Texas A&M University-Kingsville
Department of Clinical Health Sciences
Communication Sciences & Disorders

GRADUATE STUDENT MANUAL

Communication Sciences & Disorders Program
MSC 177A - 700 University Blvd. - Kingsville, TX 78363
Phone (361) 593-3493 - Fax (361) 593-3404

Master's Program in Speech-Language Pathology
Accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association

Introduction

Welcome to the Communication Sciences & Disorders Program (CSDO) in the Department of Clinical Health Sciences at Texas A&M University-Kingsville. You should be proud of your acceptance into the program, and humbled by the responsibility to you that acceptance entails.

This manual is to serve as a reference for graduate students in regards to program policy, program structure, performance expectations, and procedures that exist to protect you as a student.

You are expected to read this manual, and any questions you may have should be addressed to the Program Director.

Stephen D. Oller, PhD
Professor and Program Director

361-593-2764
Stephen.oller@tamuk.edu

RECEIPT OF GRADUATE STUDENT MANUAL

I, _____(print name), have read the Graduate Student Manual and understand the information contained in it such as, Clinical Rules and Regulations, Role as a Professional, Clinical Paperwork, Knowledge-Based Competencies, Grading Policy, etc.

_____

Student Signature *Date*

MISSION STATEMENT

It is the mission of the Texas A & M University- Kingsville (TAMUK) Communication Sciences and Disorders (CSDO) Clinic to provide diagnostic and remedial clinical experiences for students enrolled in clinical practicum. Additionally it is the mission to provide effective diagnostic and remedial speech, language, and hearing services to the general public and the university community. Experiences are to be consistent with standards of the American Speech-Language-Hearing Association (ASHA) and the State Licensure Board of Speech-Language Pathology and Audiology.

POSITION STATEMENT

It is the student's responsibility to be familiar with and adhere to the ASHA Code of Ethics and the laws and regulations governing the provision of the clinical services. Refer to www.asha.org for further information.

The following items are downloadable in PDF Format at the American Speech-Language-Hearing Association website:
www.asha.org/practice/ethics

Code of Ethics of the American Speech-Language-Hearing Association:
www.asha.org/docs/html/ET2010-00309.html

Scope of Practice in Speech-Language Pathology:
www.asha.org/docs/html/SP2007-00283.html

Scope of Practice in Audiology
www.asha.org/docs/html/SP2004-00192.htm

COMMUNICATION SCIENCES AND DISORDERS
TEXAS A & M UNIVERSITY-KINGSVILLE

Equal Opportunity/Discrimination Policies

In compliance with Title VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Executive Order 11246 (as amended by 11375), Texas A&M University-Kingsville is open to all persons regardless of race, color, religion, sex, national origin, age or disability who are otherwise eligible for admission as students. A&M-Kingsville does not discriminate on the basis of disability in admission or access to its programs.

Texas A&M—Kingsville is an Equal Opportunity/Affirmative Action Employer, and no applicant or employee will be discriminated against because of race, color, age, religion, sex, national origin or disability in any personnel action. This university will not enter knowingly into contractual agreements for services or supplies with any firm failing to follow fair employment practices.

Texas A&M University-Kingsville does not tolerate discrimination on the basis of race, color, religion, national origin, age, disability, genetic information, gender, gender identify or sexual orientation (or any other illegal basis) and will investigate all complaints that indicate sexual harassment, harassment, or discrimination may have occurred. Sexual harassment and sexual assault are types of sex discrimination. Such sexual misconduct is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. A person who believes he/she has been the victim of sexual harassment or unlawful discrimination may pursue either the informal or the formal complaint resolution procedure. A complaint may be initially made to the Office of Compliance at (361) 593-4758, complainant's immediate supervisor, a department head, a supervisory employee, or the Dean of Students at (361) 593-3606 or the Office of Compliance at (361) 593-4758. Regardless of who the complaint is filed with, the Compliance Office will be notified of the complaint so it can be investigated.

