

# CSD 360 – Methods in Communication Disorders Syllabus

Department of Communication Sciences and Disorders

Instructor: Christie Witt M.S., CCC-SLP

## Part 1: Course Information

### Instructor Information

**Instructor:** Christie Witt M.S., CCC-SLP

**Office:** CPS 044A

**Office Hours:** The instructor can be contacted via email at [cwitt@uwsp.edu](mailto:cwitt@uwsp.edu) which will be checked periodically Monday through Friday from 9:00 a.m. to 5:00 p.m.

**Virtual Office Hours:** Per request. Please email me to set up a time to skype or facetime.

**Office Telephone:** 715-346-2577

**E-mail:** [cwitt@uwsp.edu](mailto:cwitt@uwsp.edu)

### Course Information

The purpose of this course is to prepare you for your undergraduate clinical experiences. You will learn to observe therapy sessions with a clinical eye as you complete your ASHA required observation hours. You will complete your HIPAA training, mandatory reporter training, and Universal Precautions training. You will spend a majority of your time writing. You will learn to write clinically as you complete assessment reports, therapy planning reports, SOAP notes, and final therapy reports. You will write to demonstrate an understanding of the process of evidence based decision-making. While you are writing, you will learn to become an editor of your work to be the best writer possible. In addition, you will learn about the scope and practice of the professions in the field and how the clinical process can affect change in behavior.

**Credits:** 3

**Prerequisites:**

CSD 226, CSD 345, CSD 366 (or concurrent registration)

### Textbook & Course Materials

**Required Text**

- Paul, R. (2014). *Introduction to Clinical Methods in Communication Disorders*. Baltimore: Paul H. Brookes Publishing.
- Membership to Master Clinician Network [www.masterclinician.org](http://www.masterclinician.org) This is the online program where you will complete your observation hours.

## Course Requirements

- Minimum recommended computer and internet configurations for online courses can be found [here](#).
- Google docs will be used throughout the course to complete assignments and get writing feedback. You will need a google account.

## Course Structure

This course will be delivered entirely online through the course management system D2L. You will use your UWSP account to login to the course from the [D2L Login Page](#). If you have not activated your UWSP account, please visit the [Manage Your Account](#) page to do so.

In D2L, you will access online lessons, course materials, and resources. Google docs will be used to complete some assignments and for you to get feedback on writing. We will have two online discussions where you will need to organize a common time with group members.

There will be weekly lectures, activities, and assignments. You are responsible for learning the content presented in this course. Therefore you need to watch each lecture and complete each assignment. **There are deadlines for assignments which need to be met. You are allowed to work ahead but you cannot be behind. You must meet deadlines.**

## D2L Access

This course will be delivered partially/fully online through a course management system called D2L.

To access this course on D2L you will need access to the Internet and a supported Web browser (Internet Explorer, Chrome, Firefox, Safari). To ensure that you are using the recommended personal computer configurations, please refer to the [D2L settings link](#).

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem with D2L you can:

- Visit with a [Student Technology Tutor](#)<http://www.uwsp.edu/tlc/Pages/ComputerGuides.aspx><http://www.uwsp.edu/tlc/Pages/ComputerGuides.aspx>
- Seek assistance from the [HELP Desk](#)<http://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx><http://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx>

**Important Note:** This syllabus, along with course assignments and due dates, are subject to change. It is

the student's responsibility to check D2L for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.

## **Part 2: Course Learning Outcomes**

1. Students will demonstrate an understanding of the scope and practice of the professions in communication sciences.
2. Students will demonstrate an understanding of ASHA's ethical standards.
3. Students will gain knowledge of clinical procedures.
4. Students will learn how to use resources to make evidence based decisions.
5. Students will develop clinical writing skills.
6. Students will begin to develop an understanding of the clinical skills important to the process of changing behavior.
7. Students will develop clinical observation skills.
8. Students will develop oral communication skills as they pertain to clinical reporting.

**You will meet the outcomes listed above through a combination of the following activities in this course:**

1. Discussions regarding real-life and case study scenarios regarding ethical behavior to identify ASHA standards that correlate with ethical dilemmas.
2. Trainings for HIPAA, mandatory reporting, and Universal Precautions.
3. Writing assessment reports, plan of cares, therapy plans, SOAP notes, and progress reports.
4. Comparing evidence regarding therapy and making decisions based on the evidence.
5. Observing 25 hours of clinic to complete the mandatory requirement from ASHA.
6. Completing quizzes.

