Nicole Wertheim College of Nursing and Health Sciences

Communication Sciences and Disorders

Student Manual

Academic and Clinical Policies and Procedures

Master of Science in Speech Language Pathology

Communication Sciences and Disorders
Nursing and Health Sciences, AHC3-435
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Miami, FL 33199
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Overview of the Speech-Language Pathology Program

The graduate program in the Department of Communication Sciences and Disorders (CSD) in the Nicole Wertheim College of Nursing and Health Sciences (NWCNHS) at Florida International University is a 6-semester program leading to a Master of Science degree in Speech-Language Pathology (MS-SLP). This CAA accredited program provides a unique bilingual emphasis and prepares graduates to work with the increasing number of bilingual individuals in need of specialized care. This bilingual competency will be a critical advantage for speech-language pathologists as the country’s minority population continues to grow in the coming decades.

Master of Science degree in Speech Language Pathology

The CSD Department offers a Master of Science (MS) degree in Speech-Language Pathology (SLP). The program has a bilingual emphasis component with specific required courses on cultural and linguistic diversity (CLD). Students have the option of writing a thesis or completing a Masters’ data-based group project and an elective course. In either case students complete a strong academic and clinical program that prepares them to meet the needs of persons with a wide range of communication disorders. The speech-language pathology program at FIU provides students with the coursework and clinical experiences needed to apply for ASHA Certification.
Departmental Mission

The mission of the Department of Communication Sciences and Disorders is in accordance with the mission statements of both Florida International University and the Nicole Wertheim College of Nursing and Health Sciences. Each shares the mission of providing education and service to a diverse population of students and community, an interest in promoting sound research, a commitment to excellence in teaching, and a desire to provide the best training available for students who are to enter the professional workforce in speech-language pathology.

The specific missions of the Department of Communication Sciences and Disorders are:

1) To prepare highly qualified professionals in Speech-Language Pathology who will meet or exceed the guidelines of the American Speech-Language Hearing Association (ASHA) for clinical and academic preparation;
2) To prepare Speech-Language Pathology professionals of diverse cultural and linguistic backgrounds to assess, diagnose and treat clients of diverse cultural and linguistic backgrounds and;
3) To act as a resource for the University and community by serving as consultants, facilitators and authorities in the various areas of communication disorders.
Prerequisite Courses

The CSD Department also offers a Graduate Certificate in Communication Sciences and Disorders to complete the required prerequisite courses. Specifically, individuals with a bachelor’s degree in a discipline different from Communication Sciences and Disorders or Speech-Language Pathology must complete additional admission requirements. Prior to acceptance, applicants need to successfully complete 10 prerequisite courses or their equivalents. These courses are:

- SPA 5113 Advanced Applied Phonetics (or LIN 5206 Phonetics, or LIN 5211 Applied Phonetics, offered through the Linguistics program)
- SPA 5012 Introduction to Communication Sciences and Disorders
- SPA 5102 Advanced Human Anatomy & Physiology of Mechanisms of Communication
- SPA 5102L Laboratory in Advanced Human Anatomy & Physiology of Mechanisms of Communication
- SPA 5009 Normal Communication Development & Disorders
- SPA 5150 Acoustics of the Sciences of Speech and Hearing
- SPA 5051 Clinical Observation, Management, and Procedures in Communication Disorders
- SPA 5035 Disorders of Hearing and Audiological Sciences
- SPA 6322 Aural Habilitation and Rehabilitation
- LIN 5018 Graduate Introduction to Linguistics
## DEGREE PLAN: 6 SEMESTERS-STANDARD

### Year 1:
#### Fall Semester: (13 Credits)

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<tr>
<th>Course Number</th>
<th>Course Title</th>
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<td>Language Learning in Preschool Children</td>
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#### Spring Semester: (12 Credits)

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**Year One Total: 34 Credits**

### Year 2:
#### Fall Semester: (10 credits)

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#### Spring Semester: (10 credits)

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#### Summer Semester (7 credits)

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**Year Two Total: 27 Credits**

Total Credits: 61

*These courses are electives. Non-thesis students must take one of the three courses. If the student has not taken a course in Aural Rehabilitation as an undergraduate or via the Graduate Certificate in CSD at FIU, they must take SPA 6322. Master's
Thesis Option: Students wishing to complete a Master's thesis will not be required to take these classes. They will register for 6 credits of Master’s thesis in the second year of study. All students will register for a total of 61 credits in the program.

