

**Clinical Practicum – Fall 2022
CSD 495**

Supervisor: Bethany Weltzin, M.S., CCC-SLP

Office: CPS 044A

Email: bweltzin@uwsp.edu

Phone: 715-346-2617

PRACTICUM OBJECTIVES:

1. To gain experience evaluating and providing therapy to individuals who have communication disorders.
2. To develop and improve skills in the areas of:
 - Clinical decision-making
 - Therapy planning and implementation
 - Writing goals, objectives, and other documentation
 - Gathering, managing, and interpreting data
 - Professional report writing
 - Self-evaluation of clinical skills
3. To provide an opportunity to use professional interaction skills with the clinical supervisor, clients, parents/families, and other student clinicians.

ASHA and Teacher Standards

*****Refer to specific skills cited on the grading form*****

- To develop clinical skill in oral and written communication sufficient for entry into professional practice (*ASHA Stan. V-A)(INTASC Stan 6, 10)*)
- To develop clinical skill in providing intervention to clients with communicative and/or swallowing disorders (*ASHA Stan. IV-B-2)(INTASC Stan. 1,2,3,4,5,6 & 7)*)
- To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals (*ASHA Stan. V-B-3)(INTASC Stan. 10)*)
- To adhere to the ASHA Code of Ethics and behave professionally (*ASHA Stan. V-B-3d)(INTASC Stan. 10)*)

BEFORE THERAPY BEGINS:

1. Stop by and see me for your clinic assignment, at which time you will receive an informational (“yellow”) sheet and a “Client File Review Form.” If you have a co-clinician, coordinate a time to stop by together. Please bring your schedule, as we will discuss possible therapy times based on the client’s preferences as well as your schedule. We will also discuss possible therapy rooms.
 - Once we have spoken, check and make note of the availability of the therapy room(s) we discussed, and you can then contact your client or the client’s parents to set up therapy; try to do this before our initial supervisory meeting (see #2).

- **Contacting the client/parent(s):** when contacting the client/parent(s), first use the CMC phone and from then on, if you feel comfortable, you can call using your personal phone; otherwise, the CMC phone is always available for you to use. You may also email if that is the client's preferred mode of communication. Keep a record of all correspondence. Correspondence with the client/parent(s) must be professional. Delete the contact at the end of the semester.
 - Once your therapy is scheduled, reserve your therapy room by filling out the sheet on the therapy room door, filling out a white card (located at the front desk) and returning it to Mrs. Skebba at the front desk, and emailing me with the information as confirmation.
 - Follow the same procedures for scheduling if you are providing virtual therapy (reserve a therapy room and fill out/return a white card). Let me know if your Zoom account has been set up as HIPAA-compliant yet or not (this is something that must be set up by IT)
2. Sign up for a 45-minute initial supervisory meeting with me. If you have a co-clinician, coordinate the meeting time with them. Bring your schedule. Prior to this meeting, complete the following:
 - Read the client's file carefully and fill out the "Client File Review" form, one per clinician, and bring it to the meeting
 - Create therapy plans for the first 2 sessions, including your plans for obtaining baseline data – write your plans on the "Therapy Plans" template in your S or P drive. Please fill out all sections to the best of your ability with as much detail as possible.
 3. Review the "Clinical Resources" folder in the S drive under "Forms - bweltzin." Resources include topics such as SOAP note writing, FTR support, etc.
 4. Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items.
 5. As you start therapy and going forward, make sure that you **start your session time once you get into the therapy room**, and make sure the session is the full number of minutes before ending the session/leaving the therapy room (unless the session needs to be ended early for a reason). Be attentive to the time and ensure that the client gets the full amount of therapy.

WRITTEN REQUIREMENTS AND COLLABORATION:

*Note: Check your written documents regularly for any feedback that may be added.

Therapy Plans: Therapy plans for the first 2 sessions are expected for the initial supervisory meeting. Therapy plans for each upcoming week should be completed in the S drive (or P drive if co-clinicians) no later than 12:00 noon on Fridays of the week before.

- Be detailed and thorough in your lesson plans, especially when describing the procedures/intervention strategies/prompting hierarchy.
- When thinking about therapy plans, remember to always over-plan! Think in terms of no longer than 10-15 minutes per activity for a preschooler and be prepared with a couple of back-up plans just in case.

Feedback and Reflection Form: I will be observing your therapy sessions while writing feedback on your “Feedback and Reflection Form,” which will be in your S drive (or P drive if co-clinicians). The purpose of the observation and feedback is to facilitate the development of your clinical knowledge and skills. You will then have an opportunity to reflect on your therapy sessions using that same form, underneath each session’s feedback. Read the feedback provided, answer any questions that were asked, and complete your daily self-reflection; reflections must be completed after every session within 24 hours (a helpful tip is to do this after your SOAP note, as both are due within 24 hours after your session). If you are co-clinicians, please write your reflections one after another on the form, indicating which reflection belongs to which clinician.

SOAP Notes: SOAP notes must be completed in ClinicNote after every session within 24 hours

- If you are co-clinicians: while you’ll collaborate about SOAP notes, you each must take a different day of each therapy week and write the SOAP note for that day; you both should choose the day of the week that you plan to write the SOAP note, and then follow that pattern throughout the semester.

Final Therapy Report (FTR): You will begin to work on your FTR early on and will work on it section by section throughout the semester in ClinicNote; please see the end of the syllabus for the Practicum Schedule, which includes deadlines. A professional writing style free of grammar, spelling, and typing errors is mandatory. It is also imperative that subsequent drafts address questions, comments, and concerns that I voiced on the previous drafts.

Data Collection: Data must be collected during each therapy session to monitor the client’s progress towards his/her goals, and to support the content of your SOAP note. Keep all your data sheets organized and in one location so we can refer to them. It is imperative that you store your data sheets and any other clinic paperwork in a confidential manner.

Supervisory Meetings and Open Door Policy:

- Meetings: You will attend weekly supervisory meetings (with your co-clinician if applicable) until your goals are established, or until otherwise specified and agreed upon. During these meetings we will discuss clinical skills, writing skills, and any other details relevant to your client. As the semester goes on, we will transition to having shortened meetings at least once per week after your therapy session(s). I will stop by the therapy room after your session(s), and we will reflect together about the session(s) and steps going forward. Please reserve this time after your session(s) and wait to clean up the therapy materials until after we have met. In instances where there is not adequate time after your session(s) to meet on a regular basis, we will schedule a weekly meeting time.
- Open Door Policy: In addition to meeting after your session(s), at any time you may schedule a meeting with me by signing up on my door or stopping by my office. There also may be instances where I request that you sign up for a meeting if we need more time to collaborate outside of the after-session meetings.

Demonstration Therapy: I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know the client better. Please know that I view clinical practicum as a team effort.

Open Communication: Throughout the semester, you are encouraged to bring any questions, comments, or concerns to me so we can address them as a team. If you need additional help or have other feedback, please let me know. Please do not wait until the middle or the end of the semester to do so. I will assist you in the best way I can, and we will work together as a team through open communication.

Collaborative Experience: This semester will be full of collaboration as we work together. We share several common goals including (but not limited to): to improve the client's communication status, to increase your clinical expertise, to improve your ability to develop clinical solutions, to develop your ability to accurately assess your own clinical performance, to learn how to make therapy a truly enjoyable experience for the client and yourself, etc. We can meet these goals through cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that for the most part our relationship of supervisor/supervisee will be one that is more collaborative in nature.

GENERAL PRACTICUM INFORMATION:

Clinic Covid Guidelines Fall 2022

The UWSP Speech, Language and Hearing Clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations. Students are expected to implement the Covid guidelines required by UWSP and the UWSP Speech, Language and Hearing Clinic (and any local, state, or federal authorities). Students are encouraged to contact their supervisor if any Covid related questions/situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic. Badger Shields may be necessary during therapy so the client can see your entire face. Badger Shields must be fitted appropriately at the base. Open shields are not acceptable, unless a face covering is then worn underneath. Clear panel face coverings may also be worn so your mouth is more visible than a solid face covering. Any student with a condition that impacts their use of a face covering should contact the Disability Resource Center to discuss accommodations. Failure to adhere to this requirement could result in formal withdrawal from the course.
- After each therapy session, wipe down/sanitize surfaces in the therapy room including the table, chairs, doorknobs, light switches, and your own belongings. Follow the CMC's policy for the cleaning of borrowed CMC materials.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Follow the Covid protocols established by UWSP for close-contact, symptom, and testing requirements.

- Students must NOT attend clinic if they are not feeling well, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

Professionalism: Your conduct, the attitude you display, your speech, and your attire influence your credibility as a professional. Being prepared, being organized, and being respectful of all individuals you interact with during your clinical experience (client, client's family, supervisors, other student clinicians, other associated professionals, etc.) is expected.

Dress Code: As previously stated, your attire is an important part of professionalism. The clinic has a well-stated dress code policy that you are expected to follow; please review it thoroughly and implement it daily. Professional dress is mandatory.

Attendance: Since clinical practicum is an essential part of your clinical training, you must attend all your weekly therapy sessions and all supervisory meetings. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. Please see "Therapy Cancellations" below for additional information about your responsibilities if you need to cancel therapy.

Punctuality: Please be on time and do not keep the client waiting. You must be in the waiting room at least 5 minutes before your session is to start. Double check that all your clocks coincide. Your therapy start time should start once you are in the therapy room. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

Confidentiality: Confidentiality is mandatory. Please refer to the Center's policies and procedures regarding electronic information, client records, and audio/video recording.

Child Safety in the Clinic:

- Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it).
- An adult must be with children that are washing their hands.
- Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.
- Do not plan art projects that require glue guns, staplers, etc.
- Do not use items such as balloons, pointed scissors, etc.
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- Do not reinforce your client with candy or other high-sugar snacks; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. Talk to me before you plan a cooking activity.
- Monitor how the child uses the automatic doors.
- Monitor your child's behavior in terms of getting "too wild" or "too loud."

Caregiver Contact: Always keep the caregiver(s) informed of what you plan on working on that day, and at the end of the session give the caregiver(s) information about the session; typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because the caregiver(s) watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls,

emails, etc.). Please make sure to log any notes/emails/phone calls in a correspondence log, as well as any handouts or homework given.

Therapy Cancellations:

- If the client or client's parents cancel a therapy session, cancellation notices will be posted by the mailboxes.
- If your client lets you know that he/she will be cancelling a future therapy session, let Mrs. Skebba and me know about the cancellation.
- If you need to cancel therapy, it will be your responsibility to let me, Mrs. Skebba, and the client/client's parents know of the cancellation in an adequate amount of time before the session, as well as update the therapy observation board. You may need to make up therapy sessions that you cancel. If you are not feeling well, you must NOT attend clinic; please see mandatory Covid Guidelines above.
- If one member of a clinician team needs to cancel, it is expected that the other clinician will take over the entire session.
- Document therapy cancellations in both your SOAP notes and in your therapy plans.

Accommodations: Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require accommodations for you to participate fully in practicum. All accommodations should be approved through the Disability Resource Center.

Practicum Schedule: (see next page)

Date	Fall 2022 Practicum Schedule
Week 1 9/6-9/9	Receive clinical assignment, schedule therapy, plan for start of therapy, schedule and attend initial supervisory meeting
Week 2 9/12-9/16	First week of therapy Obtain baseline data "Goals and Objectives" section of FTR due 9/16 at 4:30 PM
Week 3 9/19-9/23	Therapy "Status of Client" section of FTR due 9/23 at 4:30 PM
Week 4 9/26-9/30	Therapy "Identifying Information" and "Background Information" sections of FTR due 9/30 at 4:30 PM
Week 5 10/3-10/7	Therapy
Week 6 10/10-10/14	Therapy
Week 7 10/17-10/21	Therapy
Week 8 10/24-10/28	Therapy Midterm Practicum Meetings Billing forms due to supervisor at the time of meetings
Week 9 10/31-11/4	Therapy Procedures section(s) of FTR due 11/4 at 4:30 PM
Week 10 11/7-11/11	Therapy
Week 11 11/14-11/18	Therapy
Week 12 11/21-11/23	Therapy <i>Thanksgiving Break: November 24-25: no therapy</i>
Week 13 11/28-12/2	Therapy Obtain post-baseline data and document it in FTR "Summary and Impressions" and "Recommendations" sections of FTR due 12/2 at 4:30 PM
Week 14 12/5-12/9	Last week of therapy FTR meetings with clients/clients' parent(s) Finalized, proofread FTR due at least 24 hours before FTR meeting
Week 15 12/12-12/15	Final Practicum Meetings Final paperwork and clock hours due to supervisor at the time of meetings

Clinical Practicum
Fall 2022
Undergraduate Level - CSD 495

Supervisor: Amanda Pagel, M.S., CCC- SLP

Office: CPS 044B

Phone: 715-346-2577

Email: apagel@uwsp.edu

Objectives:

1. Acquire skills and knowledge required to assess and treat patients with communication disorders.
2. Develop and advance skills in the areas of:
 - a. Therapy planning
 - b. Goal writing
 - c. Data collection
 - d. Written documentation
 - e. Interpretation of data
 - f. Ongoing development of self-evaluation skills
 - g. Verbal explanation of findings to interested parties.
3. Develop skills of interaction with supervisory staff, patients/clients, other students.

The knowledge, skills, and disposition criteria for this course are consistent with the following Department of Public Instruction PI 34 standards for certification:

- a. The clinician understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
- b. The clinician understands how children with broad ranges of ability learn, and provides instruction that supports their intellectual, social and personal development.
- c. The clinician organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community and curriculum goals.
- d. The clinician understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
- e. The clinician is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionalism in the learning community, and who actively seeks out opportunities to grow professionally.

Student Learning Outcomes:

(Consistent with ASHA Standards, see grading form)

1. Develop clinical skill in oral and written communication sufficient for entry into professional practice. (ASHA Stan.V-A)(INTASC Stan 6, 10)
2. Develop clinical skill in providing intervention to clients with communicative disorders and/or swallowing disorders. (ASHA Stan. IV-B-2) (INTASC Stan.1,2,3,4,5,6 & 7)
3. Develop interaction and personal qualities for effective professional relationships with clients, families, caregivers and other professionals. (ASHA Stan. V-B-3)(INTASC Stan. 10)
4. Adhere to the ASHA code of Ethics and behave professionally. (ASHA Stan. V-B-3d)(INTASC Stan. 10)

Clinic COVID Guidelines Fall 2022

Students are expected to follow all University guidelines regarding COVID safety in order to protect our most vulnerable clients. Because COVID continues to be a rapidly changing situation, please frequently visit the University's COVID site for the most up to date policy information:

<https://www.uwsp.edu/coronavirus>. The student is also encouraged to contact their supervisor if any Covid-19 related questions or situations come up that are not covered here.

All students (regardless of whether they are providing in-person services or teletherapy) are expected to be in the clinic in some capacity (for chart reviewing, documentation, meetings, etc.) and therefore are required to do their part to keep clients safe and the clinic open. This includes:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic areas and on campus. Face masks are highly recommended in the community around people outside of your immediate household.
 - At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that by university policy unless everyone is wearing a face covering, in-person classes cannot take place. Failure to adhere to this requirement could result in formal withdrawal from the course.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- **Students must NOT attend clinic if they are not feeling well**, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

General Information

- **Checklists:** Included in this syllabus are 3 checklists for you to use at the start of the semester (“Starting Therapy Checklist”), during midterms (“Midterm Checklist”), and at

the end of the semester (“Ending Therapy Checklist”). Please read through this information carefully as you will be responsible for completing these tasks.

- **Resource Folder:** I will share a OneDrive Folder with you entitled “Resources for Clinicians.” In this folder, you will find a variety of useful documents, links, articles, and templates. This folder will be shared with multiple clinicians and is not secure, so ensure that you do NOT put any client information into this folder.

- **ClinicNote:** New this semester is the implementation of an electronic medical record system, ClinicNote. You will be given information on how to login and access your Clinicnote account, which will include access to your client’s information. This is also where you will write your SOAP notes, track goals, and complete reports. ClinicNote is new to everyone this semester, so be patient with yourself and others as we progress.

- **S:/P: Drives:** In addition to ClinicNote, you will be given access to either a S: drive (if you are a student working alone) or a P: drive (if you are working with a partner). These are SECURE and can only be accessed here in the clinic. These will be used for viewing written feedback, writing reflections, and submitting lesson plans. These drives are accessible only to the assigned student(s) and myself.

