**University of North Carolina Greensboro**

**Department of Communication Sciences & Disorders**

### CSD 677-01: Internship in Communication Disorders

**Fall 2021**

**Instructor:** Kelly Harrington M.A., CCC-SLP

 AP Associate Professor/Externship Coordinator

 Pronouns: she/her/hers

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**Office Hours:** Fridays, 12-2 and by appointment

UNCG is located on the traditional lands of the Catawba, Keyauwee and Saura. Let us venture to honor them with our work together.

**Credits**: 9 credit hours

**Prerequisites**: Permission of the instructor

No textbook required

## Catalog description: Clinical experience under supervision of a certified speech-language pathologist in an off-campus facility.

## Course Description

Internships are designed to help speech-language pathology students in the CSD MA program who have completed CSD 671 and CSD 678 meet the American Speech-Language Hearing Association (ASHA) and the NC Board of Examiners of Speech-Language Pathologists’ (NCBOE) required number of clinical hours. The Internship Coordinator is responsible for procuring appropriate placements to best match student and clinical instructor needs. Students obtain a minimum of 120 clinical hours in each setting. Practicum settings include: hospitals, nursing homes, medical centers, rehabilitation centers, special needs schools, public schools, private schools, charter schools, and private practices.

## Student Learning Outcomes

Examples of site-based learning outcomes are provided to each off-campus clinical instructor through CALIPSO. An apprenticeship model of instruction is encouraged. Each off-campus clinical instructor determines site-specific student learning outcomes. Each clinical instructor is provided with a Practicum Evaluation in accordance with ASHA CFCC Standards which includes the following student learning outcomes to be acquired with increasing independence and clinical competence by the end of the semester:

a. Evaluation Skills (*ASHA Standard V-B 1a-g*)

1) You will adapt evaluation procedures to meet the client/patient needs.

2) You will make appropriate recommendations for interventions.

b. Intervention Skills (*ASHA Standard V-B 2 a-g)*

1) You will develop setting-appropriate intervention plans with measurable and achievable goals.

2) You will modify intervention plans, strategies, materials or instrumentation to meet individual client/patient needs.

c. Interaction and Personal Qualities *(Standard V-B 3 a-d)*

1) You will communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the patient, family, caregiver, and relevant others.

2) You will collaborate with other professionals in case management.

## Course Requirements

* + 1. Graduate student clinicians register for nine credit hours of clinical practicum.
		2. Graduate student clinicians are directly observed 25% of the total therapy contact time with each client and 50% of each diagnostic. Clinical supervisors may supervise more than one telepractice session concurrently. Clinical educators must be available 100% of the time to each telepractice session and must provide a minimum of 25% direct supervision of the total therapy contact time and 50% of the total diagnostic contact time with each patient. For more information, please visit:

<https://www.asha.org/certification/covid-19-guidance-from-cfcc/>

* + 1. Graduate student clinicians are required to be onsite 27-32 hours per week.
		2. Graduate student clinicians and off-campus clinical instructors are required to meet for a midterm and final supervisory conference and to complete midterm and final evaluations.

## Evaluation and Grading

All graduate student clinicians are evaluated by their off-campus clinical instructor(s) at the midterm and at the end of the semester. Elements of the evaluation include: planning skills, instructional skills, interpersonal skills, and evaluative skills. The student clinician must meet the above SLOs with a grade of at least B- to pass the course and count the acquired clinical hours. The grading scale is a 5-point scale.

The Externship Coordinator contacts each site’s clinical instructor to discuss site concerns, supervisory techniques, and the grading process. The Externship Coordinator also considers if you have turned in the required documentation and assignments on time. Failure to complete assignments or submitting assignments late will result in an overall deduction of one-half of a letter from your final semester grade.

Every two late assignments will result in a deduction of one-half of a letter from your final semester grade. If an assignment is not completed and submitted, this will also result in an automatic deduction of one-half of a letter from your final semester grade.

