

Graduate Handbook



WAYNE STATE
Department of Communication
Sciences and Disorders

GRADUATE STUDENT HANDBOOK

Graduate Programs in Communication Sciences & Disorders

INTRODUCTION

This handbook provides department specific guidelines and policies for the graduate student in the Department of Communication Sciences and Disorders. More comprehensive information about general graduate studies and University resources, policies and procedures can be accessed in the graduate bulletin at <http://bulletins.wayne.edu/>. For more detailed information about our academic requirements refer to the sections on the Academic Graduate Program in Audiology, or the Academic Graduate Program in Speech-Language Pathology. Refer to the Ph.D. Student Handbook for information on degree requirements for the Doctor of Philosophy in Communication Sciences and Disorders.

DEGREE PROGRAMS

The Department offers bachelor's, master's, and doctoral degrees. The bachelor's degree emphasizes the scientific underpinning of communication and its disorders. The Doctor of Audiology program and the Master's Degree program in Speech-Language Pathology are accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association, 2200 Research Blvd, Rockville, MD 20850, Telephone: 800-638-8255. ASHA requires a master's degree to be eligible for certification in Speech-Language Pathology, and a doctoral degree for Audiology.

NON-DISCRIMINATION AND EQUAL OPPORTUNITY

Wayne State University (WSU) is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment status, educational programs and related activities. As part of WSU, the Speech and Language Clinics and the Audiology Clinic adhere to this same policy for faculty and students as well as for clients. Students, faculty, staff and persons served in the Speech and Language Clinics and in the Audiology Clinic are treated in a nondiscriminatory manner—that is, without regard to race, color, religion, sex, national or ethnic origin, disability, age, sexual orientation, genetic information, citizenship or status as a covered veteran.

DEFERRAL OF GRADUATE ADMISSION

The department policy regarding student deferral of graduate admission is as follows: Any student who has been admitted by the department to the graduate program may defer graduate enrollment for a full year and begin the program the following fall semester. To defer enrollment, the student must notify the department Director of Admissions or Graduate Officer in writing. Deferring graduate enrollment for more than one year is not allowed in our department. A student who is not able to attend after a one-year deferral must re-apply to our department to be reconsidered for admission.

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FRONT OFFICE STAFF

The department office is located in room 207 Rackham Hall. The staff members in the department office are involved in many administrative aspects of the program. The staff includes an administrative assistant and a records/admissions secretary. In addition, an undergraduate student provides staffing assistance at the front desk. Students should behave in a respectful and courteous manner and should remember that this is a place of business. Because clients and visitors frequently come to the office, it is important that all personnel use discretion when discussing their cases or other personal information.

CONTACT INFORMATION

The Department must have current contact information for each student throughout the year. Students should provide updated information to the records secretary in a timely fashion. Likewise, students must submit corrections to personal information to the University via the Records Office (see www.sdcl.wayne.edu/RegistrarWeb/Forms/Forms).

I.D. CARDS

Wayne State University has instituted the “One Card” system for student services. Some of the services accessed by the One Card are parking, vending machines, library, and photocopying services. Some areas in the Rackham Building can be accessed only by authorized One Card. Students are required to display their I.D. card at all times while in Rackham, using the badge holder provided to them at Orientation. I.D. photos are taken at the One Card office, Room 257, Welcome Center (42 West Warren) (<http://onecard.wayne.edu/>).

PARKING

All full-time and part-time Wayne State University students are eligible for assigned parking on the Main Campus. Assigned parking is on a pre-paid basis. If you choose not to join the assigned parking program, you may park in general parking areas available in any of the numbered parking lots or parking structures. Students should use their WSU ONECARD, like a debit card, to pay for general parking. For more information view the web site at <http://parking.wayne.edu>.

FACILITIES

The Department of Communication Sciences and Disorders is part of the College of Liberal Arts and Sciences and is housed in Rackham Hall. The general information phone number is 313-577-3339.

Our Technical Resource Center (TRC) is located in the basement of Rackham Hall (Room 001). It is a computer resource room for students and faculty

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in the Department of Communication Sciences and Disorders and the Department of Psychology.

The TRC is available to graduate level students for course-related work, unless there is a formal course scheduled in the room. Access is firmly restricted to members of the two departments. To gain access to the TRC, all students must fill out and sign a TRC Policy sheet and must have a One Card coded for access to the room. The Department does not supply paper for the printer. All work must be saved to flash drive or CD, not the computer hard drive. For security reasons, it is recommended that TRC computers should not be used to access any sites that require a personal ID or password. No downloading of e-mail is permitted in the TRC. **Food or drinks are NOT allowed in the room at any time.** The students are responsible for maintaining the security of the room when in use.

The Audiology Clinic is located in room 002 Rackham. The two state-of-the-art sound booths and audiology equipment can be used for student laboratory training and faculty research when not in use for clinic.

The WSU Speech and Language Clinics are located on the first floor of Rackham. Two suites (101 and 104) are located at the west end of the building and the “east wing” is utilized for meeting space and group programs. Additional description is available in the Clinical Practicum Manual for SLP 6360.

For the location of other University buildings, libraries, etc., see the campus map at <http://maps.wayne.edu/> .

E-MAIL

All students at WSU are provided with free e-mail accounts. Instructions for activating e-mail access can be found on the web page at <http://computing.wayne.edu/accessid/>. For students without a personal computer, access is available in the university libraries and in the TRC. Students must activate their University access ID and should check WSU email frequently. University-wide and Departmental announcements will be sent via WSU e-mail.

