Sacramento State HHS
Department of
Communication Sciences & Disorders (CSAD)
Graduate Student Benchmarks

TARGET: GRADUATION!!!

Last revision date: 1/26/2025

New ASHA MS Standards
"Professional Practice Competencies"

- Four Specific Areas within the Entire MS Program:
  - Accountability
  - Effective Communication Skills
  - Evidence-Based Practice
  - Professional Duty

"The program must provide content and opportunities for students to learn so that each student can **demonstrate the following attributes and abilities** and demonstrate those attributes and abilities **in the manners identified.**" [*Please see each MS course syllabus or MS Student handbook.*]

https://caa.asha.org/siteassets/files/accreditation-standards-for-graduate-programs.pdf (ASHA, 3.1.1B, pg. 17-18)

Reminder from CSU:

Admission into programs leading to licensure and credentialing does not guarantee that students will obtain a license or credential. Licensure and credentialing requirements are set by agencies that are not controlled by or affiliated with the CSU and requirements can change at any time. For example, licensure or credentialing requirements can include evidence of the right to work in the United States (e.g., social security number or tax payer identification number) or successfully passing a criminal background check. Students are responsible for determining whether they can meet licensure or credentialing requirements. **__The CSU will not refund tuition, fees, or any associated costs, to students who determine subsequent to admission that they cannot meet licensure or credentialing requirements.__ Information concerning licensure and credentialing requirements are available from Dr. Darla Hagge, Graduate Coordinator.

Reminder from the Department:

We encourage you to <u>save money</u> for upcoming background checks, livescans, fingerprinting, transportation costs for internships (gasoline), and other fees/costs associated with graduate school.

CALIPSO

- CALIPSO Registration Instruction for Graduate Students
- Link for instructions can be found on the Department Handbook Resource Section or click on the link below:
  - https://www.csus.edu/college/health-human-services/communication-sciences-disorders/ internal/ documents/ms/calipso-student-registration-instructions-2019.pdf

Reviewing Your ASHA KASA Progress

- Students should regularly check on their individual progress towards meeting **ASHA's Knowledge and Skills Acquisition (KASA) Standards** by logging into their individual CALIPSO account and viewing their KASA summary. *Note: The information in CALIPSO is updated periodically by staff.*

- These knowledge and skills are directly tied to ASHA's Certification Standards.

- Students can also refer to the online course catalog to view their class sequence. Students should view the posted course catalog that is associated with the year of their admittance.

Additional Student Resources

- **Questions for Office of Graduate Studies? Please email: Grad_degreeservices@csus.edu**

- PARC

- Writing Center

- Career Center

- The Well

- CHHS Student Success Center

- Links for these and other resources may be found at:
  - https://www.csus.edu/experience/student-success/student-support-services/

Equitable Treatment and other Campus Policies: Resources for Students, Staff, Faculty, and Clinic Clients

Equal Opportunity

The program adheres to Sacramento State's Policy for ensuring that appropriate corrective action is taken when violations of compliance with non-discrimination laws and regulations occur. Any violations of compliance are referred directly to the Equal Opportunity Office. California State University, Sacramento is committed to creating an atmosphere in which all students have the right to participate fully in CSU programs and activities free from unlawful Discrimination, Harassment and Retaliation. Sacramento State is also committed to maintaining a work environment where every employee is treated with dignity and respect. CSU will not tolerate unlawful harassment based on race, color, religion, national origin, ancestry, age, sex, sexual orientation, marital status, veteran status (as defined by the Vietnam-Era Veterans' Readjustment Assistance Act of 1974, as amended), physical disability, mental disability, or medical condition.

California State University Executive Orders1096 (employee and third parties) and 1097 (students) outline the policy prohibiting, and procedures for addressing complaints of, Discrimination, Harassment and Retaliation.

