



## 2024-2025 GRADUATE STUDENT HANDBOOK

### Master of Arts in Communication Sciences and Disorders



#### DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

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## INTRODUCTION

This handbook provides information about policies, procedures, rules, and facts for clinical coursework and academic coursework that affect you as a graduate student in the Department of Communication Sciences and Disorders at Wichita State University. The information included here should help you in answering many questions you might have about the Department and your program of study. We hope that this Handbook will be a resource that is both effective and efficient in providing this information to you.

You will use much of the information in this handbook throughout your graduate program. The better you understand the information in this Handbook, the more you can manage your program. Your advisor, other faculty, and clinical supervisors will work with you on many of the aspects included in this Handbook, but it is critical that you are prepared to ask questions and share in the implementation of your program.

We will ask you to document that you have received a copy of this Handbook and that you have read the information included here. Please do this as soon as you can.

The intent of the Handbook is to help you become better acquainted with our Department and the various aspects of the academic and clinical programs we provide. We will do our best to keep the information in the Handbook current and relevant. Constructive feedback to that goal is always welcome. Please direct questions or suggestions to:

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**Best wishes for a successful year!**

## **HISTORY AND MISSION**

### History

The Department of Communication Sciences and Disorders is one of the oldest on the Wichita State University campus. Originally established in 1934 by Dr. Martin Palmer, the Flo Brown Memorial Speech Laboratory was housed in one room on the fourth floor of Jardine Hall. That one room served as office, classroom, research laboratory and speech clinic! The program moved in 1939 as the Department of Speech Science to a building at 17th and Fairmount.

The first Master of Arts degree in speech science was granted in 1944. The first Master of Arts degree in audiology was granted in 1958 and the first Doctor of Audiology degree (AuD) in 2007. The first Doctor of Philosophy degree (PhD) was granted in 1963.

While the University was willing to support research and academic aspects of the program, it was unable to justify funding the clinical aspects of the major. In 1945, the Institute of Logopedics (defined as the scientific study and treatment of speech defects) was established to provide clinical services. The academic program was renamed to the Department of Logopedics. Both programs moved to new facilities at 2400 Jardine Drive (near 21st St. N. and Grove) in September 1949.

In 1979, another name change occurred to become the Department of Communicative Disorders and Sciences. In 1981, the Department left the grounds of the Institute of Logopedics to take residence in the basement of Hubbard Hall. The Department became the fiscal responsibility of the University as part of the College of Education. Both clinical and academic programs were maintained in this new space.

In 1999, the clinic program moved to its current space in the Eugene M. Hughes Metropolitan Complex. Two important events occurred in 2005: The Department moved from the College of Education to the College of Health Professions and its current home in Ahlberg Hall. With that move came one more name change to the Department of Communication Sciences and Disorders, to reflect the importance of the scientific research foundations of our disciplines. In 2008, a generous donation was provided by Paul and Evelyn

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**FACULTY, STAFF, AND DEPARTMENT CONTACT INFORMATION (continued)**

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## **GENERAL INFORMATION**

### Notice of Nondiscrimination

Wichita State University (WSU) does not discriminate in its employment practices, or in its educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. WSU also prohibits retaliation against any person making a complaint of discrimination or against any person involved or participating in the investigation of any such allegation. Sexual misconduct, relationship violence, and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act

8. Cruelty to animals
9. Damage or destruction of property
10. Participating in a campus demonstration in contravention of University policies on First Amendment activities.
11. Demonstrating intent to harm yourself or otherwise posing a danger causing psychological or physical harm to yourself or others.
12. Disruptive behavior that unreasonably interferes with classroom or other University activity or with the legitimate activities of any member of the University community.
13. Manufacture, possession, use, delivering, selling or distributing of any controlled substance or drug paraphernalia.
14. Falsifying, forging, defacing, altering, or mutilating in any manner official University documents or representation thereof.
15. Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, inflammable materials or hazardous substances on University property including acts which endanger the property of the University such as altering or misusing fire or safety equipment and making false reports of dangerous conditions, failing to report a fire, and interfering with University/municipal response to emergency situations.
16. Conducting, organizing, or participating in any illegal gambling activity on University property.
17. Harassment, an intentional act or series of acts which is extreme, outrageous, or calculated to cause severe embarrassment, humiliation, shame or fright, or which is intended to intimidate or ridicule.
18. Hazing in any form
19. Posting, affixing, or otherwise attaching written or printed messages or materials on or in unauthorized places.
20. Refusal to comply with an order from authorized officials to leave University premises or cease behavior that violates the Code.
21. Possessing, duplicating, or using keys to any University building/facility without authorization by appropriate officials or committing an act of unauthorized entry into or use of University building/facilities.
22. Knowingly withholding information or giving false information verbally or in any document or materials submitted to any member of the University community.
23. Misuse of University computers or any violation of computer lab policies. (See WSU Acceptable Use Policy and



(AAC) devices, written displays, voice amplification, attendant-supported communication, oral translators, assistive listening devices, sign interpreters, and other non-verbal communication modes.

