of communication sciences and disorders.

**Course Objectives:**

1. Students will read information about careers in Communication Sciences and Disorders on the ASHA website, choose one career within the field and summarize the career details.
2. Students will learn and practice professional and ethical behavior as shown in classroom conduct, face to face discussions, and email correspondence.
3. Students will demonstrate understanding of the following content:
  - a. Communication
  - b. Anatomy
  - c. Developmental milestones
  - d. Evidence Based Practice (EBP)
  - e. Referral and Assessments
  - f. Disorders of speech, language and hearing
  - g. Intervention

**Required Text:**

Justice, M. L., & Redle, E. E. (2014). Communication Sciences and Disorders: A Clinical Evidence-Based Approach (3<sup>rd</sup> Ed.) Pearson Education, Inc.

**Course Requirements:**

1. Participation: 10% of final grade – Each class will have a 1-point attendance question you will complete and turn in after each class period. The percentage of quizzes you complete will determine your grade (e.g., if you attend 93% or more classes you will get an A; if you attend 75% of all classes you will get a C). Please refer to the grading scale on page 4 of the syllabus for more information.

2. Exams: There will be 3 exams, each worth 20% of your final grade. Exams will be a combination of multiple choice and short answer questions.
3. Assignments: There will be 3 assignments, each worth 10% of your final grade. I will distribute information about assignments in class.

### **Assignment Tardiness Policy:**

I am going to be as flexible as I can be regarding due dates (with the exception of exams). If you need an extension for an assignment, please let me know **prior** to the due date. I will need to know your reason for an extension and what you propose as a new due date for your assignment. ***If I do not hear from you and your assignment is tardy, I will take off 10% of your grade for the first day late and an additional 5% for each day after that.***

### **Course Expectations:**

#### **Student:**

1. I expect you will attend all scheduled classes for this course.
2. I expect you will PRE-read the chapters as outlined on the class schedule. Authors of study guidelines suggest 2 hours of outside class study time for each academic credit. If you are studying 6 hours a week for this course, I anticipate that you will do well. Studying includes copying or typing your class notes, reading the textbook, or studying with others from the class. I do not recommend cramming for exams.
3. I expect you to complete all scheduled exams. A doctor's excuse is required to reschedule an exam. You must contact me **BEFORE** missing the exam to schedule another meeting or you will receive a failing grade on that exam.
4. I expect ethical and professional behavior in my class. You are entering a professional preparation program and your conduct in class represents you as a professional.
5. Take advantage of your resources. Ask for help and clarification when needed.
6. Do not engage in plagiarizing or other forms of academic dishonesty. Students who do not adhere to the standards of academic honesty will face consequences that may include a failing grade, and/or suspension or dismissal from UWSP.
7. Make an appointment with me to talk about your grades or concerns as soon as possible. It is difficult to improve study skills or improve grades late in the semester.
8. Do not make racist, sexist, or other types of discriminatory remarks in class.
9. Do not monopolize class time to allow all students equal participation time.
10. Do not use class time to complete planners or study for other classes.
11. I expect professional behavior in class and via correspondence related to your participation in this course. Consider your content and register when sending emails (e.g., symbols, emoticons, punctuation).

12. I expect **MOBILE TECHNOLOGY** to be put away during class. If you have an emergency and need to be reached during class time, please let me know before the start of class. In all other situations, receiving and making phone calls during class is not professional. Texting or checking your phone during class is also unprofessional.
13. Do not have social media programs open during class. Social media is not relevant to class content and can be distracting to you.
14. I expect students to inform me about any disability that may affect their performance in this class. I will make any necessary accommodations for each student according to their needs. Students with disabilities should contact the Office of Disability Services during the first 2 weeks of the semester to request accommodation in this class and bring us a letter indicating the need and type of accommodation.
15. I will accommodate religious beliefs according to UWS 22.03 if you notify me within the **first 3 weeks** of the semester regarding specific dates that you will need to change course requirements.

