



California State University, Sacramento

Department of Communication Sciences and Disorders

UNDERGRADUATE SYLLABUS & COURSE OUTLINE

Semester/Year: Spring 2020	Course: CSAD 199, Class #32358 Clinical Materials Management	Section: 04
Meeting Days: Individually assigned; see posted schedule on Canvas	Meeting Times: Individually assigned; see posted schedule on Canvas	Location: Folsom Hall, Maryjane Rees Clinic LSH Center 2 nd Floor, Clinic Supply Room
Instructor: Dr. Darla K. Hagge, CCC-SLP	Email: hagge@csus.edu	Phone: 916-278-6695 – office 714/749-2799 – cell [preferred, if time sensitive]
Jeannette Reiff M.S., CCC-SLP, Clinic Coordinator	jeannette.reiff@csus.edu	916/278-7732 - Office
Office Location: Hagge Folsom Hall, CSAD Depart. Office #2405	Office Hours/Appointments: Hagge Tuesdays, 1:30 – 4:00 p.m. By appointment, please contact department front desk	
Reiff Folsom Hall, Maryjane Rees Clinic LSH Center	Reiff Appointments are strongly recommended; please schedule an appointment by calling 916/278-4867 or visiting the Department’s Front Desk at Folsom Hall, 2 nd floor	

Catalogue Course Description:

CSAD 199, Section 4. Clinical Materials Management.

1 Unit

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

Term Typically Offered: Fall, Spring

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.

Sacramento State Baccalaureate Learning Goals for the 21st Century (BLG)	Addressed by this course (Y/N)
Competence in the Disciplines: <i>The ability to demonstrate the competencies and values listed below in at least one major field of study and to demonstrate informed understandings of other fields, drawing on the knowledge and skills of disciplines outside the major.</i>	Yes
Knowledge of Human Cultures and the Physical and Natural World <i>through study in the sciences and mathematics, social sciences, humanities, histories, languages, and the arts. Focused by engagement with big questions, contemporary and enduring.</i>	Yes
Intellectual and Practical Skills, Including: <i>inquiry and analysis, critical, philosophical, and creative thinking, written and oral communication, quantitative literacy, information literacy, teamwork and problem solving, practiced extensively, across the curriculum, in the context of progressively more challenging problems, projects, and standards for performance.</i>	Yes
Personal and Social Responsibility, Including: <i>civic knowledge and engagement—local and global, intercultural knowledge and competence*, ethical reasoning and action, foundations and skills for lifelong learning anchored through active involvement with diverse communities and real-world challenges</i>	Yes
Integrative Learning**, Including: <i>synthesis and advanced accomplishment across general and specialized studies</i>	Yes

Course Learning Outcomes:

UNDERGRADUATE

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.

CSAD 199, Section 4 SPECIFIC STUDENT LEARNING OUTCOMES:

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

Course Learning Outcome	Components Indicating Competence	Grade Received
1	Participation in orientation and training meetings Weekly attendance & participation 4 Written Assignments	
2	Participation in orientation and training meetings Weekly attendance & participation 4 Written Assignments	
3	Participation in orientation and training meetings Weekly attendance & participation 4 Written Assignments	
4	Participation in orientation and training meetings Weekly attendance & participation 4 Written Assignments	
5	Weekly attendance & participation 4 Written Assignments	
6	Weekly attendance & participation 4 Written Assignments	
7	Weekly attendance & participation 4 Written Assignments	

Textbooks and Materials:

None

Online Resources:

CANVAS

Course Requirements/Components:

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**.

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Grading Policy:

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

Course Policies:

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.

TENTATIVE Course Schedule/Outline:

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.

Each student will be assigned an individualized schedule by the clinic director, Jeannette Reiff. All assignment questions should be directed to Dr. Hagge; all other remaining questions should be addressed to Instructor Reiff.

Methods of Evaluation			
Student Learning Outcomes	Assignment	Point Value	Date Scheduled
#1 - #4	Participate in scheduled information meeting (TBA) and additional scheduled training meetings (TBA).	60	Training Schedule Varies; please see posted schedule on Canvas
#1 - #7	Weekly Attendance & Participation 14 weeks X 10 points per week <i>(Please note that clinic closes at 5:00 p.m, during week #2 only; students who are scheduled after 5:00 p.m. during week #2 will not be meeting)</i>	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 <i>Note: All written assignments should be submitted by hard copy to Dr. Hagge’s on campus, department mailbox no later than 5:00 p.m. on the due date.</i>	400 (4 essays x 100 points each)	March 27 April 10 April 24 May 1
	Total possible points	600	

Additional Information

Commitment to Integrity:

As a student in this course (and at this university) you are expected to maintain high degrees of professionalism, commitment to active learning and participation in this class and also integrity in your behavior in and out of the classroom.

Sac State's Academic Honesty Policy & Procedures:

“The principles of truth and honesty are recognized as fundamental to a community of scholars and teachers. California State University, Sacramento expects that both faculty and students will honor these principles, and in so doing, will protect the integrity of academic work and student grades.” Read more about Sac State's Academic Honesty Policy & Procedures at the following website: <http://www.csus.edu/umannual/student/stu-0100.htm>

Definitions: At Sac State, “cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means.” **Plagiarism** is a form of cheating. At Sac State, “plagiarism is the use of distinctive ideas or works belonging to another person without providing adequate acknowledgement of that person's contribution.” Source: Sacramento State University Library **Note: Any form of academic dishonesty, including cheating and plagiarism, may be reported to the office of student affairs.**

Understand When You May Drop This Course:

It is the student's responsibility to understand when he/she need to consider disenrolling from a course. Refer to the Sac State Course Schedule for dates and deadlines for registration. After this period, a serious and compelling reason is required to drop from the course. Serious and compelling reasons include: (a) documented and significant change in work hours, leaving student unable to attend class, or (b) documented and severe physical/mental illness/injury to the student or student's family. Under emergency/special circumstances, students may petition for an incomplete grade. An incomplete will only be assigned if there is a compelling extenuating circumstance. All incomplete course assignments must be completed by the department's policy.

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.

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/>

Other Resources

Testing Center: <https://www.csus.edu/testing/>

Library: <https://library.csus.edu/>

Services to Students with Disabilities: <https://www.csus.edu/sswd/>

Student Health and Counseling Services at The WELL: <https://www.csus.edu/shcs/>

Peer & Academic Resource Center: <https://www.csus.edu/parc/>

Student Academic Success and Education Equity Programs: <https://www.csus.edu/saseep/>

Case Manager, Office of Student Affairs: <https://www.csus.edu/student/casemanager/>