



UNIVERSITY OF KENTUCKY

CD 657

TRANSMITTAL

DATE: January 7, 2004

JAN 12 2003

TO: Rebecca Scott
Senate Council

FROM: Lissa Holland
Graduate Council

A handwritten signature in black ink, appearing to be 'LH', written over the name 'Lissa Holland'.

Research and Graduate Studies

The Graduate School
Patterson Office Tower
Lexington, KY 40506-0027
(859) 257-8142
Fax: (859) 323-1928
www.rgs.uky.edu/gsl/

The Graduate Council met on November 20, 2003 and approved the following:

COLLEGE OF HEALTH SCIENCES

Communication Disorders

CD 657 Clinical Practicum in Speech-Language Pathology (3 credits)

Change to:

CD 657 Clinical Practicum in Speech-Language Pathology (1-3 credits)

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

- 1. Submitted by the College of Health Sciences Date 9/08/03
 Department/Division offering course Rehabilitation Sciences/Communication Disorders
- 2. Changes proposed:
 - a. Present prefix & number CD 657 Proposed prefix & number no change
 - b. Present Title Clinical Practicum in Speech-Language Pathology New Title no change
 - c. If course title is changed and exceeds 24 characters (including spaces), include a sensible title (not to exceed 24 characters) for use on transcripts: NA
 - d. Present credits: 3 Proposed credits: 1-3 variable
 - e. Current lecture: laboratory ratio 1:4 Proposed: 1:4
 - f. Effective Date of Change: (Semester & Year) Spring 2004
- 3. To be Cross-listed as: NA
 Prefix and Number Signature: Department Chair

- 4. Bulletin description:
 - a. Present description (including prerequisite(s)): Experience with children and adults in the assessment and management of communication and swallowing disorders. May be repeated to a maximum of twelve credits.
 - b. New description: no change
 - c. Prerequisite(s) for course: Prereq: Graduate status in CODI, CD 481 or equivalent, and CD 654

5. What has prompted this proposal?
 The Division of Communication Disorders submitted proposals to revise its undergraduate and graduate programs in spring '03. This course change (from 3 credits to variable 1-3) should have been included with the original curriculum proposal but was not included because of an oversight. The variable number allows for differing levels of assignment in this clinical course, and allows students not to overload if they choose their thesis option and elective in the same semester. Students in this course typically complete clinical rotations internally (at the UK Communication Disorders Clinic).

Students will complete 4 hours of clinical work weekly for each credit hour of CD 657. Consequently, students who enroll for one credit hour of CD 657 will complete 4 hours of clinical work each week, two credit hours will require 8 hours of clinical work each week, and three credit hours will require 12 hours of clinical work each week.

The ratio of 4 hours of clinical work to 1 credit hour is consistent with the ratio for CD 659 - the course used for rotations external to the UK Communication Disorders clinic.

- 6. If there are to be significant changes in the content or teaching objectives of this course, indicate changes: n/a
- 7. What other departments could be affected by the proposed change? None
- 8. Will changing this course change the degree requirements in one or more programs? No
- 9. Is this course currently included in the University Studies Program? No
- 10. If the course is a 100-200 level course, please submit evidence (e.g., correspondence) that the Community College System has been consulted. NA
- 11. Is this a minor change? No

12. Within the Department, who should be contacted for further information about the proposed course?

Name: Donna Morris or Jodelle Deem Phone Extension: 257-6278 or 257-7923

*Note: Approval of this change will constitute approval of the program change unless other program modifications proposed.

Signatures of Approval:

<i>Justin L Page</i>	9/16/03
Department Chair	Date
<i>Lou Gonzalez</i>	9-16-03
Dean of the College	Date

Date of Notice to the Faculty

**Undergraduate Council Date

<i>[Signature]</i>	10/28/03
**Graduate Council	Date
**Academic Council for the Medical Center	Date

**Senate Council Date of Notice to University Senate

**If applicable, as provided by the Rules of the University Senate.

ACTION OTHER THAN APPROVAL

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

- a. change in number within the same hundred series;
- b. editorial change in description which does not imply change in content or emphasis;
- c. editorial change in title which does not imply change in content or emphasis;
- d. change in prerequisite which does not imply change in content or emphasis;
- e. cross-listing of courses under conditions set forth in item 3.0;
- f. correction of typographical errors. [University Senate Rules III - 3.1]