Employ oral, written, auditory, and non-verbal communication at a level sufficient to meet academic and clinical competencies

Adapt communication style to effectively interact with colleagues, clients, patients, caregivers, and invested parties of diverse backgrounds in various modes such as in person, over the phone, and in electronic format.

### *Motor*

Statements in this section acknowledge that clinical practice by audiologists and speech-language pathologists involves a variety of tasks that require manipulation of items and environments. It is recognized that this may be accomplished through a variety of means, including, but not limited to, independent motor movement, assistive technology, attendant support, or other accommodations/modifications as deemed reasonable to offer and appropriate to client/patient needs.

Engage in physical activities at a level required to accurately implement classroom and clinical







must submit a written request to the Department Chair.

Permission to Communicate forms (Appendix A) are also available to you in the CSD Department for the purposes of communicating with non-institutional persons or organizations at various stages of the clinical track program. Examples, among others, are:

Communication with external clinical practicum sites/supervisors





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(<https://www.asha.org/advocacy/state/>) for information on the licensing requirements and contact information for all state agencies. Contact the Graduate Coordinator for guidance.

*Clinical Fellowship (CF) / ASHA Membership and Certification (CCC)*

Consult the ASHA website (<https://www.asha.org/certification/>) for details regarding clinical fellowship and/or certification requirements for each discipline. Review the membership dues information for details about discounts for recent graduates and NSSLHA members.

Students complete all pages of the current *Application for the Certificate of Clinical Competence* for their discipline and send them to the CSD Department for signature. The original pages are either picked up by the student or returned to the student by mail. It is the student's responsibility to submit the application to ASHA. The departmental signature can be requested at the conclusion of the program or near the end of a clinical fellowship experience if one is required.

Availability of Transcripts and Diplomas

Students may request final transcripts and diplomas from the WSU Registrar ([www.wichita.edu/transcript](http://www.wichita.edu/transcript)). Official transcripts with a degree statement (including graduation date, degree awarded, and any institutional honors earned) are available approximately one month after the semester's last grading period has concluded. For example, transcripts may be available beginning mid-June for spring graduates or mid-August for summer graduates.

Students may request a degree verification letter from the WSU Graduate School if documentation of the degree is needed in the interim between the end of term and availability of transcripts. This letter will only be generated after all degree requirements have been met and grades in all courses listed on the Plan of Study have been finalized by the Registrar.

Other Employment Resources

Kansas Rural Opportunity Zones (<https://www.kansascommerce.gov/programs-services/community-development-assistance/rural-opportunity-zones/>)

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## **GENERAL CLINIC INFORMATION**

The clinic objectives are to:

- Provide clinical services to individuals with communicative and hearing disorders

- Provide consultative services to agencies in the community

- Provide facilities and opportunities for students to develop diagnostic and clinical skills to demonstrate competencies required for entry in the professions

guidelines provided by the department.. Prior misdemeanor or felony convictions reported by the student will be reviewed on an individual basis. Verification of this background check may be required by an affiliated facility when a student is completing an off-campus practicum experience. It is the student's responsibility to submit that information directly to the facility.

It is the policy of the Evelyn Hendren Cassat Speech-Language-Hearing Clinic that no student shall report to a clinical assignment with the presence of illegal drugs or alcohol in his or her body. Suspicion of substance abuse may include: (1) observable phenomena while in the clinic, such as direct observation of the manifestations of being under the influence of a drug or alcohol; (2) abnormal conduct or erratic behavior while in the clinic or a significant deterioration in performance of clinical duties; or (3) a report of drug use provided by a reliable and credible source and independently corroborated. Any student determined to be in violation of this policy is subject to disciplinary action, which may include mandatory drug screening and/or termination from the program, even for the first offense.

A student may appeal this decision and/or request readmission to a practicum assignment in writing to the CSD Department Chair.

