

CSAD 199, Section #07: Clinical Materials Management

This course has been designed to be in direct support of the following American Speech-Language Hearing Association (ASHA) Knowledge and Skills Acquisition for certification in Speech-Language Pathology

**CALIFORNIA STATE UNIVERSITY SACRAMENTO
Department of Communication Sciences & Disorders (CSAD)
Spring Semester, 2019**

Course Title:	Clinical Materials Management
Units:	1
Course:	CSAD 199
Sections:	#07
Class Numbers:	#TBD
Day of the week:	Individually assigned; see posted schedule on Canvas
Class Time:	Individually assigned; see posted schedule on Canvas
Building/Room:	Folsom Hall, Maryjane Rees Clinic LSH Center 2 nd Floor, Clinic Supply Room [Note: No food is allowed in the room, per clinic policy.]
Co-Instructor:	Darla K. Hagge Ph.D. CCC-SLP
Contact Information:	hagge@csus.edu 714/749-2799, phone or text [preferred, if time-sensitive] 916/278-6695, (o), office phone
Office:	Folsom Hall, Department of CSAD, 2 nd Floor
Office Hours:	Tues: 2:00 – 4:00 p.m. Wed: 2:00 – 3:00 p.m.
Co-Instructor:	Jeannette Reiff M.S., CCC-SLP, Clinic Coordinator
Office:	Folsom Hall, Maryjane Rees Clinic LSH Center
Contact Information:	jeannette.reiff@csus.edu 916/278-7732

Appointments are strongly recommended; please schedule an appointment by calling 916/278-4867 or visiting the Department's Front Desk at Folsom Hall, 2nd floor.

The information below is at the discretion of the course co-instructors and may be changed at any time with prior notice to students in the course.

PREREQUISITES:

Admittance to university; student with a declared major in Communication Sciences & Disorders, and is in good standing in the Department of Communication Sciences & Disorders

A. PLACE OF COURSE IN PROGRAM

Clinical Materials Management is designed to provide undergraduate CSAD students with the opportunity to learn a broad array of pre-clinical and professional skills that are suited to a career in communication sciences and disorders as well as other professional disciplines. Students will participate in a course that embraces experiential learning coupled with a solid academic foundation that is tailored for the fields of speech-language pathology and audiology. Together, the instructor and co-instructor provide comprehensive education, training and supervision for all assignments, activities and responsibilities.

B. COURSE OBJECTIVES:

A passing grade in this course means that you have completed pre-training that supports all KASA competencies. Students will learn critical collaboration skills as they work with graduate clinicians, clinical staff and faculty in the CSAD program – all benefiting their future as professionals in graduate school or any associated fields within or associated with our major.

Student Learning Outcomes:

Upon completion of this course, the student will demonstrate:

1. Consistent preclinical professional skills that include but are not limited to:
 - professional communication with peers, faculty, staff and clients
 - rapport-building abilities with peers, faculty, staff and clients
 - on-time behavior
 - professional dress
 - cultural awareness
2. Ability to work collaboratively in a team environment
3. Working knowledge of a clinical management system
4. Emerging awareness of interprofessional communication
5. Real-time critical thinking and problem solving
6. Gain knowledge about speech-language pathology therapy materials and assessments for all disorders associated with our field
7. Acquire literature-based work-readiness skills

C. STUDENT EXPECTATIONS:

The student is responsible for the following:

1. **Attending and participating in an orientation meeting** scheduled at the beginning of the semester.
2. Arriving **on-time and completing** assigned weekly schedule of a minimum of four (4) hours each week.

- a. Failure to sign the roster may result in an automatic deduction of 10 points per event.
 - b. Excused absences require written and signed medical documentation submitted in hard copy to Jeannette Reiff.
 - c. Please report ALL absences (excused or unexcused) to Jeannette Reiff in person or via voice mail or email *prior to class meeting*. Failure to do so may result in an automatic deduction of 10 points per event.
 - d. **TWO (2) unexcused absences will result in your final grade dropping one letter grade. No exceptions.**
3. Successfully fulfilling assigned **weekly tasks** in the on-campus supply room.
 4. Demonstrating learned **pre-professional skills**.
 5. Completing all academic **assignments**.

D. COURSE POLICIES AND SCHEDULE:

Attendance & Participation: This course involves verbal and written interaction among the students, instructors, graduate students, full- and part-time faculty, staff and others. You cannot “make up” any missed class time, and your absence will negatively impact your classmates and the graduate student clinicians. Therefore, attendance and participation are **required**, and roll will be taken for each and every assigned schedule.

It is your responsibility to sign the attendance sheet for every scheduled shift. Please report ALL absences to the instructor in person or via voice mail or email *prior to class meeting*. **TWO (2) unexcused absences will result in your final grade dropping one letter grade. No exceptions.** Excused absences require a written documentation from a medical provider. Working as a speech-language pathologist requires being present, arriving on time, and being prepared. Practicing those skills now will prepare you for a successful career as a speech-language pathologist.

Please see the posted individualized schedule for all students, located on Canvas.

E. GRADING:

Student grades are based on the successful completion of student expectations.

Final Grade: Final grades are assigned according to the following scores:

100-96%	A
95-90%	A-
89-87%	B+
86-83%	B
82-80%	B-
79-77%	C+
76-73%	C
72-70%	C-
69-67%	D+
66-63%	D
62-60%	D-
Below 60%	F

LEARNING OUTCOMES COMPETENCIES**(CSAD 199, Section 7, Clinical Materials Management):**

Mastery of each student learning outcome listed below is indicated by a grade of C or better on each component of the corresponding measures listed in the table. Students are required to track their progress towards meeting each learning outcome and must make an appointment with the instructor for any grade equal to or less than a C. The instructor will suggest strategies to help you establish competence and knowledge in these areas.

Students should track their progress towards meeting each learning outcome by listing their grades on the table below over the course of the semester.

Methods of Evaluation			
Student Learning Outcomes (see page 2)	Assignment	Point Value	Date Scheduled
#1 - #4	Participate in scheduled orientation education and training meetings.	60	Training Schedule Varies; please see posted schedule on Canvas
#1 - #7	Weekly Attendance & Participation 14 weeks X 10 points week week	140	Week #Two of semester through and including "Dead Week"
#1 - #7	4 Written Assignments: (a) Critical Thinking Essay (b) Speech-Language Pathology Assessment and Therapy Written Activity (c) Reflection Essay (d) Problem Identification & Proposed Solution	400 (4 essays x 100 points each)	Due dates are posted on Canvas
	Total possible points	600	

BASIC NEEDS SUPPORT

If you are experiencing challenges in the area of food and/or stable housing, help is just a click, email or phone call away! Sacramento State offers basic needs support for students who are experiencing challenges in these areas. Please visit our Basic Needs website to learn more about your options and resources available: <https://www.csus.edu/basicneeds/>

Equal Access:

California State University-Sacramento, Department of Communication Sciences and Disorders, seeks to provide equal access to its programs, services, and activities for people with disabilities. If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation before classes start. **Sacramento State Services to Students with Disabilities (SSWD)** offers a wide range of support services and accommodations for students in order to ensure students with disabilities have equal access and opportunity to pursue their educational goals. Working collaboratively with students, faculty, staff and administrators, SSWD provides consultation and serves as the information resource on disability related issues to the campus community. SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) or (916) 278-7239 (TDD only) or via email at sswd@csus.edu.