CSDO Faculty/Staff

Dr. Shari Beams, CCC/AuD, *Lecturer*

Phone: 361-593-3493

E-mail: shari.schlehuser@tamuk.edu

Haley Coleman, M.S., CCC/SLP, *Assistant Professor of Practice*

Phone: 361-593-2193

E-mail: haley.coleman@tamuk.edu

Debra Forman, ClinScD, CCC/SLP, *Assistant Professor of Practice*

Phone: 361-593-2700

E-mail: debra.forman@tamuk.edu

Lydia Hernadnez-Perez, M.S., CCC/SLP, *Assistant Professor of Practice, Clinic Director*

Phone: 361-593-2193

E-mail: Lydia.hernandez-perez@tamuk.edu

Farzan Irani, Ph.D., *Lecturer*

Phone: 361-593-3493

E-mail: farzan.irani@tamuk.edu

Jennifer Johnson, M.S., *Lecturer*

Phone: 361-593-3492

E-mail: Jennifer.johnson@tamuk.edu

Joseph E. Jones, Ph.D., *Associate Professor, Chair of Clinical Health Sciences*

Phone: 361-593-3428

E-mail: joseph.jones@tamuk.edu

Maura Krestar, Ph.D., *Assistant Professor, Leveling Advisor*

Phone: 361-593-2005

E-mail: maura.krestar@tamuk.edu

Stephen Oller, Ph.D., *Professor, Program Director*

Phone: 361-593-2764

E-mail: Stephen.oller@tamuk.edu

Cynthia Strubhart, *Senior Administrative Coordinator I*

Phone: 361-593-3493

E-mail: Cynthia.strubhart@tamuk.edu

Eric Swartz, Ph.D., CCC/SLP, *Associate Professor, Graduate Coordinator*

Phone: 361-593-4937

E-mail: eric.swartz@tamuk.edu

Darlene Villarreal, M.S., *Lecturer*

Phone: 361-593-3493

E-mail: Darlene.villareal@tamuk.edu

STATEMENT OF RIGOR AND PERFORMANCE EXPECTATIONS

The university when addressing the rigor of graduate coursework states: “Master’s and doctoral courses and programs at Texas A&M-Kingsville are progressively more advanced in academic content and rigor than undergraduate courses and programs. The advanced content and rigor in each graduate course and each graduate program is assured through the Graduate Council (elected and delegate body of the graduate faculty) policies and processes on graduate curriculum approval, periodic graduate program reviews and approval, and the graduate faculty membership approval regarding qualifications of graduate faculty.”

Graduate students are expected to maintain a minimum academic GPA of 3.0 and have no grades of less than a B. Any student receiving a grade of C shall be required to go through all remediation recommended by the faculty. The student with one C will be referred to a faculty committee. Students with more than one C or with an academic GPA below 3.0 will be expelled from the graduate program.

Questions about this policy should be addressed to the Program Director or Graduate Advisor.

PROFESSIONAL ORGANIZATIONS

AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA)
10801 Rockville Pike
Rockville, Maryland 20852
1-800-498-2071
www.asha.org

The American Speech-Language-Hearing Association represents the professions of speech-language pathology and audiology at the national level. This organization was founded in 1925 and has now grown to a membership in excess of 140,000 members. ASHA's goals are to:

- ✓ Maintain high standards of clinical competence for professions providing services to the public.
- ✓ Encourage the development of comprehensive clinical service programs.
- ✓ Encourage both basic research and studies of clinical procedures.
- ✓ Stimulate exchange of ideas through publications and meetings.

Eligibility:

1) Members must hold a graduate degree in speech-language pathology, audiology or speech and hearing science.
2) Members must subscribe to the Code of Ethics.
3) Members who provide clinical services must meet requirements for the Certificate of Clinical Competence (CCC).

Benefits: Members receive a number of journals and other publications from the association. They also are eligible to participate in regional and national conventions. In addition, it maintains and extensive governmental affairs program, a public information program, and an employment registry (at the convention and in the monthly ASHA Journal), and in general, serves as a catalyst in matters dealing with speech and hearing nationwide.

TEXAS SPEECH-LANGUAGE-HEARING ASSOCIATION (TSHA)

P.O. Box 140647
Austin, TX. 78714-0647
800-Say-TSHA
www.txsha.org

The Texas Speech-Language-Hearing Association came into being in 1957. TSHA serves as the state level professional organization for persons engaged in speech pathology and publishes a newsletter and journal, sponsors an annual three-day convention, and supports continuing education efforts.

Eligibility: Membership is open to persons holding master's degrees or higher, with an emphasis in speech-language pathology, audiology, speech or hearing science, or education of the hearing impaired. A student membership is available for persons enrolled in undergraduate or graduate programs.

Benefits: By belonging to the state association, one receives all publications of the TSHA including the Communicologist, a newsletter specifying state-wide activities in speech and hearing, and the TEJAS Journal. The person is also eligible to attend the state convention at a reduced registration fee.

