



California State University, Sacramento

Department of Communication Sciences and Disorders

GRADUATE (AuD) SYLLABUS

Semester/Year: Summer 2024	Course: CSAD 630 Clinical Methods: Report Writing	Section: 01
Meeting Days: Tuesday	Meeting Times: 5:30 PM – 6:55 PM	Location: Folsom 2604/ Folsom 1000
Instructor: Stephanie Cate, Au.D.	Email: Stephanie.cate@csus.edu	Phone: 916-278-6631
Office Location: Folsom 2000; Cubicle D	Office Hours/Appointments: Email for an appointment/office hours	

Prerequisite(s): Admission to Doctor of Audiology program. **CSAD 610, CSAD 620, CSAD 620C, CSAD 614, CSAD 623**

Corequisite(s): 630C

Term typically offered: Summer only.

Description:

CSAD 630: This methods course's focus is on reporting writing and professional communication in audiology. Students will learn about privacy considerations, electronic medical records, structures of clinical reports, and principles of report writing. Students will gain experience writing mock case reports, which will be critiqued and evaluated by clinical faculty.

Sacramento State Graduate Learning Goals (GLG)	Addressed by this course (Y/N)
Disciplinary knowledge: <i>Master, integrate, and apply disciplinary knowledge and skills to current, practical, and important contexts and situations.</i>	Y
Communication: <i>Communicate key knowledge with clarity and purpose both within the discipline and in broader contexts.</i>	Y
Critical thinking/analysis: <i>Demonstrate the ability to be creative, analytical, and critical thinkers.</i>	Y
Information literacy: <i>Demonstrate the ability to obtain, assess, and analyze information from a myriad of sources.</i>	Y
Professionalism: <i>Demonstrate an understanding of professional integrity.</i>	Y
Intercultural/Global Perspectives: <i>Demonstrate relevant knowledge and application of intercultural and/or global perspectives.</i>	Y
Research: <i>Conduct independent research resulting in an original contribution to knowledge in the focused areas of their graduate program</i>	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.

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 630 SPECIFIC STUDENT AND COURSE LEARNING OUTCOMES:

1. Give examples of other health professionals with whom audiologists may communicate.
2. Review guidelines for privacy and patient information, including information stored electronically.
3. Report case history, otoscopy, immittance, and audiometry results.
4. Present a case report for a patient seen in clinic.

Textbooks and Materials: none

Required Online Resources:

Audiology Online (required): Gosalia, A. (2020). *Current HIPAA guidelines for audiologists*. [Current HIPAA Guidelines for Audiology | 35638 | Compliance and Regulatory Issues | Practice Management and Professional Issues \(audiologyonline.com\)](https://www.audiologyonline.com/Current-HIPAA-Guidelines-for-Audiology-35638-Compliance-and-Regulatory-Issues-Practice-Management-and-Professional-Issues)

Course Requirements/Components:

1. **Class Attendance:** Classroom attendance is necessary for this course. No more than one unexcused absence is allowed. Students are expected to arrive on time. Each class is worth 5 points of your total grade.
2. Students are responsible for all assigned readings, whether discussed in class or not, unless otherwise indicated. Audiology Online course listed above is due by July 2nd at 11:59 via Canvas. 25 points (5 points per question)
3. **Class Participation:** Students are required to actively participate in class discussions and are required to have read any assigned material prior to class meetings. Failure to participate in 2 class sessions will automatically drop a student's grade by one letter grade.
4. **Reports:** Four class session, instructor will serve as a mock patient for students to obtain case history and results. Then, students will utilize all the information given to write a professional report which will be printed and turned in by Friday at 17:00. Reports will be used for peer review completed in the following class.
 - The report should contain minimal errors. Please proofread your reports prior to submission.
 - Reports are due by Friday at 5:00 in professor's mailbox located in the clinic ASC office. Failure to turn in a report on time, will result in a decrease of a full letter grade.
 - Extra points will be given if student can correctly identify mock patient's pathology.
5. **Presentations:** Each student will be required to complete an interesting case study poster within professor assigned pairs. Students will be given some class time to obtain case study test results; literature reviews and background will be completed outside of class time. These posters are to be written in a professional format as if they are to be submitted to a conference or interprofessional meeting. 200 points total.

- The poster is to include Background, Case Study Timeline and Events, Research Goals/Methods, Outcomes and Recommendations for Further Testing, and References.
- Each portion of the poster will be due throughout the semester and dates/drop boxes are posted in canvas.

