Cover Sheet: Request 11437

SPA4050 Clinical Observation

Info

Process	Course|Modify|Ugrad/Pro
Status	Pending
Submitter	Vogtle,Candice Raquel cvogtle@ufl.edu
Created	1/30/2017 10:34:41 AM
Updated	1/30/2017 11:38:49 AM
Description of request	Credit change

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	PHHP - Speech, Language, and Hearing Sciences 313306000	Altmann, Lori J		1/30/2017
Added SPA4050 Clinical-Observation Syllabus Revised and Original.pdf					1/30/2017
College	Approved	PHHP - College of Public Health and Health Professions	HANSON, STEPHANIE L.		1/30/2017
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			1/30/2017
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 11437

Info

Request: SPA4050 Clinical Observation
Description of request: Credit change
Submitter: Vogtle,Candice Raquel cvogtle@ufl.edu
Created: 1/30/2017 10:34:42 AM
Form version: 1

Responses

Current PrefixSPA
Course Level4
Number 050
Lab Code None
Course Title Clinical Observation
Effective Term Fall
Effective Year 2017
Requested Action Other (selecting this option opens additional form fields below)
Change Course Prefix?No

Change Course Level?No

Change Course Number?No

Change Lab Code?No

Change Course Title?No

Change Transcript Title?No

Change Credit Hours?Yes
Current Credit Hours2
Proposed Credit Hours3
Change Variable Credit?No

Change S/U Only?No

Change Contact Type?No

Change Rotating Topic Designation?No

Change Repeatable Credit?No

Change Course Description?No

Change Prerequisites?No

Change Co-requisites?No

RationaleIn this major, students are required to complete 25 ours of observation in order to graduate. In the past, the students took two credits of SPA 4050, which required 20 hours of observation. They completed the remaining five hours in another class. We would like to change SPA 4050 to 3 credits and increase the observation hours to 25 so that our students can complete all of their required observation hours in one class. With the increase in observation hours, we also plan to make this class more of a Capstone integrated experience, where they draw on concepts learned from other classes.

*New information is highlighted

University of Florida
College of Public Health & Health Professions Syllabus
SPA 4050: Clinical Observation (3 credits)
Spring: 2017
Delivery Format: Distance Learning
E-Learning

Instructor Name:
Room Number:
Phone Number:
Email Address:
Office Hours:
Teaching Assistants:
Preferred Course Communications (e.g. email, office phone): email within Canvas

Prerequisites: Senior standing

PURPOSE AND OUTCOME

Course Overview

One of the most beneficial experiences you can acquire prior to selecting a career within a profession is to observe practitioners of that profession. You get to see what their day is like, what the clients are like, what their working environment is like, etc. Observations can also help you move beyond just learning relevant information for a single test within the context of a course; when you see the principles and practices that were introduced in a class actually put to use in a clinical situation, your knowledge suddenly takes on greater meaning and value.

Most universities require students to have completed 25 hours of observation before starting their clinical education (seeing patients) and require a letter from your university verifying that you have completed these hours. In order to help you get the 25 hours, we have developed this course Clinical Observation (SPA 4050), which is required of all CMS majors.

This course also is intended to allow you to begin to draw from the knowledge you've gained in other courses in the program, and see these principles implemented in practice with real clinicians and patients.

Relation to Program Outcomes

The content of this course is designed to help you meet in part the following clinical standards:
Standard IV-C: knowledge of communication and swallowing disorders and differences

Standard IV-D: current knowledge of the principles and methods of prevention, assessment and intervention for people with communication and swallowing disorders.

Standard IV-E: knowledge of standards of ethical conduct

Methods used to assess performance on clinical certification standards:

Standard IV-C: Grading of Observation Reflection papers and Chat/Discussion Board contributions

Standard IV-D: Grading of Observation Reflection papers and Chat/Discussion Board contributions

Standard IV-E: Code of Ethics Discussion Board Assignment and Course Chat

Course Objectives and/or Goals

Knowledge Objectives:

You will be able to:

- Describe ethical behavior in clinical practice
- Describe at least two environments in which speech-language or audiology clinicians provide professional services.
- Describe the way in which at least 3 principles learned within the major are applied in a clinical session you have observed

Instructional Methods

Clinical Observations:

HIPAA training: http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml. When you have completed the training and passed the quiz, upload a copy of your certificate under Assignments/HIPAA.