**Grading Scale**

4.57 – 5.0 = A

4.26 – 4.56 = A-

3.95 – 4.25 = B+

3.64 – 3.94 = B

3.33 to 3.63 = B-

3.02 = 3.32 = C+ (Requires remediation plan at midterm) \*

2.71 – 3.01 = C (Requires remediation plan at midterm) \*

\*The Graduate School Bulletin - Note: Fully admitted students will become academically ineligible to continue in the Department of Communication Sciences and Disorders under any of the following circumstances:

• Academic Ineligibility

• Grades of U, F, or WF are received in any course;

• Grades of C+ or C are received in more than 6 semester hours;

• Grades of C+ or C are received in CSD 678; or

• The required 3.0 for graduation is not achieved within the minimum number of semester hours required for the degree.

## Semester Calendar

The schedule for internship placements follows the university schedule. The semester schedule is available here: [Fall 2021 Academic Calendar](https://reg.uncg.edu/calendars/fall-2021-academic-calendar/). However, you are to follow the schedule of your externship site if any closings, holidays, inclement weather occurs at UNCG. A copy of the semester schedule is provided to each off-campus clinical instructor at the beginning of each semester.

## Attendance Policy

All graduate clinicians are required to be on site a minimum of 27 hours per week. Some sites in the spring require 40 hours. **Absences must be made up by the end of the semester. Absences that are not made up and unexcused absences will be reflected in the final grade.**

## Academic Honor Policy

## Students are expected to adhere to the UNCG *Academic Honor Code*: Each participant is required to read the UNCG *Academic Integrity Policy* found on the webpage [*http://academicintegrity.uncg.edu*](http://academicintegrity.uncg.edu), as well as the *Student Code of Conduct* found in the Student Policy Handbook at [http://sa.uncg.edu/handbook/participant-code-of-conduct/](http://sa.uncg.edu/handbook/student-code-of-conduct/). Failure to abide by these policies may result in a failing grade and/or dismissal from the course.

## Americans with Disabilities Act (ADA)

For students with disabilities: Please refer to information about the Office of Accessibility Resources and Services (OARS) at The University of North Carolina at Greensboro which can be found on the web at <http://ods.uncg.edu>. OARS’ mission is to provide, coordinate, and advocate for services which enable undergraduate and graduate students with disabilities to receive equal access to a college education and to all aspects of university life. Academic growth, disability management and self-advocacy skills for students are supported and enhanced.

## Health and Wellness

Your health impacts your learning. Throughout your time in college, you may experience a range of health issues that can cause barriers to your learning. These might include physical ailments, illnesses, strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. Student Health Services and The Counseling Center can help with these or other issues you may be experiencing. You can learn about the free, confidential mental health services available on campus by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. Help is always available.

## Academic Accommodations

The University of North Carolina at Greensboro respects and welcomes students of all backgrounds and abilities.   If you feel you will encounter any barriers to full participation in this course due to the impact of a disability, please contact the Office of Accessibility Resources and Services (OARS). The OARS staff can meet with you to discuss the barriers you are experiencing and explain the eligibility process for establishing academic accommodations. You can learn more about OARS by visiting their website at <https://ods.uncg.edu/> or by calling 336-334-5440 or visiting them in Suite 215, EUC.

## Pronoun Usage:

## Pronouns are words that a person may use to identify themselves instead of their chosen name. For example, she/her/hers and he/him/his are typically feminine and masculine pronouns, respectively. However, some feel more comfortable with gender-neutral pronouns. The most common gender-neutral pronouns are they/them/theirs, used in the singular to refer to an individual in a way that isn’t gendered. Please let me know, if you prefer to be addressed by pronouns other than those typically used in the singular.

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### Technical Support:

### Students with technical issues with the course and email should contact 6-TECH for support either by email or phone or chat ([6TECH Help](https://its.uncg.edu/Help/6TECH/) ). Please also make your instructor aware of the issue and if there will be any delays in resolving the issue.

### COVID-19 Statement:

### As we return for fall 2021, the campus community must recognize and address continuing concerns about physical and emotional safety, especially as we will have many more students, faculty, and staff on campus than in the last academic year. As such, all students, faculty, and staff are required to uphold UNCG’s culture of care by actively engaging in behaviors that limit the spread of COVID-19. Such actions include, but are not limited to, the following:

* [Following face-covering guidelines](https://update.uncg.edu/community-standards/)
* Engaging in proper hand-washing hygiene when possible
* Self-monitoring for symptoms of COVID-19
* Staying home if you are ill
* Complying with directions from health care providers or public health officials to quarantine or isolate if ill or exposed to someone who is ill.