**Instructor:**

1. The instructor is expected to be thoroughly prepared for class with handouts, questions, knowledge of assigned readings
2. The instructor is expected to have a solid rationale for why she is teaching the material.
3. The instructor is expected to begin and end class on time.
4. The instructor is expected to announce any changes to the syllabus during the semester, including date changes, in advance.
5. The instructor is expected to answer any student questions. If I don't know the answer, I will find it.
6. The instructor is expected to meet with students outside of class to discuss concerns or questions about the course requirements or the student's performance.
7. The instructor is expected to treat all students with courtesy, have set office hours, provide constructive feedback, and return assignments efficiently.

**Canvas**

All course material is accessible in Canvas. Students are expected to access course material in a timely manner and complete assignments by the posted due date. To pace yourself, you should work on one unit each week. Technology can be a challenge, especially in rural areas. Be sure you have the [minimum computer and internet configurations for Canvas](#) and access to a stable internet connection (don't rely on cellular). If you have any questions about the capabilities of your technology contact [IT Service Desk](#) (715-346-4357; [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu)).

**Student Recording and Sharing Class Lecture and Materials**

Lecture materials and recordings for CSD 108, are protected intellectual property at UW-Stevens Point. Students in this course may use the materials and recordings for their personal

use related to participation in this class. Students may also take notes solely for their personal use. If a lecture is not already recorded, you are not authorized to record lectures without our permission unless you are considered by the university to be a qualified student with a disability requiring accommodation. [Regent Policy Document 4-1](#)

Students may not copy or share lecture materials and recordings outside of class, including posting on internet sites or selling to commercial entities. Students are also prohibited from providing or selling their personal notes to anyone else or being paid for taking notes by any person or commercial firm without the instructors' express written permission. Unauthorized use of these copyrighted lecture materials and recordings constitutes copyright infringement and may be addressed under the university's policies, UWS Chapters 14 and 17, governing student academic and non-academic misconduct.

**Grades:**

I determine grades by converting accumulated points into percentage scores. **I do not curve grades.** Percentage scores will be assigned letter grades as follows:

A	93-100	B-	80-82.9	D+	66-69.9
A-	90-92.9	C+	76-79.9	D	60-65.9
B+	86-89.9	C	73-75.9	F	< 60
B	83-85.9	C-	70-72.9		

**Tentative Course Schedule**

*The course schedule is tentative and subject to change for topics; however, the dates for exams will not change.*

	<b>Topic</b>	<b>Textbook Chapter Reading</b>
Week 1 9/7, 9	Introduction, Fundamentals	1
Week 2 9/12, 14, 16	Communication Development	2
Week 3 9/19, 21, 23	Anatomy and Physiology	3
<b>9/23</b>	<b>Assignment #1 due by midnight</b>	
Week 4 9/26, 26, 28	Augmentative and Alternative Communication	4

Week 5 10/3, 5, 7	Multicultural Awareness	5
<b>10/7</b>	<b>Exam #1: Chapters 1-4</b>	
Week 6 10/10, 12, 14	Assessment and Intervention: Evidence-Based Practice	6
Week 7 10/17, 19, 21	Language Disorders in Children	7
Week 8 10/24, 26, 28	Language, Cognitive, and Communication Disorders in Adults	8
<b>10/28</b>	<b>Assignment #2 due by midnight</b>	
Week 9 10/31, 11/2, 4	Pediatric Speech Sound Disorders	9
Week 10 11/7, 9, 11	Fluency Disorders	10
<b>11/11</b>	<b>Exam #2: Chapters 5-9</b>	
Week 11 11/14, 16, 18	Voice Disorders	11
Week 12 11/21, 23	Motor Speech and Swallowing Disorders <b>No Class: 11/25 (Happy Thanksgiving!)</b>	12, 15
Week 13 11/28, 30, 12/2	Swallowing Disorders and Pediatric Hearing Loss	15, 13
Week 14 12/5, 7, 9	Pediatric Hearing Loss and Hearing Loss in Adults	13, 14
<b>12/9</b>	<b>Assignment #3 due by midnight</b>	
Week 15 12/12, 14	Hearing Loss in Adults	14
<b>12/16 8:00-10:00</b>	<b>Exam #3: Chapters 10-15</b>	

### Inclusivity Statement

It is our intent that students from all diverse backgrounds and perspectives be well-served by this course, that students' learning needs be addressed both in and out of class, and that the diversity that students bring to this class be viewed as a resource, strength and benefit. It is our intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let us know ways to improve the effectiveness of the course for you personally, or for other students or student groups.