William Bishop, CSU, Sacramento Director of Equal Opportunity, is the University's DHR Administrator/Title IX Coordinator. Mr. Bishop's office is responsible for monitoring, supervising, and overseeing overall Campus-wide implementation of and compliance with the Executive Orders and state/federal civil rights laws – including coordination of training, education, communications, and administration of complaint procedures for employees, students, and third parties in the areas of discrimination (including sex discrimination), harassment (including sexual harassment), sexual misconduct, dating and domestic violence, and stalking.

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 https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/

Student Grievance Procedures (located on: department website and student clinic handbook)

A student grievance exists where a student claims that a violation, misapplication, or misinterpretation of a University policy, procedure, or practice has occurred. A student filing a grievance should follow the following procedures: Should a condition exist that a student believes is in violation of the rules, procedures, policies, or the standards of the university, it is important that he/she bring it to the attention of the appropriate individual or office. An attempt at an informal resolution should be the first action taken by the aggrieved party. If an informal resolution is not possible, then the aggrieved party should meet with the Department chair for resolution of the issue. The Department chair shall allow the student an opportunity to present their case and any documentation relevant to the issue. If the chair finds that the issue is in fact a specified academic right and that the student has asserted a reasonable claim of a violation of these rights, the chair shall make whatever additional inquiry is appropriate. If the subsequent inquiry substantiates the assertion, the chair shall meet with the faculty or staff member alleged to have engaged in the action aggrieved. The chair may then attempt an informal resolution or refer the action to higher authority for action. This policy shall not apply to any allegation related to discrimination on the basis of race, ethnicity, national origin, gender, sexual orientation, marital status, pregnancy, age, disability or veteran status. Complaints of discrimination against students based on these grounds shall be immediately referred to the University Affirmative Action/Equal Opportunity Officer. Students shall have a right to appeal the action of the chair to the College of Health and Human Services Dean. In matters involving all other grievances contact the office of the Vice President for Student Affairs for appropriate referral, 3008 Lassen Hall. https://www.csus.edu/umanual/studentpolicies.html

Consider: ASHA Membership Discount

- The NSSLHA to ASHA Membership Conversion Discount is a one-time discount of $225 off the initial dues and fees for ASHA membership and certification.

- **Eligibility**

- To qualify, you must be a National NSSLHA member for the last 2 years of your master's or doctoral program. Contact ASHA's Action Center to confirm eligibility.

- **TIPS:**

- Apply for National NSSLHA membership.

- Renew your National NSSLHA membership for the last 2 years of your master's or doctoral program.

- Maintain current degree information in the NSSLHA/ASHA database.

- Maintain current email and postal mailing addresses in the NSSLHA/ASHA database.

- Do not wait to complete your clinical fellowship or externship before applying for ASHA membership and certification.

Self-Identify as a Bilingual Service Provider (BSP)

- [Bilingual Service Providers](#) (BSPs) like you are in increasing demand. Take a moment to [self-identify](#) and broaden your professional reach—making a lasting difference in the lives of your clients and your community.

- Benefits of Being a BSP

- Increased marketability with a distinct competitive advantage

- Access to a broader set of clients/patients

- Potential for increased earning

- A listing in [ASHA's ProFind referral service](#) (ASHA's directory of over 15,000 ASHA-Certified Audiologists and Speech-Language Pathologists who are accepting referrals)

- Visit: https://www.asha.org/Members/Self-Identify-as-a-Bilingual-Service-Provider/

Certificate of Clearance

- **Certificate of Clearance** includes livescan fingerprinting and is required for all public school internships. If you haven't already done so, please begin the application process for your Certificate of Clearance. Instructions may be found in the online MS Student handbook.

- Livescan fingerprinting – Prior grad students recommend using:
  - **Capital Livescan**
  - **5706 Broadway, Sacramento, CA 95820**
  - **(916) 456-5260**
  - **http://capitallivescan.com/**

- Once received, students are responsible to scan all documents into one pdf and upload the Certificate of Clearance into Calipso.

