# California State University, Sacramento

# Department of Communication Sciences and Disorders

## GRADUATE SYLLABUS & COURSE OUTLINE

| Semester/Year: Fall 2021 | Course: CSAD501: Audiology Doctoral Project I | Section: 01 |
|---|---|---|
| Meeting Days: Mondays | Meeting Times: 3:00-3:50pm | Location: Folsom 2204/Zoom |
| Instructor: Laura Gaeta, Ph.D. | Email: l.gaeta@csus.edu | Phone: 916-278-4701 |
| Office Location: Folsom 2207A or Zoom | Office Hours/Appointments: Tuesday 1:00-2:30pm (virtual or in-person); Wednesday 2:00-3:30pm (in-person); or by appointment | |

### Catalog Course Description:

CSAD 501 Audiology Doctoral Project I                                                    1 Unit

**Prerequisite(s):** CSAD 510

**Term Typically Offered**: Fall only

Independent research conducted under the supervision of audiology faculty members. Must include research question, literature review, hypotheses, data collection, and analysis. Students are responsible for identifying and recruiting participants, collecting data, and developing a plan for analysis. Case studies and systematic reviews should follow program guidelines.

### Place of Course in Program

This course is taken by Doctor of Audiology students who have: 1) passed the progress examination at the end of the first year of the program, 2) completed IRB training, and 3) received approval from their committee and advisor for the introduction and methodology. Students will learn how to plan, perform, and disseminate research in audiology. Students must be enrolled in five consecutive semesters of Audiology Doctoral Project (CSAD 501, 502, 503, 504, 505) after passing the first-year comprehensive examination and meeting advisory and proposal requirements for the doctoral project.

| Sacramento State Graduate Learning Goals (GLG) | Addressed by this course (Y/N) |
|---|---|
| **Disciplinary knowledge:** *Master, integrate, and apply disciplinary knowledge and skills to current, practical, and important contexts and situations.* | Y |
| **Communication:** *Communicate key knowledge with clarity and purpose both within the discipline and in broader contexts.* | Y |
| **Critical thinking/analysis:** *Demonstrate the ability to be creative, analytical, and critical thinkers.* | Y |
| **Information literacy:** *Demonstrate the ability to obtain, assess, and analyze information from a myriad of sources.* | Y |
| **Professionalism:** *Demonstrate an understanding of professional integrity.* | Y |

| | |
|---|---|
| **Intercultural/Global Perspectives:** *Demonstrate relevant knowledge and application of intercultural and/or global perspectives.* | Y |
| **Research:** *Conduct independent research resulting in an original contribution to knowledge in the focused areas of their graduate program* | Y |

## Course Learning Outcomes:

### GRADUATE

Mastery of each student-learning outcome listed below is indicated by a grade of B 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 B. The instructor will suggest strategies to help you establish competence and knowledge in these areas. See the program's Academic Performance Improvement Plan (APIP) policy at https://www.csus.edu/college/health-human-services/communication-sciences-disorders/_internal/_documents/audiology/csad-apip-policy-spring-2020.pdf

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

### GRADUATE EXPECTED LEARNER OUTCOMES (ELO)

Upon completion of this course, students will be able to:

1. Submit and receive approval for an IRB application.
2. Collect data for their research project under the guidance of department faculty.
3. Communicate with advising faculty in a timely manner.
4. Be responsible for professionalism and ethical treatment of human subjects and health information, if applicable.

| ELO | Component Indicating Competency | Grade(s) Received |
|---|---|---|
| 1-4 | Doctoral project | |

## Textbooks and Materials:

American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org10.1037/0000165-000

## Online Resources:

This course utilizes Canvas. All course materials will be available on Canvas.

IRB Cayuse

## Course Requirements/Components:

### Course Format

Research

### Class Preparation:

Students will be completing an independent research project through this CSAD 501-505 series. Benchmarks made are for students to set in conjunction with the doctoral project committee chair.

### Class Participation:

Students are expected to complete all tasks for their projects, including responding to feedback, writing, IRB submission (if applicable), preparation of materials and methods, etc.