DISTRIBUTION OF INFORMATION

The Department, including instructors, will make use of e-mail as much as possible for the distribution of notices. Students are encouraged to check the Department’s web page (www.clas.wayne.edu/csd) frequently for upcoming events and program information. WSU has a broadcast messaging service for students, faculty, staff, and employees to receive campus safety alerts (e.g., university closures, power outages, and building closures) through text messages. To register your cellphone with this service, please visit Academics / University Resources / Broadcast Messaging.

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MAILBOXES

Each student and faculty member has a mailbox located in room 205 Rackham Hall. Mailboxes should be checked regularly for announcements and other correspondence.

TELEPHONE CALLS

The telephones in the academic area are for business purposes only. On-campus calls or calls to clients of the Speech and Language Clinics or Audiology Clinic may be made, with permission of a clinical supervisor.

DOCUMENTATION REQUIREMENTS FOR CLINICAL PROGRAMS

Among the documents required of all CSD students enrolled in clinical programs are official documentation of a flu shot, CPR certification, liability insurance, and negative TB test, kept up-to-date throughout the duration of the program. These requirements have been set in place to protect patients, the clinical rotation facilities and students, and will be strictly enforced. Students who have allowed these documents to expire will not be permitted to attend clinic, their rotation supervisors will be notified, and the absence(s) will count as *unexcused*. This will reflect negatively in the student's final clinic grade for the semester.

DEPARTMENT ABSENCE POLICY FOR GRADUATE STUDENTS

Rationale: The graduate program is based on team training and integration of classroom and clinical courses in a set sequence. Any modification of the full-time graduate program, including student absences, significantly interferes with the integration of clinical and classroom training and the development of the student team. As a result, the CSD Graduate Program Committee is charged with reviewing the status of any student who expects to miss or has already missed two or more weeks of coursework or clinical practicum.

Policy: If a student is aware of a situation or condition that will lead to consecutive absences of two or more weeks from classes and/or clinic, they must inform the course instructor and departmental Graduate Officer and appear before the Graduate Program Committee to document their current status and describe how they will make up the required work. Graduate students should also review the current clinical practicum manual for the clinical course sequences in SLP or AuD for the policy regarding planned absence from the Speech-Language Clinics or the Audiology Clinic. In addition, a student who misses two or more nonconsecutive weeks of classes and/or clinical practice hours may be required to appear before the Committee. In both cases, the Committee may decide that the student cannot proceed to the next semester of the curriculum until all individual course instructors report that the student's missed coursework and clinical hours have been successfully completed. Repeated absences may require students to delay their

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graduation and/or to register for additional coursework/credits. The following examples clarify what constitutes an absence:

- Missing one class meeting for a course scheduled to meet once per week equals a one-week absence.
- Missing two class meetings, consecutive or not, for a course scheduled to meet twice per week equals a one-week absence
- Missing the designated weekly requirement for clinic rotations – This may vary between SLP and AuD programs. If a student is scheduled for two days of clinic and misses two days, consecutive or not, this will equal a one-week absence. Missing one clinic day for a clinical practicum scheduled for once per week equals a one-week absence.

A CSD graduate student may request a reduction in course load due to medical needs or other circumstances. The CSD Graduate Program Committee is charged with reviewing any student requests for a reduction in course load. However, the graduate program in Speech-Language Pathology and the Doctor of Audiology program are full-time programs and graduate students are expected to complete these programs by following the prescribed sequence of courses in the planned time frame for their entering graduate class. Any deviation from the Plan of Work must be approved by the CSD Graduate Program Committee. If a student is approved for a reduction in course load, the department committee will decide the conditions and timing of return to full-time course load. For example, a student who completely withdraws from study may need to wait one year to restart the graduate program.

Students must be registered for a class in order to attend it. Students who are having difficulty registering should inform the departmental Graduate Officer at the start of the semester, and these registration issues will be managed on a case-by-case basis. Students who have been dismissed from the graduate program will not be allowed to register for more courses in the program unless they have been reinstated in the program.

PARTICIPATION IN SUPPLEMENTAL LEARNING ACTIVITIES

Each year the department curriculum is supplemented with learning activities provided for students apart from class time. These may include, but are not limited to, Brown Bag meetings, the Mayo Clinic Webinar, and the CSD Student Poster Session. Students will be required to attend and participate in these events as part of their educational experience. Students will be informed of the times and locations of these activities as soon as possible. Students who do not participate in these activities will be required to complete make-up assignment(s).

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GRADING PRACTICES

Students are able to view final grades on-line through Academica. Students should not contact the front office staff regarding grades, but should contact the course instructor. In the event that an instructor is not available at the end of the semester to explain the final grade, students should contact the instructor via email or at the beginning of the next term to discuss the grade received. When a grade of 'Incomplete' is given, the instructor will file a contract of what must be done to remove the Incomplete. The student and instructor will meet to discuss the conditions of the contract, sign the contract, and file the contract with the department. The student must take the responsibility to complete the course requirements within one academic year, or within the time frame set by the instructor. If the student fails to complete remaining coursework necessary to remove the Incomplete, no credit will be given for incomplete assignment(s), and the student's grade will be calculated based on the amount of points already earned in the course including the zero credit earned for the incomplete assignment(s). If the Incomplete is not replaced with a final grade within one year, the grade will automatically be converted to an F (failure) by the Registrar's Office. The department Graduate Officer should be contacted if final grades will influence graduate standing and/or permission to enroll for classes the following semester.

According to WSU policy, a student may not receive the grade of 'Incomplete' if they have a failing grade. Regarding clinical grades in our department, if a student is dismissed from a clinical site for poor performance, and it is before the withdrawal deadline, the student should withdraw and receive a grade of WF (withdrawal-failing). If a student is dismissed from a clinical site for poor performance, and it is after the withdrawal deadline, then the student will receive the grade earned at the time of dismissal from the clinical site.