Enrollment: online

NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION (NSSLHA)

10801 Rockville Pike
Rockville, Maryland 20852
www.nsslha.org or email: jmartinez@asha.org

Founded in 1972, NSSLHA is the national organization for master's candidates and undergraduate students interested in the study of normal and disordered human communication behavior. NSSLHA is the only official national student association recognized by the American Speech-Language-Hearing Association. NSSLHA membership is presently about 9,000 students, with chapters in more than 250 colleges and universities.

Eligibility: Membership is open to any student (undergraduate or graduate) who is interested in the study of normal and disordered human communication.

Benefits: Students are eligible to receive a number of NSSLHA and ASHA publications (including a number of journals), receive reduced registration fees for professional conventions and meetings and have an opportunity to become involved in local chapter activities. A remarkable savings in journal subscriptions and to begin building a professional library are just some of the important reasons in considering membership. NSSLHA plans a variety of activities, both service and fund-raising projects, depending upon the changing needs and interests of its members. A faculty member serves as advisor to the group.

Enrollment: Membership applications are available and students may make inquiry in the department office to determine who the current student officers are and which faculty member is advisor.

Student Organizations

NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION
Contact: Dr. Debra Forman

The mission of the National Student Speech Language Hearing Association (NSSLHA) is the benefit it's members by continually improving its support, promotion, and advocacy of the highest quality preparation of professionals in audiology, Speech-language pathology, and speech and hearing sciences.

https://www.facebook.com/nsslha.tamuk.7

STUDENTS FOR GLOBAL COMMUNICATION
Contact: Dr. Eric Swartz

The purpose of this group is to do a two-week outreach program every year in a developing country. The field of Speech-Language Pathology has grown over the years, but unfortunately, many other countries are still behind. This group focuses on going to a selected site and administering tests, giving lectures and trainings, and other activities related to Communication Disorders in order to educate and broaden both ourselves and these underdeveloped populations that have limited access to education and resources.

https://www.facebook.com/StudentsForGlobalCommunication

STUDENT AUDIOLOGY FORUM
Contact: Dr. Stephen Oller

The Texas A&M University-Kingsville Student Audiology Forum has a specific and exclusive mission and purpose that is offered and fulfilled by no other organization on campus. As the first and only organization on the campus of Texas A&M University-Kingsville to focus specifically on audiology and hearing science, the Student Audiology Forum's purpose is to aid students by providing support to encourage professional interest among college and university students in the study of audiology and hearing science, provide continuity to the dissemination of professional information, and provide a vehicle for student representation in matters of professional concern. The mission of the Texas A&M University-Kingsville Student Audiology Forum is to serve as a collective voice for students within The Forum's area and to advance the rights, interests, and welfare of students interested in or pursuing careers in audiology or hearing science.
This forum will engage students in lifelong professional activities that promote and advance the profession of audiology and hearing science, and provide services, information, education, representation and advocacy for the profession and the public we serve.

Students from all majors are welcome to join and actively participate in The Forum. Students in the Communication Sciences and Disorders program within the Department of Clinical Health Sciences are strongly encouraged to join, as careers in speech-language pathology, speech-language-hearing sciences, and communicative disorders all interrelate with audiology and hearing sciences.

website: https://tamuk.campuslabs.com/engage/organization/tamukaudiology

PROFESSIONALISM

Professionalism is a word that will be repeatedly heard by each Speech-Language Pathologist beginning with the first semester of clinical practicum and throughout the individual's career. Professionalism is an ATTITUDE -- a state that MUST be developed by each student.

The term professionalism encompasses the Code of Ethics of the American Speech, Language, and Hearing Association. This code must be read very carefully. It is imperative that it is fully understood and strictly followed. The use of confidential material is particularly important here. All information (records, test results, reports, etc.) on clients is to be regarded as strictly privileged communication**. This information must never be discussed openly or for any reason be removed from the clinic**. Any student who in any way violates this code may expect a written warning to be followed by dismissal from the practicum class for a second offense.

As a graduate student, you will find that there is a great deal of overlap between your academic and clinical responsibilities and experiences. This being the case, it is important that you exercise the same care and respect in your academic endeavors that you do in your clinical activities. While there is no dress code, or departmental behavior code, each professor does have behavior code and students should keep in mind that classes are held in the same hall as the clinic.

Finally, since you are performing as a professional in this clinic, you will be expected to conduct yourself at all times in a professional manner. Your dress should be appropriate and in good taste. Your communication should be clear, concise and appropriately articulated. You represent this program with each clinical experience and public communicative contact.

Follow these basic rules and you will be well on the way to a deserved title of "Professional." Remember, you have chosen one of the best and most gratifying professions in the world. Value it--and value your part in it.