## Class Attendance:

This class is hybrid, meaning some classes will be held in Folsom Hall and some will be held online. Please check the course schedule; changes to this schedule will be announced.

If you are sick, stay home and do not attend class. Notify your instructor. Please self-diagnose if you are experiencing any COVID- like symptoms (fever, cough, sore throat, muscle aches, loss of smell or taste, nausea, diarrhea, or headache) or have had exposure to someone who has tested positive for COVID contact Student Health & Counseling Services (SHCS) at 916-278-6461 to receive guidance and/or medical care. You are asked to report any possible COVID related illnesses/exposures to SHCS via this link COVID-19 Illness/Exposure Report Form: https://sacstateshcs.wufoo.com/forms/covid19-illnessexposure-report/ Expect a call from SHCS within 24 hours. The CDC provides a good source of information regarding COVID-19 and a way to self-check symptoms: https://www.cdc.gov/coronavirus/2019-ncov/index.html

## Class Assignments:

This course is graded as credit/no credit. For credit to be received, all benchmarks set by the student and their committee chair, including the items below, must be completed satisfactorily by the specified dates.

1. Submission of three-page proposal
2. Semester goal-setting worksheet
3. Completion of CITI training
4. IRB submission
5. Progress and plans presentation

Credit for the above items (and other project-related tasks) must be received in order to receive full credit for this course. Late or incomplete assignments will not receive full credit, meaning a student could receive a grade of NC if all items are not completed. An APIP will be initiated for any issues (e.g., academic, professional, etc.) that arise through this research project.t

### Au.D. Program Policies

**Academic conduct**

Students enrolled in the Au.D. program must adhere to the Department and University policies on academic misconduct. Please see the department's policy on academic misconduct ("Policy on Student Academic and Clinical Conduct"). The following are expectations for professional behavior in the classroom:

- Ethics: Students must uphold the ethical standards set forth by professional bodies in the field (see Appendices C and D).
- Respect: Students should demonstrate respect to their peers, instructors, and staff.
- Feedback: Students are expected to self-reflect and modify their work in response to feedback, while displaying non-defensive behavior to suggestions.
- Health: Students should maintain their personal wellness and health, attending to any needs in a timely fashion in order to support their academic and professional growth.
- Attire: Students should dress appropriately for class. Classes may be held in clinic space, so students are expected to observe the clinic dress code.
- Accountability: Students are expected to be accountable, honest, and professional for their activities and communications. The general principles of ethical behavior should be applied to their coursework, evaluations, and examinations.

- Language: Students should demonstrate professional oral and written communication, including emails. Discretion and professional language should be used in all modalities, emphasizing constructive rather than reactive use.
- Scholarship: Students should take an active role in their learning, recognizing their deficiencies and seeking to correct them, as part of their commitment to lifelong learning.
- Effort: Students should collaborate and work to complete tasks and assignments on time or by the set deadline. Students are expected to follow through on all activities while maintaining professionalism and intellectual curiosity.

## Attendance

Students are expected to arrive in class or on Zoom on time, prepared to participate and engage in classroom activities for both in-person and synchronous/virtual interactions. Students must be aware of changes in the class schedule. Students are advised that instructional faculty may include an attendance policy in courses, which may require attendance as part of the student's course grade. These policies will be set in the syllabus.

Given the full-time, intensive nature this doctoral program, it is important that students contact instructors if they are absent or are anticipating absence, especially over an extended period of time. In the case of the latter, the Au.D. Program Director must also be notified. Attendance for clinical practica is outlined in the clinic handbook.

## Email

Students in the Au.D. program are required to maintain an active CSUS email address, which is linked to the student ID number. Official emails will be sent through CSUS email. Students are expected to regularly check their CSUS emails.

