

MANUAL OF
POLICIES AND PROCEDURES
GRADUATE STUDIES

Communication Sciences & Disorders

With graduate programs in:

Audiology

Speech-Language Pathology

Idaho State University

Pocatello, Idaho

&

Meridian, Idaho

Revised December 2018

NOTE: Students are responsible for the information contained in this manual, including policies, procedures, procedural and academic graduation requirements, deadlines, and information on ethical behavior. This manual supersedes all prior graduate manuals.

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MANUAL OF POLICIES AND PROCEDURES

GRADUATE STUDIES

Idaho State University

Communication Sciences & Disorders

SECTION A - GENERAL OFFICE PROCEDURES

Special notice for ISU-Meridian students: consult the *ISU Meridian Building / Student Handbook* for information specific to the Meridian campus. This handbook may be found at <https://www.google.com/url?q=http://www2.isu.edu/meridian/PDF/studenthandbook2015.pdf&sa=U&ved=0ahUKEwjf-sPxvMvOAhVL0mMKHdcMCS4QFggEMAA&client=internal-uds-cse&usg=AFQjCNFvVbbpehwf0ZN2WjhRVE8mGQKaeA>

1. Graduate Study Space, Keys, Mailboxes

Students in Meridian may use the adult treatment room or other clinic rooms when they are not scheduled for clinic use. Full-time graduate students in Pocatello are allowed to use the study carrels available in room 313 and the SLP Materials Room of the Speech-Language and Hearing Clinic. Since there are insufficient study spaces for each student, study carrels are available daily on a first-come, first-served basis. A full-time graduate student is one who is enrolled for a minimum of nine (9) graduate credits during the Fall and Spring semesters and five (5) graduate credits for Summer session. Part-time graduate students (including students completing theses, externship/practicum, and/or other requirements) may also use study carrels when available. Graduate student study areas should be treated as professional office space. Keys, access codes and permission to use secure spaces are not to be given to those outside the department. Students' friends and relatives may not use secure space.

In Pocatello, keys will be issued to each graduate student for the main door of the Speech-Language and Hearing Clinic and for the study areas. Contact the Student Records Secretary in room 204 for issuance. Keys will not generally be issued for laboratories, clinic rooms, or the main office. In instances where students are using laboratory space for thesis research or research assistance, a key may be provided if the advisor authorizes it. By accepting a key, students agree not to loan the key to any other person nor duplicate it. The Department reserves the right to hold final stipend checks and/or diplomas of students who fail to return keys or who abuse the key policy. In Meridian, the Bengal Card can be used in the security card swipe to access the building in evenings and/or on Saturdays. The department located in Meridian is not available to students on the weekends or when faculty is not present unless explicit permission has been given by the ISU-Meridian Health Science Center administration.

On the Pocatello Campus, each graduate student is provided a mailbox for U.S. mail and Department messages. For pre-professional students, mailboxes are in the west hall on first floor; for Audiology students in Pocatello, mailboxes are in room 117B; for Speech-Language Pathology students, mailboxes are in room 313. For Meridian graduate students, mailboxes can be found as follows: speech-language pathology student's mailboxes are in the Materials Room; for audiology students, mailboxes are in the Audiology Lab. Since these mailboxes may be the primary means of communication between faculty/staff and students, **IT IS IMPERATIVE TO CHECK YOUR MAILBOX DAILY** for messages. Because U.S. mail is at times delivered to student boxes, the boxes and contents are protected by Federal Law. Other students, faculty and staff may not remove or read materials placed in a student's mailbox.

Posters, pictures, etc., should not be attached to office walls or doors. Tape, thumbtacks, etc., should never be used on any surface in the CSD building on Pocatello or Meridian campuses. Bulletin boards are provided in most offices and/or hallways and should be used for pictures, calendars, etc.

2. Use of Clinical and Laboratory Equipment

The Department owns a significant amount of clinical and research equipment, most of which can be available to students for educational purposes. However, under no circumstances should a student attempt to operate any of this equipment without proper procedural checkout by a faculty member. If a student inadvertently damages a piece of equipment, she/he should immediately report the damage to the advisor.

The Department does not supply digital recorders, CDs/DVDs, or stopwatches to students for clinical practicum use. Students must purchase their own digital recorders, audio/video tapes and stop watches for use in their clinical practicum education experiences. The CSD Department recommends the students purchase a digital audio recording device. When visually recording clinical sessions, students must use digital video recording devices provided by the department in order to comply with HIPAA guidelines. Personal video recording devices are not to be used for clinical recording purposes.

SECTION B - GENERAL OFFICE POLICY

1. Main Office Policies

Because the Office area houses confidential student records, ASHA requires that this area be off-limits to all students. In all cases, the student is expected to ask one of the office staff to obtain a client file or to use the telephone. (See Departmental Manual of Clinic Policies and Procedures for further clarification.) Students can obtain files from the department office staff. The office staff will not type any student papers, letters, reports, graduation forms, etc., nor photocopy any student materials unless related to Clinical/Departmental business and authorized by a faculty member. (A list of available photocopy machines available on campus may be obtained from the student secretary in the main office.)

2. Departmental Library Policy

The Department library in Pocatello is located in the CSD building within the Materials Room. Most of our library holdings represent a memorial collection of books and periodicals donated by the family of the late Dr. Larry Sant, who served as a former chair of the Department of Speech- Language Pathology prior to his passing. Other professionals have also donated considerable materials. These holdings are of considerable monetary and sentimental value and ARE NOT TO BE REMOVED from the Department building. PLEASE use these materials within the Materials Room ONLY.

In Meridian, the department's collection of books and journals may be checked out through the clinic GTA. See the ISU Meridian Student Handbook for procedures regarding use and check out of materials in the library jointly shared with Renaissance High School in the ISU-Meridian building.

3. Inspection of Student Files

In keeping with the Family Educational Rights and Privacy Act (FERPA) of 1974 (PL93-380), the Department has an open file policy with regard to student records. Procedures for gaining access:

- A. Students wishing to review their Departmental folder must request their folder from the Departmental office on either campus. Prior to review of information contained within their student file, the student must submit a written request to the Department Chairperson. Forms for this purpose may be secured from the Departmental office. At the time of the request, the student should indicate on the form those items which she/he wishes to see.
- B. Letters of recommendation or other similar materials contained within a student's folder may not be available for inspection without the written permission of the individual(s) who wrote the item of interest. Forms for requesting permission are available in the Departmental office. Letters of recommendation or other similar material written by faculty and/or staff members of the Department of Communication Sciences & Disorders

must be accompanied by a completed Waiver and Consent form. This form, which is also available in the Departmental office, establishes the student's intent to either waive her/his right of access to confidential statements and recommendations or to retain the right of access to such material. No such material will be in a student's file without a completed Waiver and Consent form.

- C. Requests to inspect materials in a student's folder will require a minimum of 24 hours following the time of the approved request. Students may inspect the approved materials in the Departmental office and, for a small fee, may request the Departmental staff to copy material.

Please do not construe the establishment of the above procedures as an attempt to discourage students from inspecting their Departmental records. Rather, these procedures are simply necessary to insure compliance with the University's policy regarding the inspection of student files and PL93-380.

4. Computer Policies

The word processing and printer facilities in the CSD office are reserved for faculty and staff. Computers and printers are available for Meridian students in the Meridian computer labs and the Materials Room, and for Pocatello students in several computer labs on campus. Computers dedicated to clinic use, i.e. computers dedicated to Electronic Medical Records, may be used for billing purposes and submission of finalized documentation related to client services outside of disruption of clinic functions. In Meridian, computers dedicated to printing of Protected Health Information (PHI) are located in the Materials Room, and in Pocatello, located in the Grad Room and in the Materials Room. PHI may not be printed on either campus outside of these locations. Assigned BOX folders must be used for storing documentation and recordings that include PHI.

For Audiology, there are laptops dedicated for clinic documentation and billing purposes within the EMR, Raintree. The laptops are located in the student room behind locked doors and are only used for Raintree. All clinic documentation is completed within Raintree and on the designated laptops. A printer is available for students to use in the student room or the students can access printers throughout the campus wide computer labs. The EMR laptops are not set-up to print; therefore, students are unable to print documents containing PHI.

SECTION C - DEPARTMENTAL ACADEMIC POLICIES

1. General Information

The graduate curricula in Speech-Language Pathology and Audiology are designed to prepare students for employment as speech-language pathologists, or audiologists in a wide variety of clinical or educational settings. The graduate program has not been designed with one employment emphasis (e.g. public schools, hospitals, etc.). The curricula have been developed in accordance with the academic requirements for certification by the American Speech-Language-Hearing Association (ASHA), and The National Council of Accreditation of Teacher Education (NCATE)/Council for Exceptional Children (CEC). If the student's undergraduate preparation is adequate, completion of this graduate program should fulfill ASHA and NCATE/CEC requirements. The curricula have not been designed to allow a large number of elective courses. This constraint has been necessary to ensure a balanced education and still meet ASHA and NCATE/CEC requirements. Students may sign up for elective and independent studies both within and outside the Department, but this may result in an extended program depending on the number and timing of selected courses. (Current outlines of graduate curricula are available from student advisors or departmental administrative assistants.)

Occasionally, students choose to extend their program of study by enrolling in fewer courses during a semester. In general, the Department is receptive to these requests for curriculum modifications.

However, the student should be aware that any modifications that extend the student's program of study may limit clinic and externship opportunities (for example, ASHA requires that coursework in a given disorder area must be taken prior to or concurrently with actual clinical involvement in that disorder area). In addition, stipend support, if available, cannot be counted on for additional terms in school. Other forms of financial aid, including student loans, may have requirements that are compromised by extending the program. It is the student's responsibility to

be aware of all ramifications of curriculum modification. It is also the student's responsibility to seek out their academic advisor for assistance in identifying an appropriate plan for program extension and submit the required petition to faculty for approval prior to changing their program of study.

A student who withdraws from all classes during a semester, or who chooses not to attend the program for one semester, will be considered to have withdrawn voluntarily from the program. If the student provides documentation of a medical reason for the withdrawal, the student will retain the right to return to the program for up to one full year. Before re-entering the department following medical withdrawal, the student will be required to provide a letter from a health care provider stating that the medical issue has been resolved satisfactorily and that the student is fit for graduate study. A student who withdraws for reasons other than medical necessity, may use the petition process to request a leave of absence for a specified length of time. The faculty will consider the merit of the student's reasons for withdrawal and the potential for the student's eventual success in deciding whether to grant a leave of absence. Any restrictions or conditions for the student's return must be specified when the leave is granted. If approved, the leave of absence will preserve the student's right to return to the program.

In all other cases, a student who voluntarily withdraws from the program will be required to re-apply for admission and will be considered competitively with other applicants at that time.

Other modifications and deviations from the graduate curricula must be approved by the faculty in advance. Students, in conjunction with their academic advisor, may submit a written petition through e-mail or a typed copy to their academic advisor, which will then be considered by faculty for approval. The faculty will try to be flexible when they can, but program standards and considerations are thoroughly discussed before approval.

2. Advising

Each student entering the graduate degree program in Speech-Language Pathology or Audiology will be assigned an academic advisor who will be responsible for reviewing the academic background of the student and recommending an appropriate sequence of courses. Students with justifiable reasons may request a change of academic advisor by submitting a written request to either the Department Chair or the Director of Graduate Studies. The original advisor will be consulted before a change is approved. A thesis advisor will usually become the faculty advisor upon the student's election of the thesis option.

Faculty loads and student's interests will be considered in both the initial assignment and in any change of academic advisor assignment.

Students in the SLP program will receive group advising every semester regarding class registration and course prerequisites, and general information regarding the program (clinical and academic). Attendance to group advising sessions are required; however, if a session is missed for an excused absence, then the student is responsible for watching the group session recording and providing a written summary to the group advisor. Students are required to meet with their individual assigned supervisor if they are assigned low midterm or final grades (B- or below), require a petition, or are having difficulties with program requirements (e.g. meeting graduation requirements, portfolio, or oral exams).

Students in the Audiology program are highly encouraged to meet with an advisor before registering for classes each semester. Only faculty assigned to a course may authorize the release of a registration block. The student should address questions regarding requirements, policies and procedures to the academic advisor first. When necessary, the advisor will be responsible for presenting student petitions to the petitions committee or full faculty. Students must seek out the academic advisor when assistance is needed. Advisors do not call and schedule appointments with the students, but they will be available to the student when the student initiates the scheduling of a meeting.

3. Academic Performance Standards

According to University regulations, no student may be granted a graduate degree who does not have a 3.0 grade

point average upon completion of all academic work (reference ISU Graduate Catalog)). In addition, the Department of Communication Sciences & Disorders will terminate the graduate program of any student who has received grades of “C+” or lower in two or more courses, or if that student’s overall GPA falls below 3.0. Grades for one or more credits of clinical practicum are given equal consideration with grades obtained from academic courses. In individual cases, a more stringent policy of minimum allowable grades may be applied, as in the case of students admitted with performance requirements. If a student’s graduate education is terminated for reasons of poor academic performance, she/he may reapply for admission no sooner than one full semester following the semester of the termination.

4. Prevention and Remediation Policy for Academic Coursework

The Academic Remediation Policy has been created to identify students who are at risk for academic failure and assist them in developing strategies and utilizing resources to increase their potential for success. In addition, this policy meets the ASHA standards requirement for formative assessment.

A. Concerns at Midterm:

1. All faculty submit midterm grades of B- or lower to the department chair.
2. Department chair sees that a list of students and grades are distributed to the faculty.
3. If a student has one (or more) B- in any academic course, the student receives a letter from the Program Director (Audiology or SLP) stating that their performance is in the borderline range. The notice will recommend that the student meet with his/her instructor and/or advisor to identify strategies or resources to improve the grade. The letter will also remind the student of the GPA requirement to stay in the graduate program.
4. If at midterm, a student receives one (or more) grades of C+ or lower, the student will receive a letter of concern from the Program Director (Audiology or SLP). Within one week of receiving the letter, the student is responsible to contact the involved instructor(s) to schedule a meeting. The student must also contact his/her academic advisor to determine if it would be beneficial for said advisor to be involved in the meeting.
The student is expected to: identify possible problems across classes and propose a plan of action that can be taken to improve performance. The instructor will document this meeting in the student’s cumulative file. If necessary, the student will compile the determined plan of action in written form to place in his/her permanent file for future reference by both parties.
5. The instructor reports back to the Program faculty by the next Program meeting as to the student’s disposition and continued recommendations for the current semester.