GRADE POINT AVERAGE

A minimum grade point average of 3.0 is required for filing the Plan of Work, for taking the final comprehensive examination, and for graduation. A grade of B- or lower is considered to be a failing grade, and a student with a grade of B- or lower in a course on their Plan of Work should consult with their advisor.

GRADE APPEAL PROCEDURES

Formal grade appeals can only be made in regard to final grades in a course. (For appealing a grade in an exam or assignment, please talk to your instructor.) Formal grade appeals can only be made within 30 calendar days of the official notification of your grade in a course. Students in our department should follow the grade appeal procedures of the College of Liberal Arts and Sciences. These procedures are available on the college website at http://www.clas.wayne.edu/Multimedia/CLAS/files/Students/Grade_Appeal_process.pdf

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If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy>), you may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs and sent electronically to ag6461@wayne.edu. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at ombudsoffice@wayne.edu.

POSSIBLE TERMINATION

A graduate student will be terminated from the graduate program (including the Master's degree program in Speech-Language Pathology, the Doctor of Audiology program, or the PhD program), regardless of overall grade point average, if one or more of the following occur:

1. Receipt of "B- or lower" grades in three classroom courses (including elective courses).
2. Receipt of "B- or lower" grades in two clinical practicum courses.
3. Receipt of "B- or lower" grades in two classroom courses (including elective courses) and one "B- or lower" in a clinical practicum course.
4. Receipt of a grade of 'F' in any one classroom or clinical practicum course.
5. Failure to meet any special conditions specified in the acceptance letter.

The student will be given a written warning notice upon the receipt of the second grade of B- or lower. In the case of clinical practicum courses, the student will be given a written warning notice upon the receipt of the first grade of B- or lower. The student will be notified by the Graduate Officer of termination when any of the above deficiencies occur. In each case of a student having more than one failing grade, the Graduate Officer will consult the CSD faculty and the faculty will make the final determination of student dismissal from the graduate program. Faculty members advising a student with a failing grade will confer with the Graduate Officer and the faculty before notifying the student of termination from the program or changes to the student's sequence of courses.

Request for Reinstatement: If the student whose performance has resulted in termination believes that there are extenuating circumstances that might justify reinstatement, s/he may request, in writing, that the Chair of the Department consider these circumstances in the following semester. When a grade is awarded following removal of an "I" or a "Y" which results in notification of termination, the request for reinstatement must be made to the Chair and made no later than four weeks after such notification is received by the student.

1. Within two weeks of receipt of this request, the Chair shall establish a reinstatement Advisory Committee that shall consist of three members of the full-time CSD faculty chosen by the student. At least two members shall be at the professorial level. If the student fails to select three faculty members, his/her request shall not be considered and further action shall not be taken. If the student wishes, the Wayne State Student Speech-Language-Hearing Association (WSSLHA) may select one student to serve on the Committee. The selection procedures shall be developed by WSSLHA in consultation with the Chair. The Committee will select its chairperson.

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2. The student shall submit, in writing, his/her reasons to believe that satisfactory performance can be achieved upon reinstatement, and may submit in writing any relevant supporting data to help elucidate his/her belief that reinstatement is merited.
3. The Committee may also request relevant written data, opinions, recommendations and/or evaluations from any appropriate source that may assist it in reaching a decision.
4. The Committee shall deliberate and reach a decision in private and transmit its advisory written recommendations to the Chair, normally within ten business days from time of appointment unless there is an inability to obtain suitable materials for review. The Chair shall notify the student of his/her decision within one week of receipt of the Committee's report.
5. A student shall be terminated following reinstatement if s/he receives any grade of "B-" or below in class or clinical practicum.
6. Students who do not request reinstatement within the time limits outlined above or who are not reinstated following termination must follow regular procedure for readmission to the Department but may not be readmitted for at least one year after the final grade of "B-" or below has been earned (September admission only).

ASHA STANDARDS

The American Speech-Language Hearing Association (ASHA) has standards for student progress. Information on the current ASHA standards is available online at <http://www.asha.org>. The CSD department has set corresponding requirements for each course included in the Plan of Work. In regard to ASHA standards, the department remediation policy is as follows:

Student remediation to meet ASHA standards must be completed on course topics/objectives for which the student did not demonstrate passing competency in the regular course activities (i.e., earned an 82% or less). Remediation activities will not result in a grade change. Remediation activities will be set by the instructor for each student on a case-by-case basis, and will be documented by the instructor as part of the course evaluation (e.g., the instructor will maintain these records as part of their grade sheet). At the end of every semester, the instructor of each graduate course will notify the advisor and Graduate Officer if any student has not passed remediation activities. A student needing remediation in a particular topic/skill area will be given two opportunities by the instructor to pass remediation. The student has the right to petition the Department Chair to request a third opportunity to pass remediation. In the event that remediation does not lead to competency in a particular area for which ASHA has set a standard, the instructor will place documentation stating which objectives were not met in the course in the student's permanent file and the Graduate Officer will be notified. The department will not approve the student's application for ASHA certification if the student has not passed remediation.

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BOOKS

All Audiology and Speech-Language Pathology textbooks can be purchased from the on-campus Barnes & Noble WSU Bookstore, <https://wayne.bncollege.com/>.