- Note: Additional fingerprinting will be required by your assigned school immediately prior to your public school internship.

Remember: Certificate of Clearance

- **Must be attached** to the Office of Graduate Studies (OGS) e-form entitled, "Advancement to Candidacy."

- No Certificate of Clearance = No Advancement to Candidacy submission + No School Internship (no exceptions), with possible delay of graduation

- **<u>Do not wait:</u>** The Certificate of Clearance may be held up for a variety of reasons!!

Experiencing an Initial CTC Denial of the Certificate of Clearance?

- If students need support from the University regarding obtaining their Certificate of Clearance, students can reach out to:

- Elizabeth Christian echristian@csus.edu.

HealthStream Modules

- You will need to complete **three (3)** HealthStream modules **by the end of your first clinical semester**. Both HealthStream modules costs $3.50, and you may use a debit/credit card to pay for each module separately on HealthStream's secure website.

- **Instructions:** Failure to complete the required modules with a passing grade of **80%** will preclude the participation in clinical experiences. You will need to complete these modules even if you have taken them at your place of employment. After completing the modules with a passing grade of 80% or better, please print the certificates of completion, scan the certificates together into one pdf file, upload into a file located in CALIPSO under "compliance immunization" and keep a copy of your records. Additional instructions are located in the MS Student Handbook. **NOTE: Use a PC computer, using Internet Explorer for best results! Problems? Contact Dr. Hagge, not HealthStream Modules or any other representative.**

- **The three (3) required modules are listed below:**
    - **(a) Standard Precautions and Bloodborne Pathogens**
    - **(b) Hand Hygiene: Basic Principles and Competency**
    - **(c) HIPAA: A guide for Healthcare Workers**

Annually, **Every Semester,** or **Monthly**

- **Tuberculin (TB) Screening:** Annually
  - **Scan and upload TB clearance into a file located in CALIPSO under "compliance immunization" and keep a copy of your records.**
  - **You may visit the on-campus "Well" for reduced rates, <u>please visit:</u>**
  - <u>https://www.csus.edu/student-life/health-counseling/health/immunizations-and-vaccines.html</u>

- **Schedule and meet with Graduate Coordinator,**

  Each semester, at minimum

- **Review the Office of Graduate Studies (OGS) website for updates:**
  - **Monthly**
  - **www.csus.edu/gradstudies/**

Pre-Clinic

Gentle Reminder: The Clinic

- For the purposes of maintaining the integrity of our facility, there is **no food allowed** within the clinic.

- Out of respect for your peers, staff, faculty, and the department: clean up after yourself. Return everything as you found it or better than you found it.

- "The Clinic" begins when you enter the lobby and includes all space thereafter.

- Failure to follow these rules may result in receiving an A-PIP or a C-PIP. See: Professional Practice Competencies.

Pre-Clinic

- Tuberculin Clearance Test: **Annually May obtain at The Well at CSUS**
  - https://www.csus.edu/student-life/health-counseling/health/immunizations-and-vaccines.html

- Hepatitis B (requires 3 shots)

- **Scan and upload Hepatitis B documentation into a file located in CALIPSO under "compliance immunization" and keep a copy of your records prior to beginning your first semester of clinic**

- Castlebranch Background Check
  - Note: This background check is separate from the background, drug screen, and associated fees required for medical internships. https://www.csus.edu/college/health-human-services/communication-sciences-disorders/_internal/_documents/policy/csad-background-check-policy-and-instructions.pdf

Vaccinations

- Please see the CSUS CSAD page for the most up to date Immunization policy
  - https://www.csus.edu/college/health-human-services/communication-sciences-disorders/_internal/_documents/policy/csad-department-immunization-policy.pdf

- Please note: the university's overall policy has changed. Please make sure you are in alignment with the CSUS policy, especially if any portion of your classes/clinic will be face-to-face
  - https://www.csus.edu/student-life/health-counseling/health/immunizations-and-vaccines.html