**DEGREE PLAN: 6 SEMESTERS: EARLY CLINIC**

**Year 1:**

**Fall Semester: (13 Credits)**

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**Spring Semester: (15 Credits)**

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**Summer Semester: (9 Credits)**

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**Year One Total: 37 Credits**

**Year 2:**

**Fall Semester: (10 credits)**

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**Spring Semester: (10 credits)**

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**Summer Semester (4 credits)**

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**Year Two Total: 24 Credits**

**Total Credits: 61**

*These courses are electives. Non-thesis students must take one of the three courses. If the student has not taken a course in Aural Rehabilitation as an undergraduate or via the Graduate Certificate in CSD at FIU, they must take SPA 6322. Master's
Thesis Option: Students wishing to complete a Master’s thesis will not be required to take these classes. They will register for 6 credits of Master’s thesis in the second year of study. All students will register for a total of 61 credits in the program.

**Equitable Treatment of Students:** Students in the Department of Communication Sciences and Disorders department are treated in a nondiscriminatory manner, without regard to race, color, religion, sex, national origin, participation restriction, age, sexual orientation, or status as a parent. The institution and the CSD programs comply with all applicable laws, regulations, and executive orders pertaining thereto.

**Student Support Services:** If you have a disability or think you have a disability and need assistance, please contact the Disability Resource Center (MMC: GC190; 305-348-3532) (BBC: WUC139, 305-919-5345). Upon contact, the Disability Resource Center will review your request and contact your professors or other personnel to make arrangements for appropriate modification and/or assistance.

**Grade Requirements (academic and clinical coursework):** An overall GPA of 3.0 is required for graduation from the Masters’ SLP program. A grade of ‘B’ or higher is required for all courses in the student’s program of study. A grade of ‘B-’ is not acceptable. If a student receives a grade that is lower than ‘B’, then that course must be retaken; however, a course can only be repeated once. If a course is failed a second time, the student will be terminated from the program. Furthermore, any student who earns a grade of ‘B-’ or lower in more than two courses will be terminated from the program.
Clinical Practica in CSD at FIU

The clinical program is sequenced in such a way that the majority of the pediatric coursework will be completed prior to starting clinical practica and the majority of the remaining academic coursework is completed prior to the students enrolling in their adult clinical rotations. The first of four practicum experiences begins in either their second or third semester of study.

Clinical Practicum Courses: There are four practicum courses that students must successfully complete:

1. **SPA 5500: Basic Clinical Practicum:** The first rotation, basic practicum, allows the student to gain practical experience with children exhibiting speech and/or language disorders. The Basic Student Clinician usually has had no previous clinical contact hours.

2. **SPA 5502: Intermediate Clinical Practicum:** The second rotation, intermediate practicum, provides practice for students treating persons with communication disorders in outpatient, private practice, schools, and rehabilitation center settings. The Intermediate Student Clinician has acquired some experience through the Basic Clinical Practicum.

3. **SPA 6505: Advanced Clinical Practicum I:** The third rotation, advanced practicum, focuses on the speech and/or language needs of persons in schools, acute care, hospital, and long-term care facilities. The Advanced Student Clinician has acquired experience through the Basic and Intermediate Clinical Practica.

4. **SPA 6505: Advanced Clinical Practicum II:** The fourth rotation, advanced clinical placement, permits students to practice clinical skills in acute care, hospital, and long-term care facilities or an area of specialty. The clinician enrolled in this rotation has previously acquired varied experience through the Basic, Intermediate, and Advanced Clinical Practica.

Minimum Clinical Hours Required: Students complete a minimum of 400 clock hours of supervised clinical practica as required for ASHA Certification (325 of the 400 must be at the graduate level) and 25 hours must be completed in clinical observation.

The CSD program at FIU is committed to providing students with clinical experiences of different severity levels, across the life cycle and in varied clinical settings.
Guidelines for Internship Supervisors

Practicum supervisors must hold current ASHA certification as well as a current Florida Department of Health Speech Pathology license. Direct supervision must be in real time and must never be less than 25% of the student’s total time with each client. Practicum must include experiences with populations across the life span and from culturally/linguistically diverse backgrounds. It must also include populations with a wide variety of disorders and levels of severity.