If you have experienced a bias incident (an act of conduct, speech, or expression to which a bias motive is evident as a contributing factor regardless of whether the act is criminal) at UWSP, you have the right to report it using this [link](#). You may also contact the Dean of Students office directly at [dos@uwsp.edu](mailto:dos@uwsp.edu).

### **Confidentiality**

Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

### **Incomplete Policy**

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if the student has maintained regular contact with the course instructor about his/her situation. All incomplete course assignments must be completed by the last day of classes of the following semester.

### **Absences due to Military Service**

As stated in the UWSP Catalog, you will not be penalized for class absence due to unavoidable or legitimate required military obligations, or medical appointments at a VA facility, [not to exceed two \(2\) weeks](#) unless special permission is granted by the instructor. You are responsible for notifying faculty members of such circumstances as far in advance as possible and for providing documentation to the Office of the Dean of Students to verify the reason for the absence. The faculty member is responsible to provide reasonable accommodations or opportunities to make up exams or other course assignments that have an impact on the course grade. For absences due to being deployed for active duty, please refer to the [Military Call-Up Instructions for Students](#).

### **Religious Beliefs Accommodation**

It is UW System policy ([UWS 22](#)) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements.

You will be permitted to make up an exam or other academic requirement at another time or by an alternative method, without any prejudicial effect, if:

- There is a scheduling conflict between your sincerely held religious beliefs and taking the exam or meeting the academic requirements; and
- You have notified your instructor within the first three weeks of the beginning of classes (first week of summer or interim courses) of the specific days or dates that you will request relief from an examination or academic requirement.
- Your instructor will accept the sincerity of your religious beliefs at face value and keep your request confidential.
- Your instructor will schedule a make-up exam or requirement before or after the regularly scheduled exam or requirement.
- You may file any complaints regarding compliance with this policy in the Equity and Affirmative Action Office.

### Equal Access for Students with Disabilities

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

*If modifications are required due to a disability, please inform the instructor and contact the [Disability and Assistive Technology Center](#) to complete an Accommodations Request form. Phone: 346-3365 or Room 609 Albertson Hall.*

### Help Resources

Tutoring	Advising	Safety and General Support	Health
<b>Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, &amp; Science. 018 Albertson Hall, 715-346-3568</b>	Academic and Career Advising Center, 320 Albertson Hall, 715-346-3226	Dean of Students Office, 212 Old Main, 715-346-2611	Counseling Center, Delzell Hall, 715-346-3553. Health Care, Delzell Hall, 715-346-4646

### UWSP Service Desk

The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at [techhelp@uwsp.edu](mailto:techhelp@uwsp.edu) or at (715) 346-4357 (HELP) or visit this [link for more information](#).

### Care Team

The University of Wisconsin-Stevens Point is committed to the safety and success of all students. The Office of the Dean of Students supports the campus community by reaching out and providing resources in areas where a student may be struggling or experiencing barriers to their success. Faculty and staff are asked to be proactive, supportive, and involved in facilitating the success of our students through early detection, reporting, and intervention. As your instructors, we may contact the Office of the Dean of Students if we sense you are in need of additional support which we may not be able to provide. You may also share a concern if you or another member of our campus community needs support, is distressed, or exhibits concerning behavior that is interfering with the academic or personal success or the safety of others, by reporting [here](#).

### Academic Honesty

Academic Integrity is an expectation of each UW-Stevens Point student. Campus community members are responsible for fostering and upholding an environment in which student learning is fair, just, and honest. Through your studies as a student, it is essential to exhibit the highest

level of personal honesty and respect for the intellectual property of others. Academic misconduct is unacceptable. It compromises and disrespects the integrity of our university and those who study here. To maintain academic integrity, a student must only claim work which is the authentic work solely of their own, providing correct citations and credit to others as needed. Cheating, fabrication, plagiarism, unauthorized collaboration, and/or helping others commit these acts are examples of academic misconduct, which can result in disciplinary action. Failure to understand what constitutes academic misconduct does not exempt responsibility from engaging in it.