In Short, Documentation Requirements for CALIPSO

- **All new incoming graduate students are required to upload vaccination documentation and the following documents to CALIPSO by the 1st day of the 1st semester with updates as needed to remain a student in good standing:**
    - CBEST (or department-approved equivalent options)
    - Certificate of Clearance (submit your application to CTC)
    - Healthstream Module Certificates (3)
    - Castlebranch Background Check Certificate (no need to do this)
    - TB Clearance (required every 12 months)
    - Hepatitis B Vaccination Series
    - Proof of Healthcare Coverage

CALIPSO Audit

- There are periodic audits of CALIPSO to ensure that students have uploaded all of the required documentation.

- Maintaining compliance with documentation requirements is considered to be a Professional Practice Competency.

- Failure for a student to maintain updated required documentation in CALIPSO throughout the MS program may result in an A-PIP or a C-PIP.

Uploading Documentation to CALIPSO

- **First Time CALIPSO Users:**

- The file management feature allows you to upload any type of file (e.g. Word, PDF, JPEG, audio/video) to share with your clinical supervisor or clinical administrator.

- From the Lobby, click on "Student Information" and then "Documents" to upload your own file and/or view a file uploaded by your supervisor or clinical administrator.

- **First, select a folder by clicking on the folder name or create a new folder or subfolder.** To create a new folder or subfolder, type in desired folder name in the "Add folder" field and press "create."

- **Upload a file** by pressing the "Browse" button, selecting a file, completing the requested fields, and clicking "upload." The upload fields will display if you have selected an unrestricted folder. **Set the file permission** by choosing "public" for supervisor and clinical administrator access or "private" for clinical administrator access only.

- **Move files** by dragging and dropping from one folder to another.

- **Rename folders** by clicking the "rename" link to the right of the folder name.

- **Delete <u>files</u>** by clicking the "delete" button next to the file name. **Delete <u>folders</u>** by deleting all files from the folder. Once all the files within the folder have been deleted, a "delete" link will appear to the right of the folder name.

Uploading Documentation to CALIPSO (continued)

- **<u>How to upload</u>**
  - Login to your CALIPSO account
  - Title your documents (see slide #18) & add your name
    - Example:
      - CBEST, Hagge
      - Certificate of Clearance, Hagge
  - Access your profile information
  - Upload under DOCUMENTS

Pre-Internship

CounselEar: Client Files/documentation

All medical records are stored electronically using CounselEar.

- All CounselEar work must be completed in-house (in the clinic) rather than off-site (e.g., personal laptop, home, etc).

- There are several functions that we use CounselEar: client contact, digital records, scheduling, and chart notes.

- Please see Teams under "clinic update" for additional resources.

- Please contact clinic coordinator with any questions.

Pre-internship Reminders:

- Some medical facilities are using **"my clinical exchange"** as their onboarding process for graduate student interns. There is an associated fee (~40.00) with this required process.

- Remember: **For medical internship sites**, the onboarding process and requirements vary from facility to facility (see next slide)

- Some sites require that the onboarding process be completed fully six months prior to the first day of the internship. If not completed, the site may cancel the student's internship.

Pre-Internship Reminders:

- Documentation **may need** to be submitted as part of your onboarding process **prior to beginning a medical internship**:
    - Rubella, Rubeola & Mumps (MMR) [titers or two doses]
    - Chicken Pox (Varicella) [NorthBay requires two doses]
    - Tdap [Tetanus/Diptheria/Pertussis & is good for ten years]
    - Flu Shot (influenza) vaccinations [per flu season schedule]
    - TB Clearance within 60 days of starting or within last 12 months
    - Must have active health insurance (student identifies insurance carrier)
    - May require a physical exam from student's PCP/GP
    - CPR for Healthcare Providers from American Heart Association
    - Re-completion of Health Stream Modules within 60 days of beginning internship
    - A new background check and a drug screen completed no sooner than 60 days prior to beginning the first day of your medical internship.
        - Note: The results of the background check and drug screen should be submitted to CSUS—not to an internship site.