APPLICATION FOR DEGREE

Students must file an application for degree prior to graduation. The term application deadline is the Friday of the 4th week of classes for the term in which the student plans to graduate. The student must apply again if he/she does not meet requirements for graduation in the term of application. Current details about how to apply for the degree are available online at <https://wayne.edu/commencement/apply-for-graduation/>

CAMPUS LIFE/CULTURAL EVENTS

The Student Center Building has several fast-food restaurants for your lunch time breaks. There are also many other restaurants within walking distance around the campus area. Access the following website for more information: <http://www.wayne.edu/culture/>.

STUDENT SUPPORT SERVICES

A variety of services are available to students. Here are a few examples. Study skills assistance may be obtained through the Academic Success program (<http://www.success.wayne.edu>). Other services include Counseling and Psychological Services (<http://www.caps.wayne.edu>) and assistance for disabled students at Student Disability Services (<http://www.studentdisability.wayne.edu>). Please see Appendix A for English Language Policy.

STUDENT CONCERNS AND DUE PROCESS

The Department is interested in receiving input from our students. Concerns about specific courses should first be directed to the instructor of that course. If course-related concerns cannot be resolved with the instructor, they should then be taken to the Chair of the Department.

Other concerns about the program should first be brought to the attention of the student's academic advisor. If the concerns cannot be resolved at this level, they should be taken to the Graduate Officer. Only after these contacts are made will the Chair be involved in the resolution of student concerns. Information about student due process can be obtained at <http://bulletins.wayne.edu/> under General Information, Academic Regulations.

Students who wish to make a complaint against one of the individuals involved in the above process may contact the University Ombuds Office. The office can be contacted directly at (313) 577-3487. Further information about the Ombuds Office is available at <http://www.ombudsman.wayne.edu/>.

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If student concerns are not addressed through the university system, students may go directly to ASHA. Students who feel that a department activity or course may not be compliant with ASHA standards may contact the Council on Academic Accreditation, American Speech-Language-Hearing Association, 2200 Research Boulevard, Rockville, MD 20852, 1-800-638-8255.

ETHICAL PRACTICE AND CONDUCT

ASHA's Code of Ethics can be found at <http://www.asha.org/policy/ET2010-00309.htm>. Students are expected to practice ethically. Ethical practice also includes academic honesty, i.e., not cheating. Ethical conduct includes research honesty. Scientific misconduct (e.g., plagiarism) is not condoned. Wayne State University (WSU) is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment status, educational programs and related activities. The CSD Department supports the equal opportunity policies of the University. The faculty members promote sensitivity to multicultural concerns in the classroom and the clinic. After checking with your instructor, advisor or supervisor, you should feel free to request assistance from the Chair should affirmative action violations occur. You may also consult the University Ombudsperson. The Office of the University Ombudsperson exists to assist students, faculty and staff in solving University related problems. The office is located in room 790 Student Center Building; the phone number 313-577-3487.

ASHA REQUIREMENTS

To be clinically certified by ASHA, an individual must: earn a master's degree (or equivalent if included in doctoral training) in speech-language pathology or a doctoral degree in audiology, meet ASHA's academic and clinical requirements and pass a national examination covering speech-language pathology and audiology. Students in speech pathology must also successfully complete a clinical fellowship year, under the supervision of a certified ASHA member, following graduation. Tracking student success on the PRAXIS exam is required for continued accreditation of the program. For tracking purposes, all students taking the PRAXIS exam should have their official results forwarded to the department by ETS. This is done at the time of the exam registration at no additional charge. Requesting the results later will incur a fee from ETS.

LICENSURE

The State of Michigan requires licensure for Audiologists. The requirements for licensure can be satisfied in two ways: 1) By submitting evidence of completion of the Au.D. degree and a passing score on the Praxis examination for audiology and payment of the required fee to the State of Michigan, or; 2) By submitting evidence of ASHA certification in audiology and payment of the required fee to the State of Michigan. In order to obtain ASHA certification, the graduate must submit to ASHA evidence of completion of the Au.D. degree, evidence of a passing score on the Praxis examination for audiology, an affidavit from the university program that

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the student has completed 1,820 hours of clinical practicum under a supervisor with CCC-A, and payment of the required fee to ASHA. Per the ASHA Code of Ethics, once application has been made to ASHA for certification, students are not permitted to practice audiology (even if already licensed) until the certification process has been completed.

As a result of Public Law 524 in the State of Michigan, any individual practicing as a Speech-Language Pathologist in Michigan must possess a Bureau of Health Care Services license, regardless of practice setting. The requirements for licensure will be partially satisfied by completion of ASHA certification in speech language pathology and payment of the required fee. Further information about the licensure application process is available at <http://www.michigan.gov/healthlicense>.

Students who are considering employment out of state should refer to the website of the American Speech-Language-Hearing Association (ASHA) at www.asha.org for information about licensure requirements.

The State of Michigan also has teacher certification for speech-language pathologists, but, it is not required for speech-language pathologists employed in the schools in Michigan. WSU does not offer a teacher certification program in speech-language pathology. Students interested in teacher certification should speak with the Clinical Coordinator.

The Wayne State University Speech and Language Clinics and the Wayne State University Audiology Clinic, as a part of the Department of Communication Sciences and Disorders, provide students with their initial clinical experiences that relate to Certification Standards for obtaining the Certification of Clinical Competence (CCC) in Speech Language Pathology or Audiology. ASHA Certification Standards are outlined on all course syllabi for AUD and SLP courses. Students graduating from the M.A. Program in Speech-Language Pathology will meet the current ASHA Standards for Clinical Certification in SLP and the State of Michigan Licensure requirements for an Educational Limited License SLP. Canadian residents will also meet the registration requirements for the Canadian Association of Speech Language Pathologist-Ontario (CASLPO) upon their graduation. Individual students who wish to meet State licensure requirements outside of Michigan may do so with early notification to the Clinical Coordinator for Speech-Language Pathology.