DEPARTMENTAL STATEMENTS/POLICIES/PROCEDURES

DISABILITY STATEMENT

In accordance with the University policy, if a student has a documented disability and requires accommodations to obtain equal access in clinical practicum, the students should contact the Clinic Director at the beginning of his/her graduate program and the instructor of his/her practicum class/assignment each semester and make this need known. Students with disabilities must verify their eligibility through the Office of Disability Services.

STUDENT BOXES

Student boxes are provided for student clinicians. They are located in the hallway leading to the conference room. These boxes are for distribution of mail, phone messages, notes, notices and returned assignments. The boxes and folders are labeled alphabetically. Please check your boxes every day.

BULLETIN BOARDS

Notices of general and specific interest to students are posted on the bulletin boards located in the clinic office area and in front of student boxes. All postings must be approved by clinical staff.

DUPLICATING AND COPYING EQUIPMENT

Students may only use the copying equipment in the faculty work room for clinic work and with permission. The Clinic Secretary may use this equipment for clinic business and/or treatment with the supervisor's permission.

COMPLAINT POLICY

Complainants are expected to file complaints at the appropriate level so that all due process procedures may be followed.

Students should take issues regarding grades and class policies to the course instructor/clinical educator first so that she or he can have the opportunity to rectify the situation or to provide an explanation or rationale. If the student is not satisfied after talking with the course instructor/clinical educator, the student may appeal to the next higher level within the administrative structure. For academic issues that would be the Graduate Program Coordinator, and for clinic issues that would be the Clinic Director. If the student is still not satisfied, the student may appeal to the Department Chair. If the issue continues to be unresolved, the student may file a formal grievance with the department. If the student is not satisfied with the outcome of the grievance process, the student may file a formal grievance with Dean of the College of

Arts and Sciences. Information on the formal grievance policy can be found on the TAMUK website. The Dean and the Provost are final levels of appeal at TAMUK.
https://www.tamuk.edu/finance/employee-services/hr/compliance/complaints/index.html

A complaint concerning an off-campus externship supervisor should begin with that person. Again, this is to give the externship supervisor the opportunity to rectify the situation or to provide an explanation or rationale. If you still have a concern after the discussion then you should direct your complaint to your Externship Coordinator, and barring satisfaction at that level, to the Graduate Program Coordinator and/or Department Chair of CSDO.

Other non-grade related complaints or suggestions should be directed to the CSDO Program Director.

Refer to the TAMUK Student Handbook for Student Grievance Procedures.
https://www.tamuk.edu/dean/dean_files/studenthandbook.pdf

CAA CONTACT

Concerns and questions relative to the academic and clinical training issues of the CSDO's accredited program should be directed to the Program Chair. Students may also contact the

American Speech-Language-Hearing Association,
Council on Academic Accreditation (CAA)
2200 Research Boulevard,
Rockville, MD 20850-3289,
Telephone 301-296-5700.

Procedures for Complaints to the CAA Against Graduate Education Programs*:*
A complaint about any accredited program or program in Candidacy status may be submitted by any student, instructional staff member, speech-language pathologist, audiologist, and/or member of the public.

Criteria for Complaints
Complaints about programs must:

a. be against an accredited educational program or program in candidacy status in audiology or speech-language pathology and/or audiology,
b. relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech-Language Pathology (https://caa.asha.org/reporting/standards/), and
c. Include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all pertinent institutional grievance and review mechanisms before submitting a complaint to the CAA.

All complaints must be signed and submitted in writing to the

Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology,

American Speech-Language-Hearing Association,
2200 Research Boulevard #310,
Rockville, Maryland 20850.

The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and provide supporting data for the charge. The complainant's burden of proof is a preponderance or greater weight of the evidence. Complaints will not be accepted by email or facsimile.

Additional information can be located on the ASHA web site, specifically at:
https://caa.asha.org/reporting/standards/accreditation-handbook-updates/

Students Experiencing Academic Difficulty - Procedures

Step 1.The primary instructor for a given course monitors the academic performance of students within his/her course. When a student's performance drops below the instructor's expectations for a given knowledge or skill, that instructor will meet with the student regarding necessary changes that need to be made and will develop a remediation plan for the student to meet the knowledge or skill and will offer assistance, e.g., specific study techniques, prescribed practice of an activity, additional reading, etc.

Step 2.In cases where the student continues not to meet a given standard or is in need of additional remediation in order to meet a standard or competency, the instructor will bring the concerns to the program director. It is the program director's prerogative to review with the other department faculty the student's overall performance to determine what further remediation may be required and the development of a remediation plan at the departmental level.