### Student Health and Related Rotation Requirements

#### *Student Health Information and Insurance*

Wichita State University requires students to have health insurance coverage in effect throughout their entire Program. A student may have personal (Family) insurance coverage or maintain coverage through the university's Student Health. Information from Student Health is provided to students prior to the fall semester of their first year in the program. Copies of your health insurance plan must be on file with the Program (upload your copy into your local folder in CALIPSO documents) prior to your first day in the clinic. This must be updated when expired or changed. Expenses related to any illness or injury (including needle stick or blood-borne pathogen exposure) are the responsibility of the student – not of the preceptor on rotation, facility, or the SLP Program.

#### *Immunizations*







to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites.

7.

cars. Lockers must be cleaned, and locks removed by the final day of each semester. Any remaining locks will be cut, and items may be discarded.

### Copier Privileges

Each CSD student with a Copier-Printer Access Code is allotted 300 black and white copies/prints and 85 color copies/prints per academic semester. This is slightly adjusted depending on the rotation you are in. When these limits are exceeded, the student access code will be disabled, and any copying and printing will need to go through the Administrative Assistant. A charge of \$0.05 per copy will be assessed and due upon job completion. Copier/printer usage will be actively monitored. Clinic staff will do their best to inform students if they are approaching the semester limit and students may request a usage reading at any time. Unused copying and printing amounts do not accumulate from one academic semester to the next.

### Appropriate Use of Clinic Technology

Clinic devices need to remain in the clinic building unless approval is obtained by the Clinic Director. Please see the Clinic Security Policy in Appendix C for guidance on appropriate use of clinic technology.

### Video/Photo/Audio Recording

*Note:* No clinician should use personal devices (cell phones, iPads, etc.) to video or audio record clients. Recordings can only be completed on clinic iPads with written consent from client/guardian on file. Please see the Clinic Security Policy in Appendix C for more information on this topic.

### Client Files / Point and Click (P&C)

Client files, prior to the installation of P&C Electronic Medical Records (EMR), are located in the Clinic Copy Room. Files are arranged alphabetically according to the client's last name. Since the installation of the P&C EMR, new client files are scanned into the records system. **No client paper files may be taken out of the clinic area for any reason.** Please see the Clinic Security Policy in Appendix C for information on document de-identification.

Client paper and electronic files should be kept up to date. This includes making sure all information is recorded correctly (i.e., contact information is accurate, HIPAA forms signed, reports signed, etc.



**SimuCase™ will be a required “textbook” for specific CSD 822 clinical practicums. The student will be required to sign up and pay for this access at the beginning of their second semester.**

### Telerehab

Telerehab may be utilized during the graduate program to provide services to clients and to offer students hours toward graduation, licensure, and certification. The amount and type of supervision required for telerehab may differ than those required for in-person service provision. The graduate program follows the recommended guidelines of the American Speech-Language-Hearing Association (ASHA) and the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) for hour calculation and supervision. It is up to the student to provide internet access and computer equipment if they plan to do the session from home.

## **FORMATIVE & SUMMATIVE STUDENT EVALUATION & REMEDIATION FOR THE CLINICAL PRACTICUM**

### Student Evaluation for Clinical Performance

CSD coursework and core functions should be considered as a baseline for participation in clinical education. Although evaluation of learning will be based on the ASHA Standards and Competencies, it will not necessarily be limited to these. Adequate performance, as indicated by the grades of A and B, will require additional independence in research, study, integration, and application by the student beyond the learning objectives. Evaluation of learning will be determined utilizing various formats (e.g., objective testing, case studies, written skills, verbal skills, small group work, data collection, and performance of clinical skills).

Students will be evaluated based on clinical standards and competencies, and on professional behaviors (e.g., Core Functions for Academic and Clinical Success) by a binary system (e.g., met or not met). These components will be scored in CALIPSO as clinical performance evaluations at midterm and/or the end of the semester. Please note that midterm evaluations are not typically completed during the summer semester. Evaluations will be completed by those supervising in the current clinical experience. All components of this evaluation process must be successfully completed to be eligible for graduation from the Wichita State University Master of Arts in Speech-Language Pathology Program.