PROFESSIONAL ORGANIZATIONS

ASHA

The American Speech-Language-Hearing Association (ASHA, www.asha.org) is a professional organization for speech-language pathologists and audiologists. ASHA renders the following services: certification of members, accreditation of educational programs (WSU is accredited by ASHA), establishment of a code of ethics for members and adjudication of complaints on ethics violations, publication of

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various professional journals, and a formulation of policy and guidelines pertaining to the profession. The ASHA convention is held annually in November and includes many opportunities for student participation.

NSSLHA and WSSLHA

The National Student Speech-Language-Hearing Association (NSSLHA, www.nsslha.org) is associated with ASHA. Dues are less than for regular ASHA members. Dues enable you to receive the NSSLHA Journal, ASHA publications, reduced convention fees, a discount on regular membership and professional liability insurance, and more.

The local students' organization is the Wayne Student Speech-Language-Hearing Association (WSSLHA), which is affiliated with NSSLHA. It is an educational and fund-raising organization for the varied student activities. The student association sponsors a community service event and a spring banquet each year.

MSHA

The Michigan Speech-Language-Hearing Association (MSHA, www.michiganspeechhearing.org) is a state association for speech and language pathologists and audiologists. MSHA holds a convention in the spring. Exhibits, speakers, and short courses are featured.

AAA

The American Academy of Audiology (AAA) is a professional organization for audiologists (<http://www.audiology.org>) with more than 11,000 members. This organization provides a platform for audiologists to join together to provide the highest quality hearing health care service to children and adults. An annual convention is held where students may get the opportunity to present research.

MAC

The Michigan Audiology Coalition (MAC, www.mi-hearing.org) is a state organization for audiologists. MAC holds a state convention, called the Michigan Audiology Coalition Conference, in the fall. Exhibits, speakers, and short courses are featured. The MAC also holds the Michigan Student Leaders in Audiology Meeting in the fall wherein students who demonstrate potential as leaders in the field of audiology are nominated from Au.D. programs in the state to be provided with information on leadership and professional advocacy.

SAA

Our local students' organization is the Wayne State Chapter of the Student Academy of Audiology, which is affiliated with the National Student Academy of Audiology and the American Academy of Audiology. It is an educational and fund-raising organization for varied student activities.

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The Graduate Program in Speech-Language Pathology

A Master of Arts degree is earned upon completion of the masters-level speech-language pathology program.

ADVISORS

Students have been assigned to an academic advisor. Advisors typically schedule individual or small group meetings with advisees throughout the semester. Each student should initiate contact with his or her academic advisor when special needs arise. If a student needs any special assistance, is having academic or personal difficulties affecting performance in school, or needs to access resources within the university, they should make an appointment and discuss the situation with their advisor.

PLAN OF WORK

During the first semester of graduate study, the student and his/her advisor complete a Plan of Work. The form is a chronological listing of courses and credits selected to meet the requirements of a master's degree at Wayne State University. The original and three copies must be signed by the student and faculty advisor and submitted to the department. When approvals are obtained from the Graduate Officer and the College of Liberal Arts and Sciences, the student becomes an official degree candidate. The Graduate Officer will provide the student the approved and signed Plan of Work and it is the student's responsibility to then upload the signed Plan of Work into the CALIPSO system to keep as their plan for graduate study. Students can select Plan A (thesis), Plan B (essay), or Plan C (comprehensive exam) to complete the requirements for a Master's degree in Speech-Language Pathology.

If the Plan of Work is not filed within 12 credit hours, a "Candidacy Hold" is put into effect and a student is prevented from registering for additional courses. The Graduate Officer is the only one who can remove a "hold." The following prerequisite courses cannot be included on the plan of work: SLP 3990, 5080, 5090, 5120, 5310, 5300, 5320, 5360, 6460, 6480, AUD 5400 and 5420. Some students will need to take one or more of these classes in order to meet prerequisites for graduate courses or for certification by the American Speech-Language-Hearing Association (ASHA). Changes to the Plan of Work must be submitted to the advisor on the Change in Plan of Work form available on the College web page.

PLAN A: THESIS

The thesis option is highly recommended for students considering pursuing the PhD. There are two formats. The research format requires original data collection. Appropriate statistical or qualitative analyses should be used. A second option involves the development of theoretical concepts related to a specific area of study. This option differs from the qualitative essay in terms of scope and theoretical perspective, according to the advisor and the student's committee. The thesis committee will consist of three faculty members: the advisor (a CSD research faculty member), at least one other CSD research faculty member, and a third faculty member who can be a CSD faculty member or an outside faculty member (if

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considered appropriate for the topic area). The thesis will require a prospectus; an initial oral presentation of the prospectus to the thesis committee; and a final oral defense meeting with the committee. Successful completion of the thesis will be demonstrated by the signatures of the advisor and committee members on the appropriate forms prepared by the Graduate School. The Publication Manual of the American Psychological Association should be used as a style guide. Students should plan ahead for when their project will need to be completed and defended for a timely graduation.

A student will request an advisor for the thesis. The thesis topic must be developed in consultation with the advisor. Each advisor typically will have no more than four thesis advisees. A student may have to work with someone who was not his/her original choice as thesis advisor. If there is an unresolved conflict between the advisor and a committee member regarding the approval of the essay or thesis, the opposing views will be presented in writing, with the project, to the Chair of the Department for recommendation of a procedure to resolve the difference.