B. Concerns at end of the Semester:

1. If a student has one (or more) grade(s) of B- or lower in any academic course, the student receives a letter from the Program Director stating that their performance is in the borderline range. The notice will recommend that the student meet with their instructor and/or advisor to identify strategies or resources to improve the grade. The letter will also remind the student of the GPA requirement to stay in the graduate program.
2. If a student receives a C+ or lower, the student will receive a letter of concern from the Program Director. Within one week of the new semester, the student is responsible for contacting the involved instructor and academic advisor to schedule a meeting to complete a plan of action.
The student is expected to: identify possible problems across classes and propose a plan of action that can be used to improve performance. The advisor will document this meeting in the student’s permanent file. The student will compile the determined plan of action in written form to be approved by the Program faculty and filed in his/her permanent file for future reference by both parties. Students are required to demonstrate a plan for meeting the minimum skill/knowledge competencies covered in the course and may potentially do so through completion of additional assignments, projects, tests, etc., which do not impact the final grade received. Depending on the evaluation and recommendations of the course instructor, it may be required that the student retake the course in which they received a C+ or lower. If a C+ or lower is received in clinic, the student must retake this credit of clinic and does not receive credit for the clock hours obtained during the semester in which they received a failing grade. The student will schedule a meeting of the instructor, advisor and department chair at semester midterm of the new semester, to note progress and make additional suggestions per the needs of the student. If the remediation plan is for clinic, the Clinic Director or Clinic Coordinator will be involved in the meeting in

lieu of the department chair unless it is determined that the department chair's presence is warranted.

3. The advisor reports back to the Program as to disposition and continued recommendations for the current semester.

C. Additional Notes:

1. It should be noted that a B-, while deemed a passing grade, is considered to be "at-risk" for failing and should be considered worthy of receiving preventative and supportive attention by the faculty and student themselves.
2. If a student withdraws from a course or clinic to avoid having an unacceptable grade posted, she/he will be required to meet with his/her advisor to determine a plan for re-entry to the program, or program modification. Those who withdraw from clinic before a failing grade is posted, will re-enter clinic on a remediation plan, as outlined in the "Manual of Clinic Policies & Procedures." The documentation from the failed course/clinic will remain in the student's file.
3. It is the responsibility of the student to initiate a service request from the ADA Office in order for a faculty member to make accommodations in a given course. Such accommodations, which may include instructional and assessment aspects of a course, are determined on an individual basis. Students are directed to contact the ADA Office in order to determine if they are eligible for such services: likewise, it is the student's responsibility to keep the ADA Office informed if the remediation policy applies.

5. Graduate Clinic Performance Standards

With the exception of students involved in prerequisite coursework, all full-time graduate students, in SLP or Audiology, are required to be involved in clinic during each semester in which they are enrolled, unless a modified program of study has been approved by the faculty through the petitioning process. Graduate students in SLP or Audiology deemed by the faculty not to have made satisfactory progress in the acquisition of clinical skills may be required to enroll for further credits in CSD 6602, 6603, 6604, 6605, 6606, 7705, or 8805 in addition to the minimum number of credits required of all students.

Students in the SLP Program who do not complete their oral exam and externship within the intended final semester of their program (as defined in their Program of Study) will need to take one (1) credit of CSD 6604 Off-Campus Clinical Practicum starting the following semester (Fall semester if it is a typical Program of Study). The potential timeline for completion of orals will be determined by the committee overseeing the student's Capstone Project, Thesis, or Master's Paper in addition to the student and student's academic advisor. This will be determined prior to the drop/add date so the student can register for the necessary credit and complete the practicum placement before the end of the semester. A credit of CSD 6604 will need to be taken for every subsequent semester (up to three semesters) until orals are scheduled and the 8-week full-time clinical externship can be completed. If the student is unable to complete their orals within this timeline, having taken three semesters of CSD 6604, they will need to submit a petition to the Petitions Committee outlining their updated plan for completion. This plan will need to be approved by the Petitions Committee or full-program faculty in order for the student to continue in the program. At that time, faculty may identify further requirements that must be completed, such as retaking coursework, completing projects demonstrating clinical competency (e.g. Simucase), and/or continue taking CSD 6604 credits until orals are completed. These items would be required to ensure that the student is up-to-date on current evidence-based practice to meet ASHA standards. If at any point the student does not register for the required clinical credit during their program extension, this will be considered voluntary withdrawal from the program. Students extending their program are required to send a written update regarding their progress and timeline for completion of the program every fall and spring semester until their program is complete. If the student at any point does not initiate this contact with their academic advisor during a single semester (fall or spring, not summer) prior to completion of their oral exam and externship, this will also be considered voluntary withdrawal from the program.

The Department has established a policy on clinical probation to be followed when a student demonstrates unsatisfactory performance in clinical practicum that warrants special attention. This policy is contained in the "Manual of Clinic Policies & Procedures," and all students should be familiar with its contents.

6. CSD Standards of Professional Conduct

The Idaho State University Department of Communication Sciences & Disorders strives to promote professionalism among students as it fosters an environment committed to excellence in education and the practice of speech-language pathology. The professions of Speech-Language Pathology, Audiology and Sign Language Interpreting require adherence to impeccable ethical standards. Students represent the university and department as well as their future professions and are expected to act with honor and integrity at all times, including times in the classroom, in clinical practice settings, and in the community, as well as in all written and oral communication. Students are expected to demonstrate respect towards faculty members and their fellow students, thereby creating an environment conducive to learning. Any form of academic or professional misconduct violates the standards expected of students.

Students in the CSD Programs represent the Department and University as well as their respective professions. Students are expected to act in a professional manner while in class, and in clinical settings on-campus and off-campus. Unprofessional behavior may result in students being placed on probation, receiving a failing grade in class or clinic, or being expelled from the program. Professional behavior includes dress, communication, and actions. Profanity, aggressive communication styles, and/or disrespectful behavior are strictly forbidden. Unprofessional, disruptive, and/or inappropriate behavior will not be tolerated. Consistent with the University policy on disruptive behavior, preceptors/supervisors and instructors may impose sanctions in cases of disruptive behavior.

Students will be held accountable for standards regarding professional and ethical behavior specified in the Communication Sciences and Disorders SLP Clinic Manual and the Idaho State University Student Handbook, which are updated regularly. Depending on the offense, any violations of professional or ethical behavior standards may result in probation, a failing grade, and/or expulsion from the program. A consensus of clinical and academic faculty will be reached regarding the consequence for the behavior. Instructors', supervisors', and advisors' input will be considered in the process of determining the consequence for the behavior.

Qualities that constitute professional and ethical behavior that are expected of students include:

- Be consistent
- Be prepared
- Be punctual
- Be respectful to students, instructors, staff, clients, and other professionals
- Embrace teamwork
- Have effective interpersonal skills
- Respect the contribution of professionalism to client care
- Be positively responsive to feedback
- Promote trust
- Be a positive role model
- Maintain a professional appearance
- Be accountable
- Be open minded and flexible
- Be empathetic towards others
- Be culturally sensitive
- Follow all HIPAA regulations consistently

A. Sanctions for Unprofessional Conduct

1. The Department of Communication Sciences and Disorders takes seriously any ethical violations. If a student has violated an ASHA *Code of Ethics* standard, violated HIPAA guidelines, engaged in academic misconduct, or demonstrated inappropriate professional behavior, the following process will be followed:
2. There will be a meeting of the relevant course instructor, clinical supervisor, or advisor with the student. During this meeting, the faculty member will share with the student the concern about the ethical violation.

3. If the ethical violation warrants more consideration, a sub-committee meeting will be held. Typically, the faculty advisor, department chairperson, and one additional faculty member appointed by the department chair will meet to discuss the case and to ascertain what consequences are necessitated. The student will be able to respond to questions and share his or her perspective during this meeting.
4. If the sub-committee of faculty, upon review of the case details and facts, deems the ethical violation to be serious enough to warrant dismissal from the program, the entire program faculty will meet to ascertain the decision to dismiss. The departmental faculty will meet to determine the consequence of the unethical behavior. A decision to dismiss a student must be agreed upon by the majority of Graduate Faculty in the department before taking effect, in accordance with Graduate School policy. If repeated offenses of inappropriate behavior are observed, this will also be taken into consideration in determination of consequences.
5. If the student is dismissed, the typical university procedures for appealing a dismissal will be in effect. Refer to “Appeal of Grade or Dismissal” at <http://www.isu.edu/graduate>. Instances of unprofessional and/or unethical behavior, notes of official meetings addressing these instances, and the ultimate decision regarding consequences for the behavior(s) will be documented in the student’s academic file.

B. Other Professional Conduct:

In addition to classroom conduct, there are standards for office etiquette that show respect, as well as support FERPA privacy requirements of the university. Students are not to enter instructor offices without permission of the instructor. Do not enter offices to drop off assignments, etc. when the instructor is not present. If there is no response to a knock, assume the instructor is absent or not available (i.e. on the phone, in a meeting, or otherwise indisposed), and attempt to reach the instructor at a later time or leave what you have for the instructor in the main office.

C. Attendance Expectations:

In the Department of Communication Sciences & Disorders attendance policies are set by individual course instructors; however, regular attendance and participation in all classes and labs is expected (see syllabus for individual course policy regarding attendance). Students are ultimately responsible for any information covered in classes that they miss.

D. A/V Recordings of Courses:

1. For courses that are offered via distance learning, information *may* be made up by viewing recordings of classes missed. Students are held responsible for understanding and adhering to an individual Instructor’s policy for requesting a recording of a class.
2. It is *not* the policy of CSD to allow a student to use recordings of classes on a long-term or multiple instance basis. Students are expected to attend and participate in class at the scheduled class time. Video encoding may be offered as a means of making up information for the occasional missed class, but not to accommodate work schedules, accommodate bus or other commuting schedules, allow for a reduced number of commuting days, or to accommodate ongoing typical family constraints (e.g. children’s school schedules, spouse’s work schedule, etc.).
3. At the discretion of an individual instructor, a class recording may be allowed for a period of up to two weeks for temporary constraints that have been placed on a student. This is not an assumed policy. A student must make arrangements with the course instructor. Some courses are not conducive to video review, and, in order to protect the student’s best interest, this decision is left to the discretion of the instructor.
4. To request recording of a course on a regular basis (i.e. more than two weeks of class or for more than two non-consecutive class periods), a student must file a petition. This petition will be submitted to the Director of the appropriate Program (i.e. Audiology or Speech-Language Pathology) for a decision to be made by faculty at the Program level. Petitions can be obtained at the student services window in the CSD office.
5. A petition to view class recordings on a consistent basis will only be approved in extraordinary circumstances, and if recorded course viewing is appropriate for the learning needs of the course being petitioned. Additional requirements in conjunction with viewing recordings may be required by the instructor (e.g. turning in outlines of notes taken from the viewing of tapes).
6. CSD faculty support Distance Learning approaches to teaching, since they provide opportunities for

educational outreach to multiple geographic locations. Distance Learning venues are not simply recorded or televised venues for learning, but involve completing specifically designed online activities or attending live classes to allow for active learning through participation and live discussion. Approval of a petition to permit recording of a course on a regular basis will be the exception, rather than the rule.

E. General Dress and Department:

Since the Department maintains a speech-language and hearing clinic, students are expected to dress and behave in a professional manner at all times, even when not directly involved in clinical duties.

7. SLP Graduate Program Guidelines

All students in the Masters SLP program must complete a Professional Portfolio; requirements are outlined in Appendix B. The Professional Portfolio will serve as a measure of active engagement in the following areas:

- Professionally-related service,
- Continuing Education,
- Advocacy, and
- Preparation for professional employment.

In addition to the Professional Portfolio, students in the Masters SLP program will choose to complete either a Thesis or a Capstone Project.

Students who consider a thesis should assess their ability to analyze and integrate technical information, confidently manage abstract concepts and thinking, and comfortably write clinically and professionally. The student should then meet with their academic advisor to discuss and receive counsel regarding their ability to complete a thesis, taking into considering time commitment, flexibility and time management skills, and the student's evaluation of the components listed above. Upon commitment to the thesis option, the student must obtain permission from the academic faculty member that will serve as the thesis advisor. This permission must be obtained before enrolling in thesis credits. The thesis advisor may require preparation of a written proposal prior to granting approval to complete the intended thesis. This proposal would be an opportunity to clearly define the area of inquiry, as well as demonstrate the student's commitment to the thesis process. In the event that a student who has a thesis in progress decides to change to the non-thesis option, the student must obtain permission of the thesis director and petition the School of Graduate Studies to convert thesis credits to Independent Study/Masters Paper credits and take an elective course.

Students who are approved to do a thesis will participate in a comprehensive oral examination in defense of their thesis. Further requirements for completing a thesis are outlined below.

Students who choose a Capstone Project will be responsible for researching and presenting a case study and participating in a comprehensive oral examination. Further requirements for completion of the Capstone Project are provided in Appendix C.

Requirements for completing a comprehensive oral examination are provided in Appendix D.

8. Written Examinations

For Students in the Doctoral of Audiology Program

The written summative examination process is the method of assessing whether the student has attained sufficient knowledge of the discipline and supporting fields in order to undertake independent practice. This process will include two components; a program-based written summative knowledge inventory and a national examination called the Audiology Praxis examination. See Appendix GM5 for the guidelines.

A. Written Summative Knowledge Inventory and Seminar

A written summative examination will be administered during the fall semester of the third year. The examination will be given as a requirement of a topical seminar designed to guide and assist students in preparation for both the written summative examination and the national Audiology Praxis Examination. The audiology faculty will create the topical seminar and the written examination. Successful completion of the written summative examination will be required to earn a satisfactory grade in the seminar. Any area not passed on the written summative examination will require remediation. The specifics of remediation will be detailed in the seminar syllabus. A re-evaluation of non-passed areas may include oral examination as a part of the oral defense for the Capstone Project.