Step 3.Based on faculty discussion of the student's difficulties, the student will meet with either the instructor of the course in which the difficulty occurred or with the program director if more than one course is involved in order to implement the departmental remediation plan. Given each situation is unique, guidance will be provided according to the student's needs. This may include additional academic tutoring, referral to student services, referral to the campus writing center, etc. Verification of step 3 will take place during faculty meeting.

Step 4.Students failing to improve even after implementation of Step 3 will be referred to the graduate school according to graduate school academic policies. Failure to maintain a B average in the MS program will place the student on academic probation within the program see graduate catalog for academic grade policies https://catalog.tamuk.edu/graduate/. Emails to the graduate school and student will verify step 4.

Step 5.If the student’s midterm grade is a C or lower during the Probationary term, repeat steps 1-3 above with the council of the College of Graduate Studies. If the student earns a grade of C or below at the end of the semester, the student would need to appeal continuance in the program to the Graduate Faculty Review Committee.

Degree Plans and Schedules

The following pages contain clarification of the thesis/research project tracks through the program, the degree plan, the sequence of courses, and the KASA form. Students along with their assigned academic advisor, or the graduate coordinator will review progress via the Calipso platform once each semester. Students may access their current KASA forms via Calipso or by request to the graduate coordinator or program director.

Thesis Track: This track requires that you enroll in thesis (CSDO 5306) for at least two consecutive semesters. A thesis is a research study approved by a committee of at least three CSDO Graduate Faculty Members. Additional members from outside CSDO may be included when appropriate. In the first semester of thesis preparation, the student is expected to produce and defend a research proposal to a committee selected by the student. Once the committee has approved the study, the student may then proceed with the approved plan. This includes seeking additional approval from TAMUK IRB, cooperating entities, etc. The second semester of thesis preparation is the time in which the student writes the thesis and defends the thesis to the same committee who heard the proposal. Additional semesters may be used to complete thesis after the second completed semester. However, if no progress is demonstrated in any semester subsequent to the second semester, the student is at risk of failing the course.

Research Project Track: This track requires that you enroll in research project (CSDO 5305) for at least one semester and take an additional course: CSDO 5312: Contemporary Issues (varying topics). The research project is mentored by a Graduate Faculty Member in CSDO. The student negotiates the size, scope, and type of research with the faculty mentor. It is recommended that the student and mentor set clear guidelines regarding what will be delivered in the completed project. Additional semesters may be used to complete thesis or research project after the first completed semester. However, if no progress is demonstrated in any semester subsequent to the first semester, the student is at risk of failing the course.

CANDIDATE NAME: **DATE** **2/5/2021**

FINAL CANDIDACY PLAN: X

INITIAL CANDIDACY PLAN:

TELEPHONE NUMBER

F-FALL

MAJOR: COMMUNICATION SCIENCES AND DISORDERS (CSDO) **S-Fall**

MINIMUM COURSE AND PRACTICUM REQUIRMENTS **SS-SUMMER**

SEMESTER TAKEN	**COURSE**	**CREDITS**	**GRADE**
Spring 1	CSDO 5301	RESEARCH	3
Fall 2	CSDO 5303	MOTOR SPEECH	3
Spring 1	CSDO 5304	VOICE DISORDERS	3
Summer	CSDO 5307	DIAGNOSTICS	3
Spring 1	CSDO 5308	NEUROGENIC LANG&COG	3
Spring 1	CSDO 5309	FLUENCY	3
Fall 1	CSDO 5311	PRACTICUM	3
Spring 2	CSDO 5330	BILINGUAL/BICULTURAL	3
Spring 1	CSDO 5317	ADVANCED PRACTICUM	3
Summer	CSDO 5316	DYSPHAGIA	3
Fall 1	CSDO 5318	ARTIC/ PHONO DIS	3
Fall 1	CSDO 5320	CHILD LANG DIS	3
Fall 1	CSDO 5322	NEUROSCIENCE	3
Fall 1	CSDO 5326	ADV CLINICAL METHODS	3
Fall 2	CSDO 5328	EXTERNSHIP	3
Spring 2	CSDO 5329	EXTERNSHIP	3
Summer	CSDO 5314	AURAL REHAB	3
Fall 2 or Spring2	CSDO 5305	PROJECT	3
Summer AND	CSDO 5312	CONTEMPORARY ISSUES	3
OR			
Fall 2	CSDO 5306	3	
Spring 2 AND	CSDO 5306	3	

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ERIC SWARTZ DATE: **2/5/2021**

ADVISOR NAME:

_____

ADVISOR SIGNATURE:

DATE:

Department Chair Name:

_____