- **Feedback:** I typically try to provide at least 2 forms of feedback: written and verbal.
 - o **Written Feedback:** In your S:/P: drives, you will see a “Feedback and Reflection Form.” This is a running document that I use to type out feedback as I observe your sessions. Typically, at the beginning of the semester, I provide frequent and detailed written and verbal feedback. As you gain independence, the amount of feedback will fade and the type of feedback I provide will change. This is to be expected and is keeping with best practice to promote self-monitoring and independence.
 - o **Verbal Feedback:** The timing of verbal feedback may look different for every clinician and may change throughout the semester, though it is my goal to touch base with you verbally at least weekly (likely more at the beginning of the semester). Depending on schedules and clinician/supervisor preference, we could meet after scheduled sessions to discuss right away how each session went. Another possibility is to set up a predetermined time to meet weekly/biweekly to discuss that week’s sessions and future plans. Additionally, clinicians are welcomed to stop by my office any time the door is open to discuss any questions or concerns. **We will make decisions regarding opportunities for verbal feedback/discussion as schedules for the semester form and needs are determined.**

- **Reflection:** As noted above, in your S:/P: drives, you will see a “Feedback and Reflection Form.” Underneath the notes I leave regarding the session, there is a spot for the clinicians to respond with a reflection on the session. The guide at the beginning of the document contains questions to contemplate as you complete each section of the reflection. You must complete at least one reflection weekly. This means, if you have a session 1x/week, you will complete the reflection for every session. If you have 2 sessions per week, you can choose one session on which to complete a reflection. Partners must complete reflections on their own – not as a pair.

- **Lesson Plans:** Lesson plans are required to be turned into your S:/P: drive for each session for a minimum of the first 2 weeks of therapy. Ongoing therapy treatment plans will be required per the supervisor’s discretion, which will factor in clinician experience level, type of case, complexity of treatment, etc. Therefore, being asked to complete additional lesson plans beyond the 2 weeks does not reflect poorly on the clinician.

- **SOAP Notes:** SOAP Notes must be completed within 24 hours of each session on ClinicNote. SOAP note writing guidelines can be found on the shared folder “Resources for Clinicians: Clinical Writing: SOAPs.” After submitting via ClinicNote, I will have the opportunity to make revisions and suggest edits. If your note needs changes, it will be sent back to you via ClinicNote to complete these changes.

- **Data:** You are required to keep data each session (- this will support the content of your SOAP note). Data can be both quantitative and qualitative. Often clinicians find it beneficial to set up a data collection sheet ahead of sessions. There are some templates available in the “Resources for Clinicians” folder under “Clinical Writing: Data Keeping.” If you develop your own data sheet that you think may benefit other clinicians, please feel free to add to the folder (ensuring first that you do not have identifying information on it).

- **Final Therapy Reports:** Final Therapy Reports (FTRs) are to be completed for each client each semester. Templates for the FTRs can be accessed in the “Resources for Clinicians” folder via “Clinical Writing: FTR.” If the client has been here in the clinic during previous semesters, you will review previous FTRs as you read through the client’s file. However, if you would like to see more examples, please let me know and I will be happy to provide you with some. As you will see in the examples, the FTRs are typically completed in sections that lend themselves nicely to the progression of therapy. Please plan to have the following sections ***drafted*** by the **END of the following weeks**:
 - Background Information – 9/12-9/16/22
 - Status at the Beginning of Therapy – 9/19-9/23/22
 - Goals, Objectives, and Baselines – 9/26-9/30/22
 - Procedures – 11/14/22-11/18/22

- Results, Summary/Impressions, Recommendations – 11/28-12/2/22

* These dates are deadlines for the draft of each section of the FTR; however, in some cases, these dates need to change based on individual case needs. If you feel a deadline should be changed for your situation, discuss it with me *before the deadline* so we can make appropriate arrangements.

- **Clinician Team Meetings:** This semester, I will be breaking my group of clinicians into teams based on client type. (For example, if you are working with a child with a speech sound disorder, you will be teamed with other clinicians who have children with speech sound disorders.) These Clinic Teams will meet together and with me every other week (day/time TBD; location – in person and/or virtual - TBD). While each meeting will have a pre-determined topic (see below), these meetings are truly for problem-solving, so you are encouraged to bring your clinical problems/questions to the team. (Clinicians, however, must maintain client confidentiality at all times – including during team meetings). Clinic Team meetings are designed for increased collaboration and problem solving with not only a supervisor, but with peers as well. Attendance and participation in team meetings is required.
 - **Meetings:**
 - Meeting 1: Getting Started/SOAP notes
 - Meeting 2: Goal/Objective Writing
 - Meeting 3: Data Sheets and Materials
 - Meeting 4: Therapy Techniques/Strategies
 - Meeting 5: Open – will vary based on each team’s needs
 - Meeting 6: Wrapping up/Semester Share
 - **Clinician Teams:**
 - Adult AAC
 - Child Speech Sound Disorder
 - Child Language
- **Demonstration Therapy:** I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know that client better. Please know that I view practicum as a team effort, and my presence in a session is not a direct reflection of your performance.
- **Caregiver Contact:** Always keep the caregivers informed of what you plan on working on that day, and at the end of the session give the parents information about how it went. Typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because parents watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls,

e-mail, etc.) Please make sure to log any emails/phone calls in the "Contact Notes/Messages" section of ClinicNote.

- **Infection Control and Universal Precautions:** In addition to wearing face coverings, students must also work to prevent the spread of infection/illness by properly cleaning the therapy room after sessions. Students must use disinfectant wipes to clean all table surfaces, chairs, high-touch points (such as doorknobs/light switches) and all clinic materials that are to be returned to the CMC. Additionally, leave all therapy doors OPEN between sessions to allow for better ventilation of air.
- **CMC** - Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items.
- **Confidentiality:** Please refer to the Center's policies and procedures regarding electronic information, client records and audio/video recording.
- **Accommodations:** Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification for you to participate fully in this course. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.
- **Evaluation:** Formal evaluations will be completed at the end of the semester, though formal midsemester check-ins are an option and at the student's and/or supervisor's discretion. You have access to the grading form to view the skills on which you will be graded in the "Resources for Clinicians" folder ("Midterms"). Final letter grades will be based on the following percentages:

A 95.5-100	B- 81-83.99	D+ 66.5-70.00
A- 91-95.49	C+ 78-80.00	D 61-66.49
B+ 88-90.99	C 74-77.99	F Below 61.0
B 84-87.99	C- 71-73.99	
- **Professionalism:** Your conduct, the attitude you display, and your attire influence your credibility as a professional. Being prepared, being organized, being respectful of individuals you interact with during your clinical experience (client, client's family, supervisors, other student clinicians, other associated professionals, etc.), and showing confidence and respect for others is important qualities. Students will have to follow the Clinic Dress Code and dress professionally, if not you will be asked to go home and change your clothes.

- **Partnership:** We are entering into a form of partnership. We share several common goals including (but not limited to): to improve the client's communication status; to increase your clinical expertise; to improve your ability to develop clinical solutions; to develop your ability to accurately assess your own clinical performance; to learn how to make therapy a truly enjoyable experience for the client and yourself; etc. We can meet these goals through mutual cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that for the most part our relationship of supervisor/supervisee will be one that is more collaborative in nature.

- **Attendance:** Since clinical practicum is an essential part of your clinical training, it is assumed and expected that you will attend all your weekly therapy sessions with your clients and any weekly meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number and email, so there is no reason you should not be able to get in touch with me. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel. **DO NOT COME TO CLINIC IF YOU ARE NOT FEELING WELL.** We don't want to make our clients sick. Please see Clinic COVID Guidelines located at the beginning of the syllabus for more information.

- **Punctuality:** Please be on time and do not keep the clients waiting. A good rule of thumb is to be in the waiting room (VIRTUAL AND IN PERSON THERAPY) at least 5 minutes before your session is to start. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

- **Child Safety:** Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.) An adult must be with children that are washing their hands. Do not let children stand on chairs, lean back in chairs, sit on a counter, etc. Do not plan art projects that require glue guns, staplers, etc. Do not use items such as balloons, pointed scissors, etc. Monitor activity level in the lobby and hallways. Encourage walking, not running. Do not reinforce your client with candy or other high-sugar snacks; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. Talk to me before you plan a cooking activity.

Starting Therapy Checklist

- ✓ Receive **Welcome Email**
- ✓ **Read Syllabus** in its entirety
- ❑ **Meet me briefly** (10-15 minutes) on Tuesday, Sept 6th to get your clinic assignment. You can email me ahead of time to claim a specific time, or feel free to stop by at any time during that day.
 - We will also talk about some scheduling considerations, including recommendations for dosage, day/time, and treatment room options.
- ❑ **Complete a file review.**
 - You can complete a file review via ClinicNote by accessing case history and recent semesters' SOAPs and FTR under "Files." Ensure you are reading all files – including case history forms and IEPs.
 - If you need additional information that you cannot find in ClinicNote, please check out the paper file from the front desk.
 - Complete the "**Client File Review Form**" (Included below in this syllabus) and bring (hard copy or electronically) to our next meeting.
- ❑ Please **schedule your therapy** sessions ASAP by contacting the client/parents. Clinic begins the week of 9/12/22. Let me know when you have it scheduled ASAP and sign up for the therapy room (by adding your name/time to the sheet on the door).
- ❑ **Fill out clinic card** (found at the front office) and hand-in to Mrs. Skebba.
- ❑ Schedule a **45-minute meeting** with me to discuss the background information on your client and plan for your first day of therapy. This should occur on Wednesday the 7th, Thursday the 8th, or Friday the 9th.
 - If you have a partner, please coordinate this so that you are both present.
 - Please have your lesson plan for the first session at least *drafted* by this time.
 - Be prepared to discuss the following issues: Any questions you may have regarding the client's disorder and therapy; questions we need to have answered regarding the client/disorder to assist in treatment planning; a general plan for the first two sessions.
- ❑ **Let me know** what questions, concerns, thoughts you have as you prepare for your first session!

Midterm Checklist

- Receive email** alerting you to begin the midterm process. This will be sent out the week of 10/3/22.
- Following the email's instructions, **sign up** for a midterm meeting with me for the week of 10/10/22 or 10/17/22 (Partners should sign up for these meetings as individuals).
- Ensure access to the "Resources for Clinicians" folder, looking over forms in the "**Midterm**" subfolder. (All forms needed for the midterm process are located here.)
- Complete the appropriate **self-grading form** (Undergrads use "Undergrad evaluation worksheet"). Make sure you read the grading scale carefully when completing this form. I am not looking for you to match my scores for you, so just be honest and reflective in your choices.
- If in-person, coordinate with me to get a session recorded for you to watch for completion of the "**Student Self-Evaluation**". If 100% teletherapy, plan a time to complete the self-eval as soon after a session as possible (so that it is fresh in your mind).
- Write 2 objectives for yourself as a clinician** (at the bottom of the "Student Self-Evaluation Form.") Make these meaningful, measurable, and attainable by the end of the semester.
 - Examples: "I will read 2 evidenced-based articles related to my client's disorder and implement at least 2 strategies into therapy." "I will develop a family-friendly home program for my client to promote carryover in the client's home." "I will develop a data sheet that can be used effectively every session to gather quantitative and qualitative data on my client's performance."
- Email** or hand-in your worksheets at least 24 hours before our scheduled meeting.
- Attend your scheduled meeting with me.** This will take about 30 minutes.
- Billing forms** are also due around this time – look for an email from myself and/or Ms. Skebba about when to fill these out.

Ending Therapy Checklist

- Determine when you will hold your **last session**. Clinic ends the week of 12/5/22.
- Confirm the final session** with client/caregivers and schedule a time during that last session to hold the final meeting.
 - Please coordinate this with my schedule to ensure my availability during that time as well.
- Prepare the **visual information** that is needed for the final meeting with caregivers. (For some, that may be a chart of progress and a list of procedures; for others, the whole FTR may be required).
 - Regardless, ensure your post-baseline results are completed and ready to be discussed with client/caregivers during the final meeting. This means that ideally you are not leaving your final baselining for the last session.
- Have your **yellow sheet** (i.e., "Case Recommendations") available during your final meeting to ask client/caregivers about interest for fall semester.
- Following the final meeting with clients/caregivers, **finalize FTR** and send me an email when it is ready for me to print.
- Complete final **SOAP note and fill out billing form**, checking your dates/times for the second half of the semester.
- Schedule a final meeting** with me to go over paperwork and grades (plan for 30 minutes).
- Submit hours** via Calipso, preferably before the final meeting with me.
- Attend your final meeting**, bringing your Billing Form and yellow sheet. I will print out your FTR and have you sign it at this meeting.
- Congrats!** Enjoy your time off!

CLIENT FILE REVIEW
COMPLETE BEFORE OUR SECOND MEETING

Name: _____

Based upon your review of the client's file, respond to the following questions:

Client's initials: ____ Client's Chronological Age _____ Client's
DX _____

Referral Information:

(This should include referral source, date of initial referral, & reason for referral)

Developmental, Medical, Family History:

Summary of Previous Speech/Language Services:

*(Mention previous services – school based services, birth to three, SLHC-UWSP, etc. Include length of time in therapy. Summarize **most recent services**.)*

Environmental and Educational History:

(Note current living situation and current education. What do your client's caregivers/client hope to see happen this semester)

What did you find out from the previous/current clinician(s)?

(Contact previous SLHC-UWSP clinicians and/or current clinicians from other facilities)

Note any teaching strategies discussed in the previous FTR:

University of Wisconsin – Stevens Point
Clinical Practicum Graduate Level – Fall 2022
CSD 495 - 791 -794

Supervisor: Sarah Reeve, M.S., CCC- SLP
Phone: 715-346-4006 - office
715-252-0203 – text/call (emergencies)

Office: CPS 042D / virtual mtgs.
Email: sreeve@uwsp.edu
Office hours: One-on-one meetings will be
scheduled with all student clinicians

OBJECTIVES:

1. To gain experience evaluating and treating individuals who have communication disorders.
2. To develop and improve skills in the areas of:
 - Evaluation and treatment skills in communication
 - Therapy planning and implementation
 - Professional writing (including goals, SOAPs, plan of care, and final therapy reports)
 - Gathering pre-data/baseline, post-data/results, weekly data for SOAPs
 - Managing and interpreting data
 - Self-evaluation of clinical skills
 - Interprofessional collaborative practice (IPP)
3. To provide an opportunity to use professional interaction skills with the clinical supervisor, parents/families, and other student clinicians.
4. To provide an opportunity to use interprofessional education (IPE) and interprofessional collaborative practice (IPP).
5. The knowledge, skills, and disposition criteria for this course are consistent with the required teaching standards. Please see “Clinic Handbook” for details in Canvas clinic tile.
6. The knowledge, skills and disposition criteria for this course are consistent with the required ASHA standards. Please see the “Clinic Handbook” for details in the Canvas clinic tile or go to the ASHA website for current standards.

Statement on Tele-therapy and In-Person Therapy: Intervention at this time may occur in a tele-therapy context, while some intervention will be held in-person. The procedures required to ensure safety, confidentiality and effectiveness will differ with each mode of presentation. This syllabus will largely address the common components of intervention across both tele-therapy and in-person settings. Specific instructions will be provided to you based on your assigned setting.

PRE-THERAPY INFORMATION

1. I will send an email notification informing you that we will be working together this semester for clinical practicum. We need to set up a meeting time a.s.a.p. so I can provide you with your client information. Review the information available on your client(s), including background information, past therapy history, and information from previous student clinicians. Be sure to write down the client’s contact phone # for your records. Please see end of syllabus for the tentative schedule and requirements.

2. THERAPY SCHEDULE: The Reeve clinical practicum is collaborating with Assumption Catholic Schools in Wisconsin Rapids. We are scheduled for services on **Tuesdays and Thursdays from 12:00 – 4:00 p.m.** You are responsible for providing transportation to and from the off-campus practicum sight.
3. With your co-clinician and Mrs. Reeve, arrange a one-hour meeting time to discuss your “Client File Review” (found in syllabus) and plan for the first day of therapy.
4. CMC - Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items. We have access to some items you can use for therapy at Our Lady Queen of Heaven.
5. INFECTION CONTROL AND UNIVERSAL PRECAUTIONS: Please refer to the Center’s infection control policies and procedures as described in the “Guidebook on Infection Control Policy and Procedures” to maintain a clean environment for treatment purposes.

Complete needed paperwork for Diocese of La Crosse:

- “Authorization and Acknowledgement of Criminal Background Check”
- “Diocese of La Crosse Protect and Heal Employee and Volunteer confidential Questionnaire”
- “Annual Verification of Protect and Heal Training” – the red book, green book, and “Protect and Heal Training” video can be found on Diocese of La Crosse website.
 - Click on three bars on the top
 - Offices and Ministries
 - Safe environment
 - Training
 - Paid staff and volunteers
 - Online safe environment training

GENERAL INFORMATION - The following is a list of requirements for clinical practicum. Become familiar with EVERY point, as you will be responsible for this information throughout the semester. If you have a co-clinician, use the **P-drive** to save your lesson plans, reflections, and FTR. If you do not have a co-clinician use the **S-drive**. If you are providing on-line sessions, a shared folder on One-Drive will be set up.