*UWSP 14.03 Academic misconduct subject to disciplinary action.*

- (1) Academic misconduct is an act in which a student:
  - (a) Seeks to claim credit for the work or efforts of another without authorization or citation;
  - (b) Uses unauthorized materials or fabricated data in any academic exercise;
  - (c) Forges or falsifies academic documents or records;
  - (d) Intentionally impedes or damages the academic work of others;
  - (e) Engages in conduct aimed at making false representation of a student's academic performance; or
  - (f) Assists other students in any of these acts.
  
- (2) Examples of academic misconduct include, but are not limited to:
  - Cheating on an examination
  - Collaborating with others in work to be presented, contrary to the stated rules of the course
  - Submitting a paper or assignment as one's own work when a part or all of the paper or assignment is the work of another
  - Submitting a paper or assignment that contains ideas or research of others without appropriately identifying the sources of those ideas
  - Stealing examinations or course materials
  - Submitting, if contrary to the rules of a course, work previously presented in another course
  - Tampering with the laboratory experiment or computer program of another student
  - Knowingly and intentionally assisting another student in any of the above, including assistance in an arrangement whereby any work, classroom performance, examination or other activity is submitted or performed by a person other than the student under whose name the work is submitted or performed.

Students suspected of academic misconduct will be asked to meet with the instructors to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in the [University System Administrative Code, Chapter 14](#).

### **Other Campus Policies**

#### **FERPA**



The [Family Educational Rights and Privacy Act](#) (FERPA) provides students with a right to protect, review, and correct their student records. Staff of the university with a clear *educational need to know* may also have to access to certain student records. Exceptions to the law include parental notification in cases of alcohol or drug use, and in case of a health or safety concern. FERPA also permits a school to disclose personally identifiable information from a student's education records, without consent, to another school in which the student seeks or intends to enroll.

### **Title IX**

UW-Stevens Point is committed to fostering a safe, productive learning environment. Title IX and institutional policy prohibit discrimination on the basis of sex, which includes harassment, domestic and dating violence, sexual assault, and stalking. In the event that you choose to disclose information about having survived sexual violence, including harassment, rape, sexual assault, dating violence, domestic violence, or stalking, and specify that this violence occurred while a student at UWSP, federal and state laws mandate that I, as your instructor, notify the Title IX Coordinator/Office of the Dean of Students.

Please see the information on the [Dean of Students webpage](#) for information on making confidential reports of misconduct or interpersonal violence, as well as campus and community resources available to students. For more information see the [Title IX page](#).

### **Clery Act**

The US Department of Education requires universities to disclose and publish campus crime statistics, security information, and fire safety information annually. Statistics for the three previous calendar years and policy statements are released on or before October 1<sup>st</sup> in our [Annual Security Report](#). Another requirement of the Clery Act, is that the campus community must be given timely warnings of ongoing safety threats and immediate/emergency notifications. For more information about when and how these notices will be sent out, please see our [Jeanne Clery Act](#) page.

### **Copyright infringement**

This is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act. Each year students violate these laws and campus policies, putting themselves at risk of federal prosecution. For more information about what to expect if you are caught, or to take preventive measures to keep your computing device clean, visit our [copyright page](#).

### **Emergency Information**

In the event of a medical emergency, call 911 or use red emergency phone. Offer assistance if trained and willing to do so. Guide emergency responders to victim.

In the event of a tornado warning, proceed to the lowest level interior room without window exposure. See [www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans](http://www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans) for floor plans

showing severe weather shelters on campus. Avoid wide-span rooms and buildings.

In the event of a fire alarm, evacuate the building in a calm manner. Meet across the street in the parking lot of the Multi-Activity Center. Notify instructor or emergency command personnel of any missing individuals.

Active Shooter – Run/Escape, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of emergency responders.

See UW-Stevens Point Emergency Management Plan at [www.uwsp.edu/rmgt](http://www.uwsp.edu/rmgt) for details on all emergency response at UW-Stevens Point.”