B. Audiology Praxis Examination

The Audiology Praxis Examination is used in part to fulfill the summative examination requirement. Students may complete this examination at the end of the first semester of the third year at the earliest and must have successfully completed the Audiology Praxis Examination prior to beginning the 4th year experience. Students must meet national passing standards.

For Students in the Master of Speech-Language Pathology

The written comprehensive examination in speech-language pathology is the completion of a Professional Portfolio, and either a Thesis or a Capstone Project. The completion of the Professional Portfolio will assist the student in developing skills in the areas of service, continuing education, advocacy, and professional employment. The purpose of the Capstone Project option is to assess the student's ability to clinically evaluate a specific case, present information within a written handout related to diagnosis, assessment, treatment, evidence-based practice, and other information pertinent to the case study (e.g., interprofessional opportunities, client advocacy, etc.). The purpose of the Thesis option is to assess the student's ability to assimilate technical information, deal with abstract concepts and thinking related to his/her chosen topic and the scientific method, and to write a clear concise research paper. Under extenuating circumstances, at the discretion of the Department Chair, a student in Speech-Language Pathology may complete a Master's paper in lieu of a Thesis or Capstone Project; the student will also be required to complete an elective course and the Professional Portfolio. Format of the Master's paper is to be in accordance with instructions contained in the Guidelines for Preparation of Master's Paper given in Appendix E.

9. Oral Examination for Non-Thesis Students

Speech Language Pathology

Students may schedule oral examinations upon successful completion of the Professional Portfolio. The oral comprehensive exam is generally scheduled during the student's final spring semester and can be scheduled once the Professional Portfolio has been signed off by a member of the student's Orals Committee. Case study handouts are to be submitted to the committee two weeks prior to the scheduled oral examination. The oral examination includes a 15 to 20 minute presentation of the student's chosen case study and a minimum of 70 minutes (hour and a half total) of questions related to the case study as well as general questions regarding various areas within the scope of practice of speech-language pathology. If the student passes the oral examination, the graduate degree will be granted upon completion of all remaining academic and clinical requirements. Failed oral examinations may be repeated one time at the discretion of the orals examination committee. The date of the oral examination retake will be determined by the examination committee (see Oral Examination Policy in Appendix D).

Audiology

Audiology students must complete a Capstone Project. Guidelines for the project are given within the Audiology Program and Clinic Manual as Appendix GM6.

The Oral Defense of the Capstone Project may be scheduled after the written portion of the project has been approved by the project director as being in its final form, and the student has completed the written summative examination. The oral defense of the Capstone Project is generally scheduled during the 3rd year spring semester. However, if remediation is required following the written summative examination, the remediation process must be satisfactorily completed prior to scheduling the oral

defense of the capstone project. During the oral defense of the project, examination questions for any of the remediation areas of the written summative examination may be included as a part of the oral defense. If the student passes the oral defense, the graduate degree will be granted upon completion of all remaining academic and clinical requirements. In the event that the student fails the oral defense, the committee, with input from the audiology faculty, will determine the course of action which could include termination of graduate study without granting of the degree. Failed oral defense may be repeated one time at the discretion of the orals defense committee. The date of the oral defense retake will be determined by the examination committee. (See Oral Examination Policy in APPENDIX GM1 of the Audiology Program and Clinic Manual.)

10. The Master's Thesis

All students who elect the Thesis option must prepare a thesis prospectus under the guidance of the thesis advisor. The format is generally left to the discretion of the advisor and should include at least the following information: review of literature; statement of the problem(s); and research design including subjects, instrumentation, procedures, and methods of data analyses. These sections should be sufficiently complete to permit the committee, which includes a Graduate Faculty Representative, to make an adequate judgment of strengths and weaknesses of the design. When the prospectus is completed, the thesis advisor will convene a meeting of the student's committee. A copy of the prospectus must be provided to all committee members at least 2 weeks prior to the prospectus meeting. The committee meeting will be for the purpose of evaluating the design of the study and indicating areas of needed improvement. The suggestions of the committee are to be taken under advisement by the student and his/her thesis advisor. The committee must approve the prospectus before the student proceeds with the project.

The thesis is then to be completed following the guidelines established by the Graduate School (thesis guidelines are included in A Manual for Preparing Theses and Dissertations available from the Graduate School). The 6th edition of the Publication Manual of the American Psychological Association (available in the ISU Library and the CSD department office) is the currently accepted style manual for publications in the area of speech, language, and hearing and applies to theses from the Department of Communication Sciences & Disorders. An electronic copy of the completed thesis must be submitted to the Graduate School, the Department Chair, the thesis advisor, and other committee members if requested.

11. Oral Examination for Thesis Students (See Appendix D)

When the thesis is completed, an oral examination should be scheduled and a copy is to be submitted to each of the committee members at least 2 weeks prior to the scheduled oral examination date to permit thorough reading. In addition, the Graduate School requires that all oral exams be scheduled at least two weeks prior to the end of the semester in which the student expects to graduate. The oral examination will provide the student with an opportunity to defend the thesis. The oral examination includes a 20-60 minute presentation of the student's thesis and a minimum of 60 minutes of questions (2 hour total) related to the thesis as well as general questions regarding various content areas within the scope of practice of speech-language pathology. The committee will then determine if the student has passed or failed. At the discretion of the committee, conditions may be placed on the student ranging from minor typographical corrections to more substantive alterations. It should be remembered, however, that if the committee approved the prospectus and the student is faithful in following that design, it would be unfair for the faculty to fail the student for what later may appear to be design errors. From successful defense, the student will have 2 weeks to make appropriate edits and submit an approved completed thesis to the Graduate School, where additional revisions (formatting) may be required. A student may successfully defend his/her thesis and still fail the oral examination, if general questions related to the scope and practice of Speech-Language Pathology are not answered sufficiently. If the student passes the oral examination, the graduate degree will be granted upon completion of all remaining academic and clinical requirements. Failed oral examinations may be repeated one time at the discretion of the oral examination committee. The date of the oral examination retake will be determined by the examination committee (see Oral Examination Policy in Appendix D).

12. Master's Paper/Clinical Project

Audiology students must complete a Capstone Project. Guidelines for the project are given in Appendix E.

Under extenuating circumstances, at the discretion of the Department Chair, a student in speech language pathology may complete a Master's paper in lieu of a thesis or Capstone Project. The student will also be required to complete an elective course. Format of the Master's paper is to be in accordance with instructions contained in the Guidelines for Preparation of Master's Paper given in Appendix F.

13. Programs of Study, Application for Graduation, and Diploma Fee

One semester before intended semester of graduation, a Program of Study must be filed with the Graduate School. The department student administrative assistant will prepare a Program of Study for each student. This Program of Study should be reviewed with great care under the guidance of the student's advisor and with the assistance from the department student administrative assistant. The Program of Study specifies the coursework to be completed for the degree, as well as other pertinent information. See samples in Appendix G. It requires approval, by signature, of the student, the student's advisor, SLP Program Director, Dean of the Division of Health Sciences, and Dean of the Graduate School.

The student will be held responsible at graduation time for what is on this Program of Study. The Graduate School clears students for graduation by comparing the Program of Study with student transcripts (they must agree). After submitting a Program of Study, students are strongly advised to refer to it frequently to make sure they are on track. If changes should need to be made to the Program of Study, it is very important that the department student administrative assistant and the SLP Program Director be notified at once so the necessary paperwork can be submitted to the Graduate School.

Also during the semester prior to the intended semester of graduation (for example, during the Spring semester for intended August graduation), all students must (a) file an Application of Graduation with the Graduate School, and (b) pay a diploma fee to the Registrar's Office. *NOTE: Late filing of either of these documents may delay your graduation until the following semester.* (Departmental due dates for applications for graduation and programs of study are given in Appendix H of this manual. A summary of this and other deadlines is shown as Appendix H.)

14. Externship/Off-Campus Clinic (Speech-Language Pathology and Audiology Students)

As a final training phase, extensive practicum experiences provide opportunities for each student to refine and expand basic clinical skills by participating in a supervised, full-time work experience in a professional setting. For Audiology students, this is a series of clinical placements in the final two year of the program. For Speech-Language Pathology students, this is an 8-week externship. The objective of the experience is to facilitate each clinician's transition from student in training to competent professional; consequently, all graduate coursework, and either (a) comprehensive written and oral examinations, or (b) Master's thesis and oral defense must be completed prior to the start of the externship. Any exception to this policy must be approved by the faculty.

Graduate students need to begin consideration of externship placements during the first year of their graduate program. Discussions with advisors, other faculty and professionals in the field may assist in the consideration of the various placement options and selection of specific sites. Serious investigation, consideration, and possibly visitations of sites should begin in the summer prior to the second year. The externship coordinator will hold a meeting with all graduate students in the fall semester of the second graduate year. For the SLP online cohort this meeting will take place in the summer prior to the start of the third year. At that time, the process of finalization of placements will begin. Students are responsible for meeting deadlines and completion of information required in the externship process. The clinic director and online coordinator will coordinate and finalize externship placements for all SLP graduate students.

15. Timing of Master's Thesis and Externship

The Master's thesis is to be completed before the student begins the clinical externship (section B-13). When exceptions to this policy are recommended by the Master's thesis director, the faculty reserves the right to approve/disapprove the beginning of the externship contingent on satisfactory progress on the Master's thesis and/or other Departmental requirements.

As a step leading towards satisfactory completion of this requirement, each student must have submitted a "program of study" by the date that the Externship application is finalized. (See Appendix G and *Manual of Externship Policies and Procedures*.) For students in Speech-Language Pathology, this plan of study would include the required elective credits. In addition, students who have chosen the thesis option must have an approved prospectus by this application date.

16. Graduate Teaching Assistant Evaluation Policy

Graduate Assistant positions are generally considered to be the most desirable form of financial aid. These positions serve dual purposes: to provide a valuable opportunity to the students who serve in these positions and to support the department with necessary work tasks. Students are awarded these positions on the basis of their past achievements, and therefore a student is right to feel honored if offered an assistantship. The faculty must try to select students who will contribute to the department by completing assigned tasks with quality work and who will demonstrate a commitment to assisting the department. Procedures for evaluating Graduate Assistants are in Appendix J.

17. Procedures to be used for Appeals by Graduate Students

Graduate students who wish to appeal either a grade or dismissal from the graduate program must follow the procedures established by the Graduate School.

(<http://coursecat.isu.edu/graduate/generalinfoandpolicies/appealsanddismissals/>)

18. Ethical Practices and Academic Dishonesty

Acts of academic dishonesty are predictors of future unethical behavior. The student who plagiarizes on papers or lies to supervisors is not only losing the full benefit of instruction but is going down a path that leads to unethical professional behavior. The ASHA Code of Ethics may be found online at <http://www.asha.org/Code-of-Ethics/>.

Acts of academic dishonesty that are detected will be dealt with to the maximum extent allowed by University policy. Such acts include, but are not limited to: plagiarism; cheating on tests or assignments; lying to supervisors, instructors, clients, or parents; and deliberate or continued abuse of Department/Clinic policies and procedures. Students should be familiar with the content of the academic integrity tutorial available on the Library webpage at <http://www.isu.edu/library/research/ait/aitsitemap.html>. The University policy on academic dishonesty is available at www.isu.edu/fs-handbook/part6/6_9/6_9.html. Copies of the University Guidelines on Academic Dishonesty, and the ASHA Code of Ethics are available in the main office.

19. Grievance and Due Process Procedures

If, during a student's studies within the Department of Communication Sciences & Disorders, they feel the need to express a grievance, there are a number of avenues available to the student. Should they not feel comfortable approaching their faculty advisor with situations or problems, they are welcome to discuss problems with the Chair of the Department. In consultation with the student and in light of University policy, a course of action will be identified to address the student's concerns. Students are encouraged to consult the Graduate Catalog. The Speech-Language Pathology and Audiology Programs are accredited through the Council on Academic Accreditation (CAA) of the American Speech-Language Hearing Association (ASHA). The CAA is responsible for ensuring that the Department of Communication Sciences & Disorders meets the academic and clinical standards set by ASHA, and should be viewed as an advocate for students. Students should feel free to contact the CAA office if they have concerns about the program. The CAA may be contacted by phone (301-296-5766) or by mail (ASHA National Office, 2200 Research Boulevard, Rockville, MD 20850-3289). Information concerning CAA function may be found at www.capcsd.org.

APPENDIX A

Idaho State University

Department of Communication Sciences & Disorders

WRITTEN KNOWLEDGE INVENTORY DOCTOR OF AUDIOLOGY PROGRAM

Description

The Doctor of Audiology program uses a combination of both formative and summative examinations to monitor progress as well as assess whether or not the student has developed a sufficient knowledge-base and the necessary audiology skills for practice. Formative assessments are completed periodically throughout the course of the program in the form of final examinations, skill assessment modules (SAM), clinic and externship evaluations, and periodic written and presentation assignments.

The written summative knowledge inventory process our the method of assessing whether the student has attained sufficient knowledge of the discipline and supporting fields in order to undertake independent practice. This process includes two components; a program-based written summative inventory and a national examination called the Audiology Praxis examination. A written summative inventory is administered during the fall semester of the third year. The examination is given as a requirement of a topical seminar designed to guide and assist students in preparation for both the written summative inventory and the national Audiology Praxis Examination. Successful completion of the written summative knowledge inventory is required to earn a satisfactory grade in the seminar.

Process of Written Exam: Students enroll in CSD 6692 in the fall semester of the third year. The course is a self-guided review of all of the coursework required to earn a doctorate of audiology degree from Idaho State University. Each week students review academic materials, complete readings, and take quizzes. In each review section there are two to three multiple choice quizzes. Quizzes from at least 5 review sections must be complete by midterm (*typically the second week in October*). All quizzes within the 10 review sections must be complete one week prior to the scheduled summative knowledge inventory. Quizzes are closed book. Students complete the quizzes on an individual basis and do not share information about test material with fellow classmates.

All students complete the knowledge inventory examination at the scheduled time (typically the first Monday following Fall Break). The knowledge inventory examination is a timed and proctored exam consisting of 120 multiple choice questions. The audiology faculty reserves the right to modify and/or change the specific format of the exam. Students are notified of any changes prior to administration of the exam.