1. LESSON PLANS-Please write a weekly plan and turn it in to me at least 24 hours before your first therapy session of the week. Plans should be in P-drive or S-drive. Please name: Reeve lesson plans. These will be on going.

Due to the off-campus nature of this assignment, lesson plans, SOAPs, and reports will be placed in a shared folder on the One Drive. Any client documents that are placed in the One Drive must have identifying information removed and have pseudo names. You will be responsible for moving SOAPs and any reports to the P-drive and adding identifying information.

2. SOAP NOTES –SOAP notes must be completed after every session within 24 hours. **The “SOAP Notes template 2018” can be found in your clinic tile on Canvas. These will be ongoing.** Save on your P-drive or S-drive, name: Reeve SOAP notes.

Due to the off-campus nature of this assignment, lesson plans, SOAPs, and reports will be placed in a shared folder on the One Drive. Any client documents that are placed in the One Drive must have identifying information removed and have pseudo names. You will be responsible for moving SOAPs and any reports to the P-drive and adding identifying information.

3. **REFLECTIONS/FEEDBACK:** Accomplished through discussion and written reflection/feedback on your SOAP note form.
4. **DATA COLLECTION** – you are required to collect data during each therapy session. The data collected will support the content of your SOAP note. Include the beginning and end time within the SOAP note. **Keep all your data sheets in a therapy binder and bring to weekly meetings.** We will have data show-n-tell during our weekly meetings.
5. **WEEKLY SUPERVISORY MEETINGS** - Supervisory meetings are held once a week. This is a time set aside for us to discuss your client's communication needs. Areas of discussion may include: any concerns regarding management or supervision of management; discussion of your client's response to therapy; problem-solving; therapy challenges; and self-evaluation of your performance.
6. **Calipso self-evaluation:** Using the supplied Calipso evaluation form, you will complete a self-evaluation prior to midterm. I am looking for great discussion and open dialogue about therapy skills to this point. My hope is to generate 1-2 clinical goal(s) for you for the remainder of the semester based on the evaluation. You will be using the supplied Calipso evaluation forms to grade yourself based on ASHA standards.
7. **OBSERVATION:** At the beginning of the semester observation will be more frequent, as you become more skilled these observations will not be as frequent. I may or may not inform you that I will be observing. After every observation I will give you some short verbal and/or written comments about your session. During our weekly meeting I will go into more detail about my observation. The purpose of the observation and feedback is to facilitate the development of your clinical knowledge and skills.
8. **CANCELLATIONS for UWSP-SLHC:** If the parent or client cancels therapy, cancellation notices will be posted by the faculty mailboxes. If you cancel therapy, it is YOUR responsibility to let your supervisor, Ms. Skebba (346-2900) and the client/client's parent know of this cancellation. If one member of the team needs to cancel, it is expected that the other clinician will just take over the entire session.
9. **CANCELATIONS for off campus clinic:** Assumption Catholic Schools staff *may* inform us of a student absence. If you need to cancel therapy, it is YOUR responsibility to let your supervisor and classroom teacher know of this cancellation. If possible, set up make-up therapy time. You can also talk with your co-clinician about the possibility of setting up a group therapy session to cover your absence.
10. **DEMONSTRATION THERAPY-I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area.** There

may be times when I will enter your session to assist, clarify, or just to get to know that client better. Please know that I view practicum as a team effort.

11. CAREGIVER CONTACT for UWSP-SLHC: Always keep the caregivers informed of what you plan on working on that day; at the end of the session give the parents information about the session. Typically, this involves any new communication skills that were achieved, a general idea of progress, and possible home carryover activities. Do not assume that just because the parent watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls, e-mail) Please make sure to log any emails/phone calls in a communication Log and any handouts or homework given.

12. CAREGIVER CONTACT for off clinic: It is your responsibility to find the best way to keep caregivers informed. Working as a team will achieve greater results!

13. WRITTEN ASSIGNMENTS

This course acts as a capstone course for undergraduates and is a chance for graduate students to improve their clinical writing skills. Students will complete a variety of written assignments (see description A below). Other written assignments will be completed as necessary (i.e., Plan of Care, dismissal reports, note to future clinician).

This course also fulfills the American Speech-Language and Hearing Association's (ASHA) standards regarding knowledge outcomes of a program of study as follows:

Standard III-A: The applicant must possess skill in oral and written communication sufficient for entry into professional practice.

Implementation: The applicant must demonstrate skill in performing a variety of written and oral communication tasks. For written communication, the applicant must be able to write and comprehend technical reports, diagnostic and treatment reports, treatment plans, and professional correspondence.

A. The writing portion of this course will include a minimum of your final therapy summary report and:

- a. **Introduction letter to parent/caregiver. This is to be completed and given to parents on the first day of therapy.**
- b. **Introduction letter to teachers and staff at Assumption Catholic Schools.**
- c. **Midterm report**
- d. **Self-Evaluation of Writing;** during the semester, you will have opportunities to evaluate your own writing skills. You will revise your therapy report according to feedback given. You will also have opportunities to discuss my comments as they relate to your revisions. **When you make corrections, do not remove my previous comments. I will delete them after reviewing your revisions.**
- e. **Lesson Plans and Self-Evaluations;** as stated previously, you will write weekly lesson plans for your client.

14. CONFIDENTIALITY: Please refer to the Center's policies and procedures regarding electronic information, client records and audio/video recording.

15. ACCOMMODATIONS: Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification for you to participate fully in this course. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

16. EVALUATION - formal evaluations will be completed at midsemester and at the end of the semester. Your final grade will be determined by the average of the two grades.

Grades will be based on the following:

- | | | |
|----------------|-------------|---------------|
| a. A 95.5-100 | B- 81-83.99 | D+ 66.5-70.00 |
| b. A- 91-95.49 | C+ 78-80.00 | D 61-66.49 |
| c. B+ 88-90.99 | C 74-77.99 | F Below 61.0 |
| d. B 84-87.99 | C- 71-73.99 | |

17. **Professionalism & Dress Code** – Your conduct, the attitude you display, and your attire influence your credibility as a professional. Being prepared, being organized, being respectful of individuals you interact with during your clinical experience (client, client's family, supervisors, other student clinicians, other associated professionals, etc.), and showing confidence and respect for others are important qualities. The clinic has a well-stated dress code policy that you are expected to follow. I recommend that you bend, sit, stand, etc. in front of a large mirror at home to make sure that all parts remain covered.

18. **Partnership** – We are entering into a form of partnership. We share several common goals including (but not limited): to improve the client's communication status; to increase your clinical expertise; to improve your ability to develop clinical solutions; to develop your ability to accurately assess your own clinical performance; to learn how to make therapy a truly enjoyable experience for the client and yourself; etc., etc., etc. We can meet these goals through cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that, for the most part, our relationship of supervisor/supervisee will be one that is more collaborative in nature.

19. **Attendance**- Since clinical practicum is an essential part of your clinical training, it is assumed that you will attend all your weekly therapy sessions with your clients and any weekly meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number and email. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel. **If you are sick**

(i.e., fever, diarrhea, vomiting, productive cough), please err on the side of caution. We do not want to make our clients sick.

20. **Punctuality**-You must be in the waiting room (VIRTUAL AND IN PERSON THERAPY) at least 5 minutes before your session is to start. Double check that all your clocks coincide; I will be looking at the waiting room clock. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

Child Safety in the Clinic

- Do not ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.)
- An adult must be with children that are washing their hands.
- **Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.**
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- Monitor how the child uses the automatic doors
- Monitor your child's behavior in terms of getting "too wild" or "too loud"

*Expectations for Students- Be a self-starter, ask questions, be proactive, be creative, have fun, be engaged, functional goals and objectives, activities focused on facilitating communication, independence, and problem solving.

WITH TEAMWORK, WE WILL ALL MEET OUR GOALS!!!!

Covid-19

This course will abide by the policies directed by the University of Wisconsin - Stevens Point concerning safety precautions within the current pandemic.

Face Coverings

- At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that by university policy unless everyone is wearing a face covering, in-person classes cannot take place. Failure to adhere to this requirement could result in formal withdrawal from the course.

In the event of a medical emergency, call 911 or use red emergency phone located in the middle hallway in the department. Help 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 which is the middle hallway in the department. See www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans (Links to an external site) 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 at the College of Professional Studies sign on Fourth Avenue. 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 (Links to an external site) for details on all emergency responses at UW-Stevens Point.

Tentative Schedule: (subject to change depending on the needs of your client)

Week #1-2: We will have two meetings prior to clinic starting.

- **First meeting: Attend a group meeting with Mrs. Reeve** to discuss syllabus, client scheduling and starting date of therapy.
- **Contact the client/parents/classroom teachers** to finalize therapy schedule times
- **Sign up for a therapy room & complete white clinic card.**
- **Write letter to parent/caregivers and other team members (teachers, principle, SLP).**

Letter should include:

- Brief paragraph introducing yourself
- Help me get to know your child (likes, allergies, food preferences, other helpful information)
- What is the best way to contact you (phone? E-mail?)
- Is it ok for us to contact your child's teacher (if yes, need release of records form)
- **Sign up for a second one-hour meeting time (with co-clinician if applicable) and come prepared to discuss:**
 - "Client Paperwork Start-Up checklist" sent to you via email.
 - "Client File Review" (found in syllabus).
 - What ideas do your caregivers have for their child?
 - Have your first lesson plan written and saved on the shared one-drive folder. We will pull this up and use this for our discussion. Your lesson plan should include the following:
 - 1 or 2 measurable long-term goals for the semester and plans on how you will collect baseline data on the LTGs (if applicable).
 - 2-3 measurable STOs for each LTG & plans on how you will collect baseline data on the STOs
 - Activities to establish rapport with your client.
- **Complete an initial draft of background information for your Final Therapy Report. Also include LTG/STO on your report (these may change after you obtain baseline data. These sections are due by the end of week 2 of the semester.**
 - *Create space* at the top of your FTR or POC for all necessary identifying information.
 - Background information usually includes when the child was referred, by whom & why, a brief description of those initial concerns, when child started to receive therapy, brief statement on their progress since they originally started therapy.

If your clinic assignment is the **Assumption Rapids Catholic School collaboration**, you will need to complete a midterm progress report and an end of the semester progress report. **Due dates and format will be discussed in our weekly meetings.**

Week #2-3: Begin therapy sessions. Remember – you are responsible for keeping track of your clock hours. When you are obtaining pre-baseline data on initial objectives, count these as diagnostic clock hours. Clock hour forms are by office 041.

Week #3-4: Please add "Status of client at the beginning of the semester" to your FTR or POC. To be turned in by the end of week 4 of the semester.

This section contains information from your initial testing/observations. *This section is similar to the “Present Level of Academic Achievement and functional Performance” in an IEP. In this section you describe the student’s strengths and the unique needs of the child. You may include parent concern/comments as well. Consider describing how the disability affects involvement in age-appropriate activities.*

- This section should be measurable, objective, functional, and current.
- It also includes the results of most recent evaluations (e.g., formal and informal baseline data)
- You will use this information to establish a baseline for writing goals
- Remember that “measurable” means you can count it or observe it. When you are tempted to write unmeasurable terms such as ‘difficulty,’ ‘weak,’ ‘unmotivated,’ ‘limited,’ ‘uncooperative,’ and so on, stop and ask yourself, “What do I see the student doing that makes me make this judgment call?” What you actually see or hear the student doing is the measurable content you need to identify in your status section.

Week #3-4: Finalize your goals and objectives written in standard format and reflecting your baseline information. Share these with the client’s parent/caregiver.

Week #5: FTR or POC due with the following completed: background information, status at the beginning of the semester, goals and objectives for the semester.

Week #5-6: Complete self-evaluation using the “Evaluation of Therapy Skills” form. Develop one or two clinical goals(s). (If your clinic is virtual – you will not have to complete a video self-evaluation)

Week #7-8: Midterm self-evaluation discussion with supervisor.

Week #9-10: Procedures section completed on FTR or POC and due by the end of week 10 of the semester. Discuss and plan post baseline data process

Week #11: By the end of week 11 of the semester, first draft of final sections of therapy reports due (add results if available, otherwise add later) and projected recommendation. If appropriate for your client, create a home program packet to have ready to give at our final conferences.

Week #12: See Mrs. Reeve to discuss date/time, and then call to schedule final parent/teacher conferences with families. Students are to inform parents, caregivers, and teachers of the final day of therapy is Thursday December 8th. End of the semester parent/teacher conferences will be scheduled during week 15 of the semester.

Week #13: The last week of clinic is week 14 of the semester. Reports should be in near final form. Parent/Teacher conference should be scheduled. Begin note to next semester clinicians.

Week #14: Last week of clinic this week.

Week #15: Parent/Teacher conference this week and paperwork check out meeting.

CLIENT FILE REVIEW
COMPLETE BEFORE OUR FIRST MEETING

You can find all the pertinent information in your client's chart. Look through IEPs, past therapy reports, notes, etc. I also encourage you to talk with parents/caregivers, previous clinicians, and school-based clinicians and teachers. This may be handwritten or typed. We will mainly be using it to guide our discussion.

Name: _____

Client's initials: ___ Client's Chronological Age _____ Client's DX _____

Summarize the case & discuss in broad terms the intervention plan. Think about the client as a total communicator. How does the client communicate (strengths/weaknesses)? What does the client need to learn to communicate more effectively?

What did you find out from the previous/current clinician(s) and parent/caregivers?
(Contact previous SLHC-UWSP clinicians and/or current clinicians from other facilities)

Note any teaching strategies discussed in the previous FTR:

What else would you like to know about your client? How can you find out that information?

What areas do you need help with getting started? Be specific here.

In your opinion, what are your clinical strengths? (If you haven't had clinic yet, what do you *think* they are?)

How much supervision and input do you feel that you need? (1=no supervision; 10=maximum supervision)



Justify your response:

Therapy Tips

Things to think about before/during/after therapy

1. Have I arranged the room in such a way to decrease distractions and increase attention? Have I made adaptations for any special needs or concerns? (e.g., wheelchairs, child who is a climber, etc.)
2. Am I thinking about the client as a communicator or a list of goals? How will the therapy I have planned affect the client's ability to interact and communicate?
3. Have I planned age-appropriate activities? Are they fun and interesting? Will they elicit a lot of targets?
4. Have I over-planned? Do I have Plans B and C in case one of my activities doesn't work as I have anticipated?
5. Do I have all of the materials I need? (Books, toys, artic cards, games, pen/pencil, crayons, scissors, paper, tests, test forms, etc.)
6. Do I have a "cheat sheet" for things I plan to elicit or address during play or reading activities? (e.g., cooking task to address /k, g/ in IP—"cut, cook, carrot, cold, Coke, candy, good, go, gooey, gum")
7. Do I have an understanding of cueing strategies and how to use them?
 - Verbal cues:**
 - *Model with direct imitation: "Say "fan.""
 - *Model with delayed imitation: "This is a fan. What do you want?" ("fan")
 - *Cloze technique: "Oh, you want the f ____." (while pointing or holding fan)
 - *Binary choice: "Do you want the *fork* or the *fan*?" (always use desired response as the last option—child more likely to repeat correctly what he just heard)
 - *Request for clarification: "You want the *pan* (fan)?"
 - Visual cues:**
 - *Tucker Signs, signs
 - *Gestures to indicate a phonological property like stop/go or front/back sound
 - *Pointing to your mouth as you produce the sound or just demonstrate the position of the articulators.
 - *Pointing
 - Phonemic placement cues:**
 - *Describing what the articulators are doing in age-appropriate terms ("When you make the /f/ sound remember to bite your bottom lip and let the air leak out.")
 - *Using a descriptive name to describe phonemes such as "leaky tire sound" (/f/), "be quiet sound" (/ʃ/), "buzzing bee sound" (/z/), etc.
8. Do I have a behavior management plan? Will I remove privileges, use time-out? What will I do if the child refuses to participate...or cries...or throws toys...or self-stims... or tantrums?
9. Do I introduce each therapy activity and its purpose, or do I just jump from one thing to another?
10. Do I have a way to keep data that is consistent and logical?
11. Do I look professional? Can I sit down, bend, reach, and stand up without tugging at my clothes to keep tops and bottoms covered? Am I chewing gum?
12. Did I have fun? Doesn't it feel great to make a difference in someone's life?

Clinical Practicum
Fall 2022
Graduate Level - CSD 791-794

Supervisor: Amanda Pagel, M.S., CCC- SLP

Office: CPS 044B

Phone: 715-346-2577

Email: apagel@uwsp.edu

Objectives:

1. Acquire skills and knowledge required to assess and treat patients with communication disorders.
2. Develop and advance skills in the areas of:
 - a. Therapy planning
 - b. Goal writing
 - c. Data collection
 - d. Written documentation
 - e. Interpretation of data
 - f. Ongoing development of self-evaluation skills
 - g. Verbal explanation of findings to interested parties.
3. Develop skills of interaction with supervisory staff, patients/clients, other students.