Affiliation Agreement: A legal agreement between the clinical affiliation site and FIU must be completed and signed by both parties before a student can be placed at the site as an intern.

Speech Language Pathology Program Guidelines: The programmatic responsibilities of the Communication Sciences and Disorders department, facility, and student are specified in the Mutual Responsibilities document.

Responsibilities of the Clinical Supervisor: The main responsibilities of each site supervisor are as outlined below:

Onsite Student Orientation: Site supervisors will provide orientation for the students before or during the first week of the internships. It is suggested that site supervisors provide students with specific information regarding the following:
   a. types of clients serviced at the facility
   b. documentation requirements (e.g. files, IFSPs, IEPs)
   c. video/audiotapes reviews or analysis expectations
   d. therapy sessions per week – prerequisite intervention skills and skills expected to be obtained at the site
   e. diagnostic evaluations and/or screening per week – prerequisite assessment skills, frequently used tests
   f. long and short term goals – documentation format expectations (e.g., S.O.A.P., Medicaid guidelines for notes)
   g. individual and/or group lesson plans – specify due dates and changes as internship progresses
   h. baselines and data collection procedures to be followed
   i. any unique intervention approaches or special programs utilized at the site
   j. facility policies regarding required orientations, health clearance, client confidentiality guidelines, universal hygiene precautions, CPR certification, etc.
   k. explanation of site’s guidelines re: amount and type of feedback that students may provide to the client and/or the client’s family

Supervision of Student’s Work: It is the responsibility of each supervisor to provide a MINIMUM of 25% supervision for each therapy and evaluation session. These are the
minimum criteria established by ASHA. Ideally, the degree of supervision will decrease gradually from 100% to no less than 25% as the student progresses throughout the semester.

**Written Feedback of Student’s Performance:** The site supervisor may use the “Supervisor’s Observation Report” provided by FIU to evaluate student’s performance each session. The supervisor may select other forms to evaluate a student’s performance. Periodic written feedback is recommended to facilitate progress.

**Documentation:** Both supervisors and students are expected to complete all required documentation and send them to the Coordinator of Clinical Education at FIU in a timely manner. The due dates are provided in the letter to supervisors delivered at the beginning of the semester and in the students’ syllabus.
Guidelines for Students

Application for Clinical Practicum: Each student needs to complete an application for clinical practicum for each of the four semesters of clinical rotations. The application needs to be submitted to the FIU clinical coordinator when requested. Upon receipt of the applications the clinical coordinator will confirm that student has completed all prerequisites for the clinical facilities selected by the student and completed all required documents required by the Nicole Wertheim College of Nursing and Health Sciences, contact clinical sites on the students' behalf and request permission for the student to contact the supervisor for an interview, and confirm placement prior to the students beginning the rotation.

Student’s Responsibilities: Students are responsible for following the terms set forth in the Mutual Responsibilities document. Students are also responsible for completing all requirements as indicated by the clinical supervisor at the site. All documentation must be completed by due dates as specified by the clinical supervisor.

Requirements for Clinical Practicum: Before students can begin their clinical rotations they must complete the following at American Databank at www.fiuxpress.com:

- Criminal Background Check,
- Employment Check,
- Verification of Immunization documentation,
- CPR course,
- History and Physical Report,
- Ten panel drug screening
- Attestation Form
- Consent Release Form

Requirements to apply for Subsequent Clinical Practicum the student must:

- Earn a grade of 'B' or higher in Previous Clinical Practicum
- Complete required coursework
- Complete student’s evaluation of supervisor and site
- Submit all end of semester paperwork as listed on the syllabus
- Keep current with all requirements at American Databank.