If required, remediation is initiated following the completion of the knowledge inventory examination.

Remediation and Oral Component

Remediation following the knowledge inventory examination is defined as follows: Each content area of the knowledge inventory is evaluated independently. Any content area where the student earns 50% or lower is subject to remediation. The student is required to meet with the instructor for each content area that meets remediation standards to review the content as facilitated by the instructor. Oral remediation occurs during the oral defense of the student's capstone project. At least one question from each content area that meets

remediation standards is posed to the student directly following the oral defense of the capstone project. If students answer the questions to the satisfaction of the oral defense committee remediation is deemed successful. If students fail to answer the questions to the satisfaction of the oral defense committee remediation is deemed unsuccessful and students may be required to retake courses, retake the knowledge inventory examination, and/or be removed from the program, as determined by the audiology faculty.

Timing

The curriculum for the doctoral degree in audiology is set such that the majority of the content knowledge areas are completed in the first 24 months of the student's degree program. The majority of the audiology skill development occurs in the final 24 months of the degree program. As such, the students generally complete the summative knowledge inventory in the fall of the 3rd year. The oral comprehensive evaluation component, if needed, is completed in combination with the presentation and defense of their clinical project, typically in the spring of the 3rd year.

Summative Evaluation Performance: Process and Consequence

Students must successfully complete the knowledge inventory, remediate any content areas, and pass the Praxis, according to the current standards for the Clinical Certificate of Competence in Audiology. If a student does not achieve a passing score on the Praxis, the student is required to prepare and retake the examination. Failure to achieve a passing score on the second attempt will initiate a full review of the students' performance in the program and could result in outcomes ranging from a modification of the course of study, to dismissal from the audiology degree program. Students will not be allowed to proceed or begin their 4th year clinical externship until the students have successfully completed both parts the summative evaluation process.

APPENDIX B

Revised August 2018

Idaho State University

Department of Communication Sciences & Disorders

PROFESSIONAL PORTFOLIO EXAMINATION POLICY SPEECH- LANGUAGE PATHOLOGY

****Students that began the program prior to August 2018 should refer to the last manual for information regarding Portfolio and Oral Exam requirements.**

General Purpose

The Professional Portfolio Examination is an experience designed to guide the Master's candidate in the completion of degree requirements and the transition to a professional career. While successful completion of academic courses and varied clinical practicum experiences develop specific knowledge and application skills, completion of the Professional Portfolio Examination enhances the graduate program by focusing broadly on preparation to begin the professional career. The candidate has the opportunity to demonstrate special preparation for a particular work setting or clinical population. The requirements of the Professional Portfolio address aspects of preparation that supersede the boundaries of specific classes and clinical assignments. Planning for completion of the Professional Portfolio should take place throughout the Master's degree program.

Specific Professional Portfolio requirements, methods, and approval criteria are detailed in a following section.

Administration

All Speech-Language Pathology Program faculty will be involved in evaluating candidate Professional Portfolios. Candidates must document both the progress towards completion and the completion of their Professional Portfolio by obtaining signatures from two faculty members; one to approve progress and one to approve completion. Candidates are advised to consult with faculty members assigned to their Capstone/Thesis Committee as they work towards completion of their Professional Portfolio.

Evaluation

When submitting the completed Professional Portfolio, candidates should present all materials to their designated Orals Committee member. During the first meeting, the Orals Committee member will determine if the candidate is proceeding according to plan to complete the Professional Portfolio deadline, as well as sign-off on progress towards completion of Professional Portfolio. If Orals Committee Members, at any time, determine that requirements for completion of the Professional Portfolio are not being met, then the candidate will be given feedback according to the Professional Portfolio Scoring Form and a remediation plan will be developed.

Documentation of activities is required for completion of the Professional Portfolio. Some flexibility will be necessary, and guidance will be provided by approving faculty. In general, photocopies or scans of documents proving participation are expected (e.g., receipt for attendance at a conference or sign-up sheet for volunteer activities). For activities that are supervised (e.g., participation in team meetings), a brief statement of the candidate's participation with the signature of the supervisor should be submitted.

For all participation activities (e.g., advocacy activities), the candidate should submit a detailed description of what was done (including dates, time, location, etc.), and a brief commentary on the relevance and value of that activity.

Time Frame

The faculty will orient students to the Professional Portfolio Examination within the first month of the fall semester of their first year of study. Students are advised to plan early for completion of components of the Professional Portfolio.

The candidate should make an appointment with their designated Orals Committee Member by the midterm of fall semester in the second year. This meeting is to monitor the progress towards completion of the Professional Portfolio. If progress is being made, then the Committee Member will sign-off on the Professional Portfolio Score Form. The completed Professional Portfolio, along with the Professional Portfolio Score Form is to be submitted to the second Orals Committee Member by the first week of classes, during the spring semester of the second year, or the semester immediately prior to their externship if the student is on a modified Program of Study. Delay of submission of these items to the Orals Committee Members at the designated times could possibly delay graduation.

Submission of Comprehensive Portfolio Examination

Candidates should submit to the Speech-Language Pathology Program one electronic version of the Professional Portfolio, including the signed Professional Portfolio Scoring Form, once all the requirements have been met. An electronic copy including signed Professional Portfolio Scoring Form, is also submitted by the student to each Orals Committee member two weeks prior to the scheduled oral examination. The electronic copy will be placed in the student's department file.

Specific Professional Portfolio Requirements

Candidates will complete the following requirements to demonstrate professional skills in the areas of service, continuing education, advocacy and resume writing.

- **Service-Related Activities** – The Masters candidate will demonstrate potential for leadership through participation in service activities related to the profession of speech-language pathology.
 - Students will complete 10 or more hours of service-related activities by completing one or more of the following:
 - 1) Volunteer service at skilled-nursing facility, hospital, school or community group;
 - 2) Participation in professional-related activities, i.e., a career or student fair where handouts are given about the profession of SLP, NSSLHA events/activities, activities focused on increasing awareness of communication disorders, i.e., communication walks for awareness of a disability.

- **Continuing Education Hours** – The Masters candidate will demonstrate participation in continuing education activities related to the profession of speech-language pathology..
 - Students will complete 2.0 CEUs (20 hours) to meet the continuing education requirement. Demonstration of completion will be indicated by a Certificate of Attendance for each CEU event/activity. Only 0.5 CEUS (5 hours) can be completed through an online activity.
 - Continuing education hours can be obtained through the following activities:
 - 1) Student completes a poster presentation at a faculty approved peer reviewed conference or workshop (worth 1 CEU/10 hours);
 - 2) Attendance at an ASHA approved regional, state, national, or international conference;
 - 3) Attendance at local continuing education workshops related to the profession of speech-language pathology;
 - 4) Completion of employer sponsored training/CEU events relevant to a clinical population(s);
 - 5) Completion of ASHA approved* online CEU modules (not including self-study modules). Please note that if an online CEU module is not ASHA approved, the student must get Tier 2 Academic Advisor approval prior to attending.

- **Advocacy Activities** – The Masters candidate will demonstrate participation in activities demonstrating advocacy for individuals with disabilities.
 - Students will complete at least two of the following advocacy activities:
 - Attending a support group
 - Participating in an Individual Education Plan (IEP) meeting
 - Participating in an Individual Family Service Plan (IFSP) meeting
 - Participating in a collaborative meeting with other healthcare professionals (in a medical setting)
 - Attending a discharge planning meeting in a medical setting
 - Providing substantial assistance to a client in obtaining other professional and/or support services
 - Assisting in preparation of a proposal for external funding

- **Professional Resume** – The Masters candidate will demonstrate preparation for securing and maintaining a professional position in the field of speech-language pathology.
 - Students will complete a professional resume to demonstrate education, experience, and skills obtained to secure professional employment.

SLP Professional Portfolio Tracking Sheet (STUDENT FORM)

The components of the Professional Portfolio outlined in this tracking sheet are meant to showcase your potential to succeed in the field. Potential will be based on substantive tasks that you have completed during your graduate program. The components of the Professional Portfolio will be rated in terms of your ability to demonstrate:

- Potential for leadership through participation in service activities related to the profession,
- Participation in CEU activities related to the profession of speech-language pathology,
- Participation in advocacy activities for individuals with disabilities and/or the profession, and
- Preparation to secure and maintain a professional position in the field of speech-language pathology.

Documentation must be provided for each of the following activities, which includes a page with event and sponsor/co-chair/faculty signature confirming participation or a certificate of completion.

Product:	Completed	
Documentation of 10 or more hours of: <ul style="list-style-type: none"> ● Volunteer service at skilled nursing facility, hospital, school, community group, or other professionally-related facility ● Participation in profession-related activities, such as a career or student fair where handouts are given about the profession of SLP, NSSLHA events/activities, and/or activities focused on increased awareness of communication disorders (e.g., communication walks for awareness of a disability). 	No	Yes
Completion of 2.0 CEUs (20 hours; demonstration of completion indicated by Certificate of Attendance; only 0.5 CEUs/5 hours can be completed through an online activity): <ul style="list-style-type: none"> ● Poster presentation (by student) at a faculty approved peer reviewed conference or workshop (worth 1 CEU, 10 hours) ● Attendance at an ASHA approved* regional, state, national, or international conference ● Attendance at profession related workshops within a clinical environment ● Completion of employer sponsored training/CEU events relevant to a clinical population(s) ● Completion of ASHA approved* online CEU modules (excluding self-study modules) *If not ASHA approved, you must get Tier 2 Academic Advisor approval prior to attending.	No	Yes
Documentation of participation in an activity demonstrating advocacy for individuals with disabilities via at least 2 items from this list: <ul style="list-style-type: none"> ● Attending a support group ● Participating in an IEP ● Participating in an IFSP ● Participating in collaborative meetings with other healthcare professionals in the medical setting ● Attending a discharge planning meeting in the medical setting ● Assisting a client in obtaining other professional and/or support services ● Assisting a client to obtain funding for special services or equipment ● Assisting in preparation of a proposal for external funding 	No	Yes
Professional resume	No	Yes
Please Note: Any resulting "No" on scoring form will result in a "Fail" and it will be required that the activity be completed again.		

**SLP Professional Portfolio Scoring Form
(Capstone and Thesis Track)**

To be completed by CSD Oral Exam Committee Members

Student Name: _____ **Pocatello** **Meridian** **Online**
Signature Mid-term Progress: _____ **Date:** _____
Signature of Completion: _____

Completion of the Professional Portfolio is meant to showcase potential to succeed in the field of speech-language pathology. Potential will be based on completion of focused, substantive tasks related to the profession of speech-language pathology during the graduate program. The components on the Portfolio Scoring Form will be rated by the committee members in terms of ability to demonstrate:

- Potential for leadership through participation in service activities related to the profession,
- Participation in CEU activities related to the profession of speech-language pathology,
- Participation in advocacy activities for individuals with disabilities and/or the profession, and
- Preparation to secure and maintain a professional position in the field of speech-language pathology.

The Portfolio must include each of the following items with appropriate documentation and a certificate or page with the event and sponsor/co-chair/faculty signature confirming participation. .

Product	Score	
	No	Yes
Documentation of 10 or more hours of approved service-related activities: <ul style="list-style-type: none"> ● Volunteer service (NSSLHA activities excluded) at skilled nursing facility, hospital, school, or community group, and/or ● Participation in profession-related activities, such as a career or student fair where handouts are given about the profession of SLP, NSSLHA events/activities, and/or activities focused on increase of awareness of communication disorders (e.g., communication walks for awareness of a disability). 	No	Yes
Completion of 2.0 CEUs (20 hours; demonstration of completion indicated by Certificate of Attendance; only 0.5 CEUs/5 hours can be completed through an online activity): <ul style="list-style-type: none"> ● Poster presentation (by student) at a faculty approved peer reviewed conference or workshop (worth 1 CEU, 10 hours) ● Attendance at an ASHA approved* regional, state, national, or international conference ● Attendance at profession related workshops within a clinical environment ● Completion of employer sponsored training/CEU events relevant to a clinical population(s) ● Completion of ASHA approved* online CEU modules (excluding self-study modules) *If not ASHA approved, you must get Tier 2 Academic Advisor approval at least one week prior to attending.	No	Yes
Preparation in an activity demonstrating advocacy for individuals with disabilities via at least 2 items from this list: <ul style="list-style-type: none"> ● Attending a professionally related support group ● Participating in an IEP meeting ● Participating in an IFSP meeting ● Participating in collaborative meetings with other healthcare professionals in the medical setting ● Attending a discharge planning meeting ● Assisting a client in obtaining other professional and/or support services ● Assisting a client to obtain funding for special services or equipment ● Assisting in preparation of a proposal for external funding 	No	Yes
Professional resume	No	Yes

APPENDIX C

Revised August 2018

Idaho State University

Department of Communication Sciences & Disorders

CAPSTONE PROJECT EXAMINATION POLICY SPEECH-LANGUAGE PATHOLOGY

General Purpose

Non-thesis students are required to complete a Capstone Project. The purpose of the Capstone Project is to provide students the opportunity to demonstrate their clinical skills through in-depth research of a case study. The case study allows the student to demonstrate their knowledge in and ability to conduct evidence-based practice (EBP) research in the following areas: clinical preparation, assessment, treatment, interprofessional collaboration, and professional resources.

Administration

The Capstone Project will provide the opportunity for the student to complete a thorough literature review related to evidence-based practice, as well as present a case study analysis with reflection. All components of the case study must comply with American Psychological Association (APA) Style guidelines and **Health Insurance Portability and Accountability Act (HIPAA) guidelines regarding no disclosure of Public Health Information (PHI)**.

The Capstone Project will consist of two completed components:

- 1) Case Study Presentation Handout – see guidelines below.
- 2) Case Study Presentation – to be presented during Orals Examination. This includes a PowerPoint presentation.