The knowledge, skills, and disposition criteria for this course are consistent with the following Department of Public Instruction PI 34 standards for certification:

- a. The clinician understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
- b. The clinician understands how children with broad ranges of ability learn, and provides instruction that supports their intellectual, social and personal development.
- c. The clinician organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community and curriculum goals.
- d. The clinician understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
- e. The clinician is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionalism in the learning community, and who actively seeks out opportunities to grow professionally.

Student Learning Outcomes:

(Consistent with ASHA Standards, see grading form)

1. Develop clinical skill in oral and written communication sufficient for entry into professional practice. (ASHA Stan.V-A)(INTASC Stan 6, 10)
2. Develop clinical skill in providing intervention to clients with communicative disorders and/or swallowing disorders. (ASHA Stan. IV-B-2) (INTASC Stan.1,2,3,4,5,6 & 7)
3. Develop interaction and personal qualities for effective professional relationships with clients, families, caregivers and other professionals. (ASHA Stan. V-B-3)(INTASC Stan. 10)
4. Adhere to the ASHA code of Ethics and behave professionally. (ASHA Stan. V-B-3d)(INTASC Stan. 10)

Clinic COVID Guidelines Fall 2022

Students are expected to follow all University guidelines regarding COVID safety in order to protect our most vulnerable clients. Because COVID continues to be a rapidly changing situation, please frequently visit the University's COVID site for the most up to date policy information:

<https://www.uwsp.edu/coronavirus>. The student is also encouraged to contact their supervisor if any Covid-19 related questions or situations come up that are not covered here.

All students (regardless of whether they are providing in-person services or teletherapy) are expected to be in the clinic in some capacity (for chart reviewing, documentation, meetings, etc.) and therefore are required to do their part to keep clients safe and the clinic open. This includes:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic areas and on campus. Face masks are highly recommended in the community around people outside of your immediate household.
 - o At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that by university policy unless everyone is wearing a face covering, in-person classes cannot take place. Failure to adhere to this requirement could result in formal withdrawal from the course.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- **Students must NOT attend clinic if they are not feeling well**, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

General Information

- **Checklists:** Included in this syllabus are 3 checklists for you to use at the start of the semester ("Starting Therapy Checklist"), during midterms ("Midterm Checklist"), and at

the end of the semester (“Ending Therapy Checklist”). Please read through this information carefully as you will be responsible for completing these tasks.

- **Resource Folder:** I will share a OneDrive Folder with you entitled “Resources for Clinicians.” In this folder, you will find a variety of useful documents, links, articles, and templates. This folder will be shared with multiple clinicians and is not secure, so ensure that you do NOT put any client information into this folder.

- **ClinicNote:** New this semester is the implementation of an electronic medical record system, ClinicNote. You will be given information on how to login and access your Clinicnote account, which will include access to your client’s information. This is also where you will write your SOAP notes, track goals, and complete reports. ClinicNote is new to everyone this semester, so be patient with yourself and others as we progress.

- **S:/P: Drives:** In addition to ClinicNote, you will be given access to either a S: drive (if you are a student working alone) or a P: drive (if you are working with a partner). These are SECURE and can only be accessed here in the clinic. These will be used for viewing written feedback, writing reflections, and submitting lesson plans. These drives are accessible only to the assigned student(s) and myself.

- **Feedback:** I typically try to provide at least 2 forms of feedback: written and verbal.
 - **Written Feedback:** In your S:/P: drives, you will see a “Feedback and Reflection Form.” This is a running document that I use to type out feedback as I observe your sessions. Typically, at the beginning of the semester, I provide frequent and detailed written and verbal feedback. As you gain independence, the amount of feedback will fade and the type of feedback I provide will change. This is to be expected and is keeping with best practice to promote self-monitoring and independence.
 - **Verbal Feedback:** The timing of verbal feedback may look different for every clinician and may change throughout the semester, though it is my goal to touch base with you verbally at least weekly (likely more at the beginning of the semester). Depending on schedules and clinician/supervisor preference, we could meet after scheduled sessions to discuss right away how each session went. Another possibility is to set up a predetermined time to meet weekly/biweekly to discuss that week’s sessions and future plans. Additionally, clinicians are welcomed to stop by my office any time the door is open to discuss any questions or concerns. **We will make decisions regarding opportunities for verbal feedback/discussion as schedules for the semester form and needs are determined.**

- **Reflection:** As noted above, in your S:/P: drives, you will see a “Feedback and Reflection Form.” Underneath the notes I leave regarding the session, there is a spot for the clinicians to respond with a reflection on the session. The guide at the beginning of the document contains questions to contemplate as you complete each section of the reflection. You must complete at least one reflection weekly. This means, if you have a session 1x/week, you will complete the reflection for every session. If you have 2 sessions per week, you can choose one session on which to complete a reflection. Partners must complete reflections on their own – not as a pair.

- **Lesson Plans:** Lesson plans are required to be turned into your S:/P: drive for each session for a minimum of the first 2 weeks of therapy. Ongoing therapy treatment plans will be required per the supervisor’s discretion, which will factor in clinician experience level, type of case, complexity of treatment, etc. Therefore, being asked to complete additional lesson plans beyond the 2 weeks does not reflect poorly on the clinician.

- **SOAP Notes:** SOAP Notes must be completed within 24 hours of each session on ClinicNote. SOAP note writing guidelines can be found on the shared folder “Resources for Clinicians: Clinical Writing: SOAPs.” After submitting via ClinicNote, I will have the opportunity to make revisions and suggest edits. If your note needs changes, it will be sent back to you via ClinicNote to complete these changes.

- **Data:** You are required to keep data each session (- this will support the content of your SOAP note). Data can be both quantitative and qualitative. Often clinicians find it beneficial to set up a data collection sheet ahead of sessions. There are some templates available in the “Resources for Clinicians” folder under “Clinical Writing: Data Keeping.” If you develop your own data sheet that you think may benefit other clinicians, please feel free to add to the folder (ensuring first that you do not have identifying information on it).

- **Final Therapy Reports:** Final Therapy Reports (FTRs) are to be completed for each client each semester. Templates for the FTRs can be accessed in the “Resources for Clinicians” folder via “Clinical Writing: FTR.” If the client has been here in the clinic during previous semesters, you will review previous FTRs as you read through the client’s file. However, if you would like to see more examples, please let me know and I will be happy to provide you with some. As you will see in the examples, the FTRs are typically completed in sections that lend themselves nicely to the progression of therapy. Please plan to have the following sections **drafted** by the **END of the following weeks**:
 - Background Information – 9/12-9/16/22
 - Status at the Beginning of Therapy – 9/19-9/23/22
 - Goals, Objectives, and Baselines – 9/26-9/30/22
 - Procedures – 11/14/22-11/18/22

- Results, Summary/Impressions, Recommendations – 11/28-12/2/22

* These dates are deadlines for the draft of each section of the FTR; however, in some cases, these dates need to change based on individual case needs. If you feel a deadline should be changed for your situation, discuss it with me *before the deadline* so we can make appropriate arrangements.

- **Clinician Team Meetings:** This semester, I will be breaking my group of clinicians into teams based on client type. (For example, if you are working with a child with a speech sound disorder, you will be teamed with other clinicians who have children with speech sound disorders.) These Clinic Teams will meet together and with me every other week (day/time TBD; location – in person and/or virtual - TBD). While each meeting will have a pre-determined topic (see below), these meetings are truly for problem-solving, so you are encouraged to bring your clinical problems/questions to the team. (Clinicians, however, must maintain client confidentiality at all times – including during team meetings). Clinic Team meetings are designed for increased collaboration and problem solving with not only a supervisor, but with peers as well. Attendance and participation in team meetings is required.

- **Meetings:**

- Meeting 1: Getting Started/SOAP notes
- Meeting 2: Goal/Objective Writing
- Meeting 3: Data Sheets and Materials
- Meeting 4: Therapy Techniques/Strategies
- Meeting 5: Open – will vary based on each team's needs
- Meeting 6: Wrapping up/Semester Share

- **Clinician Teams:**

- Adult AAC
- Child Speech Sound Disorder
- Child Language

- **Demonstration Therapy:** I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know that client better. Please know that I view practicum as a team effort, and my presence in a session is not a direct reflection of your performance.

- **Caregiver Contact:** Always keep the caregivers informed of what you plan on working on that day, and at the end of the session give the parents information about how it went. Typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because parents watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls,

e-mail, etc.) Please make sure to log any emails/phone calls in the "Contact Notes/Messages" section of ClinicNote.

- **Infection Control and Universal Precautions:** In addition to wearing face coverings, students must also work to prevent the spread of infection/illness by properly cleaning the therapy room after sessions. Students must use disinfectant wipes to clean all table surfaces, chairs, high-touch points (such as doorknobs/light switches) and all clinic materials that are to be returned to the CMC. Additionally, leave all therapy doors OPEN between sessions to allow for better ventilation of air.
- **CMC** - Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items.
- **Confidentiality:** Please refer to the Center's policies and procedures regarding electronic information, client records and audio/video recording.
- **Accommodations:** Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification for you to participate fully in this course. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.
- **Evaluation:** Formal evaluations will be completed at the end of the semester, though formal midsemester check-ins are an option and at the student's and/or supervisor's discretion. You have access to the grading form to view the skills on which you will be graded in the "Resources for Clinicians" folder ("Midterms"). Final letter grades will be based on the following percentages:

A 95.5-100	B- 81-83.99	D+ 66.5-70.00
A- 91-95.49	C+ 78-80.00	D 61-66.49
B+ 88-90.99	C 74-77.99	F Below 61.0
B 84-87.99	C- 71-73.99	
- **Professionalism:** Your conduct, the attitude you display, and your attire influence your credibility as a professional. Being prepared, being organized, being respectful of individuals you interact with during your clinical experience (client, client's family, supervisors, other student clinicians, other associated professionals, etc.), and showing confidence and respect for others is important qualities. Students will have to follow the Clinic Dress Code and dress professionally, if not you will be asked to go home and change your clothes.

- **Partnership:** We are entering into a form of partnership. We share several common goals including (but not limited to): to improve the client's communication status; to increase your clinical expertise; to improve your ability to develop clinical solutions; to develop your ability to accurately assess your own clinical performance; to learn how to make therapy a truly enjoyable experience for the client and yourself; etc. We can meet these goals through mutual cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that for the most part our relationship of supervisor/supervisee will be one that is more collaborative in nature.

- **Attendance:** Since clinical practicum is an essential part of your clinical training, it is assumed and expected that you will attend all your weekly therapy sessions with your clients and any weekly meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number and email, so there is no reason you should not be able to get in touch with me. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel. **DO NOT COME TO CLINIC IF YOU ARE NOT FEELING WELL.** We don't want to make our clients sick. Please see Clinic COVID Guidelines located at the beginning of the syllabus for more information.

- **Punctuality:** Please be on time and do not keep the clients waiting. A good rule of thumb is to be in the waiting room (VIRTUAL AND IN PERSON THERAPY) at least 5 minutes before your session is to start. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

- **Child Safety:** Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.) An adult must be with children that are washing their hands. Do not let children stand on chairs, lean back in chairs, sit on a counter, etc. Do not plan art projects that require glue guns, staplers, etc. Do not use items such as balloons, pointed scissors, etc. Monitor activity level in the lobby and hallways. Encourage walking, not running. Do not reinforce your client with candy or other high-sugar snacks; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. Talk to me before you plan a cooking activity.

Starting Therapy Checklist

- ✓ Receive **Welcome Email**
- ✓ **Read Syllabus** in its entirety
- ☐ **Meet me briefly** (10-15 minutes) on Tuesday, Sept 6th to get your clinic assignment. You can email me ahead of time to claim a specific time, or feel free to stop by at any time during that day.
 - We will also talk about some scheduling considerations, including recommendations for dosage, day/time, and treatment room options.
- ☐ **Complete a file review.**
 - You can complete a file review via ClinicNote by accessing case history and recent semesters' SOAPs and FTR under "Files." Ensure you are reading all files – including case history forms and IEPs.
 - If you need additional information that you cannot find in ClinicNote, please check out the paper file from the front desk.
 - Complete the "**Client File Review Form**" (Included below in this syllabus) and bring (hard copy or electronically) to our next meeting.
- ☐ Please **schedule your therapy** sessions ASAP by contacting the client/parents. Clinic begins the week of 9/12/22. Let me know when you have it scheduled ASAP and sign up for the therapy room (by adding your name/time to the sheet on the door).
- ☐ **Fill out clinic card** (found at the front office) and hand-in to Mrs. Skebba.
- ☐ Schedule a **45-minute meeting** with me to discuss the background information on your client and plan for your first day of therapy. This should occur on Wednesday the 7th, Thursday the 8th, or Friday the 9th.
 - If you have a partner, please coordinate this so that you are both present.
 - Please have your lesson plan for the first session at least *drafted* by this time.
 - Be prepared to discuss the following issues: Any questions you may have regarding the client's disorder and therapy; questions we need to have answered regarding the client/disorder to assist in treatment planning; a general plan for the first two sessions.
- ☐ **Let me know** what questions, concerns, thoughts you have as you prepare for your first session!

Midterm Checklist

- Receive email** alerting you to begin the midterm process. This will be sent out the week of 10/3/22.
- Following the email's instructions, **sign up** for a midterm meeting with me for the week of 10/10/22 or 10/17/22 (Partners should sign up for these meetings as individuals).
- Ensure access to the "Resources for Clinicians" folder, looking over forms in the "**Midterm**" subfolder. (All forms needed for the midterm process are located here.)
- Complete the appropriate **self-grading form** (Graduate students, use "Grad Student Calipso Worksheet;" Undergrads use "Undergrad evaluation worksheet"). Make sure you read the grading scale carefully when completing this form. I am not looking for you to match my scores for you, so just be honest and reflective in your choices.
- If in-person, coordinate with me to get a session recorded for you to watch for completion of the "**Student Self-Evaluation**". If 100% teletherapy, plan a time to complete the self-eval as soon after a session as possible (so that it is fresh in your mind).
- Write 2 objectives for yourself as a clinician** (at the bottom of the "Student Self-Evaluation Form.") Make these meaningful, measurable, and attainable by the end of the semester.
 - Examples: "I will read 2 evidenced-based articles related to my client's disorder and implement at least 2 strategies into therapy." "I will develop a family-friendly home program for my client to promote carryover in the client's home." "I will develop a data sheet that can be used effectively every session to gather quantitative and qualitative data on my client's performance."
- Email** or hand-in your worksheets at least 24 hours before our scheduled meeting.
- Attend your scheduled meeting with me.** This will take about 30 minutes.
- Billing forms** are also due around this time – look for an email from myself and/or Ms. Skebba about when to fill these out.

Ending Therapy Checklist

- Determine when you will hold your **last session**. Clinic ends the week of 12/5/22.
- Confirm the final session** with client/caregivers and schedule a time during that last session to hold the final meeting.
 - Please coordinate this with my schedule to ensure my availability during that time as well.
- Prepare the **visual information** that is needed for the final meeting with caregivers. (For some, that may be a chart of progress and a list of procedures; for others, the whole FTR may be required).
 - Regardless, ensure your post-baseline results are completed and ready to be discussed with client/caregivers during the final meeting. This means that ideally you are not leaving your final baselining for the last session.
- Have your **yellow sheet** (i.e., "Case Recommendations") available during your final meeting to ask client/caregivers about interest for fall semester.
- Following the final meeting with clients/caregivers, **finalize FTR** and send me an email when it is ready for me to print.
- Complete final **SOAP note and fill out billing form**, checking your dates/times for the second half of the semester.
- Schedule a final meeting** with me to go over paperwork and grades (plan for 30 minutes).
- Submit hours** via Calipso, preferably before the final meeting with me.
- Attend your final meeting**, bringing your Billing Form and yellow sheet. I will print out your FTR and have you sign it at this meeting.
- Congrats!** Enjoy your time off!

CLIENT FILE REVIEW
COMPLETE BEFORE OUR SECOND MEETING

Name: _____

Based upon your review of the client's file, respond to the following questions:

Client's initials: ___ Client's Chronological Age _____ Client's
DX _____

Referral Information:

(This should include referral source, date of initial referral, & reason for referral)

Developmental, Medical, Family History:

Summary of Previous Speech/Language Services:

*(Mention previous services – school based services, birth to three, SLHC-UWSP, etc. Include length of time in therapy. Summarize **most recent services**.)*

Environmental and Educational History:

(Note current living situation and current education. What do your client's caregivers/client hope to see happen this semester)

What did you find out from the previous/current clinician(s)?