PLAN B: ESSAY

An essay will generally be in one of two formats. The first format consists of an experimental project. Data may have been collected by a secondary source or by the student under supervision of the essay advisor. Descriptive statistics will be acceptable. Alternatively, a faculty member may agree to supervise an essay that consists of an extensive literature review and a reduced amount of data collection or analysis if the topic lends itself to that approach. For both forms of the essay, the student will write a detailed outline under the guidance of an advisor. The advisor and two faculty members will make up the essay committee and all three members must approve this outline and the final essay. If a student works with a part-time faculty member, a full-time WSU faculty member must be the co-advisor. The advisor will place a signed copy of the approved outline in the student's file. A meeting will not have to be held to review the outline or the essay, unless the advisor, a faculty member and/or student feels it is necessary. After the outline has been approved, the student, with the guidance of the advisor, will complete the essay. The student's faculty committee should have at least ten days to read the completed essay. A committee member will not approve the essay until any recommended changes have been addressed (either made or discussed). Successful completion of the essay will be demonstrated by the signature of the advisor on the face page of the essay and on the appropriate forms prepared by the Graduate School. The student must provide one copy of the essay for the Department and one copy for the College of Liberal Arts and Sciences (Room 2155 Old Main). The essay cannot be spiral bound. It must be placed in the type of binder required by the college, as described on the college website. This binder can be purchased at the WSU bookstore. As with the thesis, students should plan ahead for when the essay will need to be completed and reviewed by the committee for a timely graduation.

Plan C: Comprehensive Examination

The comprehensive examination will consist of multiple-choice questions. A student must have earned a 3.0 grade point average prior to taking the examination. Students who fail the examination should discuss possible options for completing graduation requirements with the Graduate Officer.

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PART-TIME STATUS

The masters program in speech-language pathology is designed for full time participation. In special cases (illness, family responsibilities, etc.) students may discuss with their advisor the possibility of enrolling on a part time basis. When this is the case, the student is expected to be enrolled on a regular basis, to participate in all aspects of the program that are feasible, to participate in clinic, and to meet on a regular basis with their advisor. If special circumstances require a student to take a semester off from school, they should discuss this with their advisor. In addition, they should provide the department with a written letter indicating when they plan to return. Students may, according to university policy, initiate a leave of absence. Students failing to enroll for two consecutive semesters may need to re-apply to the department before continuing in graduate study.

For further details of department policy regarding part-time status, please refer to the section above entitled "Department Absence Policy for Graduate Students."

CLINICAL PRACTICUM

Clinical experience is obtained in clinical courses: SLP 6360 Advanced Clinical Practice in Speech-Language Pathology and SLP 7360 Internship in Speech-Language Pathology. Each SLP graduate student must take four semesters of SLP 6360 and achieve a grade of a B or higher to be eligible for SLP 7360.

Internship Program in Speech-Language Pathology: Each graduate student must take one internship (SLP 7360). Prerequisites leading to the internship must be fulfilled.

The coordinator of clinical services determines the grade in the internship. If the student is not progressing satisfactorily in an internship, then either the internship supervisor and/or the University reserve the right to ask the student to terminate the internship before the completion of the term. In this case, a failing grade will be assessed in the course. Further details of practicum requirements and remediation for clinical practicum courses are provided in the current Clinical Practicum Manual.

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The Graduate Program in Audiology

A Doctor of Audiology (Au.D.) degree is earned upon completion of the graduate-level audiology program. The Au.D. program is designed to provide students with the greatest clinical education opportunities available. The clinical and academic curricula are designed to help students meet the credential of licensure and to be consistent with the standards of the Council of Academic Accreditation.

ADVISORS

Advisors are assigned to new students at the beginning of the first semester. The assigned adviser will continue with the same group of students throughout the program.

PLAN OF WORK

The student and his/her advisor complete a Plan of Work after 9 to 12 semester credit hours are earned. The student must have a 3.0 GPA to file. The form is a listing of courses and credits selected to meet the requirements of a graduate degree at Wayne State University. The original must be signed by the student and faculty advisor and submitted to Ms. Andrea Phillips. When approvals are obtained from the Graduate Officer and the College Graduate Office, the student is allowed to continue to register for classes.

OPTION REGARDING ASHA CERTIFICATION REQUIREMENTS

Students have the option of following a clinical curriculum that will lead to certification by the American Speech-Language-Hearing Association (ASHA). This requirement calls for 1,820 hours of clinical training under the supervision of an audiologist who holds ASHA CCC-A. During the fourth year of externship clinical training, students may choose to complete clinical training under a licensed supervisor, who may or may not hold ASHA certification. However, clinical hours that are completed under a supervisor who does not have ASHA certification cannot be counted towards ASHA CCCs.

CANDIDACY

An Au.D. student is eligible to change status from “applicant” to “candidate” after their fourth semester of full-time enrollment in the department (approximately 45 credits earned). Candidate status is determined by a committee made up of members of the WSU Audiology faculty. To pass to candidacy, the student must have a Plan of Work approved by the committee, the Graduate Officer, and the College. The committee also will review the student’s grades and clinical training documentation as follows to determine whether or not the student is making adequate academic and clinical progress in the program:

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1. Academic progress: Adequate performance in this area is assessed by reviewing student transcripts. Students are required to have a “B” average (3.0 GPA) and no more than one grade of “B-” or lower to qualify for candidacy.
2. Clinical Progress: Adequate performance in this area is assessed by reviewing the student’s clinical coursework. Students must have attained no more than one grade of B- or lower to qualify for candidacy (maintain a 3.0 GPA).

It is the student’s responsibility to update those portions of their clinical training documentation that are required by the AuD faculty each semester.