The student will choose a case study from their clinical experience (on-campus or off-campus) to present during their orals examination. The case chosen should be one in which the student provided direct client care for all or a substantial portion of the client's course of care. In addition to the presentation, a case study presentation handout will be completed related to the case study. The case study will be researched and include information on the following areas:

- **Diagnosis and Case History:** a brief definition and/or description of the disorder as well as any pertinent information related to case history (i.e., medical, educational, social, etc...)
- **Assessment:** A summary of formal and informal assessments conducted and analysis of results obtained.
- **Treatment:** Goals worked on as well as a summary of treatment approach(es) and progress made during therapy.
- **Evidence-based Practice:** Summary related to the literature that supports use of treatment approach and/or other approaches that are supported within the literature
- **Interprofessional Collaboration:** Discussion related to interprofessional collaboration that occurred during the course of treatment and/or what interprofessional collaboration would have been a positive impact on the course of treatment.
- **References:** A list of references of the research conducted for completion of the case study.

The case study *must NOT include the following information:*

- a) PHI information within the Case Study Presentation Handout or the presentation.
- b) The client's name or a pseudonym, instead use "the client..." when referring to the client.
- c) Information that is cut and pasted from reports.

Evaluation

The student will be evaluated on their skills related to the clinical process through both a Case Study Presentation Handout, which is developed prior to the orals examination where the case study is presented. The student will individually meet with each member of their Orals Committee, at least once, to provide the opportunity for questions to be answered and to monitor the student's progress related to the preparation of the case study. These meetings can occur in person, via Zoom, or through e-mail.

Time Frame

Oral Committee members will be assigned to students by the last week of the spring semester of their first year of graduate school. Students are responsible for providing general information regarding their case study to committee members by the first week of classes fall semester of their second year. General information to be provided regarding the case study would include treatment diagnosis, age, and focus of treatment. Students will schedule meetings with both of their committee members individually to review progress of their case study research and handout development by the end of the fall semester of their second year.

Completed Case Study Presentation Handouts are to be provided to the Orals Committee members at least two weeks prior to scheduled oral exams.

Case Study Presentation Handout

The following is an example of what should be included within your Case Study Presentation Handout. Please keep in mind that this is only a guide and is meant to assist you in the process of developing your Case Study Presentation that will be presented as part of your Capstone Project.

The Case Study Handout is to provide key information to your committee members related to your presentation. *ALL information should be deidentified to maintain compliance with HIPAA guidelines – this includes ALL NAMES, IDENTIFYING INFORMATION, DATES, etc....*

A. Introduction (needed for orals presentation only)

The student briefly introduces him/herself and provides a brief introduction about what brought them to the field of speech-language pathology.

B. Background History

The student will provide detailed information regarding the medical and/or therapy diagnosis; medical history; social history; work history; academic history; related services; etc....

C. Assessment

The student will provide detailed information about what types of assessment were conducted during the assessment process and a summary of the results obtained.

D. Treatment

The student will provide detailed information about the course of treatment. Goals that were addressed, techniques and strategies will be included, as well as the data related to progress towards goals.

E. Evidence-Based Practice

The student will discuss the literature related to this case and how EBP was used to ensure best practice in the care of the client.

F. Summary/Reflection

The student will provide a reflection about what was done and discuss what would be done differently in the future, specifically related to changes in assessment or treatment; discussion about what was learned during the clinical process can also be presented.

G. References

A list of references related to this case study review will be presented using APA citation guidelines. Students are responsible for having substantive knowledge regarding the key studies within the literature and demonstrate that knowledge by being able to talk about participants, procedures, outcomes, how the article relates to the case study, etc.

APPENDIX D
WRITTEN AND ORAL EXAMINATION POLICY
SPEECH LANGUAGE PATHOLOGY PROGRAM

Idaho State University
 Department of Communication Sciences & Disorders

General Purpose

Professional Portfolios, Theses, and Capstone Projects reflect important milestones in the life of a graduate student. The Department of Communication Sciences and Disorders (CSD) recognizes the importance of these components in conjunction with an oral examination as a means of guaranteeing the quality of students graduating from the Masters program. Further, we must ensure that we comply with Graduate School requirements, as failure to do so can nullify the outcomes of an examination. Following are guidelines for Theses and Capstone Project preparation and conduction of orals in the Speech-Language Pathology Program.

The oral examination assesses a candidate's ability to present and discuss professional information, issues, and perspectives. The examination samples formal presentation ability, ability to discuss information presented, and allows for evaluation of how well the candidate:

- introduces a case study and organizes information for discussion
- states and supports main content ideas
- reasons and speculates
- answers questions posed by committee members regarding a variety of areas covered within the graduate SLP program

In addition, the committee will make global judgments of the candidate's general speaking style and overall speaking effectiveness. Specific areas to be evaluated and evaluation criteria are explained in the section "Evaluation Criteria for the Oral Examination" included at the end of this Appendix.

Time Frame

The Graduate School requires that oral examinations be scheduled **no later than two weeks prior to graduation** for both thesis and non-thesis options. Students completing the Capstone Project can schedule their oral examination only after the required Professional Portfolio has been signed off as completed by the designated Orals Committee Member. Students completing a Master's paper can schedule their oral examination when the Master's paper has been signed off by the first reader. For thesis students, the Oral Exam will be scheduled after the Thesis Advisor approves a near-final draft of the thesis. Students following a standard Program of Study will complete oral exams in the spring semester of the second year. Given that the majority of the CSD faculty are not on contract with ISU in the summer months, an inability to meet the provided timeline may result in a delay of graduation.

Manuscript Preparation. There are five models currently espoused by the SLP program, covering thesis and non-thesis options.

1. Classic Thesis model: This model involves creation of a well-organized, thorough review of the literature, a method section that reflects careful attention to instrumental and procedural detail, and a results section that provides detailed results. Both Audiology and Speech-Language Pathology adhere to the APA guidelines, and closely monitor the completion requirements of the graduate school.

2. Submission-Ready Thesis model: The thesis director may elect to utilize a model that is tailored to the guidelines of a specific journal, with the view that the product will be close to ready for submission to a journal for consideration of publication. In this model, the style will clearly follow the guidelines required by the target journal.
3. Non-thesis Capstone Project model, traditional campus: The details of the Capstone Project in SLP are defined in the Graduate Manual. The chair of the orals committee is to ensure that: (a) the oral examination is scheduled by the student through the student records person in Pocatello (and hence the Graduate School), (b) that the student has completed an oral presentation ready for the oral examination, and (c) that the Capstone Case Study Handout is delivered to the Orals Committee two weeks prior to the scheduled orals examination.
4. Non-thesis Capstone Project model, online campus: The details of the Capstone Project in SLP are defined in the Graduate Manual. The chair of the orals committee is to ensure that: (a) the oral examination is scheduled by the student through the student records person in Pocatello (and hence the Graduate School), (b) that the student has completed an oral presentation ready for the oral examination, (c) that the student has secured a proctor, (d) that the orals committee chair has sent the instructional letter and stipend form to the proctor and has communicated by telephone with the proctor prior to the orals, (e) that the technology is in order for the orals to be conducted, and (f) that the Capstone Case Study Handout is delivered to the Orals Committee two weeks prior to the scheduled orals examination.
5. Non-thesis Master's Paper model: Under extenuating circumstances, at the discretion of the Department Chair, a student may complete a Master's paper in lieu of a Thesis or Capstone Project. The details of the Master's paper in SLP are defined in Appendix F of the Graduate Manual.

With Thesis and Master's paper submissions, the manuscript should be in nearly complete form, with the understanding that the quality is, in the end, the student's responsibility, having received at least 3 rounds of edits from the Chair. Students are expected to utilize resources to improve quality of writing, such as the ISU Writing Center. Exceptionally well-written papers may warrant fewer rounds of edits, at the discretion of the readers. In this case, the Chair's assessment of the quality of the paper will be conveyed to the other committee members prior to Orals.

Thesis and Master's paper students should have the expectation that the manuscript will receive edits from the committee during the oral examination. The student is responsible for completing the edits within two weeks of the oral examination. The edited, electronic copy is then sent to (a) the Chair, (b) the CSD student records person in Pocatello, and, (c) to the ISU Graduate School as indicated in their instructions.

In all cases (Thesis, Capstone Project, and Master's paper):

The student will submit the Professional Portfolio and Thesis, Capstone Project, or Master's paper to the Orals committee at least two weeks prior to the examination, as per Graduate School guidelines. In no case can a Thesis defense or a Non-Thesis oral examination proceed if this deadline is not met.

The student's oral examination is to be conducted between the eighth and fourteenth week of the spring semester (finals week is the seventeenth week). If a student has a department approved program of study that doesn't follow the typical two year course sequence, the semester of oral examination completion may differ and will be determined by the student's academic advisor and orals committee chair. Per ISU

Graduate School requirements, oral examinations must be scheduled at least two weeks before they are conducted and all committee members must have the student's completed Professional Portfolio and Thesis, Master's Paper, or Capstone Project Case Study Handout prior to that time.

In the event the student fails the written exam (Professional Portfolio and Thesis, Capstone Project, or Master's paper) twice, as determined by the evaluation of the committee member(s), the student may be dismissed from the program for lack of progress.

Conduction of Oral Examinations

The oral examination follows the requirements of the ISU Graduate School, particularly in details of commission of the orals. The orals examination will be overseen by the committee chair. As per the Graduate School policy, "When students are required to make presentations as part of the examination process, these presentations will be advertised and open to the public." Furthermore, in accordance with Graduate School policy, "Oral examinations are open to all members of the Graduate Faculty as observers."

1. Committee Composition and Responsibilities: The orals committee chair will always be a full member of Graduate Faculty, as required by the ISU Dean of the Graduate School. Committee composition will vary, dependent upon the type of orals:

- i. Thesis Committees: Thesis Orals committee composition will include: (a) the thesis director, who also is the director of the orals, (b) another member of graduate faculty from the department (Allied or Full Graduate Faculty), and (c) a Graduate Faculty Representative (GFR) who is not from within the Department. There may also be non-voting members of the committee, as approved by the Dean of the Graduate School. There may be more than three voting members, but there must be an odd-number of voting members to avoid the potential for a tie vote.

The GFR is typically involved in both the prospectus and the oral examinations but may only be present at the orals if circumstances require. In no case can an oral defense go forward with any members of the committee missing. In these circumstances the GFR will contact the Graduate School for clarification of procedures. In no case can an oral defense go forward if the student has not delivered the thesis to committee members two weeks prior to orals.

- i. Responsibilities: The thesis director is responsible for chairing both coordination and conduction of the orals. Coordination includes approval of the thesis committee membership. Typically, the chair delegates to the student candidate the scheduling of the orals through the student records administrative assistant in Pocatello, and the scheduling of the room (or rooms, in the case of a bi-campus orals). In the case of orals for online students who cannot meet on-campus, or orals performed at locations not including the Meridian or Pocatello campuses, the chair is responsible for:
 - (a) identifying the appropriate means of conducting the orals (e.g., Collaborate, Skype, Zoom, etc.),
 - (b) scheduling the technology, as needed,
 - (c) scheduling the room for the orals (i.e., in Pocatello and/or Meridian),
 - (d) ensuring that the graduate student candidate has identified the distant site for orals with adequate bandwidth,
 - (e) ensuring that the graduate student candidate has identified a proctor and conveyed the proctor forms to that individual,
 - (f) contacting the proctor prior to the orals to discuss the mechanics and expectations of

the proctor for the orals, and

(g) conduction of the orals itself.

- ii. Questioning: Oral exam questions will focus on the thesis content to determine the depth of the student's knowledge and understanding of the study area, the results of the study and interpretation of results. While the thesis orals focuses on outcomes of a research endeavor, the intent of the orals is to ensure that a student is competent to enter the profession, and thus questions will be broader than the thesis itself. Specifically, there should be questions that probe the depth of knowledge of at least three other areas of the field, particularly as related to clinical practice. Questioners should utilize their knowledge of the student's academic and clinical history to formulate further questioning to ensure that the student is sufficiently prepared to enter the field as a beginning speech-language pathologist.

2. Non-Thesis Committees: Non-thesis Orals Committee composition will include an academic faculty member of Graduate Faculty, serving as chair of the committee, and a clinical faculty member.

In no case can an oral examination go forward with any members of the committee missing. In these circumstances the committee chair will contact the Graduate School for clarification of procedures. In no case can an oral defense go forward if the student has not delivered the Professional Portfolio and the Case Study Handout to committee members prior to orals.

- i. Responsibilities: The orals chair is responsible for both coordination and conduction of the orals. Typically, the chair delegates to the student candidate the scheduling of the orals through the student records administrative assistant in Pocatello, and the scheduling of the room (or rooms, in the case of a bi-campus orals). In the case of online orals, or orals performed at locations not including the Meridian or Pocatello campuses, the chair is responsible for:
- (a) identifying the appropriate means of conducting the orals (e.g., Collaborate, Skype, etc.),
 - (b) scheduling the technology, as needed,
 - (c) scheduling the room for the orals (i.e., in Pocatello and/or Meridian),
 - (d) ensuring that the graduate student candidate has identified the distant site for orals with adequate bandwidth,
 - (e) ensuring that the graduate student candidate has identified a proctor and conveyed the proctor forms to that individual,
 - (f) contacting the proctor prior to the orals to discuss the mechanics and expectations of the proctor for the orals, and
 - (g) conduction of the orals itself.
- ii. Questioning: Orals questions can take any form. Often, they will initially focus upon the presentation by the student. Following in-depth questions on the Capstone Project or Master's paper and the presentation, questions that probe the student's depth of understanding and application in at least three other content areas of the field should be presented until the student has demonstrated, to the satisfaction of the committee, that she or he has knowledge appropriate for an entry-level speech-language pathologist. Questioners should utilize their knowledge of the student's academic and clinical history to formulate further questioning to ensure the student is sufficiently prepared to enter the field as a beginning Speech Language Pathologist.

3. Procedures for the Oral Examination: At the beginning of the oral examination for thesis and non-thesis students, the Chair of the committee will introduce the student, ask if he/she has any questions, then yield the floor to the student for the oral presentation.