6. Discussion Board: Students are to complete a discussion board with 2 questions for hearing aid manufacturer trainings. To be submitted by June 7th at 11:59. 10 points/question.

7. Labs/practice sessions:

1. Students need to complete at least 4 hours of clinical practice time per week to satisfy 630C requirements and turn in a signed shift hour sheet, weekly by the ASC. These forms are due every Friday by 5:00. Please see Canvas Module for shift hours form. 20 points per week.

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.

Grading Policy:

Source	Points	% of Grade
Clinic Case Poster	200	40%
Audiology Online Quiz	25	5%
Participation	45	8%
Discussion Board	20	5%
Reports/Quizzes	40	7%
Practice Shift Sheet	180	35%
TOTAL	510	100%

Letter grades are assigned according to the following scores:

Points	%	Letter
500 - 465	100 – 93%	A
450 – 464	92.99 – 90%	A-
435 - 449	89.99 – 87%	B+
415 - 434	86.99 – 83%	B
400 - 414	82.99 – 80%	B-
385 - 399	79.99 – 77%	C+
365 - 384	76.99 – 73%	C
350 - 364	72.99 – 70%	C-
335 - 349	69.99 – 67%	D+
315 - 334	66.99 – 63%	D
300 - 314	62.99 – 60%	D-
299 and lower	< 60%	F

Course Policies/Procedures:

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 on time, prepared to participate and engage in classroom activities for both in-person and synchronous/virtual interactions. Students are responsible for class content, lecture materials, assignments, announcements, and 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 practical 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 Content	Assignments Due
6/4	Review Syllabus, Lab shift hours sheet, poster presentation requirements, peer review forms, mock case if time.	NONE

6/11	<p>Mock patient discussion for report writing.</p> <p>Lecture on templates report writing.</p> <p>Last 15-mins of class: Questions regarding clinic</p>	<p>Lab practice sheet 1 Due</p>
6/18	<p>Time to work on case study and proposal</p> <p>Last 15-mins of class: Questions regarding clinic</p>	<p>Lab practice sheet 2 Due</p> <p>Mock Patient peer review form & report due (in person)</p>
6/25	<p>Mock patient discussion for report writing</p> <p>Last 15-mins of class: Questions regarding clinic</p>	<p>Lab practice sheet 3 Due</p> <p>Case Study Proposal is Due</p>
7/2	<p>Time dedicated for clinic discussion, and to work on case poster presentations.</p>	<p>Audiology Online: HIPAA Quiz Due</p> <p>Lab practice sheet 4</p> <p>Mock Patient 2 peer review form & report due (in person)</p>
7/9	<p>Mock patient discussion for report writing</p> <p>Time to work on outcomes and recommendations for case poster.</p>	<p>Objectives/methods due for poster with lit review.</p> <p>Lab practice sheet 5 due</p>
7/16	<p>Questions regarding clinic</p> <p>Mock patient discussion for report writing</p>	<p>Outcomes and recs for case poster due</p> <p>Lab practice sheet 6 due</p> <p>Mock Patient 3 peer review form & report due (in person)</p>
7/23	<p>Questions regarding clinic</p> <p>Final touches on poster presentation</p>	<p>Lab practice sheet 7 due</p> <p>Mock Patient 4 peer review form & report due (in person)</p>
7/30	<p>Mock patient discussion for report writing</p> <p>Last 15-mins of class: Questions regarding clinic</p>	<p>Lab practice sheet 8 due</p> <p>Case poster presentation due</p>

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, 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. 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.

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

CSAD 630 Clinical Methods: Report Writing

Scientific and Research Foundations

- The basics of communication sciences (e.g., acoustics, psychoacoustics and neurological processes of speech, language, and hearing)

Standard II-A: Foundations of Practice

- A7. Applications and limitations of specific audiologic assessments and interventions in the context of overall client/patient management
- A12. Effective interaction and communication with clients/patients, families, professionals, and other individuals through written, spoken, and nonverbal communication
- A17. Importance, value, and role of interprofessional communication and practice in patient care
- A18. The role, scope of practice, and responsibilities of audiologists and other related professionals

Standard II-B: Prevention and Screening

- B2. Establishing relationships with professionals and community groups to promote hearing wellness for all individuals across the life span

Standard II-C: Audiologic Evaluation

- C1. Gathering, reviewing, and evaluating information from referral sources to facilitate assessment, planning, and identification of potential etiologic factors.