Confidentiality Statement: http://privacy.health.ufl.edu/confidential/index.shtml. Print out statement and sign, scan and upload under Assignments/Confidentiality Statement.

IF YOU INTEND TO DO A LIVE OBSERVATION IN A CLINIC NEAR YOU, we need a copy of your complete, **current** immunization record (your physician should be able to provide this). Immunizations **must** include the varicella vaccine, the Hepatitis series of 3 shots, and an **annual TB test** (or documentation from your physician that the test is contraindicated). Please note that the TB test is good for one year and you may not do any live observations if your TB test is older than one year.

Each student is required to complete 25 hours of observation by the end of the semester in which they are registered for SPA 4050. You are required to observe ASHA certified SLPs and audiologists (this means that the clinicians that you observe have their Certificate of Clinical Competency or CCCs).

- a. You must complete 10 hours of observation and submit your logs via Canvas by February 16, 2017 (at 11:59 pm Eastern). Submission of log is worth 100 points. For each day a log is late, 5 points will be deducted from your total points.

- b. The remaining 15 hours (logs) must be submitted via Canvas by April 19, 2017 (at 11:59 pm Eastern). Submission of log is worth 100 points. For each day a log is late, 5 points will be deducted from your total points.

- c. You may submit observation hours completed prior to this semester.

- d. All observations with SLPs and Audiologists must be documented on the log sheet with a copy of SLP's/Audiologist's state license# and ASHA membership #.

- e. Although it is encouraged that you obtain as many in person observation hours as possible, your observations can also be completed online. If you choose to use the Master Clinician Network videos to complete your observations, a maximum of 10 hours can come from the assigned observation videos for this course.

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Date(s)	Topic(s)	Readings
1		What makes a profession	ASHA & AAA CODE OF ETHICS
2		Ethics in Clinical Practice	Code of Ethics (from Week 1) Exploring Ethical Practice Cases
3		Goals and Objectives	Developing a Treatment Plan http://blog.asha.org/2013/09/10/tricks-to-take-the-pain-out-of-writing-treatment-goals/ http://www.asha.org/uploadedFiles/Template-for-Writing-IEP-Goals.pdf http://www.asha.org/uploadedFiles/Writing-Measurable-Goals-and-Objectives.pdf
4		Written language	Powerpoints: reading disorders
5		Pediatric articulation/phonology	Powerpoints: pediatric articulation/phonology
6		Adult Language Assessment	Powerpoints: adult language assessment
7		Adult Language Therapy	Powerpoints: adult language therapy
8		Fluency Assessment and Therapy	Powerpoints: fluency disorders
9		Receptive and Expressive Language Issues	Powerpoints: receptive and expressive language
10		Hearing Assessment	Powerpoints: hearing assessment
11		Hearing Treatment	Powerpoints: hearing treatment
12		Augmentative/Alternative Communication	Powerpoints: augmentative/alternative communication
13		Therapy Over time	Powerpoints: general principals of therapy
14		Swallowing	Powerpoints: swallowing
15		Voice	Powerpoints: voice

Course Materials and Technology

Course Materials:
- Syllabus
- ASHA & AAA Codes of Ethics
- Observation Policies and Guidelines
- Observation Log
- Master Clinician Network

For technical support for this class, please contact the UF Help Desk at:
- Learning-support@ufl.edu
- (352) 392-HELP – select option 2
- https://lss.at.ufl.edu/help.shtml

ACADEMIC REQUIREMENTS AND GRADING

Assignments
Before you can accrue clinical observation hours, you must submit the following documentation.
Scan and upload all documentation listed below in the Assignments section of our course Canvas site.

<u>Observation Reflection Papers</u>:
Each student must complete five Observation Reflection papers for the semester in which they are enrolled. The due dates for these papers are posted on the course calendar. Five points will be deducted from the overall points (50 points per paper) for each day the paper is late.