APPLICATION FOR CHANGE IN EXISTING COURSE: MAJOR & MINOR

**CD 657: Clinical Practicum in Speech-Language Pathology
(Draft version)**

COURSE COORDINATOR/CLINICAL INSTRUCTOR:

Donna S. Morris, M.A., CCC-SLP
Office: 120H
Phone: 323-1100 X80554
Email: dsmorr0@uky.edu

CLINICAL INSTRUCTORS:

Leslie Mattacola, M.S., CCC-SLP
Office: 110K
Phone: 323-1100 X80538
Email: lmattacola@kycom.net

Angela Logdon, M.S., CCC-SLP
Office: 110K
Phone: 323-1100 X80538
Email: alogdon@hotmail.com

Cox, Sylvia Kay, Ph.D., CCC-SLP
Office: 110K
Phone: 323-1100 X80538
Email: skcox@adelphia.net

PURPOSE: The general purpose of this course is for graduate students to gain experience in the management of speech, language, and swallowing disorders in children and adults. Prereq: Graduate status in CODI, CD481 or equivalent, and CD 654; speech-language pathology & audiology majors only. Students must observe 25 hours of evaluation and management prior to participation in this experience. Clinical activities, independent projects, discussions, and observations will focus on reflective decision making about the evaluation and treatment of patients needing speech-language services. This course helps meet the required ASHA coursework standard in the area of Professional Coursework and Clinical Practicum. This course addresses the new Standards for the Certificate of Clinical Competence in Speech-Language Pathology: III-C (Communication Disorders and Differences; Swallowing Disorders), III-D (Prevention, Assessment, Intervention), III-E (Ethical Conduct), III-F (Research Processes and Integration), III-G (Professional Issues), III-H (Professional Credentials), and IV-B (Oral/Written Communication). This course also addresses the Kentucky's New Teacher Standards I (Designs and Plans Instruction), II (Creates and Maintains Learning Climates), III (Implements and Manages Instruction), IV (Assesses and Communicates Learning Results), V (Reflects and Evaluates Teaching and Learning), VI (Collaborates with Colleagues, Parents, and Others), VII (Engages in Professional Development), VIII (Content Knowledge), and IX (Demonstrates Implementation of Technology).

COURSE OBJECTIVES: Students in this course will be expected to demonstrate ability to:

1. Plan and execute therapy according to client needs.
2. Evaluate client performance and the therapeutic process accurately and objectively.
3. Self-evaluate accurately and objectively.
4. Write reports and progress notes conforming to professional standards.
5. Plan and conduct needed counseling.

6. Plan and conduct a home training program when appropriate.
7. Conduct themselves in a professional manner.
8. Provide an appropriate speech and language model for clients.

REQUIRED TEXTBOOKS:

Hegde, M.N. (2001). *PocketGuide to Treatment in Speech-Language Pathology*, Second Edition, Singular Publications.

Hegde, M.N. (2001). *PocketGuide to Assessment in Speech-Language Pathology*, Second Edition, Singular Publications.

COURSE REQUIREMENTS:

1. For each hour of credit, conduct 4 hours of therapy weekly under supervision. Clients include children and/or adults in the areas of articulation, voice, fluency, language, or related disorders. This clinical experience will occur at the University of Kentucky Communication Disorders Clinic. You will be expected to follow clinic procedures as outlined in clinic meetings and in the Clinic Manual. You are to follow the Clinic Calendar. If you must miss, contact your instructor and CD front office staff as soon as possible.
2. Complete client paperwork in the CD Communication Disorders Clinic. This course requirement is in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Client charts and all their contents must remain in the CD Communication Disorders Clinic.
3. Follow clinic procedures when completing paperwork. Your instructor will inform you as to the day and time all paperwork, including rewrites, is due. The following paperwork is required for each client.
 - A. First Set of Paperwork
 1. Complete session #1 plan, data collection sheets, word lists, etc.
 2. Submit paperwork in the brown envelope.
 3. Use NCR paper.
 4. Submit 2 copies of session #1 plan.
 5. Submit 2 copies of data sheets, word lists, etc.
 6. Your clinical instructor will return one copy of the plan, data sheets, word lists, etc. to you as approved or with instructions to revise and rewrite.
 - B. Conduct intervention session
 1. Collect data during the session using data collection sheets.
 2. Check your mailbox for observation record from your instructor immediately following the intervention session.
 3. Read the observation form, sign, and return the yellow copy to the instructor the same day that the record was received. (If two students are working with a client, then both students sign the observation form).
 4. Answer any questions that the instructor may ask on the observation record.

