# 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



**The Master of Science Program in Speech-Language Pathology**

**Texas A&M University Kingsville (TAMUK) is**

**Accredited by the Council on Academic Accreditation in**

**Audiology and Speech-Language Pathology of the**

**American Speech-Language-Hearing Association**

**2200 Research Boulevard, #310**

**Rockville, MD 20850**

**800-498-2071**

**301-296-5700**

##### Introduction

Welcome to the Communication Sciences & Disorders Program (CSDO) in the Department of Clinical Health Sciences at Texas A&M University-Kingsville (TAMUK). 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.

Dr. Haley M. Coleman, CCC-SLP

*Assistant Professor and Program Director*

361-593-2193

[haley.coleman@tamuk.edu](mailto:haley.coleman@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.

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*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 the 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 clinical services. Refer to [www.asha.org](http://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](http://www.asha.org/practice/ethics)

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

Scope of Practice in Speech-Language Pathology: [www.asha.org/docs/html/SP2007-00283.html](http://www.asha.org/docs/html/SP2007-00283.html)

Scope of Practice in Audiology [www.asha.org/docs/html/SP200400192.htm](http://www.asha.org/docs/html/SP200400192.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 identity 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, the 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 whom the complaint is filed with, the Compliance Office will be notified of the complaint so it can be investigated.

# 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 delegated 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.”

In the Communication Sciences and Disorders (CSDO) Graduate Program, students are expected to have no grades of less than a B. Any student receiving a grade of C while completing a course shall be required to go through all remediation recommended by the faculty (steps outlined in Students Experiencing Academic Difficulty – Procedures within the Graduate Student Manual). A student with one C will be suspended from the CSDO M.S. Program with consideration for reinstatement. A student with more than one C within an academic semester will be suspended from the graduate program without consideration for reinstatement.

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

# PROFESSIONAL ORGANIZATIONS

#### AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA)

*10801 Rockville Pike*

*Rockville, Maryland 20852*

*1-800-498-2071*

[www.asha.org](http://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 the 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 an 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*

*1-800-Say-TSHA*

[*www.txsha.org*](http://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. 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.

# TAMUK Student Organizations

#### NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION

##### *Contact: Mrs. Lydia Hernandez-Perez*

The mission of the National Student Speech Language Hearing Association (NSSLHA) is the benefit its 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.

#### 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 training, 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.

## 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 program behavior code for academic courses, 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 program, 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 the 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 academic coursework or clinical practicum, the student should contact the course instructor or Clinic Director at the beginning of the graduate program and the instructor of 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 the 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 board located 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 Senior Administrative Coordinator and office assistants 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 (CE) first so that the instructor/CE has 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/CE, the student may appeal to the next higher level within the administrative structure.

For academic issues, Graduate Program Coordinator is the point of contact, and for clinic issues, the Clinic Director is the point of contact. If the student is still not satisfied, the student may appeal to the CLHS Department Chair. If the issue continues to be unresolved, the student may file a formal grievance with the CSDO Program. If the student is not satisfied with the outcome of the grievance process, the student may file a formal grievance with the 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 the 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 clinical educator 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 CSDO Graduate Program Coordinator and/or CLHS Department Chair

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:

*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:

1. be against an accredited educational program or program in candidacy status in audiology or speech-language pathology and/or audiology,
2. relate to the Standards for Accreditation of Entry-Level Graduate Education Programs in Audiology and Speech-Language Pathology

[(https://caa.asha.org/reporting/standards/](https://caa.asha.org/reporting/standards/)), and

1. 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:

*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 website, specifically at:

<https://caa.asha.org/reporting/standards/accreditation-handbook-updates/>

# Students Experiencing Academic Difficulty – Procedures

Step 1. If a primary instructor is concerned with student performance related to standard/knowledge/skill acquisition, the instructor will meet with the student and develop a written remediation plan and/or offer assistance (i.e., study technique, prescribed practice, additional reading, etc.).

Step 2. If standards/knowledge/skills are unmet, the primary instructor will bring the concerns to the Program Director. The concerns will be addressed with the program faculty to identify additional steps required during a weekly program meeting following the student meeting.

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. A written addendum to the initial remediation plan will be provided according to the student's needs.

Step 4. If a student makes one C in an academic semester, the student will be suspended from the CSDO Program.

Step 5. The student suspended by the CSDO Program may appeal the decision by following the Academic Grievance Procedures as outlined in the TAMUK Student Handbook.

##### 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 the student 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 is the time in which the student writes the thesis and defends the thesis to the same committee that heard the proposal. Additional semesters may be used to complete the 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 a 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.

##### Course Rotation

|  |  |
| --- | --- |
| *Cohort Year* | **Fall** |
| *First Year* | * Diagnostics (5307) * Graduate Clinical Practicum (5311) * Articulation and Phonological Disorders (5318) * Neuroscience in Communication Disorders (5322) * Advanced Clinical Methods (5326) |
| *Second Year* | * Motor Speech (5303) * Grad Research Project (5305) * Beginning Practicum Externship (5328) |
|  | **Spring** |
| *First Year* | * Research in Comm Sciences and Dis (5301) * Neurogenic Language and Cognitive Disorders (5308) * Fluency Disorders (5309) * Dysphagia (5316) * Advanced Clinical Practicum (5317) |
| *Second Year* | * Advanced Practicum Externship (5329) * Bilingual and Bicultural Issues in CSDO (5330) * Graduate Research Project (5305) |
|  | **Summer** |
| *First Year* | * Aural Rehab (5314) * *Choose 1* (5312):   + Contemporary Issues - topic 1 *OR*   + Contemporary Issues - topic 2 * Child Lang Disorders (5320) * Voice Disorders (5304) |