The Observation Reflection paper can be written on one (or more) observations you've completed until the time of writing (but should not be duplicated in multiple papers). You can choose to complete the paper on one particular interesting patient or on a set of observations. Papers should be 1-2 pages double spaced and should include a minimum of the following information:

Basic Information	Time you observed
	Location
	Speech/Language or Audiology
	Diagnostics or Treatment
	Patient's diagnosis
Procedures	Three procedures/activities you observed
Insights	"The most important thing I learned from my observation(s) _____ "
Connection to Previous Learning	Two things I previously learned in my CSD coursework that I observed during this/these session(s) are: _____
Opinion	"I would/would not want to work in this type of setting because _____ "

*Please note: These reflections are to be written as papers. They should include specific information related to your observation(s) but also provide you with the opportunity to relate your other coursework and learning to the observation. The paper is intended to be a comprehensive reflection.

<u>What is expected of you?</u>

You are expected to actively engage in the course throughout the semester. You must come to class prepared by completing all out-of-class assignments. This preparation gives you the knowledge or practice needed to engage in higher levels of learning during the live class sessions. If you are not prepared for the face-to-face sessions, you may struggle to keep pace with the activities occurring in the live sessions, and it is unlikely that you will reach the higher learning goals of the course. Similarly, you are expected to actively participate in the live class. Your participation fosters a rich course experience for you and your peers that facilitates overall mastery of the course objectives.

Discussion Boards/Chat Participation:

You will be expected to attend and contribute consistently and meaningfully to chat room discussions as well as to the discussion board items during the term. Participation is worth up to 100 points, and will be based on completion of all discussion board assignments as well as the instructor's judgment of the quality and consistency of student contributions.

Grading

Requirement	Due date	Points or % of final grade (% must sum to 100%)
Observation Reflection Papers	4/20/2017	5 x 50 = 250 pts
Observation Log (#1)	3/1/2017	100 pts
Final Observation Log (#2)	5/2/2017	100 pts
Discussion/Chat Participation	5/2/2017	100 pts
HIPAA/Confidentiality Statement	1/20/2017	50 pts

Point system used (i.e., how do course points translate into letter grades).

Points earned	558-600	540-557	522-539	498-521	480-497	462-479	438-461	402-437	378-401	360-377	Below 360
Letter Grade	A	A-	B+	B	B-	C+	C	D+	D	D-	E

You must include the letter grade to grade point conversion table below. Letter grade to grade point conversions are fixed by UF and cannot be changed.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:
http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

Exam Policy

Policy Related to Make up Exams or Other Work

Please note: Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

Policy Related to Required Class Attendance

All faculty are bound by the UF policy for excused absences. For information regarding the UF Attendance Policy see the Registrar website for additional details:
https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx

STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

Expectations Regarding Course Behavior
Clinical Certification Standards: If you perform below expected levels on an assignment that is used to assess your attainment of a clinical certification standard, you will be asked to complete remedial work to demonstrate your competency in the particular area. The remedial work may take place after the course has been completed and your performance on the remedial work will be related to your overall attainment of the critical knowledge objectives that are used in determining your suitability for clinical certification.

Clinical Observation Complaints: A phone call or email registering a complaint about failure to meet regulations (including being dressed inappropriately OR making an appointment and not showing up) will automatically result in a course letter grade drop and the student will not be able to accrue any more in person observation hours from the point at which the complaint was filed. If you are sick, you must call to let your supervisor know you will not be observing as scheduled.

Academic Integrity

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

"On my honor, I have neither given nor received unauthorized aid in doing this assignment."

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:
https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/
http://gradschool.ufl.edu/students/introduction.html

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

Online Faculty Course Evaluation Process
Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at https://evaluations.ufl.edu/results/.

SUPPORT SERVICES

Accommodations for Students with Disabilities
If you require classroom accommodation because of a disability, you must register with the Dean of Students Office http://www.dso.ufl.edu within the first week of class. The Dean of Students Office will provide documentation of accommodations to you, which you then give to me as the instructor of the course to receive accommodations. Please make sure you provide this letter to me by the end of the second week of the course. The College is committed to providing reasonable accommodations to assist students in their coursework.