### Clinical Development Outline

Every new student will start the program with a Clinical Development Outline (CDO; see Appendix D). The student must meet the requirements of the university as well as demonstrate a set of knowledge and skills as defined by ASHA certification standards. It is possible for a student to make a passing grade in a course/practicum and still not demonstrate all of the knowledge and skills and/or professional behaviors at a level of independence that meets an adequate standard or the code of conduct. The areas requiring improvement will be identified when a student does not meet a competency in a clinical experience. Goals and

If there is a question regarding your grade, you have the right to contact the clinical supervisor regarding the specific factors which may have affected your grade. If concerns are unresolved, you have the right to contact the Clinic Director or Graduate Coordinator regarding your grade. If you do not agree with the grade, an appeal with supporting rationale should be submitted in writing following the Graduate School appeal process.

#### Professional and Core Function Grading System

CALIPSO

*Student Responsibility Regarding a Student Assistance Plan*

It is particularly important that a student be capable of recognizing both strengths and weaknesses in their

*Grounds for dismissal from the Program include but are not limited to*



**CLINIC PROCEDURES – SPEECH-LANGUAGE PATHOLOGY**

Expectations of the Clinician-Supervisor Relationship



## Food Purchasing Policy

Any clinic purchases for a client must be recommended and approved by the supervisor. For groups (i.e., aphasia group, supper club, etc.) and camps, food will be purchased from a pre-determined budget either weekly or prior to the start of camp. If students wish to purchase or bring food items not provided by the clinic for a special craft or snack activity, they are welcome to, **but will not be reimbursed for those items.**

All purchase requests must be completed via the approved request form (found on CSD 822 Bb) and must include exact link and quantity. All forms must be signed/approved by the supervisor and sent to Savina Jahnke by 4:00p on Thursday prior to day of need. If this procedure is not followed, items will not be purchase by the Clinic.

## Off-Campus / Externship Opportunities: Speech-Language Pathology

### *Off-Campus Practicum Placement Requirements*

In some circumstances, students may request a special practicum assignment off-campus, apart from the required Educational and Medical externship placements. These placements require arrangement and approval by the Clinic Director.

Each student must complete, with an acceptable level of performance, supervised practicum at the WSU Evelyn Hendren Cassat Speech-Language-Hearing Clinic prior to his/her first off-campus clinical experience. Acceptable performance includes but is not limited to a passing grade in CSD 822 and demonstration of initiative and independence in clinic practicum experiences, including professionalism.

Off-campus practica are:

1. Designed to provide graduate students with an opportunity for practical experience in carefully selected professional environments and with diverse populations.
2. Available only with the consent of the Clinic Director.
- 3.

An affiliation agreement must be current and in place between Wichita State University and the externship facility in order for a student to be placed at any site. To assign practica sites appropriately, students are required to complete a *CSD Request for External Placement Form* one year in advance of the semester during which they plan to complete their educational practicum. Detailed externship information will be provided to all students during January of their first year in the program. Please note that the Clinic Director and Department Chair have final say on placement sites for students.

All students are required to complete an application process for externship placement, whether they are staying local or going out of state for placement. The purpose of the process is to best match students in a setting they will be successful in and are motivated to learn from. Interviews are required as part of this process and are to be completed in conjunction with faculty/staff from Shocker Career Accelerator. In addition, all students are required to submit a cover letter and resume to the Clinic Director as part of the application process. Some settings require an interview with the student prior to approving their placement.

APPENDIX A: STUDENT RELEASE OF INFORMATION FORM



COMMUNICATE PERMISSION TO COMMUNICATE

Form section for 'COMMUNICATE' with a list of 4 numbered items for communication.

ed under the Approved Parties section of this form: Please release the following information to the individual(s) listed

- Grades
Accommodations (if any)

I understand that by signing this form, I am giving consent to the University and the staff of the Open Language-Hearing Clinic to release the information

I understand that I may revoke this consent, in writing, at any time except for information that has already been released.

I understand that I will not be contacted either on inquiry or in writing or in person if I have not provided my contact information on this form.



## APPENDIX C: CLINIC SECURITY POLICY





**Date to be Completed:**

--

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_ Date: \_\_\_\_\_

Outcome:

Achieved \_\_\_\_\_ Continue Plan \_\_\_\_\_ Revise Plan \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Other \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 05/15/2024





**APPENDIX G: FLOWSHEET FOR STUDENT DISMISSAL**

Any combination of two warnings may result in a recommendation of dismissal:

Academic + Academic

Professional + Professional

Academic + Professional

\*Please note clinical warnings will be assigned as Academic Warnings related to CSD 822.



The Department of CSD recommends dismissal of the student to the Graduate School.



The Graduate School dismisses the student from the MA-CSD program.