Requirements for successful completion of clinical education include:

- Completion of 4 clinical rotations
- Completion and documentation of a minimum of 400 supervised clock hours.
• Grade of ‘B’ or higher in all clinical practicum courses
• Submission of Knowledge and Skills Outcomes portfolio

**Clinical Affiliation Sites:** Each clinical site with which the CSD department at FIU has an established written clinical affiliation agreement is eligible for selection as one of the prioritized sites being requested on the clinical practicum application. If no clinical affiliation agreement exists, the site is not eligible for placement of an FIU student. The “Clinical Affiliates Notebook” contains a description of the clinical sites, populations and additional requirements for coursework, clearances, etc., as well as the current listing of the names, contact persons, address, and telephone numbers for all approved clinical affiliations. Students are responsible for securing current copies of the supervisors’ certification and licensure during the first week of practicum.
Documentation Requirements for Students

- Background Check
- Employment Check
- Drug Screening
- CPR course
- History and Physical Report
- Immunization Report
- Knowledge and Skills Outcomes Portfolio
- Clinical Observation Report
- Observation Hours
- Clinical Practicum Application
- Clinical Clock Hours
- Summary of Clinical Clock Hours
- Clinical Practicum Mid-term/Final Evaluation

Documentation Requirements for Supervisors

Clinical Practicum Mid-term/Final Evaluation
Supervisor's Observation of Clinical Session

Student Evaluation of Supervisor(s): Students are encouraged to rate each supervisor objectively using the “Student’s Evaluation of Supervisor” form. The forms are submitted to the Coordinator of Clinical Education at the end of the placement. Students are not obligated to show the site supervisor(s) the completed form(s). Supervisors are provided with a blank copy of the form for information regarding the areas addressed and the criteria.

Student Evaluation of Site(s): Students are asked to complete an “Off-Campus Site Evaluation” form for each practicum site after they complete their semester internship. The students’ feedback is kept confidential.
Calendar of Supervisory Events

Calendar of Supervisory Events: The following are dates that clinical Site Supervisors will utilize each semester:

1. **Start date:** Students officially start their internships one week after classes begin during the fall and spring semesters. They will begin on the first day of classes during the summer term.

2. **End date:** Students’ last day of internship varies depending on the rotation in which they are enrolled. Typically, graduating students finish one week before other interns to allow time for Final Clinic Checkouts with the Coordinator of Clinical Education.

3. **Mid-term grade:** Students’ MIDTERM evaluation grades are due by the date designated in the syllabus; typically, the 7th week of internship.

4. **Final grade:** Students’ FINAL evaluations are due by the date specified in the Syllabus. The date is usually the 14th week of internship (typically the Friday before Final Examinations week).

5. **Different start/end internship dates:** Modifications in starting and ending dates may be made if the internship site supervisor and student mutually agree. The Coordinator of Clinical Education must be notified in advance of the modification.

**Evaluation grades due dates (modifications):** If the internship is extended or reduced, then the Midterm evaluation is due on the Friday of the middle of internship. The Final evaluation will still be due by the Friday of their 14th week of internship (i.e., the Friday before Final Examinations week) even if the student agrees to work at the affiliation site during final examinations week.

**Professional Issues**

In addition to the guidelines provided by ASHA, all parties involved in the clinical process associated with the CSD program at FIU are reminded of the following:

**Confidentiality:** It is critical that all clinical information regarding the client (e.g., in private practice), patient (e.g., in hospital setting), and student (e.g., in schools) be kept confidential. All oral and written communication between client, clinician and supervisor including written reports and other clinical records are to be kept confidential. Information about the individual receiving intervention that is either in folders or computer databases must be kept confidential. Information can be released to specific parties (e.g., other professionals working with the client) only if the proper releases of information and/or permission forms are filled out by the person who has the legal power to do so (e.g., next of kin in the case of a minor client). Students are reminded that confidentiality of the persons they treat must be kept at all time, for example, clinical
cases must not be discussed anywhere outside of the clinical situation (e.g., not in the restroom, elevator, etc.).

**Liability Insurance:** All students admitted to the Masters’ SLP program, who are also officially enrolled in a clinical practicum course (Basic, Intermediate, Advanced I, or Advanced II), are fully covered by Professional Liability Insurance with no additional charge to the student. The limits of the liability are $1,000,000 per individual claim and $3,000,000 for the aggregate. Students are only covered by this insurance during the semester they are enrolled in clinical practica.

**Facility Orientation:** Each student attending a new site should be oriented to that site. The orientation should include all the items that apply as specified in the Guidelines for Internship Supervisors (See Section II). Sites requiring special orientations, health clearance, specific dress codes, specific parking fees, and such, should inform the Coordinator of Clinical Education before students are placed at the facility.