(Contact previous SLHC-UWSP clinicians and/or current clinicians from other facilities)

Note any teaching strategies discussed in the previous FTR:

**Clinical Practicum – Fall 2022
CSD 791-794**

Supervisor: Bethany Weltzin, M.S., CCC-SLP

Office: CPS 044A

Email: bweltzin@uwsp.edu

Phone: 715-346-2617

PRACTICUM OBJECTIVES:

1. To gain experience evaluating and providing therapy to individuals who have communication disorders.
2. To develop and improve skills in the areas of:
 - Clinical decision-making
 - Therapy planning and implementation
 - Writing goals, objectives, and other documentation
 - Gathering, managing, and interpreting data
 - Professional report writing
 - Self-evaluation of clinical skills
3. To provide an opportunity to use professional interaction skills with the clinical supervisor, clients, parents/families, and other student clinicians.

ASHA and Teacher Standards

*****Refer to specific skills cited on the grading form*****

- To develop clinical skill in oral and written communication sufficient for entry into professional practice (*ASHA Stan. V-A)(INTASC Stan 6, 10)*)
- To develop clinical skill in providing intervention to clients with communicative and/or swallowing disorders (*ASHA Stan. IV-B-2)(INTASC Stan. 1,2,3,4,5,6 & 7)*)
- To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals (*ASHA Stan. V-B-3)(INTASC Stan. 10)*)
- To adhere to the ASHA Code of Ethics and behave professionally (*ASHA Stan. V-B-3d)(INTASC Stan. 10)*)

BEFORE THERAPY BEGINS:

1. Stop by and see me for your clinic assignment, at which time you will receive an informational (“yellow”) sheet and a “Client File Review Form.” If you have a co-clinician, coordinate a time to stop by together. Please bring your schedule, as we will discuss possible therapy times based on the client’s preferences as well as your schedule. We will also discuss possible therapy rooms.
 - Once we have spoken, check and make note of the availability of the therapy room(s) we discussed, and you can then contact your client or the client’s parents to set up therapy; try to do this before our initial supervisory meeting (see #2).

- **Contacting the client/parent(s):** when contacting the client/parent(s), first use the CMC phone and from then on, if you feel comfortable, you can call using your personal phone; otherwise, the CMC phone is always available for you to use. You may also email if that is the client's preferred mode of communication. Keep a record of all correspondence. Correspondence with the client/parent(s) must be professional. Delete the contact at the end of the semester.
 - Once your therapy is scheduled, reserve your therapy room by filling out the sheet on the therapy room door, filling out a white card (located at the front desk) and returning it to Mrs. Skebba at the front desk, and emailing me with the information as confirmation.
 - Follow the same procedures for scheduling if you are providing virtual therapy (reserve a therapy room and fill out/return a white card). Let me know if your Zoom account has been set up as HIPAA-compliant yet or not (this is something that must be set up by IT)
2. Sign up for a 45-minute initial supervisory meeting with me. If you have a co-clinician, coordinate the meeting time with them. Bring your schedule. Prior to this meeting, complete the following:
 - Read the client's file carefully and fill out the "Client File Review" form, one per clinician, and bring it to the meeting
 - Create therapy plans for the first 2 sessions, including your plans for obtaining baseline data – write your plans on the "Therapy Plans" template in your S or P drive. Please fill out all sections to the best of your ability with as much detail as possible.
 3. Review the "Clinical Resources" folder in the S drive under "Forms - bweltzin." Resources include topics such as SOAP note writing, FTR support, etc.
 4. Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items.
 5. As you start therapy and going forward, make sure that you start your session time once you get into the therapy room, and make sure the session is the full number of minutes before ending the session/leaving the therapy room (unless the session needs to be ended early for a reason). Be attentive to the time and ensure that the client gets the full amount of therapy.

WRITTEN REQUIREMENTS AND COLLABORATION:

*Note: Check your written documents regularly for any feedback that may be added.

Therapy Plans: Therapy plans for the first 2 sessions are expected for the initial supervisory meeting. Therapy plans for each upcoming week should be completed in the S drive (or P drive if co-clinicians) no later than 12:00 noon on Fridays of the week before.

- Be detailed and thorough in your lesson plans, especially when describing the procedures/intervention strategies/prompting hierarchy.
- When thinking about therapy plans, remember to always over-plan! Think in terms of no longer than 10-15 minutes per activity for a preschooler and be prepared with a couple of back-up plans just in case.

Feedback and Reflection Form: I will be observing your therapy sessions while writing feedback on your “Feedback and Reflection Form,” which will be in your S drive (or P drive if co-clinicians). The purpose of the observation and feedback is to facilitate the development of your clinical knowledge and skills. You will then have an opportunity to reflect on your therapy sessions using that same form, underneath each session’s feedback. Read the feedback provided, answer any questions that were asked, and complete your daily self-reflection; reflections must be completed after every session within 24 hours (a helpful tip is to do this after your SOAP note, as both are due within 24 hours after your session). If you are co-clinicians, please write your reflections one after another on the form, indicating which reflection belongs to which clinician.

SOAP Notes: SOAP notes must be completed in ClinicNote after every session within 24 hours

- If you are co-clinicians: while you’ll collaborate about SOAP notes, you each must take a different day of each therapy week and write the SOAP note for that day; you both should choose the day of the week that you plan to write the SOAP note, and then follow that pattern throughout the semester.

Final Therapy Report (FTR): You will begin to work on your FTR early on and will work on it section by section throughout the semester in ClinicNote; please see the end of the syllabus for the Practicum Schedule, which includes deadlines. A professional writing style free of grammar, spelling, and typing errors is mandatory. It is also imperative that subsequent drafts address questions, comments, and concerns that I voiced on the previous drafts.

Data Collection: Data must be collected during each therapy session to monitor the client’s progress towards his/her goals, and to support the content of your SOAP note. Keep all your data sheets organized and in one location so we can refer to them. It is imperative that you store your data sheets and any other clinic paperwork in a confidential manner.

Supervisory Meetings and Open Door Policy:

- Meetings: You will attend weekly supervisory meetings (with your co-clinician if applicable) until your goals are established, or until otherwise specified and agreed upon. During these meetings we will discuss clinical skills, writing skills, and any other details relevant to your client. As the semester goes on, we will transition to having shortened meetings at least once per week after your therapy session(s). I will stop by the therapy room after your session(s), and we will reflect together about the session(s) and steps going forward. Please reserve this time after your session(s) and wait to clean up the therapy materials until after we have met. In instances where there is not adequate time after your session(s) to meet on a regular basis, we will schedule a weekly meeting time.
- Open Door Policy: In addition to meeting after your session(s), at any time you may schedule a meeting with me by signing up on my door or stopping by my office. There also may be instances where I request that you sign up for a meeting if we need more time to collaborate outside of the after-session meetings.

Demonstration Therapy: I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know the client better. Please know that I view clinical practicum as a team effort.

Open Communication: Throughout the semester, you are encouraged to bring any questions, comments, or concerns to me so we can address them as a team. If you need additional help or have other feedback, please let me know. Please do not wait until the middle or the end of the semester to do so. I will assist you in the best way I can, and we will work together as a team through open communication.

Collaborative Experience: This semester will be full of collaboration as we work together. We share several common goals including (but not limited to): to improve the client's communication status, to increase your clinical expertise, to improve your ability to develop clinical solutions, to develop your ability to accurately assess your own clinical performance, to learn how to make therapy a truly enjoyable experience for the client and yourself, etc. We can meet these goals through cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that for the most part our relationship of supervisor/supervisee will be one that is more collaborative in nature.

GENERAL PRACTICUM INFORMATION:

Clinic Covid Guidelines Fall 2022

The UWSP Speech, Language and Hearing Clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations. Students are expected to implement the Covid guidelines required by UWSP and the UWSP Speech, Language and Hearing Clinic (and any local, state, or federal authorities). Students are encouraged to contact their supervisor if any Covid related questions/situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic. Badger Shields may be necessary during therapy so the client can see your entire face. Badger Shields must be fitted appropriately at the base. Open shields are not acceptable, unless a face covering is then worn underneath. Clear panel face coverings may also be worn so your mouth is more visible than a solid face covering. Any student with a condition that impacts their use of a face covering should contact the Disability Resource Center to discuss accommodations. Failure to adhere to this requirement could result in formal withdrawal from the course.
- After each therapy session, wipe down/sanitize surfaces in the therapy room including the table, chairs, doorknobs, light switches, and your own belongings. Follow the CMC's policy for the cleaning of borrowed CMC materials.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Follow the Covid protocols established by UWSP for close-contact, symptom, and testing requirements.

- Students must NOT attend clinic if they are not feeling well, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

Professionalism: Your conduct, the attitude you display, your speech, and your attire influence your credibility as a professional. Being prepared, being organized, and being respectful of all individuals you interact with during your clinical experience (client, client's family, supervisors, other student clinicians, other associated professionals, etc.) is expected.

Dress Code: As previously stated, your attire is an important part of professionalism. The clinic has a well-stated dress code policy that you are expected to follow; please review it thoroughly and implement it daily. Professional dress is mandatory.

Attendance: Since clinical practicum is an essential part of your clinical training, you must attend all your weekly therapy sessions and all supervisory meetings. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. Please see "Therapy Cancellations" below for additional information about your responsibilities if you need to cancel therapy.

Punctuality: Please be on time and do not keep the client waiting. You must be in the waiting room at least 5 minutes before your session is to start. Double check that all your clocks coincide. Your therapy start time should start once you are in the therapy room. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

Confidentiality: Confidentiality is mandatory. Please refer to the Center's policies and procedures regarding electronic information, client records, and audio/video recording.

Child Safety in the Clinic:

- Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it).
- An adult must be with children that are washing their hands.
- Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.
- Do not plan art projects that require glue guns, staplers, etc.
- Do not use items such as balloons, pointed scissors, etc.
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- Do not reinforce your client with candy or other high-sugar snacks; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. Talk to me before you plan a cooking activity.
- Monitor how the child uses the automatic doors.
- Monitor your child's behavior in terms of getting "too wild" or "too loud."

Caregiver Contact: Always keep the caregiver(s) informed of what you plan on working on that day, and at the end of the session give the caregiver(s) information about the session; typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because the caregiver(s) watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls,

emails, etc.). Please make sure to log any notes/emails/phone calls in a correspondence log, as well as any handouts or homework given.

Therapy Cancellations:

- If the client or client's parents cancel a therapy session, cancellation notices will be posted by the mailboxes.
- If your client lets you know that he/she will be cancelling a future therapy session, let Mrs. Skebba and me know about the cancellation.
- If you need to cancel therapy, it will be your responsibility to let me, Mrs. Skebba, and the client/client's parents know of the cancellation in an adequate amount of time before the session, as well as update the therapy observation board. You may need to make up therapy sessions that you cancel. If you are not feeling well, you must NOT attend clinic; please see mandatory Covid Guidelines above.
- If one member of a clinician team needs to cancel, it is expected that the other clinician will take over the entire session.
- Document therapy cancellations in both your SOAP notes and in your therapy plans.

Accommodations: Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require accommodations for you to participate fully in practicum. All accommodations should be approved through the Disability Resource Center.

Practicum Schedule: (see next page)

Date	Fall 2022 Practicum Schedule
Week 1 9/6-9/9	Receive clinical assignment, schedule therapy, plan for start of therapy, schedule and attend initial supervisory meeting
Week 2 9/12-9/16	First week of therapy Obtain baseline data "Goals and Objectives" section of FTR due 9/16 at 4:30 PM
Week 3 9/19-9/23	Therapy "Status of Client" section of FTR due 9/23 at 4:30 PM
Week 4 9/26-9/30	Therapy "Identifying Information" and "Background Information" sections of FTR due 9/30 at 4:30 PM
Week 5 10/3-10/7	Therapy
Week 6 10/10-10/14	Therapy
Week 7 10/17-10/21	Therapy
Week 8 10/24-10/28	Therapy Midterm Practicum Meetings Billing forms due to supervisor at the time of meetings
Week 9 10/31-11/4	Therapy Procedures section(s) of FTR due 11/4 at 4:30 PM
Week 10 11/7-11/11	Therapy
Week 11 11/14-11/18	Therapy
Week 12 11/21-11/23	Therapy <i>Thanksgiving Break: November 24-25: no therapy</i>
Week 13 11/28-12/2	Therapy Obtain post-baseline data and document it in FTR "Summary and Impressions" and "Recommendations" sections of FTR due 12/2 at 4:30 PM
Week 14 12/5-12/9	Last week of therapy FTR meetings with clients/clients' parent(s) Finalized, proofread FTR due at least 24 hours before FTR meeting
Week 15 12/12-12/15	Final Practicum Meetings Final paperwork and clock hours due to supervisor at the time of meetings

**Clinical Practicum Fall 2022
Senior Practicum and CSD 791-794**

Supervisor: Sarai Holbrook, Ph.D., CCC-SLP

Phone: 715-346-3524 office
385-414-3993 cell

Meeting time: TBD

Office: CPS 040

Email: sholbroo@uwsp.edu

Meeting location: TBD

"Harmony is being different together"

Welcome to Fall Practicum! I anticipate that we will have a smooth and productive semester in which we will see our clients improve their ability to communicate. Equally as important, I want you to learn more about yourself as a clinician and develop your own skills. Each student brings different abilities, personalities, ideas, and insecurities to the clinic setting. It is my hope that we can develop and strengthen your attributes and improve your confidence and skill on those areas that you are concerned about.

"You know more than you think you do."

Lee Robinson

Course Learning Objectives

1. Assessment. Students will...
 - a. Practice selecting and/or developing and administering standardized and/or criterion referenced assessments applicable to their client(s).
 - b. Collect, analyze, and interpret assessment data accurately and according to stated procedures as applicable.
2. Treatment. Students will...
 - a. Plan and implement intervention sessions utilizing evidence-based techniques.
 - b. Incorporate client abilities, preferences, and interests into intervention sessions.
 - c. Make online adjustments according to the client's abilities, preferences, and states of being (e.g. mood, physical condition, etc.).
 - d. Collect accurate, concise data at intervals appropriate to the client and treatment approach.
3. Writing. Students will...
 - a. Write complete and concise clinical documentation.
 - b. Use grammar and punctuation conventions appropriate to the clinical document they are writing.
 - c. Submit clinical documents in a timely manner (SOAP notes w/in 24 hours of session; FTRs by deadline)
4. Professionalism. Students will...
 - a. Maintain patient confidentiality in their speaking and writing.
 - b. Prepare for sessions in advance complete with back-up plans.
 - c. Interact with clients/caregivers/supervisors respectfully and in a timely manner.
 - d. Reflect on their own progress and seek to improve any areas of concern.

The knowledge, skills, and disposition criteria for this course are consistent with the following Department of Public Instruction PI 34 standards for certification:

- The clinician understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
- The clinician understands how children with broad ranges of ability learn, and provides instruction that supports their intellectual, social, and personal development.
- The clinician organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.
- The clinician understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
- The clinician is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionalism in the learning community, and who actively seeks out opportunities to grow professionally.

Clinic COVID Guidelines Fall 2022

The UWSP clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations. This has been a rapidly changing situation. The student is encouraged to contact their supervisor if any Covid-19 related questions or situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic areas
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Don't come if you don't feel well! Students must NOT attend clinic if they are not feeling well, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

COVID 19 Testing/screening requirements: Clinic Cleaning Guidelines

- You are responsible to sanitize your therapy rooms after each session. There are cleaning materials in each room, so this should be pretty efficient
- You are also responsible to clean/sanitize materials you check out from the CMC. You should have been trained on this – let me know if not.

Please see the [COVID 19 information page](#) for more information.

Before Therapy Begins/As Soon As Possible

1. Finish the ClinicNote training! I want to transition fully to this system immediately, if possible.
2. If you haven't already done so, **read the client's file carefully**. Fill out the Client File Review sheet as you do. Files may be accessed through ClinicNote.
3. As therapy arrangements become finalized, you will need to sign up for a therapy room. You can fill out the sign-up sheet on the door of the room you choose. Let's discuss rooms before you sign up as some clients need a larger or smaller room. Once you sign up for a room, turn in the white card to Ms. Skebba.
4. Read the procedures for the Infection Control Policies for Clinical Practicum.

General Information Regarding Practicum

We will discuss how we will handle therapy plans, data, and other paperwork issues during our first group meeting.

Attendance

Since clinical practicum is an essential part of your clinical training, it is assumed that you will attend all of your weekly therapy sessions with your clients and any weekly meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have all of my phone numbers, so there is no reason you should not be able to get in touch with me. **You are also responsible for contacting your client and the front desk (i.e. Ms. Skebba). You may need to make up therapy sessions that you cancel.**

Note: If you are really sick (i.e., fever, diarrhea, vomiting, productive cough), please err on the side of caution (goal = no sickness in the clinic. Let's stay open! 😊). We don't want to make our clients sick and/or your therapy will not be effective – even virtually – if you are that sick.