- C. **Second and Subsequent Sets of Paperwork**
 1. Submit all paperwork in the brown envelope.
 2. Use NCR paper.
 3. Submit 2 copies of the session #1 progress note (SOAP note).
 4. Submit 2 copies of graphed data from session #1.
 5. Submit 2 copies of session #2 plans.
 6. Submit 2 copies of session #2 data collection sheets, word lists, instructions, etc.
 7. The instructor will return all the above listed paperwork as approved or with instructions to rewrite.
 8. Both the instructor and the student must sign-off the approved progress note. If two students are working with a client, then both students must sign the progress note.
 9. Student must file the signed progress note in the client's chart on the day he/she signs the note.
4. **Complete the Clinical Treatment Plan (CTP) and Clinical Treatment Report (CTR) according to the handouts.**
 - A. **Rough drafts**
 1. Double space all rough drafts
 2. With each rewrite, turn in all rough drafts to your instructor
 3. Do NOT use NCR paper. You MUST turn in all rough drafts with each rewrite.
 4. Your instructor will inform you as to when rewrites are due.
 - B. **Final draft**
 1. Use University of Kentucky letterhead paper for the first page of the CTP and CTR final drafts.
 2. Review the CTP and CTR final drafts with the client or parent.
 3. Document in the progress note that the CTP and CTR were reviewed with client and/or family.
 4. The instructor's signature line is written as shown on the front page of the syllabus.
 5. Final reports are single-spaced.
 6. File the Clinical Treatment Plan (CTP) in the client's file.
 7. Give the Clinical Treatment Report (CTR) to front office staff to mail to the client.
5. **Complete the Health Insurance Portability and Accountability Act (HIPAA) Level I Training.** Students will complete this requirement using Blackboard before the first session with a client. Students who do not successfully complete HIPAA training by the deadline will receive an "I" in the course and will not begin work with clients. Also, the Medical Center Corporate Compliance Office will have the authority to impose penalties in addition to those established by this course instructor.
6. **Attend and participate in Clinic Meetings.** Attendance at Clinic Meetings and treatment sessions is mandatory, and each unexcused absence will result in a letter

grade reduction in the course grade. Excessive lateness or leaving early will also result in a letter grade reduction in the course grade.

7. Attend and participate in conferences with instructors. There are at least three meetings between students and instructors - beginning of semester, mid-term, and end of semester. Students are expected to sign up for these meetings at least 24 hours in advance and to be fully prepared. Sign-up sheets will be posted in the clinical lab area. Other required meetings will be scheduled on a weekly basis. Each unexcused absence will result in a letter grade reduction in the course grade. Excessive lateness or leaving early will also result in a letter grade reduction in the course grade.
8. "Student Needs" List/Self-Evaluation. Each student must create a list that addresses three areas of need: 1. Skill, 2. Knowledge, 3. Attitude. This list must be presented at the first meeting with the instructor. This list must be updated and presented at both the mid and final term meetings.
9. Students may request an excused absence for the purpose of observing major religious holidays and must notify the instructor in writing.
10. Observe guidelines and procedures specified in the Course Syllabus, Manual, Handouts, and Packets.
11. Complete additional requirements as requested by your instructor. Your instructor may have requirements in addition to those noted in the course syllabus, such as weekly meetings, additional readings, observations, etc.
12. Provide current record of CPR certification.
13. Provide current record of immunizations as required by the University Medical Center.
14. Participate in a mentoring program that includes meetings with second year graduate students enrolled in CD 659.

GRADING:

The clinic instructors will work together as a team to complete mid-term and final-term practicum evaluations and to assign the mid and final term grades for each student. At the end of the semester, a single grade will be submitted. A grade will be submitted that reflects completion of all course requirements as listed in the course syllabus, manual, handouts, and packets. The *Practicum Grading Guidelines* will be used to determine the letter grade of A, B, C, or E in the areas listed below (professional behaviors, diagnostic/intervention skills, paperwork).

Overall Grading Scale

- 3.6-4.0= A
- 3.2-3.5= B
- 2.8-3.1= C
- 0.0-2.7= E

1. Performance in areas of professional behaviors and diagnostic/intervention skills will determine 50% of the grade in this course. A letter grade of A, B, C, or E will be assigned at mid-term and final term. This grade will include the student's ability to follow policies and procedures of the practice settings, (i.e. evidence-based learning, staffing procedures, beginning semester checksheet, etc.).