## TENTATIVE Course Schedule/Outline:

| Date | Class Format (subject to change) | Topic (individual goals will be set between student and committee chair; this is only a guide) | Due Date |
|------|------|------|------|
| 08/30 | IP | Overview of projects<br>Goal setting for semester<br>Individual meeting time (if/as needed) | **Three-page proposal due 09/02 11:59pm PT on Canvas** |
| 09/06 | NC | *No class – Labor Day* | |
| 09/13 | O | IRB presentation –<br>Leah Vargas, M.A., CIP, ECoP<br>Research Integrity and Compliance Officer<br>Offices of Research, Innovation, and Economic Development | **Request Cayuse access** |
| 09/20 | IP | Goal-setting meetings<br>Work on proposal draft with feedback<br>Prepare materials and procedures<br>Begin IRB submission | **Semester goals worksheet due<br>Log in to Cayuse** |
| 09/27 | IP | Peer review day | **Complete CITI training (or refresher course) if needed** |
| 10/04 | IP | Work on proposal draft with feedback<br>Prepare materials and procedures | |
| 10/11 | O | Work on proposal draft with feedback<br>Prepare materials and procedures<br>Prepare recruitment materials and methods | |

| | | Continue work on IRB submission | |
|---|---|---|---|
| 10/18 | NC | *No class – Dr. Gaeta at conference*<br>Submit IRB application to Cayuse | **IRB submission due 11:59pm PT –**<br>**Upload copy of PDF to Canvas** |
| 10/25 | O/IP | Data collection trials/practice<br>IRB modifications if needed | |
| 11/01 | O/IP | Data collection trials/practice<br>IRB modifications if needed | |
| 11/08 | O/IP | Data collection trials/practice<br>IRB modifications if needed | |
| 11/15 | O/IP | Recruitment/data collection | |
| 11/22 | O/IP | Recruitment/data collection | |
| 11/29 | O/IP | Recruitment/data collection | |
| 12/06 | IP | Discussion – Presentation of progress; CSAD 502<br>plans | **Progress and plans presentation** |

Please note that dates, class format/location, topics, and assignments are subject to change. In the event of a change, you will be given ample notice.

O = Online; IP = In Person; NC = No Class

# Online Learning

For additional information, please review the CSAD Handbooks website
https://www.csus.edu/college/health-human-services/communication-sciences-disorders/student-resources.html

## Zoom/ Online Instruction privacy and relevant rights and responsibilities:

Any time that a class session is recorded during the COVID-19-related Remote Instruction Period, students will be notified. If students do not want their likeness during class participation included in the recorded class session, they may elect to not participate via video recordings. Recordings will be available for viewing during the Remote Instruction Period subject to the following:

Only students enrolled in the subject class during the Remote Instruction Period may view the recording.

- Students may not post or use the recordings in any other setting (e.g., social media) for any purpose. Students who violate this will be subject to student discipline, up to and including expulsion.
- Federal and California law as well as University policies protecting intellectual property rights and use of instructional materials (including any recordings of class sessions) remain in effect during the Remote Instruction Period.
- If faculty have any plan to use the recording for a different class in the future, the faculty member will need written FERPA consent from those students in the current class who are identifiable in any of the recordings. A FERPA consent form signed by all students in the course will also be needed if the recordings are made available to others beyond the classroom on a nonsecure digital platform.

## Important Tips for Success as an Online Learner

There are some basic technical skills and requirements that you will need to have to be successful in this online course. If you have difficulties using Canvas, please go through the Canvas Student Tour.

- ***Begin planning now for private, uninterrupted time in your schedule*** to complete the assignments – preferably in at least one-hour blocks and at least three times a week. It can be easy to fall behind!
- *Check your email account regularly* for updated information. We will be using your Saclink email account for communication. Use Saclink e-mail for private messages to the instructor and other students.
- Read directions carefully.
- For online communication, conventions of on-line etiquette ("netiquette"), which include a courtesy to all users, will be observed. Please see Guidelines for Online Discussions.

## Attitudes & Technical Skills Required

You will find that the following attitude will significantly contribute to your success in this online class:

- A positive attitude towards technology
- An open mind towards online education
- Willingness to share your experiences with others
- Strong analytical and critical thinking skills for when you "get stuck"
- Resourcefulness - don't be afraid to click on links and explore and ask questions
- Time management

Online learning requires only basic technical skills:

- Be competent with file management (for example, creating a folder on your desktop, moving files from one location to another, finding a saved file)
- Possess internet navigation skills
- Update your Internet browser
- Send and receive email
- Create and save documents (Word, PowerPoint, Excel or HTML)
- Toggle between two open software applications on your computer
- Copy text from a word processing program and paste them into another program

## Technical Assistance

Seek help when you can't access Canvas or class materials.