## **Part 3: Topic Outline/Schedule**

**Important Note:** Refer to the D2L course calendar for specific meeting dates and times. Activity and assignment details will be explained in detail within each week's corresponding learning module. If you have any questions, please contact your instructor.

# Part 4: Grading Policy

## Graded Course Activities

All graded assignment can be found within each module of the course. Assignments will be submitted via dropbox unless noted otherwise.

### Late Work Policy

Be sure to pay close attention to deadlines—there will be no make-up assignments or quizzes, or late work accepted without a serious and compelling reason and instructor approval. If you do not turn in an assignment by the deadline, it will not be accepted and you will receive a zero. Meeting deadlines is an important part of our profession. There are laws governing deadlines for documentation in some professional settings. It is time for you to manage your time to meet deadlines.

### Viewing Grades in D2L

Points you receive for graded activities will be posted to the D2L Grade Book. Click on the Grades link to view your points.

## Letter Grade Assignment

### Grades:

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

A	93-100	C	73-75.99
A-	90-92.99	C-	70-72.99
B+	86-89.99	D+	66-69.99
B	83-85.99	D	60-65.99
B-	80-82.99	D-	56-59.99
C+	76-79.99	F	Below 55.99

# Part 5: Course Policies

## Netiquette Guidelines

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community.

The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as ☺ or / can be helpful to convey your tone but do not overdo or overuse them. They are not acceptable in professional writing.
- Avoid using vernacular and/or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your minority opinion. Minority opinions have to be respected.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.

Adapted from:

Mintu-Wimsatt, A., Kernek, C., & Lozada, H. R. (2010). *Netiquette: Make it part of your syllabus*. Journal of Online Learning and Teaching, 6(1). Retrieved from [http://jolt.merlot.org/vol6no1/mintu-wimsatt\\_0310.htm](http://jolt.merlot.org/vol6no1/mintu-wimsatt_0310.htm)

Shea, V. (1994). Netiquette. Albion.com. Retrieved from: <http://www.albion.com/netiquette/book/>.

## Need Help?

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution.

## Complete Assignments

**All assignments for this course will be submitted electronically through D2L unless otherwise instructed.** Assignments must be submitted by the given deadline or special permission must be requested from instructor *before the due date*. Extensions will not be given beyond the next assignment except under extreme circumstances.

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will result in a zero for the assignment.

## Understand When You May Drop This Course

It is the student's responsibility to understand when they need to consider unenrolling from a course. Refer to the UWSP [Academic Calendar](#) for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons includes: (1) documented and significant change in work hours, leaving student unable to attend class, or (2) documented and severe physical/mental illness/injury to the student or student's family.

### Incomplete Policy

Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if [\[insert condition here\]](#). All incomplete course assignments must be completed within [\[insert timeframe here\]](#).

## Inform Your Instructor of Any Accommodations Needed

If you have a documented disability and verification from the [Disability and Assistive Technology Center](#) and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to Disability Services and meet with a Disability Services counselor to request special accommodation *before* classes start.

The Disability and Assistive Technology Center is located in 609 Learning Resource Center and can be contacted by phone at (715) 346-3365 (Voice) (715) 346-3362 (TDD only) or via email at [datctr@uwsp.edu](mailto:datctr@uwsp.edu) <mailto:datctr@uwsp.edu> <mailto:datctr@uwsp.edu>

### Statement of Policy

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 in 609 LRC, or (715) 346-3365.*

## Commit to Integrity

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

## **UWSP Academic Honesty Policy & Procedures**

### **Student Academic Disciplinary Procedures**

#### UWSP 14.01 Statement of principles

The board of regents, administrators, faculty, academic staff and students of the university of Wisconsin system believe that academic honesty and integrity are fundamental to the mission of higher education and of the university of Wisconsin system. The university has a responsibility to promote academic honesty and integrity and to develop procedures to deal effectively with instances of academic dishonesty. Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions.

#### 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.

## **Religious Beliefs**

Relief from any academic requirement due to religious beliefs will be accommodated according to UWS 22.03, with notification within the first three weeks of class.