To Begin: "Semester" Defined

- For the purposes of this powerpoint, Semester=Clinic Semester (1,2,3,4)

- So, "1st semester" = "first semester of clinic"

First Semester

Performance Improvement Plan (C-PIP)

- **Performance improvement plans are designed to improve a Student Clinician's knowledge and skills in specific area(s) of weakness. If a Student Clinician requires additional support to successfully achieve clinical competency, a performance improvement plan(s) will be formulated using the following steps:**
    - The Clinical Instructor will write an appropriate performance improvement plan following department guidelines.
    - This performance improvement plan will be approved by the Clinic Director and Methods Instructor, reviewed with the Student Clinician, and signed by all required parties.
    - Progress made related to the performance improvement plan goal(s) will be considered by the Clinical Instructor before determining the final clinical competency scores and posting the course grade.
    - If there is more than one clinic requiring a performance improvement plan(s) in a semester or if a performance improvement plan is required in a previously failed clinic, then a department level performance improvement plan is required and will be written by the Department Chair in consultation with the Clinical Instructor, the Student Clinician, and the Clinic Director.

Performance Improvement Plan (A-PIP)

The University Catalog and the department handbook state that all graduate students must maintain a 3.0 in the graduate program and have no grade below a B in a non-clinical course or clinical course. All department nonclinical course syllabi are required to include the formative Learning Outcomes Competencies (LOC) where each learning outcome for the course is explicitly connected to assessment measures for the course. Students and faculty are instructed to track these learning outcomes as they are measured by the specified learning assessments. Academic Performance Improvement Plan (APIP) strategies are initiated by faculty if a student falls below a B grade on any of the specified assessment measures. Weekly faculty meetings are held following an agenda that includes a specific line item regarding student academic progress and concerns. The faculty will discuss any student whose grade falls below a B on any of the specified measures of the course(s) LOC(s) and/or any student whose is at risk for falling below a 3.0 GPA. Faculty will suggest academic strategies designed to support student success. Supports may include the following:

• Individual support from the instructor

• Referral to a department-specific tutor

• Meeting with CSAD Department Representative to the College of Health and Human Services' Student Success Center

• Referral to the University Writing Center

• Referral to other University-sponsored tutoring supports such as SmartThinking and/or the Peer and Academic Resource Center (PARC).

The course instructor(s) will then meet with the student to develop structured, learning outcome-centered APIP(s). The form includes student and instructor responsibilities and timelines in the process and requires specification of specific supports and benchmarks to be provided to the student. The instructor of the course and the Graduate Coordinator are available to provide additional support as part of the APIP. Satisfactory performance on the APIP will equate to a learning outcome grade of at least B. Non-satisfactory performance on the APIP will equate to a learning outcome grade of B- or lower. Completed, signed APIPs will be placed in departmental student files.

ASHA's Standards: Professional Practice Competencies

"In alignment with the current January 2023 Standards for Accreditation, the CSUS CSAD MS program provides content and opportunities for students to learn so that each student demonstrates the following attributes and abilities and demonstrates those attributes and abilities in the following four **Professional Practice Competencies** throughout the graduate program: (a) accountability, (b) effective communication skills, (c) evidence-based practice, and (d) professional duty."

For additional information, please visit pages 17-18 at https://caa.asha.org/siteassets/files/accreditation-standards-for-graduate-programs.pdf"

Professional Practice Competencies

- PIP: Failure to understand/demonstrate ASHA's Professional Practice Behaviors may result in a PIP.