- For technical assistance, contact the IRT Help Desk. Visit AIRC 2005 during open hours to speak with the IRT Service Desk Team, or call (916)278-7337. IRT website.
- For assistance with course materials, contact your instructor

## Spam and Phishing Scams

- Learn how to stay safe and protect yourself from hackers who may try to access your personal information: Don't Fall for a Phishing Scam
- Use anti-virus, anti-spyware, and anti-malware software. Sac State's Software and Tools available for download.
- Use pins and passwords to secure your computer and devices- don't share your password with anyone. Use strong passwords that include a combination of letters and numbers that no one can guess.

## Canvas Student App

Canvas is fully functional on many types of smartphones and tablets. Compatible devices include platforms such as iPhone/iPad/iPod Touch, and Android. However, it is recommended that you do not solely rely on one of these devices to complete your online course work. Access to a computer is still needed for many online activities. Visit the Mobile section of the Canvas Guides website for more information.

# 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/umanual/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, shall be reported to the Office of Student Conduct.

## Department Policy on Use of APA format:

The Department of Communication Sciences and Disorders requires the use of the APA format and style. All students are required to reference the APA manual. All assignments are to be composed using APA format and style unless otherwise noted.

## 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. Prefer 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.

## Inclusivity:

Students in this class are encouraged to be active participants in all aspects of the course, including but not limited to lectures, synchronous and asynchronous activities, discussion posts, etc. Each of us must show respect for each other, as our class represents a diversity of beliefs, backgrounds, and experiences. This enriches all of our learning experiences together. Our individual differences deepen our understanding of one another and the world around us, rather than divide us. In this class, people of all ethnicities, genders and gender identities, religions, ages, sexual orientations, disabilities, socioeconomic backgrounds, regions, and nationalities are strongly encouraged to share their rich array of perspectives and experiences. If you feel your differences may in some way isolate you from our classroom community, or if you have a specific need, please contact the instructor early in the semester. Your instructor will work with you to ensure that you become an active and engaged member of our class and community.

## 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 with food, housing, financial or other unique circumstances that are impacting your education, help is just a phone call or email away! The CARES office provides case management support for any enrolled student. Email the CARES office at cares@csus.edu to speak with a case manager about the resources available to you. Check out the CARES website.

# Other Resources

- The Office of Student Affairs maintains a list of campus resources/centers: https://www.csus.edu/center/

- Testing Center: https://www.csus.edu/student-affairs/centers-programs/testing-center/

- Library: https://library.csus.edu/  for consultation : Rachel Stark, MS, AHIP, stark@csus.edu

- Services to Students with Disabilities: https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/

- Student Health and Counseling Services at The WELL: https://www.csus.edu/student-life/health-counseling/

- Student Academic Success and Education Equity Programs: https://www.csus.edu/student-affairs/retention-academic-success/

- Crisis Assistance and Resource Education Support (CARES): https://www.csus.edu/student-affairs/crisis-assistance-resource-education-support/

- CHHS Student Success Center: https://www.csus.edu/college/health-human-services/student-success/

- Reading & Writing Center: https://www.csus.edu/undergraduate-studies/writing-program/reading-writing-center.html

- Peer & Academic Resource Center: https://www.csus.edu/student-affairs/centers-programs/peer-academic-resource/

- SMART Thinking (tutoring resource): https://www.csus.edu/student-affairs/centers-programs/degrees-project/_internal/_documents/smarthinking.pdf

# Knowledge And Skills Acquisition (KASA) For Certification in Audiology

**Scientific and Research Foundations**

- Basic science skills (e.g., scientific methods, critical thinking)

**Standard II-A: Foundations of Practice**

- A13. Principles of research and the application of evidence-based practice (i.e., scientific evidence, clinical expertise, and client/patient perspectives) for accurate and effective clinical decision making

- A22. Legal and ethical practices, including standards for professional conduct, patient rights, confidentiality, credentialing, and legislative and regulatory mandates