**Student Conduct:** All students will follow all rules and regulations attached to each individual internship site. The Site Supervisor should immediately report any violations to the CSD Coordinator of Clinical Education at FIU. Violations which should be reported include the following:

- **Tardiness** - if a student is frequently tardy or frequently leaves earlier than the agreed upon ending time
- **Unethical Behavior** – if a student violates any part of ASHA’s code of ethics, and/or any part of the site’s code of ethics (e.g., providing feedback to client or client’s family without permission)
- **Dress Code** – if the student violates any regulations regarding dress code as specified by the site
- **Cleanliness** – if the student does not follow personal hygiene guidelines as specified by the site
- **Universal Precautions** – if the student does not follow universal safety and health precautions specified by each site (e.g., forgets to use protective gloves when needed)

**Disciplinary Procedures:** If a student violates any rules and/or procedures associated with the clinical site, and/or university policies (see FIU graduate catalogue), such student will receive the necessary verbal and written warnings by persons in charge (at site and university) in a timely manner. The student will also be provided a written plan outlining expectations. If a student fails to heed the warnings, and/or comply with the plan set forth by the Coordinator of Clinical Education, the student will be subjected to disciplinary action by the CSD Department.

Some actions may include the following:

--Meeting among all parties involved (student, site supervisor, Coordinator of Clinical Education):
- A summary report will be completed by the Coordinator of Clinical Education of such meeting and it will be filed in student’s permanent academic file.
- A copy of the summary report of the meeting will be provided to all parties involved, and to the Chair of the CSD Department.
- The consequence(s) for student’s violation(s) will be agreed upon by the Coordinator of Clinical Education, Site Supervisor, and the Chair of the CSD department.
- Student will be informed of the disciplinary decision reached and written documentation of such decision will be placed in the student’s permanent academic file.

-- Student may be removed from the site.

A student who is removed from a site will not receive credit for any of the hours accumulated at that site, nor will the site count as one of the four clinical sites required by the FIU CSD program to meet the ASHA clinical standard.

-- A student who receives a grade of B- or lower in two clinical practicum courses, will be dismissed from the program (see Section I “Grade Requirements”).

**Student Grievance Procedures:** Please follow guidelines outlined in the University Graduate School website. Students may also contact the Office of the Ombudsman at (305) 348-2797 located in Graham Center 219.

**CSD Student Complaint Policy:**

1) Student complaints of various natures including complaints/concerns about peers, instructors, program policies and procedures, and course grades are initially brought to the appropriate faculty and/or staff member for resolution.

2) If the complaint/issue cannot be resolved satisfactorily at these lower, more direct levels, then the student may bring the complaint to the Department Chair as necessary.

3) The complaint will be reviewed by the Department Chair who may request the presence of the student(s) and the instructor/staff member if appropriate for resolution.

4) If the complaint/concern involves departmental practices or departmental policies and procedures, the Department Chair will bring the complaint to the entire faculty at a faculty meeting for review and discussion. Determination will be made relative to whether departmental policies should be modified or re-considered.

5) If a conflict occurs for which there appears to be no resolution at the Department level, the student will be advised as to his/her rights to file a formal grievance. The student will be informed of the College and University formal grievance procedures.

6) Student complaints are reviewed by the faculty in department meetings to assess their impact on compliance with accreditation standards. Ultimately, the Department Chairperson has primary responsibility for reviewing complaints relative to their impact on compliance with accreditation standards. To date, no student complaint has indicated that the program is not in compliance with accreditation standards. Students who have complaints involving the CAA SLP Masters’ accredited program and need
additional information or clarification are instructed to contact CAA, American Speech-Language-Hearing Association, 2200 Research Blvd., #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700.

Graduate School Grievance Policy:  https://policies.fiu.edu/files/739.pdf  
Policies and Procedures of NWCNHS (including Grievance):  
http://cnhs.fiu.edu/Administration/policies_and_procedure/index.html

Documents for Students

Practicum Application

Intern Data Sheet

Clinical Behavior Descriptors
Midterm/Final Evaluation Form - excel format

Key to Clinical Competency (Grading Scale)

Conference Report Between University and Clinical Site Supervisors

Knowledge & Skills Outcomes Form

Off-Campus Site Evaluation

Student Evaluation of Supervisor

Student Clinical Clock Hours Input and Summary Sheets

Clinical Observation Report

Record of Observation Hours

HIPAA Assignment

Certificate of Liability Insurance

Request for Affiliation Agreement