CURRICULUM

The sequence for full-time students entails four years of study. A separate document outlining the curriculum requirements is distributed to the enrolled students upon entering the program. Students are expected to register each semester according to the prescribed course of study.

CAPSTONE RESEARCH PROJECT

All AuD students are required to complete a capstone research project, which includes upon completion: 1) submission of a written document in the form of a research article which could be submitted for publication, and, 2) a poster presentation of this research at the annual student research day and/or as a podium or poster presentation at a state, national, or international meeting. The AuD capstone research project will be started in the winter semester of the second year, and data collection and data analysis must be completed before the student begins the Externship. In rare cases, the Audiology faculty may approve an alternate time line for completion of the capstone project, or may approve presentation of the poster at a scheduled AuD Brown Bag meeting in our department. Completion of the capstone research project is a requirement for graduation from the Doctor of Audiology program.

PART-TIME STATUS

The graduate program in Audiology is designed for full-time participation. If special circumstances require that a student take a semester off from school, he/she should discuss this with the advisor. In addition, he/she should provide the department with a written letter indicating when they plan to return. Students may, according to University policy, initiate a leave of absence. Students failing to enroll for two consecutive semesters may need to re-apply to the department before continuing in graduate study.

For further details of department policy regarding part-time status, please refer to the section above entitled “Department Absence Policy for Graduate Students.”

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COMPREHENSIVE EXAMINATION

The comprehensive examination will consist of multiple-choice questions. A student must have earned a 3.0 grade point average prior to taking the examination. Students who fail the examination should discuss possible options for completing graduation requirements with the Graduate Officer.

NATIONAL EXAMINATION

All 4th-year Au.D. students are required to take the national PRAXIS examination offered by ETS. The test is given at a number of sites. It is recommended that the exam should be taken only after a student earns a minimum of 65 graduate credit hours, but must be taken no later than February 1 of the year in which the student plans to graduate. Passing the PRAXIS exam is a requirement for obtaining ASHA certification and Michigan Licensure. Tracking student success on the PRAXIS exam is required for continued accreditation of the program. For tracking purposes, all students taking the PRAXIS exam should have their official results forwarded to the department by ETS. This is done at the time of the exam registration at no charge. Requesting the results later will incur a fee from ETS.

Students who do not pass the first examination (as specified by the Clinical Certification Board of ASHA) may take it again. Students who fail the exam two times should discuss the options for remedial assistance with their advisor.

AUDIOLOGY CLINICAL PRACTICUM AND INTERNSHIPS

The purpose of clinical assignments is to provide enough experience with a broad range of clinical procedures in a variety of clinical settings to prepare students to be professionally and clinically competent. Details of professional and practicum requirements are described in the Audiology Clinical Handbook.

FOURTH-YEAR EXTERNSHIP

The Doctor of Audiology program at Wayne State University requires that 50, full-time (minimum of 40 hours) weeks of externship time must be completed prior to the end of the Winter semester of the fourth year in order for him/her to have his/her degree conferred at that time.

If a student's externship does not begin at a time that would allow a student to complete the required 50, full-time weeks prior to the end of the Winter semester of the fourth year, and the student wishes to have his/her degree conferred at the end of that semester, he/she must complete a supplemental clinic placement in order to have the externship requirements completed. It is each student's responsibility to contact the external site coordinator to facilitate this supplemental placement and this time may only be accrued after the third year of the program has been successfully completed.

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If a student chooses not to complete the 50, full-time weeks prior to the end of the Winter semester, he/she may participate in the May commencement but will not have his/her degree conferred until the end of the Spring/Summer semester. Additionally, although a student's obligations to the program may be completed, he/she must fulfill the terms of his/her externship contract.

RECORD KEEPING

It is the student's responsibility to keep accurate records related to the academic and clinical program (e.g., academic requirements for ASHA certification and formative assessment documents). The originals of the academic documents are for the Department files. The students should keep copies. The student will keep record of their clinical hours via Typhon. Upon graduation, the student can upload their total clinical hours into an Excel file from Typhon. This will be discussed further in the Professional Orientation course and again prior to clinical practicum assignments.

LAB COATS

Some of the clinical facilities associated with the Department of Communication Sciences and Disorders may require the staff and student clinicians to wear lab coats. It is the responsibility of the student to purchase a lab coat when assigned to one of these facilities.

OUTSIDE EMPLOYMENT

Students shall not provide audiological services of any nature, paid or unpaid, without formal Departmental Approval. Students who already hold the CCC/A are not affected by this policy. Violations of this policy can result in appropriate academic discipline. Outside employment of another nature must not interfere with class or clinical schedules.

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APPENDIX A

Policy for Speaking and Understanding English Department of Communication Disorders and Sciences

Rationale: The ability to speak and to understand speech is a necessary requirement to enter the professions of speech-language pathology and audiology. In order to work effectively with English-speaking clients, practitioners must also be able to correctly perceive and demonstrate the full range of English-language sounds and sound sequences. This policy was established to ensure successful participation in the clinical aspects of each of these graduate programs.