 Instructors will have seating charts for their classes. These are important for facilitating

 contact tracing should there be a confirmed case of COVID-19. Students must sit in their

 assigned seats at every class meeting and must not move furniture. Students should not eat

 or drink during class time.

 A limited number of disposable masks will be available in classrooms for students who have forgotten theirs. Face coverings will also be available for purchase in the UNCG Campus Bookstore. Students who do not follow masking requirements will be asked to put on a face covering or leave the classroom to retrieve one and only return when they follow the basic requirements to uphold standards of safety and care for the UNCG community. Once students have a face covering, they are permitted to re-enter a class already in progress. Repeated issues may result in conduct action. The course policies regarding attendance and academics remain in effect for partial or full absence from class due to lack of adherence with face covering and other requirements.

For instances where the Office of Accessibility Resources and Services (OARS) has granted accommodations regarding wearing face coverings, students should contact their instructors to develop appropriate alternatives to class participation and/or activities as needed. Instructors or the student may also contact OARS (336.334.5440) who, in consultation with Student Health Services, will review requests for accommodations.

### Legal Notice for Zoom and Course Recordings:

Some portions of this course will be recorded so that those students who are unable to attend can review material at a later date. If you are participating via zoom and do not wish to be recorded, please turn off your camera and mute your microphone. You may still use the chat to participate and we will not archive the chat. Please note that only the main room, not breakout rooms, will be recorded. If you are attending this course in person and do not wish to be recorded, please advise me of that, and all efforts will be made not to record your participation.

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## Important Dates/Assignments:

* **August 17, 2021** – **December 1, 2021**: Externship Dates (there may be some variability according to sites)
* **Friday, August 27, 2021**, at 5:00 PM: Student Agreement Forms (upload to Canvas)
* **Friday, August 27, 2021**, at 5:00 PM: Student Externship Schedule (upload to Canvas as a word document)
* **Monday, August 30, 2021 at 8:00 AM:** Complete UNCG HIPAA training module and submit screenshot showing proof of all modules completed (upload to Canvas)
* **Friday, October 1, 2021**, at 5:00 PM: CALIPSO Midterm Self-Evaluation
* **Friday, October 1, 2021**, at 5:00 PM: Midterm Reflection Paper (upload to Canvas as a word document)
* **Friday, October 8, 2021**: Midterm Conferences Completed (may vary according to sites)
* **Friday, November 19, 2021**, at 5:00 PM: Picture of you and your supervisor (Email to GA)
* **Tuesday, November 23, 2021**, at 5:00 PM: CALIPSO Final Self-Evaluation
* **Tuesday, November 23, 2021**, at 5:00 PM: Final Reflection Paper due at 5:00 pm (upload to Canvas as a word document)
* **Wednesday, December 1, 2021**, Final Conferences Completed (this may vary according to sites)
* **Wednesday, December 8, 2021**, at 5:00 PM: Supervisor Evaluation completed on CALIPSO
* **Friday, December 10, at 5:00 PM**: Student Externship Evaluation Form uploaded to Canvas (word document on Canvas)
* **Friday, December 10, 2021**, at 5:00 PM: Off-Campus Placement Evaluations completed on CALIPSO
* **Friday, December 10, 2021**, at 5:00 PM: SLP Clinical Site Data Collection Worksheet uploaded to Canvas
* **Friday, December 10, 2021**, at 5:00 PM: End of Semester Checklist uploaded to Canvas
* **Friday, December 10, 2021**, at 5:00 PM: Submit all completed clock hour forms to Ms. Harrington (keep a copy for your files). Please upload your forms on Canvas.

\*In addition to weekly office hours and meetings by appointment, the externship coordinator will be available to answer questions face to face at the end of the following CSD 636 classes:

August 20, 2021

October 8, 2021

November 12, 2021

December 3, 2021