Where to Put SOAPs, Lesson Plans, FTRs, etc.

If you have access to ClinicNote, I would like you to start saving your documentation there from the start. If you do not, we can use the P: and S: drives at first.

Therapy Plans

I'm flexible with the format for therapy plans, but I want to see them **at least 24 hours in advance**. You will create a file on ClinicNote under your client's name that is labeled "[Client Initials] LPs Fall 2022" so I can see your plans. The most important thing while developing a plan is that it is **goal-driven**, not activity driven. In other words, think of what objective you want to target, then develop activities that will meet that objective. I included a template, if you want one, with the syllabus email.

A note about therapy plans... **ALWAYS over-plan!** Think in terms of no longer than 10-15 minutes per activity for a preschooler and be prepared for 1-3 activities to “bomb,” so have a Plan B and C.

Weekly Meetings/Tentative Schedule

We will meet in two groups (Seniors + 1st year grads and 2nd year grads) 1x/week. We will discuss the most recent sessions, answer questions, and address concerns, etc. This is a basic outline of other topics we may discuss.

Date	Topic
Week of 9/6 and/or prior to your first session	Solidify Schedule; Discuss plan for first session; Syllabus; ClinicNote
Week of 9/12	Orientation/CALIPSO Rating Scale/SOAP note writing/Assessment/Establishing goals and objectives (see readings sent in welcome email)
Week of 9/19	Data collection/Troubleshooting Initial Draft of Background information for Final Therapy Report (FTR) Due by 9/23
Week of 9/26	Dictated by individual need(s) Initial Draft of goals and objectives written in standard format complete with baseline data due by 9/30
Week of 10/3	Theoretical Foundations (come to meeting with theory behind tx approach) Revised draft of these FTR sections: background information, status at the beginning of the semester, goals, and objectives for the semester. Due by 10/07
Weeks of 10/10 & 10/17	Abbreviated meetings – troubleshooting sessions, share insights Work on video self-evaluation (see below for details) Video self-evals write ups Due 10/21
Week of 10/24	Midterms – schedule individual meetings with Dr. Holbrook to review video self-eval and Calipso scores so far.
Remainder of semester until week of 12/5	Discussion dictated by needs of clients
Week of 12/6	Final FTR DUE: 12/9 (if there are edits, I'll let you know)

Written Assignments

This course is a chance for students to improve their clinical writing skills. Students will complete a variety of written assignments including SOAP notes and therapy reports.

This course also fulfills the American Speech-Language and Hearing Association's (ASHA) standards regarding knowledge outcomes of a program of study as follows:

Standard III-A: The applicant must possess skill in oral and written communication sufficient for entry into professional practice.

Implementation: The applicant must demonstrate skill in performing a variety of written and oral communication tasks. For written communication, the applicant must be able to write and comprehend technical reports, diagnostic and treatment reports, treatment plans, and professional correspondence.

Self-Evaluation of Writing

During the semester, you will have opportunities to evaluate your own writing skills. You will revise your therapy summary report according to my feedback. You will also have opportunities to discuss my comments as they relate to your revisions. **When you make corrections, do not remove my previous comments. I will delete them after reviewing your revisions.**

Video Self-Evaluation

You will choose an intervention session to watch and evaluate your clinical performance. See the Video Self-Evaluation Sheet for details. You will bring the filled-out sheet to your individual Midterm meetings.

Final Therapy Summary Reports

We will begin the "final" report fairly early in the semester. A professional writing style free of grammar, spelling, and typing errors is mandatory. Pay particular attention to plurals vs. possessives (e.g. the difference between students/students', clients/clients'), your/you're, its/it's, to/two/too, elicit/illicit). We are language specialists, so these kinds of errors should not be showing up in our writing. It is also imperative that subsequent drafts address questions, comments and concerns that I voiced on the previous drafts. See the writing Dos and Don'ts sheet on Canvas for tips.

Client Cancellations

If the client or client's parents cancel a therapy session, cancellation notices will be posted by the faculty mailboxes. **If you cancel therapy, it will be your responsibility to let me, Christine, and the client/client's parents know of the cancellation. If your client lets you know that he/she will be canceling a future therapy session, let Christine and me know about the cancellation.**

Inclement Weather Policy

Overall clinic policy is to cancel in-person therapy if the UWSP campus is closed due to weather concerns. My additional policy is to cancel in-person therapy if the Stevens

Point School District cancels in-person classes due to weather. In general, if the Stevens Point School District is not closed, we will have therapy. Exceptions may be made for students who commute in from longer distances or have other extenuating circumstances. These will be addressed on a case-by-case basis – contact me if you have questions. **Should clinic be cancelled due to inclement weather, it is your responsibility to contact the client/client's parents and Christine. CC me on all email communications and inform me of any phone/text communications.**

Child Safety in the Clinic

- Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.)
- **Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.**
- Do not plan art projects that require glue guns, staplers, etc.
- Monitor activity level around the bean bags.
- Avoid items such as balloons, pointed scissors, etc.
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- **Do not reinforce your client with candy or other high-sugar snacks;** typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client.
- Monitor how the child uses the automatic doors and don't let them run out into the parking lot.

CSD 791-794: Clinical Practicum Fall 2022

Supervisor: Trescha Kay, MA CCC-SLP
Office Phone: (715) 346-3588

Office: CPS 042C
Email: tkay@uwsp.edu

NOTE: Covid-19 is still something we need to be very cautious about. It is everyone's responsibility to keep our clients, ourselves, our peers, and our clinic healthy. You need to wear a mask whenever you are in the department. This masking policy extends to clients as well, however, we will make exceptions on a case-by-case basis. If you have a client who cannot mask (for whatever reason), you need to wear a face shield as well. These are available at the front office. The first one is free to clients and students.

Additionally, it is the responsibility of the clinician to complete cleaning protocols following each in-person session. This includes wiping down tables, chairs, and doorknobs. You will also need to clean your own therapy materials prior to returning to the CMC. If you have questions about the CMC procedures, see the CMC GA for assistance.

Practicum Objectives

1. To gain experience evaluating and treating individuals who have communication disorders.
2. To develop and improve skills in the areas of:
 - Therapy planning and implementation
 - Professional report writing
 - Managing and interpreting data
 - Self-evaluation of clinical skills
3. To provide an opportunity to use professional interaction skills with the clinical supervisor, parents/families, and other student clinicians.

General Information Regarding Practicum

Attendance

Since clinical practicum is an essential part of your clinical training, it is assumed that you will attend all your weekly therapy sessions with your clients and any weekly meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number and email, so there is no reason you should not be able to get in touch with me. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel. **If you are really sick (i.e. fever, diarrhea, vomiting, productive cough), please err on the side of caution. We don't want to make our clients sick.**

Dress Code

The clinic has a well-stated dress code policy that you are expected to follow. I recommend that you bend, sit, stand, etc. in front of a large mirror at home to make sure that all parts remain covered. You will be moving a lot in therapy sessions with young children, sitting on the floor, and bending over, so plan your clothes accordingly. Also, keep in mind that the camera is high on the wall and looking down at you. **Do not put me or any other supervisor in the awkward position of having to comment on your attire.** Dress code violations will result in reducing your grade for clinical practicum. Be aware that as you tug on your clothing to make sure you are adhering to dress code policies; you are taking your attention away from the client.

Client Cancellations

If the client or client's parents cancel a therapy session, cancellation notices will be posted by the faculty mailboxes. If you cancel therapy, it will be your responsibility to let me, the clinical secretary, and the client/client's parents know of the cancellation. If your client lets you know that they will be canceling a future therapy session, let the clinical secretary and I know about the cancellation.

If one member of the team needs to cancel, it is expected that the other clinician will take over the entire session.

Caregiver Contact

Keep the caregivers informed at all times of what you plan on working on that day; at the end of the session give the parents information about the session. Typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Don't assume that just because the parent watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls, etc.).

Child Safety in the Clinic

- Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.)
- An adult must be with children that are washing their hands.
- **Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.**
- Do not plan art projects that require glue guns, staplers, etc.
- Do not use items such as balloons, pointed scissors, etc.
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- **Do not reinforce your client with candy or other high-sugar snacks;** typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. **Talk to me before you plan a cooking activity.**
- Monitor how the child uses the automatic doors

- Monitor your child's behavior in terms of getting "too wild" or "too loud"

Observation

I will be observing your therapy sessions as much as I can during the semester. If there is a part of therapy you want to make sure I watch, please let me know ahead of time.

Punctuality

You must be in the waiting room at least 5 minutes before your session is to start. Double check that all your clocks coincide; I'll be looking at the waiting room clock. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

Written Assignments

All assignments will be saved in the S or P drives. Do not delete my electronic comments, only "resolve". This is how I keep track of what I have commented on and how your writing development is coming along.

SOAP Notes

SOAP notes must be completed after every session. They are due no later than 24 hours after your session. You will revise your notes based on my feedback. Always assume that your SOAP note will be read by another professional outside of clinic.

Data Collection

You are required to collect data during each therapy session. The data collected will support the content of your SOAP note.

Self-Observation

You are required to complete one self-observation throughout the semester. The intention is for you to notice your techniques, habits, efficacy of treatments, strengths, and weaknesses.

Final Therapy Reports (FTR)

We will begin the "final" report fairly early in the semester. See clinic grading form for the parameters you must address. A professional writing style free of grammar, spelling, and typing errors is mandatory. It is also imperative that subsequent drafts address questions, comments and concerns that I voiced on the previous drafts.

Semester Schedule

Date	Assignment
Week 1 9/6-9/9	Receive clinical assignment, attend initial supervisory meeting, schedule client, plan for start of therapy
Week 2 9/12-9/16	First week of clinic
Week 3 9/19-9/23	Therapy Client status section of FTR due 9/23 at 5p
Week 4 9/26-9/30	Therapy Goals and Objectives section of FTR due 9/30 at 5p
Week 5 10/3-10/7	Therapy Background section of FTR due 10/7 at 5p
Week 6 10/10-10/14	Therapy Self-Observation due 10/14 at 5p
Week 7 10/17-10/21	Therapy
Week 8 10/24-10/28	Midterm meetings
Week 9 10/31-11/4	Therapy
Week 10 11/7-11/11	Therapy
Week 11 11/14-11/18	Therapy Procedures section of FTR due 11/18 at 5p
Week 12 11/21-11/25	Therapy Thanksgiving
Week 13 11/28-12/2	Summary and Impressions and Recommendations sections of FTR due 12/2 at 5p
Week 14 12/5-12/9	Therapy Last day of clinic is 12/9
Week 15 12/12-12/15	Final Evaluation Clock hours are due in Calipso, Therapy Schedule Form due, return all borrowed materials to the CMC

CSD 791-794 Fall 2022

Supervisor: Pamela Terrell, Ph.D., CCC-SLP
Phone: (715) 346-3423 office; (715) 346-3423 (cell)

Office: CPS 034
Meeting time: TBA

The purpose of life is not to be happy - but to matter, to be productive, to be useful, to have it make some difference that you have lived at all.

Leo Rosten

Welcome to Fall Practicum! I anticipate that we will have a smooth and productive semester in which we will see our clients improve their ability to communicate. Equally as important, I want you to learn more about yourself as a clinician and develop your own skills. Each student brings different abilities, personalities, ideas, and even insecurities to the clinic setting. It is my hope that we can develop and strengthen your attributes and improve your confidence and skill on those areas that you are concerned about.

Do all the good you can, and make as little fuss about it as possible.

Charles Dickens

Objectives

1. To gain experience evaluating and treating individuals who have communication disorders.
2. To develop and improve skills in the areas of:
 - Therapy planning and implementation
 - Writing goals, objectives, and other documentation
 - Professional report writing
 - Managing and interpreting data
 - Self-evaluation of clinical skills
3. To provide an opportunity to use professional interaction skills with the clinical supervisor, parents/families, and other student clinicians.
4. The knowledge, skills, and disposition criteria for this course are consistent with the following Department of Public Instruction PI 34 standards for certification:
 - The clinician understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches, and can create learning experiences that make these aspects of subject matter meaningful for students.
 - The clinician understands how children with broad ranges of ability learn, and provides instruction that supports their intellectual, social, and personal development.
 - The clinician organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community, and curriculum goals.

- The clinician understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
- The clinician is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionalism in the learning community, and who actively seeks out opportunities to grow professionally.

My heart is singing for joy this morning. A miracle has happened! The light of understanding has shone upon my little pupil's mind, and behold, all things are changed.

Anne Sullivan

Before Therapy Begins

1. **After our initial meeting** read the client's file carefully and fill out the form (pp. 5-6) that is at the end of this syllabus.
2. Submit these items as soon as possible after our first meeting. I would prefer paper copy in my box, but email is fine too, especially for 2nd years who may also be off-campus.
 - Completed summary form (see number 2 above)—one per clinician
 - Some general ideas for your first session
 - Your schedule—if some clinic times with other placements aren't set, please indicate tentative times
3. As therapy arrangements become finalized, you will need to sign up for a therapy room. You can fill out the sign-up sheet on the door of the room you choose. Let's discuss rooms before you sign up as some clients need a larger or smaller room. Once you sign up for a room, turn in the white card to Christine.
4. Read the procedures for the Infection Control Policies for Clinical Practicum.

We will discuss how we will handle therapy plans, data, and other paperwork issues during our first group meeting.

General Information Regarding Practicum

1. Attendance

Since clinical practicum is an essential part of your clinical training, it is assumed that you will attend all of your weekly therapy sessions with your clients and any meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number, so there is no reason you should not be able to get in touch with me. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel.

Note: Since we are still in a pandemic, please err on the side of caution. If you have a runny nose or a cough, it may be allergies, but it may not. Get tested on campus, even if you are vaccinated (which I sincerely hope that you are).

2. Therapy Plans

We will discuss therapy plan format at our first meeting. A note about therapy plans... **ALWAYS over-plan!** For example, think in terms of no longer than 10-15 minutes per activity for a preschooler and be prepared for one activity to “bomb,” so have a Plan B and C just in case. For adults, be aware that conversation often IS the activity and therefore, not a “waste of time.”

3. Weekly Meetings

If schedules permit, we will meet in a weekly clinic group. I think that the sharing of information among ourselves is a powerful way of learning and is excellence practice for “real world” clinical problem solving and sharing. At our weekly meetings, you may be asked to show and narrate a video, teach a new treatment technique, or look up current evidence-based practices to share with the group. You can always schedule an individual meeting with me any time during the semester if you need to do so.

Date	Topic
Week of 9/6	Clinic Introduction
Week of 9/12	Grand Rounds/Establishing Goals and Objectives
Week of 9/19	Grand Rounds/Planning Therapy
TBD...	Pending schedules...
Week of 10/24	Midterms

4. Written Assignments

This course provides an opportunity for graduate students to learn and improve their clinical writing skills. Students will complete a variety of written assignments including SOAP notes, self-evaluations, and therapy reports. This meets ASHA Standard III-A: The applicant must possess skill in oral and written communication sufficient for entry into professional practice.

During the semester, you will have opportunities to evaluate your own writing skills. You will revise your therapy summary report according to my feedback. You will also have opportunities to discuss my comments as they relate to your revisions. **When you make corrections, do not remove my previous comments. I will delete them after reviewing your revisions.**

5. Client Cancellations

If the client or client’s parents cancel a therapy session, cancellation notices will be posted by the faculty mailboxes. **If you cancel therapy, it will be your responsibility to let me, Christine, and the client/client’s parents know of the cancellation. If your client lets you know that he/she will be canceling a future therapy session, let Christine and me know about the cancellation.**

6. Statement on Tele-therapy and In-Person Therapy

Most intervention at this time will occur in person, while some intervention will be via teletherapy. The procedures required to ensure safety, confidentiality and effectiveness will differ with each mode of presentation. This syllabus will largely address the common components of intervention across both tele-tx and in-person settings. Specific instructions will be provided to you based on your assigned setting. If you are in person, make sure that you wear a face covering that covers your mouth and nose in the clinic. You are also responsible for wiping down the table, chairs, faucets (if applicable), door knobs, and light switches in each room, as well as following COVID protocols for materials from the CMC. Your clinic grade may be negatively impacted if you aren't adhering to proper cleaning protocols.

Tentative Schedule:

(subject to change depending on the needs of your client)

Week of September 6	Getting started, e.g., meet together, schedules, room assignments, etc.
Week of September 12	Baseline/pre-test; rough draft of objectives for your client; begin therapy syllabus
Week of September 19	Solidify LTGs and STOs
Week of October 17	Video self-evaluation is due at the end of the week
Week of October 24	Midterm evaluation--I'd like for your video self-evaluations to be completed prior to the midterm conference
Week of November 28	First draft of the beginning of your Final Therapy Report is due. See Canvas for form. It should include: <ul style="list-style-type: none"> • all necessary identifying information, • background information (this section usually includes when the client was referred, by whom & why, a brief description of those initial concerns, when client began to receive therapy, and a brief statement on their progress) • Status at the beginning of therapy (this section usually contains information from your initial testing/observations; and • your goals and objectives written in standard format and reflecting your baseline information).
Week of December 5	Final conferences; final therapy report due in completed form after the conference

COMPLETE AFTER OUR FIRST MEETING

You can find all of the pertinent information in your client's chart. Look through IEPs/IFSPs, past therapy reports, notes, etc. This may be written on typed. We will mainly be using it to guide our discussion.