- i. Public Presentation for Thesis: The presentation of findings is made in a public forum, as room allows. The presentation will last between 20 to 60 minutes at the Chair's discretion. Following the presentation, for up to 10 minutes, members of the public may ask general questions about the study. Detailed and analytical questions by committee members will be withheld until the confidential portion of the orals. Following the public presentation, the committee and candidate will convene for a confidential Oral Examination, during which time the committee will ask questions related to the Thesis and general content areas within the field for up to 60 minutes (2 hours total).
- ii. Public Presentation for Non-Thesis: The presentation of the Capstone Project or Master's paper is made in a public forum, as room allows. The presentation will last 15 to 20 minutes. Following the presentation, for up to 5 minutes, members of the public may ask general questions about the case study. Detailed and analytical questions by committee members will be withheld until the confidential portion of the orals. Following the public presentation, the committee and candidate will convene for a confidential Oral Examination, during which time the committee will ask questions related to the Capstone Project and general content areas within the field for a minimum of 70 minutes (minimum 1.5 hours total, 2 hour maximum).
- iii. Confidential Oral Examination (Thesis and Non-Thesis): Following the Public Presentation, the public will leave and the candidate will meet with just the Orals Committee members (except by specific permission of the Graduate Dean). The Committee will ask questions about the presented material (Thesis or Capstone Project) as well as any additional topics pertinent to the student's preparation for the profession as noted under Questioning, above. The Confidential Oral Examination should last a minimum of 70 minutes for students completing the Capstone Project, and a minimum of 60 minutes for students completing the Thesis. At the end of this period the candidate is asked to leave the room while the committee deliberates on the candidate's performance and manuscript. This deliberation period is governed by the GFR if it is a thesis, and the Chair if it is non-thesis. At the completion of deliberation and voting, the candidate is returned to the meeting and the results of voting are revealed.
 - (a) Results of the Oral Examination may be issued as "Pass" or "Pass" with requested minor revisions/assignments noted in the Comments, or "Fail." In any case, Committee members may opt not to sign a thesis signature page until he or she is satisfied that changes to the written manuscript have been completed to his or her satisfaction. In the case of a "Fail," the student has one more opportunity to take the oral examination during the subsequent three semesters.

Criteria and Evaluation for the Oral Examination

The Oral Examination consists of two parts: (1) the presentation of the Thesis, Capstone Project, or Master's paper, and (2) questions asked of the student by the members of the examining committee. The student will be evaluated on the presentation and the ability to respond appropriately to questions. The questioning period of the Oral Examination is further subdivided into those questions directly related to the content of the Case Study Handout, Master's Paper, or Thesis, and general questions designed to probe the student's knowledge of theoretical and clinical issues related to speech-language pathology as learned through their graduate school classes and clinical experience.

The overall oral examination (including the presentation and responses to questions) is evaluated in three areas: (1) Breadth and Depth of Content, (2) Demonstration of Understanding, and (3) Form. The oral exam scoring form (next page) is used to rate these different areas. Questions from the presentation, Case Study

Presentation Handout, Master’s Paper, or Thesis may be asked along with questions from at least three content areas in speech-language pathology (content areas are also listed on the exam scoring form). For the Capstone Project, a passing oral exam score is a total score of 44 or greater, with at least 11 scoring categories at a score of 3 or above. A failing oral exam score is a total score that is lower than 44, with fewer than 11 categories with a score of 3 or above. For Thesis or Master’s Paper, a passing oral exam score is a total score of 38 or greater, with at least 9 scoring categories at a score of 3 or above. A failing oral exam score is a total score that is lower than 38, with fewer than 9 categories with a score of 3 or above. Typical oral exam committees consist of 2 members if non-thesis and 3 members if thesis. If a student receives 2 or more *Pass* ratings from the committee, s/he passes the exam. If a student receives 1 or more *Fail* ratings from the committee, s/he fails the exam. In the rare case that there are more than 2 voting committee members, the student must receive a majority of *Pass* ratings in order to pass the exam.

Following the completion of the Oral Examination (topic presentation and responding to questions), the members of the examining committee will evaluate the candidate following the criteria explained above and as listed on the “Criteria and Evaluation for the Oral Examination” prior to completing the ballot provided by the Graduate School. If the majority of the committee members judge the candidate as performing as passing, the student successfully completes the Oral Examination. If a majority of committee members judge the candidate’s performance as a fail, the candidate does not successfully complete the oral examination. In cases where there are two committee members, both committee members must agree on a pass rating for the student to successfully complete the Oral Examination; if one committee member rates the performance as a fail, the candidate does not successfully complete the oral examination. The chair of the Oral Examination committee will collect the evaluation forms which will be filed with the candidate’s departmental records. Copies of the evaluation form may be provided to the student for instructive feedback.

For thesis, once a candidate’s GFR has been appointed, the committee chair should provide to the GFR a copy of the Oral Examination Policy for Speech-Language Pathology. The committee chair may wish to contact the GFR personally to explain evaluation policies possibly unfamiliar to outside members.

Unsatisfactory Performance in Oral Examination

In the event of an unsatisfactory performance in the oral examination, the candidate should be aware of the following process:

1. The Oral Exam committee chair will typically be the person to convey the results to the candidate. The results are provided after a short conference (10-20 minutes) immediately following the oral exam.
2. Failed oral examinations may be repeated one time at the discretion of the orals examination committee. The date of the oral examination retake will be determined by the examination committee, after meeting with the student and discussing strategies for improved performance. The meeting with the student will include the oral exam committee chair, department committee member(s), the student’s academic advisor, and any other individuals deemed necessary based upon the circumstances if needed.
3. The faculty are supportive of student success and committed to aiding the student in a more positive oral examination experience. The remediation plan is up to the discretion of the committee which includes the student.
 - a. Remediation requirements can include items such as writing a research paper, redoing the presentation, practice sessions with other faculty members, retaking a course, etc.
 - b. If practice sessions are recommended, a maximum of two practice sessions can be conducted with academic or clinical faculty from the program. Orals committee members will not conduct practice sessions.

4. When the second orals examination is conducted, an additional SLP faculty member will be appointed by the Department Chair with input from the original committee and the student. This additional committee member will be a voting member. The student must receive a minimum of two pass ratings from the three voting members in order to pass the oral examination.
5. In the event of unsatisfactory performance/fail on the second oral examination, the student is dismissed from the graduate program.
6. Oral examination must be completed **prior** to beginning the externship experience.

The rubric for determining results of the oral examination follows:

SLP Capstone Oral Examination Scoring Form
To be completed by CSD oral exam committee members

Student Name: _____ **Pocatello** **Meridian** **Online**

Date of Oral Exam: _____

Committee Member: _____

Product	Area	Score				
Overall professionalism	Appropriate attire, affect, confidence, composure, stress management, etc.	1	2	3	4	5
Case Study Presentation						
Details	Provided detailed, evidence-based description for etiology, diagnosis, treatment, and expected outcomes	1	2	3	4	5
Assessment	Provided a thorough description of the assessment battery to be used in assessment of the client's communication (across domains), including standardized and non-standardized assessments	1	2	3	4	5
Treatment	Listed three possible treatment goals, rationale, and expected outcomes	1	2	3	4	5
Evidence/literature	Included reviews of five related articles	1	2	3	4	5
Interprofessional collaboration	Provided inclusion of professionals for collaboration and rationale	1	2	3	4	5
Professional resources	Listed three resources that could be accessed for more information about this population	1	2	3	4	5
Clarity	Crisp, clear, and succinct presentation/writing, with clearly expressed ideas	1	2	3	4	5
Mechanics	No organization, spelling, grammar, or punctuation errors	1	2	3	4	5
APA	Correct use of APA in presentation and references	1	2	3	4	5
Responses to questions	Demonstrated content understanding and clinical application	1	2	3	4	5
Written Case Studies Handout	Demonstrated use of APA for references, relevant information, ability to express self through professional writing	1	2	3	4	5
Oral Examination						
Questions Content Area 1: _____	Responses demonstrated content understanding and clinical application	1	2	3	4	5
Questions Content Area 2: _____	Responses demonstrated content understanding and clinical application	1	2	3	4	5
Questions Content Area 3: _____	Responses demonstrated content understanding and clinical application	1	2	3	4	5
Final Score						

Oral Examination: Choose questions from 3 of the following content areas and indicate choices above.

Child Speech	Fluency	Deaf/Hard-of-Hearing/Aural Rehab
Child Language	Feeding and Swallowing	AAC/Autism/Multiple Disabilities
Adult Motor Speech	Voice	Professional Practices and Policies
Adult Language	Multicultural Issues	Research Methods
Cognition/TBI		

Score Details:

1 = Poor: Weak with very few strengths and numerous major weaknesses

2 = Marginal: Weak with few strengths and some moderate weaknesses

3 = Good: Strong with several minor weaknesses (expected level for entry level clinician)

4 = Very Good: Strong with only some minor weaknesses

5 = Exceptional: Strong with no or negligible weaknesses

Minor weakness: An easily addressable weakness that does not substantially lessen final product

Moderate weakness: A weakness that lessens the final product

Major weakness: A weakness that severely limits the final product

Pass: A total score of 44 or greater at least 11 categories with a score of 3 or above.	Fail: A total score of lower than 44, with no fewer than 11 categories with a score of 3 or above.
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Please write comments below and send form to student records clerk.

SLP Thesis Oral Examination Scoring Form

To be completed by CSD oral exam committee members

Student Name: _____ **Pocatello** **Meridian** **Online**

Date of Defense/Oral Exam: _____

Committee Member: _____

Product	Area	Score				
Overall professionalism	Appropriate attire, affect, confidence, composure, stress management, etc.	1	2	3	4	5
Thesis Defense						
Abstract	Contained a statement of the purpose, method, results, and conclusions	1	2	3	4	5
Introduction	Introduced the research question, rationale (literature review provided current state of knowledge and outstanding questions), and hypothesis	1	2	3	4	5
Methods	Described the participants, apparatus and materials, and procedure in enough detail so that the study could be repeated by others	1	2	3	4	5
Results	Summarized findings as they applied directly to the stated purposes of the project, including statistical outcomes as appropriate	1	2	3	4	5
Discussion/conclusion	Stated specifically the extent to which the purposes of the project were met; joined the data analysis/outcomes to theory, questions, and literature presented; and commented on the generalizability of the results (i.e., external validity), needs for further research, and clinical implications	1	2	3	4	5
Clarity	Crisp, clear, and succinct presentation/writing, with clearly expressed ideas	1	2	3	4	5
Mechanics	No organization, spelling, grammar, or punctuation errors are made	1	2	3	4	5
APA	Correct use of APA in presentation and references	1	2	3	4	5
Responses to questions	Demonstrated content understanding and clinical application	1	2	3	4	5
Oral Examination						
Questions Content Area 1: _____	Responses demonstrated content understanding and clinical application	1	2	3	4	5
Questions Content Area 2: _____	Responses demonstrated content understanding and clinical application	1	2	3	4	5
Questions Content Area 3: _____	Responses demonstrated content understanding and clinical application	1	2	3	4	5
Final Score						

Oral Examination: Choose questions from 3 of the following content areas and indicate choices above.

Child Speech	Fluency	Deaf/Hard-of-Hearing/Aural Rehab
Child Language	Feeding and Swallowing	AAC/Autism/Multiple Disabilities
Adult Motor Speech	Voice	Professional Practices and Policies
Adult Language	Multicultural Issues	Research Methods

Cognition/TBI

Score Details:

1 = Poor: Weak with very few strengths and numerous major weaknesses

2 = Marginal: Weak with few strengths and some moderate weaknesses

3 = Good: Strong with several minor weaknesses (expected level for entry level clinician)

4 = Very Good: Strong with only some minor weaknesses

5 = Exceptional: Strong with no or negligible weaknesses

Minor weakness: An easily addressable weakness that does not substantially lessen final product

Moderate weakness: A weakness that lessens the final product

Major weakness: A weakness that severely limits the final product

Pass: A total score of 38 or greater at least 9 categories with a score of 3 or above.	Fail: A total score of lower than 38, with no fewer than 9 categories with a score of 3 or above.
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Please write comments below and send form to student records clerk.

APPENDIX E

Doctor of Audiology Capstone Project Guidelines

**Audiology Program Communication Sciences & Disorders
Idaho State University**

Idaho State University
Pocatello, Idaho 83209

INTRODUCTION

The Capstone Project is intended to be one of the final requirements for your Au.D. Degree. It should demonstrate your ability to integrate the knowledge and skills you've acquired during the program and to apply those skills to an audiological related project. Since the project demands a great deal of independent thought and expression, it is a fitting culmination to your doctoral program. More than any other assignment you have undertaken the Capstone Project will represent your skills, interests and knowledge in the field of audiology. The project will allow you to draw from your didactic and clinical experiences and further develop your critical thinking, writing and creative skills. You have a range of possible formats and topics under which you may fulfill the project requirements. However, all projects must demonstrate your ability to 1) organize your thoughts, 2) learn in depth regarding a specific issue, 3) plan and execute the proposed project, and 4) convey what you've done and your findings in a written document. Upon completion of your project, you are expected to present your work in an appropriate setting (e.g., local, state or national conference) and if possible, submit your work for publication.

As part of the CSD 8810 Seminar Course, which most students take during the spring semester of their second year, you will complete a Capstone Project Proposal. The proposal is a summary of what you plan to do to complete the entire project. Following the Spring CSD 8810 course, you will be expected to work with your faculty advisor to develop, carry out and complete your project. The final Capstone Project needs to be completed and defended (or a defense is scheduled) before you begin your fourth year clinical externship; you will not be allowed to register for, or participate in your 4th year externship until this requirement is met.

In the following pages, the Capstone Project *Proposal* is outlined, followed by more specific information regarding the requirements for the completion of the Capstone Project

CAPSTONE PROJECT PROPOSAL

Proposal Guidelines

The Capstone Project Proposal is both a summary of the project you plan to carry out and a plan (including timeline) of how you will accomplish the project. While some details or certain aspects of your project may change, the desired outcomes of the Project Proposal are to 1) help you get started on your project, 2) anticipate potential difficulties or problems you may encounter and 3) serve as a guide to keep you on track as you work through different stages of your project. While plans for your project can begin earlier, the CSD 8810 Seminar, taken during Spring semester of your 2nd year, is in place to help you choose your project and advisors and complete your Capstone Project Proposal.