Issue: Students with Accented English

Issue: Students with Speech and/or Language and/or Hearing Difficulties

Additional categories students might belong to:

- Native speakers of an English dialect that differs markedly from Standard American English
- Students with congenital motor problems
- Students who were diagnosed with speech and/or language problems and who continue to exhibit those problems

Policy

- In clinical settings, students must be able to function at or near native-speaker level and have functional hearing at normal conversational levels either with or without the use of aids in terms of:
 - Ability to correctly demonstrate the speech sounds of Standard American English
 - Ability to correctly perceive the speech sounds of Standard American English
 - Ability to understand clients whose speech is disordered
 - Ability to communicate with clients whose perception or cognition is impaired

Evaluation Procedures

- Mechanism for evaluation:
 - The graduate students will already be admitted to the graduate program, and the outcome of the screening will not affect the admission or possible graduation status of any student.
 - A team of M.A. SLP students will administer a speech and hearing screening to incoming AuD and MA students, under the supervision of the Speech-Language Center Director. The Speech-Language Center Director or the Head of the Audiology Clinic will interpret the results and decide if further assessment is warranted.
 - If further evaluation of a specific student's speech or hearing is warranted, the evaluation will be made and recorded by a committee of three full time faculty members selected by the student.
 - If the committee decides remediation is required, the committee must decide upon a remediation program that is acceptable to the student.
 - Students must be able to correctly produce the sounds of English in the following phonetic environments:
 - Vowels and continuant consonants in isolation
 - Single- and multi-syllable words presented in English orthography
 - Consonants in phonotactically legal clusters of English, in real words
- Students must be able to correctly pronounce words which may violate the phonotactic constraints and/or phonological rules of their native language or dialect

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- For example:
 - Produce the word *strike* without inserting vowels between consonants, to break up the word initial cluster and without adding a word-initial vowel
 - Produce words like *backed* and *dogs* without dropping consonants, without converting the final cluster to a sound such as glottal stop, and without changing the voicing, place or manner of the consonants in the cluster
- When words are pronounced incorrectly, students must be able to identify the location(s) of the error(s) and produce the correct sound(s) in isolation and in word context
 - Students must be able to come up with minimal pairs to demonstrate sound differences

APPENDIX B

Eligibility Requirements and Essential Functions Council of Academic Programs in Communication Sciences and Disorders (CAPCSD, 2007)

In order to acquire the knowledge and skills requisite to the practice of speech-language pathology or audiology, to function in a broad variety of clinical situations, and to render a wide spectrum of patient care, individuals must have skills and attributes in five areas: communication, motor, intellectual-cognitive sensory-observational, and behavioral-social. These skills enable a student to meet graduate and professional requirements as measured by state licensure and national certification. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. The starred items (*), however, are skills that are more inherent and should be present when a student begins the program.

The Department of Communication Sciences and Disorders does not consider these “requirements and functions” in their admission process. This list was developed by CAPCSD and our department is a member of this organization. The information presented here is designed to provide students with an understanding of the skills needed to effectively practice as a licensed speech-language pathologist or audiologist.

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COMMUNICATION

A student must possess adequate communication skills to:

- Communicate proficiently in both oral and written English language. (Language to be determined by program.)*
- Possess reading and writing skills sufficient to meet curricular and clinical demands.*
- Perceive and demonstrate appropriate non-verbal communication for culture and context.*
- Modify communication style to meet the communication needs of clients, caregivers, and other persons served. *
- Communicate professionally and intelligibly with patients, colleagues, other healthcare professionals, and community or professional groups.
- Communicate professionally, effectively, and legibly on patient documentation, reports, and scholarly papers required as a part of course work and professional practice.
- Convey information accurately with relevance and cultural sensitivity.

MOTOR

A student must possess adequate motor skills to:

- Sustain necessary physical activity level in required classroom and clinical activities.*
- Respond quickly to provide a safe environment for clients in emergency situations including fire, choking, etc.*
- Access transportation to clinical and academic placements.*
- Participate in classroom and clinical activities for the defined workday.*
- Efficiently manipulate testing and treatment environment and materials without violation of testing protocol and with best therapeutic practice.
- Manipulate patient-utilized equipment (e.g. durable medical equipment to include AAC devices, hearing aids, etc) in a safe manner.
- Access technology for clinical management (i.e. billing, charting, therapy programs, etc.).

INTELLECTUAL/COGNITIVE

A student must possess adequate intellectual and cognitive skills to:

- Comprehend, retain, integrate, synthesize, infer, evaluate and apply written and verbal information sufficient to meet curricular and clinical demands.*
- Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop a treatment plan.
- Solve problems, reason, and make sound clinical judgments in patient assessment, diagnostic and therapeutic plan and implementation.
- Self evaluate, identify, and communicate limits of one's own knowledge and skill to appropriate professional level and be able to identify and utilize resources in order to increase knowledge.
- Utilize detailed written and verbal instruction in order to make unique and dependent decisions.

SENSORY/OBSERVATIONAL

A student must possess adequate sensory skills of vision, hearing, tactile, and smell to:

- Visually and auditorily identify normal and disordered (fluency, articulation, voice, resonance, respiration characteristics, oral and written language in the areas of semantics, pragmatics, syntax, morphology and phonology, hearing and balance disorders, swallowing cognition, social interaction related to communication).
- Identify the need for alternative modalities of communication.
- Visualize and identify anatomic structures.
- Visualize and discriminate imaging findings.

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- Identify and discriminate findings on imaging studies.
- Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
- Recognize when a client's family does or does not understand the clinician's written and or verbal communication.

BEHAVIORAL/ SOCIAL

A student must possess adequate behavioral and social attributes to:

- Display mature empathetic and effective professional relationships by exhibiting compassion, integrity, and concern for others.*
- Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.*
- Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies.*
- Maintain general good physical and mental health and self care in order not to jeopardize the health and safety of self and others in the academic and clinical setting.*
- Adapt to changing and demanding environments (which includes maintaining both professional demeanor and emotional health).
- Manage the use of time effectively to complete professional and technical tasks within realistic time constraints.
- Accept appropriate suggestions and constructive criticism and respond by modification of behaviors.
- Dress appropriately and professionally