Counseling and Student Health
Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: http://www.counseling.ufl.edu. On line and in person assistance is available.
- You Matter We Care website: http://www.umatter.ufl.edu/. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: https://shcc.ufl.edu/
- Crisis intervention is always available 24/7 from:
  Alachua County Crisis Center
  (352) 264-6789
  http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.aspx

Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

College of Public Health and Health Professions
SPA 4050: Clinical Observation in Speech Pathology/Audiology

COURSE SYLLABUS: Spring Semester 2016/ 2 credits

Instructor: Hannah W. Siburt, Au.D., Ph.D., CCC-A
Address: Department of Speech, Language and Hearing Sciences
 University of Florida, Gainesville, FL 32610-0174
Office: HPNP 2124
Email: within Canvas
Phone: 352-273-5128

Teaching Assistant: Meaghan Fenn, BA, 3rd year AuD Student
Email: within Canvas

Weekly Course Chat: Tuesday 9:00 to 9:50 pm
Office Hours: Tuesday night after chat (in chat room) & by appointment.

COURSE OVERVIEW/PURPOSE

One of the most beneficial experiences you can acquire prior to selecting a career within a profession is to **observe practitioners** of that profession. You get to see what their day is like, what the clients are like, what their working environment is like, etc. Observations can also help you move beyond just learning relevant information for a single test within the context of a course; when you see the principles and practices that were introduced in a class actually put to use in a clinical situation, your knowledge suddenly takes on greater meaning and value.

This course (Clinical Observation SPA 4050) is required of all CMS majors. The requirements include earning 20 observation hours, which can be used to fulfill ASHA observation requirements.

The content of this course is designed to help you meet in part the following clinical standards:

Standard IV-E: knowledge of standards of ethical conduct

Methods used to assess performance on clinical certification standards:

1

Standard IV-E: Code of Ethics Discussion Board Assignment and Course Chat

COURSE OBJECTIVES:

Knowledge Objectives:
You will be able to:
- Describe ethical behavior in clinical practice
- Describe at least two environments in which speech-language or audiology clinicians provide professional services.
- Describe the way in which at least 3 principles learned within the major are applied in a clinical session you have observed

COURSE MATERIALS:
- Syllabus
- ASHA & AAA Codes of Ethics
- Observation Policies and Guidelines
- Observation Log
- Master Clinician Network

CLINICAL OBSERVATION:

Before you can accrue clinical observation hours, you must submit the following documentation. Scan and upload all documentation listed below in the Assignments section of our course Canvas site.

HIPAA training:
http://privacy.health.ufl.edu/training/hipaaPrivacy/instructions.shtml. When you have completed the training and passed the quiz, upload a copy of your certificate under Assignments/HIPAA.

Confidentiality Statement:
http://privacy.health.ufl.edu/confidential/index.shtml. Print out statement and sign, scan and upload under Assignments/Confidentiality Statement.

IF YOU INTEND TO DO A LIVE OBSERVATION IN A CLINIC NEAR YOU, we need a copy of your complete, **current** immunization record (your physician should be able to provide this). Immunizations **must** include the varicella vaccine, the Hepatitis series of 3 shots, and an **annual TB test** (or documentation from your physician that the test is contraindicated). Please note that the TB test is good for one year and you may not do any live observations if your TB test is older than one year.

Each student is required to complete 20 hours of observation by the end of the semester in which they are registered for SPA 4050. You are required to observe ASHA certified SLPs and audiologists (this means that the clinicians that you observe have their Certificate of Clinical Competency or CCCs).

    a. You must complete 10 hours of observation and submit your logs via Canvas by February 15, 2015 (at 11:59 pm Eastern). For each day a log is late, 5 points will be deducted from your total points.

    b. The remainder of your hours (10) must be submitted via Canvas by April 30, 2015. For each day a log is late, 5 points will be deducted from your total points.

    c. Although it is encouraged that you obtain as many in person observation hours as possible, your observations can also be completed online. If you choose to use the Master Clinician Network videos to complete your observation a maximum of 10 hours can come from the assigned observations for the course.

    d. You may submit observation hours completed prior to this semester. All observations with SLPs and Audiologists must be documented on the log sheet with a copy of SLP's/Audiologist's state license# and ASHA membership #.