Name: _____

Client's initials: ___ Client's Age _____ Client's DX _____

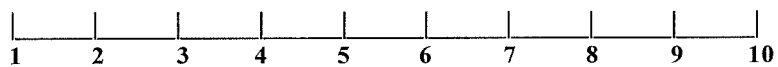
Summarize the case & discuss in broad terms the intervention plan. Make sure you look at final therapy reports, IEPs/IFSPs, medical reports, case history form, and other relevant information in the file. Think about the client as a total communicator, not a list of goals. How does the client communicate (strengths/weaknesses)? What does the client need to learn in order to communicate more effectively?

What else would you like to know about your client? How can you find out that information?

What areas do you need help with in getting started? Again, be specific here.

In your opinion, what are your clinical strengths? (If you haven't had clinic yet, what do you *think* they are?)

How much supervision and input do you feel that you need? (1=no supervision; 10=maximum supervision)



Justify your response:

How would you define our roles as student clinician and clinical supervisor?

Name _____

Video Self-Evaluation
Terrell/Clinic

Please complete this individually and turn in a hard copy to me by the date indicated above. Be thoughtful and reflective.

1. Carefully observe your interaction with your client (and co-clinician, if applicable). Reflect on your body language, facial expression, and other nonverbal communication. How did you come across to your client and family members? Is there anything you would change?
2. Consider the intervention techniques you used. List a few techniques that you noted in your session and give a specific example for each. Were you satisfied with the variety and type of intervention techniques? Support your answer.
3. Consider your cueing hierarchy. Give at least one example in which you used several cues to get the desired response. What types of cues tended to be most beneficial?
4. What intervention techniques and/or activities tended to get the best response from your client? Speculate why. (Of course, this can vary widely from day to day).
5. Think about prompts and interaction style with your client. Specifically, were your questions yes/no (closed) or open-ended? Did you ask too many questions? Did you talk too much or too fast? Did you say "Can you?" when you should have said "Let's..."? Did you pause enough to give your client time to respond or initiate? Did you teach and instruct your client or just test, test, test? Also consider the type of feedback/reinforcement and the frequency
6. What clinical skill(s) would you most like to improve upon for the rest of the semester?
7. Brag on yourself! What did you see that made you feel confident and proud?

Therapy Syllabus

You will develop your own personal “therapy syllabus.” A table format will be the easiest/best way to portray and convey this information. You will likely want to put your table in a horizontal format to give yourself more room. This table will be a working, living document in which you might make changes throughout the semester.

In your table I would like you to include the following information:


STO	Rationale for STO	Possible activities	Therapy techniques	Rationale for tx techniques	Cueing hierarchy

Communication Sciences and Disorders 791-794 Fall Semester – 2022

University of Wisconsin – Stevens Point Communication Sciences and Disorders: Clinic

Instructor: James Barge M.S. CCC-SLP Office: 42B Phone: 715 346-3085

Email: jbarge@uwsp.edu Office hours: pending completion of therapy schedule

Welcome to Clinic Fall 2022. Notable changes in the syllabus are enclosed in the boxes below. 

How do I get started?

1. Contact the client or family members to determine dates and times of session.
2. Please refer to the master schedule posted on my office door to avoid overlapping sessions whenever possible.
3. In person assignments, remember to inform our visitors of the face covering policy.
4. Enter your times on the master schedule.
5. Review the case history for your client.
6. Schedule a meeting with me to discuss our approach to this assignment.
7. Be prepared to discuss the following issues at our first clinical meeting:
 - Questions you may have regarding the client's disorder and therapy
 - Questions pertaining to our clinician/supervisor roles.
 - Questions related to the client and/or disorder to assist in treatment planning.
 - Ideas for lesson planning for the first two sessions

Is your client to be seen In-person or virtually?

A. In-Person Clinical Assignments, Special Instructions:

During your initial phone conversation with the client or family members, please inform them that the following policies are in place:

Cleaning after sessions:

1. Leave therapy room door open after your session.
2. Clean everything that is touched during the session.
3. Face shielding is optional, unless the client is unable to wear a mask.
4. Clinicians are to check for symptoms associated with Covid-19.

Regarding Documentation for in-clinic cases:

We will be using Clinic Note for all documentation. Anticipate training to begin early in the semester.

B. Tele-therapy Clinical Assignments, Special Instructions:

During the initial phone conversation, confirm with the client or family member that all sessions will be conducted via zoom.

Prior to each session:

- Verbally request permission to conduct this session via tele therapy. Document their response at the beginning of your soap note.

During each session: **Maintain strict confidentiality in your setting.**

Regarding Documentation for tele-tx:

Following training, we will also be using Clinic Note for all tele=tx cases. This requires you to document from UWSP. Please see me with questions or concerns.

Face Coverings

- Wearing of face coverings is required in the clinic.
- Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that by university policy unless everyone is wearing a face covering, in-person classes cannot take place. Failure to adhere to this requirement could result in formal withdrawal from the course.

Other Guidance:

- Please monitor your own health each day using this screening tool. If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service.

As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.

Maintain 6 feet of physical distance from others whenever possible.

Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.

Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.

Please keep these same healthy practices in mind outside the classroom.

It is our responsibility to follow the policies as directed by the University of Wisconsin – Stevens Point to maintain the safe operation of our clinic.

What are going to accomplish this semester together?

Outcomes:

1. Acquire skills and knowledge required to assess and treat patients with communication disorders.
2. Develop and advance skills in the areas of:
 - Therapy planning
 - Goal writing
 - Data collection
 - Electronic documentation**
 - Interpretation of data
 - Ongoing development of self-evaluation skills
 - Verbal professional presentation experience
3. Develop skills of interaction with supervisory staff, patients/clients, other students.
4. The knowledge, skills and disposition criteria for this course are consistent with the following Department of Public Instruction PI 34 standards for certification:
 - The clinician understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and can create learning experiences that make these aspects of subject matter meaningful for students.
 - The clinician understands how children with broad ranges of ability learn, and provides instruction that supports their intellectual, social and personal development.
 - The clinician organizes and plans systematic instruction based upon knowledge of subject matter, pupils, the community and curriculum goals.
 - The Clinician understands and uses formal and informal assessment strategies to evaluate and ensure the continuous intellectual, social, and physical development of the learner.
 - The clinician is a reflective practitioner who continually evaluates the effects of his or her choices and actions on pupils, parents, professionalism in the learning community, and who actively seeks out opportunities to grow professionally.

Students will: (ASHA Standards)

1. Develop clinical skill in oral and written communication sufficient for entry into professional practice
2. Develop clinical skill in the evaluation of clients with communicative disorders and/or swallowing disorders.
3. Develop clinical skill in providing intervention to clients with communicative and/or swallowing disorders.
4. Develop interaction and personal qualities for effective professional relationships with clients, families, caregivers and other professionals.
5. Adhere to the ASHA code of Ethics and behave professionally.
6. Participate in formative assessments (ongoing measurement) for the purposes of improving student learning.

How is this going to work?

1. Please provide therapy treatment plans for the initial week following our pre-therapy meeting. Ongoing therapy treatment plans may be required per the supervisor. *That being stated, the attributes of flexibility and adaptability arising from your sincere practice of actively listening to your client is highly valued by your supervisor and, likely, by your future clients.*

2. Timely (within 24 hours) SOAP notes are required following each treatment. Please see documentation guide. Regarding co-clinician documentation, SOAP note scheduling will be assigned to the clinicians. During the second half of the semester each clinician will be assigned responsibility for documentation on a specific day of the week.

3. Data Collection – You are required to acquire data throughout your sessions. As appropriate, data can be either quantitative and/or qualitative. Your data will be the support of your SOAP note.
4. Video Self-assessment: We may select a therapy session to review together.
5. Observation – It is my goal to observe as much of your sessions as possible. You will receive feedback on the findings of my observation.
6. Demonstration of therapy – Please let me know if you would like me to demonstrate therapy. At times, I may enter your session to assist, clarify or provide some other service as needed.
7. Caregiver communication – It is expected that the caregiver be provided with information regarding the objectives of your session and, upon conclusion, a brief review of the session.
8. Evaluation of Clinical Performance – A formal evaluation will be provided at the end of the semester.
9. Final Reports – All corrected copies should be submitted electronically.
10. Confidentiality – Please refer to the Center’s policies and procedures regarding electronic information, client records and audio/video recording. The student will ensure a confidential environment in which to engage in tele-therapy. All written electronic correspondence with your supervisor will be void of any identifying information.
11. Accommodations: Please discuss during the first week any accommodations required for a documented disability.
12. Professionalism – Your conduct, attitude displayed, your attire directly and significantly influence the degree the client and family members assess your professional credibility. Your clients and caregivers deserve a well prepared, organized, informed and respectful clinician. The clinic dress code will be followed.

How will communication take place?

Feedback will be provided to you dependent upon the service model. In either case, feedback will be prompt. Weekly meetings will be held as the assignment dictates. Meetings will be held at my discretion. You are **encouraged** to set up a meeting throughout this semester. Please email me with notice and provision of recommended dates/times.

I believe we both are seeking the same objectives, your growth and development as a clinician and the provision of excellent care to people with communicative and cognitive deficits. The keys for us to meet and exceed these expectations are candid discussions, refining of skills, broadening of insights and deep respect for all parties involved.

What is the Grading Scale?

A	95% - 100%	C	74 – 77.99%
A-	91 – 95.49%	C-	71 – 73.99%
B+	88-90.99%	D+	66.5 – 70.99%
B	84-87.99%	D-	61 – 66.99%
B-	81-83.99%	F	Below 61%

Grades will be determined through use of Calipso and influenced by adherence to clinical procedures as described in this document.

Additional Resources

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 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](#).

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.

In the event of a medical emergency, call 911 or use red emergency phone located in the middle hallway in the department. 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 which is the middle hallway in the department. See www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans (Links to an external site.) 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 and the College of Professional Studies sign on Fourth Avenue. 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 (Links to an external site.) for details on all emergency response at UW-Stevens Point.

Documentation Guide for SOAPS

1. Documentation of time

Begin each daily note by stating the amount of time spent with the client. For example,

The client was seen for 65 minutes

2. Documentation of Consent (tele-therapy)

The client agreed to have this session conducted through tele-therapy

3. Soap format

(S) Subjective

All relevant information stemming from the session that is **not measurable**. Not measurable does not suggest unimportant. This would include client or family member comments of success or struggle. In addition, please add your thoughts on their perceived attitude, motivation and level of cooperation. *The client was pleasant, cooperative and well-motivated. Or, The patient's spouse reports improved word finding skills during conversation with friends.*

(O) Objective

All relevant information derived from the session that is **measurable**. For example, *client was accurate in 65% attempts with minimal assistance when naming her grandchildren.* In theory, you (present in the therapy room) and I (watching remotely) should be able to write the same objective statement.

(A) Assessment

As an SLP, what is **your SLP** interpretation of the above information? The assessment section is not a reiteration of the above, nor should it ever contain information that is not referenced in either S or O.

The assessment section is your professional opinion, as an SLP, of the current state of the client. For example, *XX persists with expressive > receptive aphasia as evidenced by chronic word retrieval struggles. These word finding issues limit his participation in his areas of responsibilities and desired interests related to verbal expression. It should be noted, however, that XX was benefitted by the provision of phonemic cues to elicit the target word.*

(P) Plan

The plan indicates the **specific recommended direction** that the therapist and client should take on subsequent session(s). To write, "Continue with plan of care" is inadequate. Instead, *"Continue with provision of phonemic cues to assist with word finding skills toward stated expressive language goals, instruct family members as able."*

Please remember that at the conclusion of the session, you have the responsibility to create a document, that has **legal standing**. Your documentation should provide answers to the following questions from a speech pathologist's perspective:

What did I see?

What did I hear?

What did I do in response to what I saw and heard?

What impact did my response have upon the patient and their performance?

CLINICAL PRACTICUM- Fall 2022 CSD 791-794

Supervisor: Carri Nimm, M.S., CCC- SLP
Phone: **715-630-3443 – text/call**

Office: CPS 042A
Email: cnimm@uwsp.edu

OBJECTIVES:

1. To gain experience providing therapy to clients with communication disorders,
2. To gain experience evaluating clients throughout the course of therapy,
3. To develop and improve skills in the areas of:
 - Therapy planning and implementation
 - Goal writing and other documentation
 - Gathering pre- and post-data
 - Professional report writing
 - Managing and interpreting data
 - Self-evaluation of clinical skills
 - a. What information is necessary to make appropriate clinical decisions?
 - b. What is the function of the lesson plan?
 - c. What is the importance of self-reflection and feedback?
 - d. What is the role of the student clinician/supervisor in the clinical practicum?
4. To provide an opportunity to use professional interaction skills with the clinical supervisor, parents/families, and other student clinicians.
5. The knowledge, skills, and disposition criteria for this course are consistent with the required teaching standards. Please see Clinic Handbook for details in the CSD shared drive under forms.

Clinic COVID Guidelines

The UWSP clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

The student is encouraged to contact their supervisor if any Covid-19 related questions or situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic areas.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Students must NOT attend clinic if they are not feeling well, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.
- Please refer to the university COVID regulations page for policies.
<https://www.uwsp.edu/coronavirus/Pages/default.aspx>
- You must clean your therapy rooms as part of your clinical expectations. To not do so may impact your grade.

Other Guidance:

- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service.
 - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please keep these same healthy practices in mind outside the classroom.

GENERAL INFORMATION - The following is a list of requirements for clinical practicum. Please become familiar with every point, as you will be responsible for this information throughout the semester

We will be starting a new system of documentation this semester called ClinicNote. For at least the first two weeks of therapy we will start therapy with the below expectations. As it changes to ClinicNote completely we will transition away from the below system.

1. LESSON PLANS-Please write a weekly plan (The template will be in welcome e-mail) Have this completed each week by Monday at 12:00am in the P or S drive. This should be labeled, **Nimm lesson plans**. These will be on going in the same document each week.
2. SOAP NOTES –SOAP notes must be completed after every session within 24 hours. The SOAP note form will be emailed. These will be ongoing each week. Save in the S or P drive: Nimm SOAP notes. As soon as goals are established we will be moving them to ClinicNote.
3. REFLECTIONS/FEEDBACK: Complete daily self-evaluation within 24 hours after your session (A reflection template will be in your s or p drive) These are designed to inspire true reflection of your session and critical thinking. Please respond to any questions I put to you. Reflect on the following:
 - a. Client's behavior (positive or negative)
 - b. Comment on the outcomes of your planned objectives
 - c. What could you have adjusted to make the session more productive?
 - d. What did you do that made the session a success?
 - e. Mention parent discussion that might be applicable
 - f. Include resources used – evidence-based research/reading.
4. DATA COLLECTION – you are required to collect data during each therapy session. The data collected will support the content of your SOAP note. Keep all your data sheets in one location so we can refer to them.
5. WEEKLY SUPERVISORY MEETINGS - Supervisory meetings are held once a week. This is a time set aside for us to discuss your client and his/her management. Areas of discussion may include: any discussion of your client's response to therapy; problem-solving; therapy challenges; and self-evaluation of your performance.
6. VIDEO SELF-EVAL: You will complete a video self-evaluation prior to midterm. 1-3 clinical goal(s) will be established for you to work on. This evaluation form will be sent to you prior to midterm.

7. **OBSERVATION:** At the beginning of the semester observations will be more frequent. The purpose of the observation and feedback is to facilitate the development of your clinical knowledge and skills.
8. **CANCELLATIONS:** If the parent or client cancels therapy, cancellation notices will be posted by the faculty mailboxes. If you cancel therapy, it is YOUR responsibility to let your supervisor Carri Nimm (715-630-3443), and Ms. Christine Skebba (715-346-2900) know.
9. **DEMONSTRATION THERAPY:** I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know that client better. Please know that I view clinic as a team effort.
10. **CAREGIVER CONTACT:** Always keep the caregivers informed of what you plan on working on that day; at the end of the session give the parents information about the session. Typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because the parent watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls, e-mail, etc.) Please make sure to log any emails/phone calls in a communication log and any handouts or homework given.
11. **WRITTEN ASSIGNMENTS:** The writing portion of this course will include a minimum of your Final Therapy report and:
 - a. **Introduction letter or email to parent/caregiver:** This is to be completed and given to parents on the first day of therapy. This includes information about yourself that introduces you to your client.
 - b. **Self-Evaluation of Writing:** During the semester, you will have opportunities to evaluate your own writing skills. You will revise your therapy report and SOAP notes according to feedback given.
 - c. **Lesson Plans/SOAP notes/Self-Evaluations:** As stated previously, you will write weekly lesson plans. After each session you will write reflections and SOAP notes.
 - d. **End of Semester letter to the next clinician:** To include: An example of a recorded session you would like the next clinicians to watch and strategies you know work with your client.
12. **INFECTION CONTROL AND UNIVERSAL PRECAUTIONS:** Please refer to the Center's infection control policies and procedures as described in the "Guidebook on Infection Control Policy and Procedures" to maintain a clean environment for treatment purposes.
13. **CONFIDENTIALITY:** Please refer to the Center's policies and procedures regarding electronic information, client records and audio/video recording.
14. **ACCOMMODATIONS:** Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification for you to participate fully in this course. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.