It is important that you develop careful plans and a detailed timeline for your project. These plans and calendar will become your "road map" as you go through the remainder of your academic study. The written project proposal should be between 4 and 5 pages in length and should include the following sections:

1. Purpose, objectives, general goals of your project (find out something, develop materials, evaluate something, etc.)
2. Importance: why is the topic of your project important to you and to the field of audiology?
 - A brief description of what you are going to do (research study, develop materials, review the literature on some topic, etc.).
 - A description of what your final product going to "look like" (A research report, a web site, several patient brochures, etc.).
3. What do others have to say about the topic (brief review of at least four or five relevant references)
4. A detailed calendar or time line of activities for your project

The following page shows the cover page template to be used for your Capstone Project *Proposal*.

Electronic versions of this template will be available when taking the CSD 8810 seminar.

Cover Page Template for Capstone Project Proposals

(Title)

Audiology Capstone Project Proposal

Submitted to the Faculty of the Audiology Doctorate Program
Department of Communication Sciences & Disorders
Idaho State University

By

(Student Name)

Date

Student Signature

In Partial Fulfillment of the Requirements for the Audiology Doctorate Degree (Au.D.)

This Capstone Project Proposal has been reviewed by and has the approval of each of the following members of this committee:

Date

Primary Faculty Project Advisor

Date

Faculty Project Advisor

CSD 8810: Course Outline Summary

You will register for CSD 8810 for three consecutive semesters (excluding summer) beginning spring of your second year, for a total of 6 credits. CSD 8810 is taught as a group seminar where areas such as research methods and writing, general statistics, evaluation of research literature and treatment of human subjects are reviewed. Throughout the course you will have opportunities to explore topics and project ideas that are of interest to you, with the goal of developing your Capstone Project Proposal, a final product of the course (see general requirements below).

Grading for the Seminar Course will be based on requirements such as:

- *Class participation (including out-of-class meetings with instructors/advisors)*
- *In and out of class assignments, quizzes, etc.*
- *Proposal presentation to class (PowerPoint) prepared in consultation with the seminar instructor and your project advisor*
- *Written Capstone Project proposal*
- *Preparation of Human Subjects document (if needed)*

Following the completion of CSD 8810, your project advisor will serve as your primary mentor through to the completion of your third year and the completion of your Capstone Project.

Capstone Project Advisors

In consultation with the 8810 instructor and with other CSD faculty, you will select a primary Capstone Project advisor (generally someone with interests or skills related to your project area). Your primary Capstone Project advisor must be an Audiology faculty member. An additional faculty member (does not have to be from the CSD faculty) and your Capstone Project advisor will make up your Capstone Project Committee. The advisors will need to approve the Capstone Project Proposal, so it is important that the student and

advisors meet and communicate as needed during the planning of the Project Proposal (and as needed throughout the entire project time period). By agreeing to serve as advisors, the faculty members commit to mentoring you through the development and completion of the proposal and project. Once the Spring Seminar is over, proposals are completed, and students are working on the final projects, the primary Capstone Project advisor and committee members assume a primary guidance role.

CAPSTONE PROJECTS

Guidelines for All Capstone Projects

The following requirements apply to all Capstone Projects:

This is YOUR project and an opportunity to demonstrate your ability to integrate the knowledge and skills you've acquired during the AuD program. While your advisors are available to mentor you in this effort you are expected to show initiative and leadership in planning, carrying out, and completing your project.

Each project must include some review of the relevant literature. It is important for you to demonstrate that you are aware of prior work in the area you have chosen. However, "Literature Review Projects" includes a much more extensive review because the aim of the project is to summarize and produce useful information regarding a specific topic.

Any project that uses humans in any way (surveys, databases, interviews, etc.) must be reviewed by the ISU Institutional Review Board for the Protection of Human Research Subjects. Forms and information about this important review committee can be found at:

http://www.isu.edu/research/hsc_intro.shtml

Each student must also complete an online training program at:

<http://www.citiprogram.org/default.asp?language=english>. More information will be

provided in the CSD 8810 seminar.

Capstone Project Proposal Presentations (PowerPoint Presentations) and Project Proposals must be presented in the CSD 8810 seminar.

The written portions of all projects must follow the style format set forth in the publication manual of the American Psychological Association. If students do not have a copy of the APA Manual, please refer to the following web sites: <http://www.apastyle.org/> and <http://www.docstyles.com/apaguide.htm>

Oral Defense

When the project is completed, an oral defense should be scheduled and a copy of the project submitted to each of the committee members sufficiently in advance (approximately two weeks) to permit thorough reading. In addition, the Graduate School requires that all oral exams be scheduled at least two weeks prior to the end of the semester. The oral examination will provide the student with an opportunity to defend their Clinical Research Project and allow the committee to determine if the student has met or failed to meet the objectives of the project. The committee reserves the right to place any reasonable conditions they believe to be necessary for successful completion of the project from minor typographical corrections to more substantive alterations. However, it should be remembered that since the committee originally approved the project at prospectus, rejecting the project at its completion should only occur if the student has not been diligent in following the approved design. Upon completion, design errors should be considered the responsibility of the committee and not the student.

The final Capstone Project needs to be completed and defended (or a defense is scheduled) before you begin your fourth year clinical externship; you will not be allowed to register for, or participate in your 4th year externship until this requirement is met. Generally, the defense of the project consists of an opportunity for you to present your project to your project committee, fellow students and other CSD faculty or anyone else that may be interested. The presentation is followed by a meeting consisting of only you and your project committee, providing an opportunity for you and your committee to discuss your project. The following page shows the cover page template to be used for your completed Capstone Project. Electronic versions of this template will be available when taking the CSD 88810 seminar.

Capstone Project Formats

Research Projects

A research project creates new knowledge by collecting information that did not exist before and/or replication, with or without modification, of previous research. Typical examples are experiments (either basic or clinically related), surveys, interviews, etc. A single subject design or a pilot study for a topic for which is too difficult to do a full study may also be considered. The final "product" for a research project is a paper describing background information (literature review), methods and procedures as well as results and implications of your findings.

Clinical Development Projects

A development project is designed to produce a tangible product (e.g. professional instructional materials, patient education resources, a website, tutorial, etc.) The final product will consist of a written report describing background information (literature review) the development of the materials and as far as possible, copies of the materials themselves.

Literature Review Projects

Literature review projects review the research data or evidence on a particular topic and draw conclusions or make recommendations that can be applied to the field of audiology. The project report that you will complete should be appropriate for publication as an article in a professional journal or to help clinicians, administrators, teachers, patients or other audiences make decisions related to issues in clinical audiology.

SPECIFIC CAPSTONE PROJECT GUIDELINES

Research Projects

The research project format is as outlined below. The research project *proposal* will have abbreviated versions of all sections except for results and discussion (results and discussion would not be part of the proposal since they would not be available until the project is completed). The results section in the *proposal* may contain actual tables (without results) or the anticipated tables may simply be described.

Abstract

The abstract of the research project report should allow readers to survey the contents of the entire manuscript in a quick fashion. It should contain statements of the problem, method, results, and conclusions. The abstract should be concisely stated in no more than 200 words.

Introduction

The purpose of this section is to present the background of what has been done (brief reference to literature), what will be done to implement the project, and way it will be done.

Statement of the Problem

This can be as brief as a couple of sentences since most of the background has been presented above.

Importance of the Problem

The investigator should attempt to convince the reader that this research is worthwhile-what benefits will be derived as a result of the study? What new information will be learned? To what ends will the results be useful?

Literature Review

The literature review should consist of a synthesis of literature related to the topic being investigated. Present the most general, least related references first. Order should lead logically to the topic to be further studied. Subsection headings should be included to reflect the various content areas under discussion. The literature review section should include a minimum of 15 articles, 75% must be primary sources.

Method

Research Topics/Questions

An explanation of the intention of the study is presented in this section. Topics for study and/or research questions should follow logically as a result of the ordering of the related literature. This section should communicate the essence of the investigation in a concise statement.

Subjects/Participants

A discussion of the general population characteristics, procedures for sample selection size and relevant composition of the sample should be included here.

Procedures

This section includes a description of the procedures and materials that will be used to collect data. The discussion should also include a description of the data treatment, e.g., analysis process.

Results

This section describes the nature of the data and the results of the analysis. Results should be presented clearly and should be directly related to the original topics/questions of the study. Very little interpretation, if any, should appear in this section. It is recommended that tables and figures (quantitative) or quotations from interviews/field notes (qualitative) be used whenever possible as a compliment to the text.

Discussion

This section contains the conclusion of the study as well as implications and the recommendations of the investigator based on the results. It should also include a discussion of the limitations of the study and recommendations for areas in which further research is needed.

References

Use APA style and include all, but only, those references cited in the text.

Appendices

Contained here is any material not appearing in the body of the report which might be useful in terms of describing such things as materials used, test protocols, interview protocols, data collection instruments, and sample informed consent forms.

Before including any copyrighted instruments in the appendix, be sure that has written permission from the publisher has been obtained.

Clinical/Educational Development Projects

A development project is designed to produce a tangible product (e.g. professional instructional materials, patient education resources, a website, etc.) The final product will consist of the product itself (e.g., materials, etc.) and as far as possible, copies of the materials themselves and a written report describing the development of materials. The written report represents a significant portion of the development project and should be at least 15 pages in length. The following outline is suggested for the written report describing many curricular projects; however, it may not fit all projects.

Abstract

The abstract of the project should allow readers to understand the project and the development steps in a quick fashion. It should contain a brief description of the project, the rational for the project and the steps undertaken in the development process. The abstract should be concisely stated in no more than 200 words.

Project Overview

A description of the project (classroom materials, parent brochure, website, etc.) including relevant characteristics such as size, length, format is included in this section. Anything important for the reader to know about the physical aspects of the project such as use of sound or motion in a website is included here.

Importance of the Project

Why the project is worth doing and why it will be important to the field of audiology.

Project Objectives

This should be a clear statement of what the project is designed to accomplish in general terms.

Review of literature or previous related work

A significant review of previous work in this area or on this topic. This section should put the project in perspective and present the "big picture" into which the project fits. For some projects, it may also be necessary to review the literature on specific media, such as the characteristics of a good website or rules for laying out a brochure. The literature review section should include a minimum of 15 articles, 75% must be primary sources.

Activities/Time Line

In the proposal, this section would be a detailed listing of the steps that need to be taken in order to complete the project and the date those steps should be completed. In the final project report, this section would include a description of the activities undertaken in order to complete the project. For example: outlining materials, drafting materials, having materials reviewed by content experts, etc.

Implementation

All "products" should be tried out or used, at least in a limited manner. This means that instructional materials should be tried out and evaluated by students, educational materials should be given to and reviewed by patients who represent the intended audience, websites should be reviewed by individuals who could appropriately evaluate their usefulness, etc. This section describes how product will be piloted or implemented and how that implementation will be evaluated.

Discussion

As the word implies, this section would be a general discussion of the development process, what worked well, what could have been improved, what was learned during the implementation process. This section would also include recommendations for modifying or improving the products prior to final development.

References

Use APA style and include all, but only, those references cited in the text.

Appendices

Contained here would be copies of the product developed as far as possible. For websites, it might include print copies of some of the materials. Generally, any material not appearing in the body of the report that you wish the reader to see would be here.

Before including any copyrighted materials in the appendix, be sure that written permission from the publisher has been obtained.

Literature Review Projects

For this type of project, you will review the research data or evidence on a particular topic and draw conclusions or make recommendations that can be applied to audiology. The project report that you will complete should be appropriate for publication as an article in a professional journal or to help clinicians, administrators, teachers, patients or other audiences make decisions related to clinical audiology. You will need to distinguish between kinds of data (e.g. qualitative and quantitative) and be able to explain how you evaluated the data you included in your review. Suggested project advisors are faculty with experience in review and critique of research data. Unlike the other types of Capstone Projects, at least thirty references must be reviewed.

I. General Organization of Review

- A. Overview (2 pages is the suggested length)
 - Introduction of topic
 - Justification of the need for the review
- B. Thesis (1 page)
 - Statement of problem
- C. Major ideas, topics or themes the review will consider
- D. Body of paper (17 – 19 pages)
 - Consideration of various studies and other work
 - Discussion of points supporting themes or major ideas
- E. Summary/conclusions (3-5 pages)

II. Minimum Requirements

- A. Review at least 30 sources
 1. Include a reference list with at least 30 references that are used in the paper. This list should indicate whether the source is primary or secondary.
 2. At least twenty of the references must be primary sources, such as a research article, or a curriculum development project. Reviews of literature, chapters of textbooks, and related materials are not primary sources.
 3. APA style should be followed for all aspects of the document. If the literature review is being prepared for a particular publication venue, the individual publication style may be followed.
- B. Minimum length: 25 pages

III. Criteria for Evaluation of Review (Modified from Mertens, 1998 pp. 54-55*)

- A. Does the literature review place current research into the "big picture" of what is known and not known about a specific topic? What is the big picture into which each study fits? What is the

central topic? How does *the* review conceptualize the problem?

- B. Does the review present a careful, balanced appraisal of the literature discussed?
1. Is the review current, using research that is recent enough to be meaningful to the discussion?
 2. Is the review based predominantly on primary research rather than on secondary or opinion pieces?
 3. Does the review provide a critical analysis of existing literature, recognizing the strengths and weaknesses of previous research? Does the review note which studies are best and which are worst, and discuss the reasons for these judgments?
 4. Does the review note whether findings of different studies are consistent, and consider reasons for the consistency or inconsistency?
 5. Does the review note methodological limitations of the research?
- C. Is the review free from the biases of the reviewer? Is the critique of the literature balanced and professional?
- D. Does the review justify the need for *the* project (i.e. the work that is done)? Does the review explain how it is a contribution to the field? Does it describe what we do know, and what we need to know?
- E. Does the review set forth a theoretical framework, or a set of guiding principles, or a list of specific objectives? Does the review provide enough information to support this framework?
- F. Is the information in the review presented in a manner so that it is useful to consumers who want to know more about the topic?
- G. Do the sources cited include "marginalized" voices? Are citations made that reference viewpoints of those with the least power?
- H. Does the conclusion, or summary, go beyond what has already been said, and further integrate what has been said throughout the review?