Mid-Term 25%
Final Term 25%

2. Completion of paperwork will determine 50% of the grade in this course. A letter grade of A, B, C, or E will be assigned to the first drafts of each of the following per client. Each item will be graded according to content and form. Paperwork must follow the information presented in the course syllabus, handouts, manual, and instructor meetings/observation records.

Mid-Term 25%

- First Two Session Plans Per Client
 - First Two Progress Notes (soaps) Per Client
 - One Treatment Plan Per Client
- Total # documents for two clients =10

Final Term 25%

- Two Additional Session Plans Per Client- Selected by instructors
 - Two Additional Progress Notes Per Client- Selected by instructors
 - One Treatment Report Per Client
- Total # documents for two clients =10

3. Clinic Meetings/ Diagnostic and Intervention Sessions: Attendance is mandatory, and each unexcused absence will result in a letter grade reduction in the course grade. Excessive lateness or leaving early will also result in a letter grade reduction in the course grade.
4. Practicum Evaluations- Midterm/Final: The instructors will complete the Practicum Evaluation form at mid and final term and will review with each student in individual meetings. At least 1-2 items per category are designated as "flagged" items. A student will receive an immediate letter grade reduction for each "flagged" item marked as one of the following: disagree -D, strongly disagree- SD, needs extensive, specific support and guidance- AES, unacceptable performance-U.



UNIVERSITY OF KENTUCKY



September 17, 2003

Office of the Dean

College of Health Sciences
CHS Building, Room 123
900 South Limestone
Lexington, KY 40536-0200
(859) 323-1100 Ext. 8-0480
Fax: (859) 323-1058
www.uky.edu

MEMORANDUM

TO: David Watt, Ph.D.
Associate Provost for Academic Affairs

FR: Lori S. Gonzalez, Ph.D. *Lori Gonzalez*
Associate Dean for Academic Affairs

RE: Course Change for Division of Communication Disorders

The College of Health Sciences Academic Affairs Committee recommends approval of the following course change.

Course Changes:

CD 657

- Change from 3 credits to 1 to 3 credits (variable)
- Rationale: This change was part of a proposal for revision of undergraduate and graduate curricula. This proposal should have been included with the original proposal, but was not included because of an oversight. The variable number allows for differing levels of assignment in this clinical course, and allows students to avoid course overload in order to exercise the thesis option and elective in the same semester.

CONTACT PERSON: Sharon R. Stewart, Ed.D., Division Director, Communication Disorders. 323-1100, ext. 8-560



UNIVERSITY OF KENTUCKY

September 17, 2003

Office of the Dean

*College of Health Sciences
CHS Building, Room 123
900 South Limestone
Lexington, KY 40536-0200
(859) 323-1100 Ext. 8-0480
Fax: (859) 323-1058
www.uky.edu*

MEMORANDUM

TO: Deans, Department Chairs, and Members of the University Senate

FR: Lori S. Gonzalez, Ph.D. *Lori S Gonzalez*
Associate Dean for Academic Affairs

RE: Course Change for Division of Communication Disorders

The College of Health Sciences Academic Affairs Committee recommends approval of the following course change.

Course Changes:

CD 657

- Change from 3 credits to 1 to 3 credits (variable)
- Rationale: This change was part of a proposal for revision of undergraduate and graduate curricula. This proposal should have been included with the original proposal, but was not included because of an oversight. The variable number allows for differing levels of assignment in this clinical course, and allows students to avoid course overload in order to exercise the thesis option and elective in the same semester.

CONTACT PERSON: Sharon R. Stewart, Ed.D., Division Director, Communication Disorders. 323-1100, ext. 8-560



UNIVERSITY OF KENTUCKY

Office of the Provost

106 Gillis Building
Lexington, KY 40506-0033
(859) 257-2911
Fax: (859) 257-1333
Email: provost@email.uky.edu
www.uky.edu

November 3, 2003

TRANSMITTAL

TO: Lissa Holland
Graduate Council

FROM: Cathy Owen 
Medical Center Academic Council

At its meeting on October 28, 2003, the Academic Council for the Medical Center approved, and recommends approval by the Graduate Council, for the proposal from the College of Health Sciences to change CD 657, Clinical Practicum in Speech-Language Pathology. Materials to support the change in this course are enclosed.

Thank you for your attention to this request.

/co

i:\aadata\council\letters\grad.doc

enclosures

c: Thomas C. Robinson, Ph.D.
Lori S. Gonzalez, Ph.D.
Rebecca Scott
Jacque Hager

NOV 04 2003