15. **EVALUATION:** formal evaluations will be completed at midsemester and at the end of the semester. Your final grade will be determined by the average of the two grades. Do not assume that an **A** is the typical grade given. Calipso has a more detailed breakdown of the skills necessary to achieve success in this class. Grades will be based on the following:

a. A 95.5-100	B- 81-83.99	D+ 66.5-70.00
b. A- 91-95.49	C+ 78-80.00	D 61-66.49
c. B+ 88-90.99	C 74-77.99	F Below 61.0
d. B 84-87.99	C- 71-73.99	

16. **Professionalism:** Your conduct, the attitude you display, and your attire influence your credibility as a professional. Being prepared, being organized and being respectful of the individuals you interact with during your clinical experience is important. Students will have to follow the Clinic Dress Code.

17. **Partnership:** We are entering into a form of partnership. We share several common goals including (but not limited to): to improve the client's communication status; to increase your clinical expertise; to improve your ability to develop clinical solutions; to develop your ability to accurately assess your own clinical performance; to learn how to make therapy a truly enjoyable experience for the client and yourself; etc., etc., etc. We can meet these goals through cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that our relationship of supervisor/supervisee will ultimately be one that is more collaborative in nature.

Attendance: Since clinical practicum is an essential part of your clinical training, it is assumed that you will attend all your weekly therapy sessions with your clients and any weekly meetings with your supervisor. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number and email, so there is no reason you should not be able to get in touch with me. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel.

18. **Punctuality-**You must be in the waiting room (VIRTUAL AND IN PERSON THERAPY) at least 5 minutes before your session is to start. Double check that all your clocks coincide. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

19. **Child Safety in the Clinic**

- Do not ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.)
- An adult must be with children that are washing their hands.
- Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.
- Do not plan art projects that require glue guns, staplers, etc.
- Encourage walking, not running.
- Do not reinforce your client with candy or other high-sugar snacks; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. Talk to me before you plan a cooking activity.
- Monitor how the child uses the automatic doors.
- Monitor your child's behavior in terms of getting "too wild" or "too loud".

20. **Diversity Statement-** The CSD Department agrees with the UWSP Diversity and Inclusion Statement, written by a working group of UWSP employees and endorsed by the 2019-2020 Diversity Council and Common Council. It states:

“The students, faculty, and staff of the University of Wisconsin-Stevens Point (UWSP) recognize the lived experiences, identities, and contributions of past students, faculty, staff, and community members. In recognition of this history, we commit ourselves to the ongoing work of building and championing an inclusive UWSP. We strive to dismantle bias and hate by empowering voices of the marginalized and building relationships of trust across differences. Together we aim to develop and support a community where all can safely maintain integral, personal identities, be equitable participants, and learn from one another.

Each of us has a responsibility and role in actively educating ourselves while holding one another accountable. In so doing, we cultivate a reflective, engaged culture of learning and living which supports, embraces, and celebrates diversity, inclusivity, and accessibility. We are a university where all are encouraged to challenge and debate complex issues in order to sustain a campus culture that nurtures reflection, learning, holistic development, community engagement, and global citizenship.

Our goal is equitable educational opportunities. As such, UWSP encourages inclusive pedagogy and the integration of differing perspectives across disciplines. Diverse needs and perspectives must be accounted for when making institutional decisions, and in turn, immediate action must be taken to address hate, bias, and harassment.

None of this will be accomplished immediately. This process demands mindful reflection, continual commitment, and resources from the University of Wisconsin System, UWSP leaders, and each of us personally. We remain committed to the learning, development, safety, and well-being of all while working toward an inclusive community. Together, we build a better UWSP.”

***Expectations for Students-** Be a self-starter, ask questions, be proactive, be creative, have fun, be engaged, functional goals and objectives, activities focused on facilitating communication, independence, and problem solving.

WITH TEAMWORK, WE WILL ALL MEET OUR GOALS!!!!

Conversation group for people with aphasia
Fall 2022
Monday 1:00 pm – 2:00 pm

Clinical Supervisor: Julia M. Fischer, Ph.D., CCC-SLP

Office: 037 CPS

Phone: 715-346-4657 (w) 715-252-9610 (c)

Email: jfischer@uwsp.edu

Goal of a conversation group:

A conversation group is a time where people with aphasia can participate in conversations with communication partner support. It is also a time for people with aphasia to try using communication strategies. The group should meet each individual's communication challenges.

Volunteer Requirements:

Planning: Group leaders and Dr. Fischer will meet as needed during the semester.

Document hours: You will earn clinical hours for this assignment; ASHA Standard: Adult language treatment.

The following is a conference proposal written by 2 former aphasia group leaders.
Title: Aphasia Group: The Experience Enhanced Our Graduate Program

A common request from recent graduates of an SLP graduate program is more group practicum experience (UWSP School of Communicative Disorders, 2012). Group practicum experiences may be limited for a number of reasons. Two possible reasons include limited opportunities in the clinical settings where a student is placed during her or his program, and a student's need to earn practicum hours across the content areas and age groups described in Standards IV-C and V-F which may not be conducive to group treatment (Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2012). Graduate students report wanting to feel more prepared for an externship as well as for the responsibilities of a new job as reasons for wanting more group treatment experience (J. M. King, personal communication, October 22, 2012).

Method and Results

Two graduate students from the School of Communicative Disorders at the University of Wisconsin-Stevens Point detail how facilitating an aphasia group enhanced their graduate program. Each student kept a weekly reflection log tracking what she learned, what worked well, and what could have gone better. Several themes emerged from the logs highlighting the benefits of this group practicum experience. The themes included: applying course content to authentic communication activities for each group member; understanding the three prongs of evidence-based practice when planning and implementing a treatment program; learning the benefits of group aphasia therapy; and appreciating the role of humor and laughter in a supportive communication environment.

These themes will be illustrated with examples. These students who facilitated an aphasia group during graduate school recommend all graduate students take advantage of group practicum experiences to enhance their programs as well.

References

Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association. (2012). 2014 Standards for the Certificate of Clinical Competence in Speech-Language Pathology. Retrieved April 9, 2012 from <http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/>.

UWSP School of Communicative Disorders (2012). [Annual assessment of graduate students completing their externship]. Unpublished raw data.

Important Dates

Begin group 9-12-2022

Last group 12-5-2022

December 12, 2022: Final meeting, discuss reflections, submit clock hours for approval

**Diagnostic Practicum Fall 2022
CSD 794**

Supervisor: Trescha Kay, MA CCC-SLP
Phone: (715) 346-3588

Office: CPS 042C
Email: tkay@uwsp.edu

Course Description

This course provides you with the opportunity to progress towards the development of *Skills and Knowledge* as specified by ASHA, for acquiring clinical competence in speech-language pathology. *Skills and knowledge* are acquired across a continuum, with increasing levels of independence, consistency, and problem-solving occurring over time. This practicum experience allows us to work closely, and with a variety of clients, to accomplish the objectives cited below.

Course Objectives

1. To develop clinical skill in oral and written communication sufficient for entry into professional practices (*ASHA Stan. III-A*)
2. To develop clinical skill in the evaluation of clients with communicative disorders and/or swallowing disorders (*ASHA Stan. IV-E-1*)
3. To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals (*ASHA Stan. IV-E-3*)
4. To adhere to the ASHA Code of Ethics and behave professionally (*ASHA Stan. IV-E-3d*)
5. To participate in formative assessments (ongoing measurement) for the purpose of improving student learning (*ASHA Stan. V-A*)

Once Diagnostics Begin

1. Diagnostic Team Organization: Each team member is responsible for reviewing the client's file prior to our weekly meeting. Additionally, each team member needs to complete and bring in written remarks about the client, disorder, and assessment to the planning meeting. Your remarks will provide a springboard for our planning discussion. Please bring the client's file to the weekly meeting and be prepared to provide a verbal overview of significant points from the case history and/or referral. As the semester progresses, you will gradually assume responsibility for conducting the client initial and exit interviews.

2. Diagnostic Reports: Report formats for various disorders will be provided to assist you in the content and organization of your report. We will typically spend time at the end of each diagnostic session discussing options for writing the diagnostic report. The goal will be to have a completed report, turned in to the office before the next diagnostic. Deadlines for when the rough draft is to be in, etc. will be determined by us when we have our initial team meeting.

3. Clock Hours: Please keep track of the number and type of clock hours earned using the appropriate **clock hour log** form. ASHA is now looking for documentation of time spent in “staffing.” This means participation in meetings during which evaluation, treatment, and/or recommendations are discussed or formulated, with or without the client present. IEP meetings and exit meetings with clients and/or parents would be considered staffing time. Preparing for diagnostics, scoring tests, transcribing language samples, and meeting with the supervisor or team may not be counted as staffing hours.

4. Professionalism: Your preparedness, organization, conduct, attire, and grooming influence your credibility as professionals. In addition, respect for your client, family members, co-clinicians, and supervisor, and demonstrating pleasure in what you are doing, greatly contribute to an air of professionalism. Notable attention will be given to the trait of professionalism.

5. Additional Responsibilities: The team is responsible for setting up and cleaning up the diagnostic room, and reserving and obtaining equipment and supplies. Following the session, please sanitize the table, supplies and instruments used.

Clinic COVID Guidelines Spring 2021

The UWSP clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations. Students are also expected to follow the social distancing, travel and group gatherings guidelines required by UWSP Speech, Language and Hearing Clinic (and any local, state, or federal authorities) in their personal lives, in order to protect their more vulnerable patients. This has been a rapidly changing situation. The student is encouraged to contact their supervisor if any Covid-19 related questions or situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic areas and in the community around people other than those that reside in your immediate household.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Students must NOT attend clinic if they are not feeling well, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

DIAGNOSTIC PRACTICUM
CSD 791-794
Fall 2022

Supervisor: Pamela Terrell, Ph.D., CCC-SLP
Email: pterrell@uwsp.edu
Office Hours: pending clinic schedule

Office: CPS 034
Phone: (715) 346-3423

This is an addendum to “CD 495 & CD 791-794 Clinical Therapy Practicum” syllabus. Please refer to it often.

Blessed are the flexible for they shall never be bent out of shape.

Welcome to your first Diagnostic Practicum! As you think about your first day as an evaluator of communication skills it is perfectly normal to be a little bit nervous and a little bit excited. There are a lot of unknowns when diagnosing communication disorders. What if the client doesn't talk? What if there are behavior problems? What if I don't administer, score, or interpret a test correctly? Deep breath....relax. It's a learning process and we, as clinicians, are forever evolving. Communication is dynamic and ever-changing, clients come with their individual personalities and histories, and so do we. When you put all of those factors together it is only natural that a little disequilibrium should result. Accept now that things won't always go as planned, be willing to be flexible, and learn to embrace your mistakes.

As you develop your skills of interviewing and counseling, administering and interpreting tests, conducting play-based assessments, and writing diagnostic reports keep a few concepts in mind:

- Consider each client as a total communicator. Don't think of a client in terms of a phonological disorder or a diagnosis of autism. Think of the client as a human being with an innate desire to communicate and interact with others. Consider all aspects of communication including verbal, written, behavioral, social, facial expressions, gestures, eye gaze, etc. Everyone is saying something, even those who are nonverbal. How does your client communicate and why?
- Be willing to follow the client's lead. If a potential strength or weakness is noted during the interview or play, go ahead and probe even if that wasn't part of your plan.
- Be teachable. None of us have “arrived.” Our clients, peers, and supervisors have much to teach us.
- Have fun! Yes, evaluations are work, but they are also fun. Don't get so caught up in the scoring and writing that you forget to enjoy the process of uncovering communication strengths and weakness and the privilege of sharing in someone else's life.

We are all apprentices in a craft where no one ever becomes a master.
Ernest Hemingway

Our Schedule

Who knows? We'll do 'em when we've got 'em. Maybe face-to-face? Maybe virtually?
See above quote about flexibility.

I find that the harder I work, the more luck I seem to have.
Thomas Jefferson

Once diagnostics begin

1. **Team organization:** All team members are responsible for reviewing the client's file prior to our weekly meeting. Each week a different member will serve as team leader. The team leader is responsible for bringing the client's file to the weekly meeting, providing a verbal overview of the significant points from the case history and/or referral, and finalizing the report. The team leader is also responsible for turning in billing forms and making additional phone calls or contacts.
2. **Preparation:** You should come to our weekly meeting with not only a thorough knowledge of the chart, but a list of questions and an outline of your plan for the diagnostic session. The purpose of the meeting is to *refine* your diagnostic plan, not to *create* it. This means that you should already have spent some time in the CMC reviewing possible tests, looking over parent questionnaires, and developing a plan.
3. **Diagnostic reports:** Scoring tests, interpreting diagnostic findings and writing reports is a team effort; however, the team leader is responsible for making sure that it gets done in the following timely fashion. Suggested timeline:
 - Approximately 2 days after the DX – first draft of report due , along with copies of test protocols or any supplemental materials (writing sample, language sample, etc.)
 - Within 24 hours– first draft returned to you
 - 2-3 days later – second draft of report due
 - One week after DX – final report due
 - a) Use “track changes” with each subsequent draft or save each draft separately under a different name
 - b) Rough drafts should be typed, double-spaced and free of grammatical and spelling errors. The team leader needs to initial each draft indicating responsibility for proofreading that draft.
 - c) Final report is to be single spaced and printed on a high quality printer.

4. **Team meetings:** We will meet for about one hour 1-2 weeks before a scheduled diagnostic to plan the upcoming assessment. Come prepared to that meeting having already reviewed the chart and have some ideas of what you want to assess and how you want to do it. That includes looking over some potential assessments prior to our meeting. See pages 4-5. After we meet, you will need to solidify and submit your diagnostic plan (p. 6).
5. **Clock hours:** Please keep track of the number and type of clock hours earned. You will also document “staffing” hours (meetings to discuss evaluation, treatment and/or recommendations, IEP, or exit meetings with parents). Staffing hours DO NOT include preparing for diagnostics, scoring tests, transcribing a language sample, or meeting with the supervisor or team.
6. **Professionalism:** Your preparedness, organization, confidence, conduct, attire, and grooming influence your credibility as professionals. In addition, respect for your client, family members, co-clinicians, and supervisor, and demonstrating pleasure in what you are doing, greatly contribute to an air of professionalism.
7. **Additional responsibilities:** The team is responsible for setting up and cleaning up the diagnostic room and reserving and obtaining equipment and supplies. Following the session, sanitize the table, supplies, and instruments used.
8. **Evaluation:** We will meet individually at mid semester and use the *Clinical Evaluation Form* to discuss your progress and write goals for the second half of the semester. At the end of the semester we will meet again to evaluate progress towards your goals. You will be graded on clinical competence, clinical writing, professional conduct, increased independence in clinical decision making, and improvement of clinical skills.
9. **Dress Code:** Please read and follow the Departmental Dress and Personal Appearance Code. Violations in the dress code will adversely affect your clinic grade.

There is no great writing, only great rewriting.
Justice Brandeis

Diagnostic Thought Process (rough draft—complete together before weekly meeting)

Client _____ DOB _____

1. What are the presenting concerns according to the case history?
2. What else might be related to those concerns (e.g., other areas to assess)?
3. What do I already know about the client?
4. What do I need to know about the client?

5. How can I find out that information?

- Interview (list questions to ask and why)

- Formal Testing (What tests do you want to administer? Provide a rationale)

- Informal Testing (What informal assessment needs to be done? What are you going to assess, how are you going to assess, and what specific materials will you use?)

Final Assessment Plan (Team captain emails prior to DX)

Client: _____

Date of Assessment: _____

Clinicians: _____

1. Write out some questions for the case history for clarification or additional information.
2. List the standardized and non-standardized assessment tools you will be using. Also include the rationale for your selection of items to be used.
3. List any activities you are planning along with the purpose and rationale of the activities.
4. Write out your general schedule for the session (put approximate times and who is doing what).
5. Be proactive. Think of any potential counseling and/or family education needs.