*Mertens, D.M. (1998) *Research Methods in Education and Psychology: Integrating Diversity*.

Thousand Oaks: CA: Sage.

Acknowledgement: This Capstone document was adapted from materials created by Barbara McKee, Patricia Mudgett-DeCaro and Gary Long at the National Technical Institute for the Deaf, a college of Rochester Institute of Technology

APPENDIX F

Idaho State University
Department of Communication Sciences & Disorders

GUIDELINES FOR MASTER'S PAPER

(Written Examination Option for Speech-Language Pathology)

General Purpose

Under extenuating circumstances and at the discretion of the Department Chair, students may complete a Master's paper in lieu of completing a Thesis or Portfolio Project. The student will be expected to complete an elective course in addition to the Master's paper. At the completion of the Master's paper, students will demonstrate the type and quality of writing expected at the professional level. The goal of the Master's paper is for students to independently plan and complete a scholarly project that reflects the student's ability to research and report on a specific theoretical or applied professional issue. Writing this paper will minimally involve locating, reviewing, evaluating, synthesizing, and integrating information from professional literature databases. The paper, an original manuscript, should reflect the student's own critical thinking, creativity, and be suitable for professional dissemination. Completion of a Master's paper may be counted as elective credits within the graduate program. Not all students complete a Master's paper.

Skills

The skills a student will demonstrate while writing the Master's paper may include but are not limited to the following:

1. Identifying and accessing relevant literature sources
2. Organizational writing
3. Integrative, analytic, and evaluative thinking
4. Formulation of an appropriate purpose statement(s) or research questions(s)
5. Investigation of argumentative hypotheses by using a literature review as a data base or investigation of research hypotheses by using one's own data as a data base
6. Recognition of limitations and weaknesses of current research, data, and clinical practices
7. Ability to draw inferences from literature or the data
8. Integrating theory and clinical practice

Types of Master's Papers

The different types of Master's papers may include the following:

1. Comprehensive reports on professional and related area questions e.g., auditory processing, genetic bases of communication disorders, social development, emergent literacy, pharmacology, and multicultural issues
2. Critiques of current clinical practice or suggestions for best practice
3. Data-based projects
 - a. Case study
 - b. Single subject design mini-study

- c. Group design mini-study
 - d. Retrospective research (using previously existing data)
 - e. Demographic survey
4. Development of theoretically sound clinical protocols
 5. Argumentative paper

Format

All types of Master's papers may include, as appropriate, the following:

1. Title page (using the Graduate School guidelines)
2. Signature page
3. Acknowledgment page (optional) Table of contents
4. Literature review
 - a. Survey of current research reports and theoretical perspectives
 - b. Identification of strengths and weaknesses
 - c. Organization of the literature into content areas with regard to research, academic, or reader appeal (e.g., on the basis of shared premises or outcomes)
 - d. Inferences from groups of studies that cannot be made from single studies alone
 - e. Comparisons of findings, methodologies, theories, and clinical practices/service delivery issues.
5. Statement of the problem
6. Response to the literature review and problem statement
 - a. A position statement and inferential support, comparisons, contrasts, integration, explanations, and analyses of the literature review
 - b. Determination of future areas of need and how to fill them
 - c. Explanation of the historical evolution of the selected idea, premise, theory, finding, methodology, and projecting where it will lead
7. Method & Results (e.g., mini-study findings, clinical protocol)
8. Discussion/Conclusion
9. References
10. Appendices

Other Information

The paper format should reflect current APA guidelines including conventions for tables, figure, and references. No set number of pages is required. In the past, Master's papers have ranged from 25 to 90 pages. After final approval by the director of the Master's paper and a second departmental faculty member, the student will submit electronic or hard copies to the committee members dependent upon their preference. A final electronic copy must be submitted to the Department.

Suggested Timelines

1. Once it has been approved by the Department Chair for a student to complete a Master's paper, the student must, contact an academic faculty member and ask the faculty member if s/he would be willing to direct the Master's paper. This should be accomplished as soon as possible due to limitations as to the number of students that can be

directed by any one faculty member. Either Pocatello or Meridian academic faculty may serve in this capacity. As soon as the student has a director and an approved topic, the student should request a second reader for their paper; the second reader may be either an academic or clinical faculty member. As soon as the director, second reader, and topic are finalized the student should proceed to read information on the topic and work with the director to narrow and/or define more specifically the subject matter.

2. An initial outline of the paper should be submitted to the faculty director within a month of being assigned the Master's paper option.
3. The student will work with the director towards completion of the paper. This process includes writing drafts and revising the paper based on the director's feedback.
4. When the director thinks the paper is ready for the second reader review, the student will be informed. Students will provide copies of the paper to the student's director and second reader of the Master's paper. The student's oral examination cannot be scheduled until the Master's paper is completed.
5. The paper will be finalized for electronic submission to the Department after the director and second reader have accepted it as being satisfactory.

Evaluation Criteria

Grading of the Master's paper will be done on a Satisfactory/Non-Satisfactory basis (i.e., S/U). The Master's paper must be judged as satisfactory by both readers of the paper, the director and a second departmental faculty member. Evaluation of the Master's paper will consider the skills listed above.

APPENDIX G

Idaho State University

Department of Communication Sciences & Disorders

PROGRAM OF STUDY AND GRADUATION SAMPLES

**GRADUATE PROGRAM OF STUDY
IDAHO STATE UNIVERSITY
DIVISION OF HEALTH SCIENCES
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS**

<input checked="" type="checkbox"/> Speech-Language Pathology	Cohort:
<input type="checkbox"/> Audiology	Date:

Name	Student Banner No.		
Mailing Address			
Degree(s) Held	BS	Date(s)	Institution(s)
Date of Admission to Graduate School		GPA	
Tentative Graduation:			

Approved Program: Include Thesis or Paper, Electives (if any)

Course	Title	Cr	Course	Title	Cr
CSD 6600	Prin. of Research Comm Dis	3	OTHER REQUIREMENTS/ELECTIVES:		
CSD 6602/04	Clinical Practicum: SLP	11	CSD 6602/04	Clinical Practicum: SLP	1R
	2A, 1A-, 1A, 1A, 2S, 3, 1R				
CSD 6606	Externship	8 P			
CSD 6614	School-Age Lang Dev & Dis	3	CSD 5517	I.E.T.	
CSD 6616	Aug & Alter Communication	3	CSD 6691	Topical Seminar	
CSD 6620	Early Lang Dev. & Disorders	3			
CSD 6622	Speech Sound Disorders	3			
CSD 6624	Disorders of Swallowing	3			
CSD 6625	Adv Issues in Lang Disorders	3			
CSD 6629	Neuropathologies of Speech	3			
CSD 6630	Fluency Disorders	3	Total 6600 Level:	60	
CSD 6632	Craniofacial Anomalies	2	TOTAL CREDITS:	Click here to enter text.	
CSD 6634	Voice Disorders	2			
CSD 6639	Neuro. of Lang. & Cognition	3			
CSD 6648	Professional Issues: SLP	3			

Student	Date
Program Director (Dr. Tony Seikel)	Date
DHS Dean (Dr. Linda Rankin)	Date

Advisor	Date
Graduate Dean	Date

Number = # of credits R = currently registered for P = planned credits IP = in progress A-F, S, I = grade earned, satisfactory, incomplete
--

Communication Sciences & Disorders
Masters Program in Speech-Language Pathology
PROGRAM OF STUDY SUPPLEMENT

Student Name: _____

Advisor: _____

Planned Graduated Date: _____

Do you intend to walk in the Graduation Ceremony: Yes _____ No _____

Section A: For Thesis Students Only

Thesis Advisor: _____

Second Department Committee Member: _____

Out of Dept. Member - GFR (Graduate Faculty Rep): _____

Student & Advisor may proceed to schedule Oral Exam (defense) when ready

Section B: For Non-Thesis Students Only

What two faculty members will read your paper for Objective 1 of the Comprehensive Portfolio Exam?

Student must complete Comprehensive Portfolio Exam before scheduling Oral Exam

APPENDIX H

Idaho State University
Department of Communication Sciences & Disorders

SUMMARY OF PROCEDURES AND DEADLINES FOR FILING

<u>Procedure</u>	<u>Under the Direction of</u>	<u>Deadline</u>
Externship Application	Department Clinic Director	December 10 for Summer Externship May 1 for Fall Externship October 1 for Spring Externship
Final Program of Study	Department/Grad School	Semester before intended graduation semester
Graduation Application	Graduate School	January for May Graduation May for August Graduation
Diploma Fee	Registrar's Office	January for May Graduation May for August Graduation
Knowledge Inventory	Program Faculty & Department Director of Graduate Studies	Fall of year three for Audiology Portfolio complete by Spring midterm for SLP Portfolio complete at least two weeks before Orals
Oral Comps (Non-thesis)	Department/Grad School	Scheduled individually to occur at least 2 weeks prior to Spring graduation for Audiology & SLP
Thesis Orals	Department/Grad School	Scheduled individually to occur at least 2 weeks prior to Spring graduation

NOTE:

RESPONSIBILITY FOR BEING AWARE OF AND MEETING ALL DEADLINES ULTIMATELY RESTS WITH THE STUDENT.

APPENDIX I

Idaho State University

Department of Communication Sciences & Disorders

CHECKLIST FOR GRADUATION

FINAL PROGRAM OF STUDY. Must have Departmental approval by student and academic advisor by the end of the Fall Semester in the final academic year of the student's program. The department will forward this to the Graduate School one semester before intended semester of graduation.

PAYMENT OF \$20 GRADUATION/DIPLOMA FEE. Must be paid prior to graduation. **THIS MUST BE PAID AT THE OFFICE OF REGISTRATION AND RECORDS,** Mail Stop 8196, Pocatello, ID 83209-8196.

COMPREHENSIVE WRITTEN EXAMINATIONS. Deadline varies by program. It must be completed before final oral defense.

THESIS OR DISSERTATION DRAFT TO COMMITTEE MEMBERS. Copies in substantially final form must be given to all committee members, including GFR, at least two weeks prior to oral defense.

ORAL EXAMINATION (NON-THESIS). Must be held no later than two weeks prior to graduation. A schedule of the oral exam must be submitted to the Graduate School no later than 14 days prior to exam.

SUBMISSION OF FINAL THESIS OR DISSERTATION CLEARANCE TO THE OFFICE OF GRADUATE STUDIES. Required materials for thesis/dissertation clearance must be turned in **two** weeks after the oral defense.

CHANGE OF GRADE FORMS FOR ALL INCOMPLETE/IN PROGRESS GRADES. Must be received by the Office of Registration and Records two days after the semester ends.

CAPS AND GOWNS. Information packets are available and can be picked up at the following locations: ISU Alumni Association, Twin Falls Resident Center, Soda Springs Resident Center, Office of Registration and Records at ISU, and the Graduate School at ISU. For other information concerning Caps and Gowns, contact the ISU Alumni Association at 282-3755.

IF YOU DO NOT COMPLETE REQUIREMENTS for the intended graduation date: You must update your application information with the Graduate School for the subsequent semester and pay a \$20 reprocessing fee. If you do not reapply, your file will be placed in inactive status.

FOR MORE GRADUATION INFORMATION YOU MAY REFER TO:

<http://www2.isu.edu/graduate/graduation.shtml>

APPENDIX J

Idaho State University

Department of Communication Sciences & Disorders

CSD Graduate Assistant Evaluation Policy

Graduate Assistant positions are generally considered to be the most desirable form of financial aid. These positions serve dual purposes: to provide a valuable opportunity to the students who serve in these positions and to support the department with necessary work tasks. Students are awarded these positions on the basis of their past achievements, and therefore a student is right to feel honored if offered an assistantship. The faculty must try to select students who will contribute to the department by completing assigned tasks with quality work and who will demonstrate a commitment to assisting the department.

When students are awarded an assistantship, they will be assigned to one or more faculty for a total of 20- hours per week. Assignments may be varied or changed during the semester, but the total work assigned must not exceed 20 hours in any given week. The student's performance will be evaluated at midterm and at the end of each semester. A student must demonstrate adequate performance in assigned responsibilities in order to continue in the position.

Every faculty member with an assigned graduate assistant will complete the following evaluation at midterm and at the end of the semester. Evaluations will be turned in to the Department Chair by a specified date and reviewed by the Executive Committee of the Department. Evaluation results that are Good, Excellent or Superior will be shared with the study by a member of the Executive Committee.

Such notification may be verbally or in writing, at the discretion of the Executive Committee.

If the graduate assistant is found to be doing work that needs improvement or that is considered to be inadequate (i.e., rated Fair or Unacceptable), a written evaluation that clearly indicates the areas of concern will be shared with the Assistant, along with specific behaviors that must occur to indicate improvement and the time period for improvement, in order for the assistantship to be continued. The Assistant will be asked to sign a statement verifying that they have read the evaluation, and that they understand they may provide a written response to the evaluation within 5 working days after receiving the written evaluation. If the work is not improved by the next evaluation period, the Executive Committee and the Department Chair will determine the appropriate action, which might include, but is not limited to, continued probation or the immediate termination of the assistantship.

CSD Evaluation of Graduate Assistant

Name of Graduate Assistant: _____

Name of Faculty Supervisor: _____

Date: _____

Semester: _____ Fall _____ Spring _____ Summer
_____ Midterm Evaluation (first half of semester)
_____ End of Semester (second half of semester)

Assigned duties: Give a brief description of assignment

Strengths of assistant's performance:

Concerns or weaknesses in performance, if any:

If concerns are identified, please comment on what is needed for improvement.

Overall, rate the Assistant's performance for you: (Students receiving ratings of Fair or Unacceptable must be given an opportunity to respond to the evaluation.)

 Superior

Work is exceptional. Student goes above and beyond expectations in quality of work, responsibility and initiative.

 Excellent or Good

The student does quality work and can be relied on to complete assigned tasks without close supervision.

 Fair

Needs improvement. The student shows significant weaknesses in completing assigned tasks. Improvements should be made.

 Unacceptable

The student displays serious problems with completing assigned tasks. If significant improvement is not made, or if these problems have been persistent even after warnings, the assistantship for this student should be discontinued.