Discussion Boards/Chat Participation:
You will be expected to attend and contribute consistently and meaningfully to chat room discussions as well as to the discussion board items during the term. Participation is worth up to 200 points, and will be based on completion of all discussion board assignments as well as the instructor's judgment of the quality and consistency of student contributions.

GRADING:

Grading Criteria:

Observation Log (#1)	100 points
Final Observation Log	100 points
HIPAA/Confidentiality Statement	100 points
Discussion Board/chat	100 points

% of pts	93-100	90-92	87-89	83-86	80–82	77-79	70-76	67-69	63-66	60-62	Below 60
Letter grade	A	A-	B+	B	B-	C+	C	D+	D	D-	F

Note: Grades of WF, I, NG, and S-U each correspond with 0.0 grade points. For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx

DESCRIPTION OF COURSE CONTENT

Topical Outline/Course Schedule

Week	Date(s)	Topic(s)	Readings
1		What makes a profession	ASHA & AAA CODE OF ETHICS
2		Ethics in Clinical Practice	Code of Ethics (from Week 1) Exploring Ethical Practice Cases
3		Goals and Objectives	Developing a Treatment Plan http://blog.asha.org/2013/09/10/tricks-to-take-the-pain-out-of-writing-treatment-goals/ http://www.asha.org/uploadedFiles/Template-for-Writing-IEP-Goals.pdf http://www.asha.org/uploadedFiles/Writing-Measurable-Goals-and-Objectives.pdf
4		No Class	Observation time
5		No Class	Observation time
6		Pediatric articulation/phonology	Powerpoints: pediatric articulation/phonology
7		No Class	Observation Time
8		Receptive and Expressive Language Issues	Powerpoints: receptive and expressive language
9		No Class	Observation time
10		Adult Language Therapy and Assessment	Powerpoints: adult language assessment and therapy
11		No Class	Observation time
12		Hearing Assessment and Treatment	Powerpoints: hearing assessment
13		No Class	Observation Time

Week	Date(s)	Topic(s)	Readings
14		Written language	Powerpoints: reading disorders

GENERAL POLICIES:

Feedback/Course Evaluation: Please take the time to complete the end of semester course evaluations. These evaluations are conducted online at https://evaluations.ufl.edu. Evaluations are typically open during the last two or three weeks of the semester; an announcement will be made to the course when they open.

Clinical Certification Standards: If you perform below expected levels on an assignment that is used to assess your attainment of a clinical certification standard, you will be asked to complete remedial work to demonstrate your competency in the particular area. The remedial work may take place after the course has been completed and your performance on the remedial work will be related to your overall attainment of the critical knowledge objectives that are used in determining your suitability for clinical certification.

Clinical Observation Complaints: A phone call or email registering a complaint about failure to meet regulations (including being dressed inappropriately OR making an appointment and not showing up) will automatically result in a course letter grade drop and the student will not be able to accrue any more in person observation hours from the point at which the complaint was filed. If you are sick, you must call to let your supervisor know you will not be observing as scheduled.

ACADEMIC INTEGRITY:

Cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior. UF students are bound by The Honor Pledge, which states, "We, the members of the University of Florida community, pledge to hole ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

The Honor Code specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obliged to report any condition that facilitates academic misconduct to appropriate personnel. Students are expected to act in accordance with the University of Florida policy on academic integrity (see Student Conduct Code for more details):

- https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

ACCOMODATIONS:

Students requesting classroom accommodations must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

COUNSELING, STUDENT HEALTH, PUBLIC SAFETY AND EMERGENCY SERVICES:

Counseling and Student Health:
Students may occasionally have personal issues that arise in the course of pursuing higher education or that may interfere with their academic performance. If you find yourself facing problems affecting your coursework, you are encouraged to talk with an instructor and to seek confidential assistance at the UF Counseling and Wellness Center, 352-392-1575. Visit the website for more information: http://www.counseling.ufl.edu/.

The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services, including primary care, women's health care, immunizations, mental health care, and pharmacy services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the website at: www.health.ufl.edu/shcc.

Crisis Intervention is always available 24/7 from the Alachua County Crisis Center
- 352-264-6789
- http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/Crisis CEnter.aspx

Public Safety and Emergency Services:

University Police Department 392-1111 or 9-1-1 for emergencies