- Examples of failure to demonstrate Professional Practice Behaviors include (but are not limited to):
    - Not engaging in class/clinic discussions, activities, assignments
    - Failing to clean-up a clinic space
    - Engaging in a non-professional, aggressive, and/or intimidating communication style with others.
    - Failing to demonstrate professional behaviors when representing Sac State in the community (e.g., internships, volunteer experiences)

First Semester

- Tuberculin Test: **Annually uploaded into Calipso and revise renewal date.**

- Meet with Graduate Coordinator: **Every semester**

- Fulfill the **Graduate Writing Assessment Requirement** by successfully passing the writing intensive course. At the completion of this course, OGS will indicate this status in your online student portal. Note: This may take up to a full year!!

- Review the Office of Graduate Studies (OGS) website for updates: Every month

  http://www.csus.edu/gradstudies/

First Semester

- **Certificate of Clearance**
  - Should already be completed and uploaded into Calipso.
  - <u>**Attach the Certificate of Clearance to the Advancement to Candidacy e-form**</u>
  - **REMEMBER: No Certificate of Clearance equates to no school internships and no submitted Advancement to Candidacy!** Do not put it off as it can get held up for a variety of reasons.

First Semester

- If you are considering a **Thesis or Project** instead of **Comprehensive Exams**, you should begin developing an idea, **meet with faculty to seek support** for your research/project production idea(s). You schedule a meeting with your chair of the culminating experience, and actively begin to write a literature review.

OGS Brief Timeline for CSAD T/P

- 3rd & 4th semesters of clinic – Register for CSAD 500T/P, 2 units in both semesters

4th Semester

- Register & Complete mandatory Online Thesis/Project Workshop Module Thru OGS

- Register & Make an Appointment with OGS (day/time)

- Receive follow-up email from OGS regarding additional required tasks & deadlines (will receive 2-3 days after making the appointment)

- Upload your thesis/project ahead of your appointment so OGS has time to review before you meet! (you will be uploading the FINAL VERSION ONLY into ProQuest, not your draft versions)

- Meet with OGS to review formatting including table of contents, margins, numbering, use of APA AND complete the following forms:
  - Thesis/Project Receipt Form
  - Culminating Processing Fee Form ($50.00)
  - Verification of payment form
  - Title page

- Committee Members sign: Culminating Approval Form for Project/Thesis

Brief Timeline, continued

- Everything must be done BEFORE the end of the semester
  - Specifically: The Friday before dead week or the Friday before the last two weeks of the semester
- If a student does not finish on time and needs an additional semester, then they will be paying for continuous enrollment and will need to move their graduation date to the next term (e.g., 4 units and pay full fees; their original units will change to 0 and remain on their transcript)
- Student will also need to complete:
  - Petition for Exception – If an extension to graduate program
  - Revised Graduation Application with additional fee

Second Semester

Second Semester

- **Certificate of Clearance**
  - Should already be completed and uploaded into Calipso.
  - **Attached to the Advancement to Candidacy e-form**
  - **REMEMBER: No Certificate of Clearance equates to no school internships.** Do not put it off as it can get held up for a variety of reasons.

Second Semester

- **<u>Advancement to Candidacy:</u>**
  You must file for graduate candidacy status as part of your progress to your Master's degree.   Please use the OnBase Form and follow the graduate coordinator's instructions.

- Each student MUST attached the Certificate of Clearance to the Advancement to Candidacy e-form (no exceptions).

- Failure to submit your Advancement to Candidacy on time may result in a delay of progression through the coursework.

  - *Deadlines*: **Complete forms and submit thru OnBase prior to:**
    - **Fall Semester: October 1**
    - **Spring Semester: February 1**
    - *NOTE* ***<u>The Petition for Exception Form is required </u>**if changes are made after you have submitted your Advancement to Candidacy form. Make an appointment to meet with the graduate coordinator. You may be asked to also meet with the department chair, clinic director and/or other faculty.

Culminating Experience: CSAD 500 C/P/T

- Submit a Proposal for thesis or project if you are not choosing Comprehensive Examinations as your culminating experience (before the 11th week of semester). **Remember, a Proposal submission requires a developed literature review and faculty support for your general idea.**

- Please review the thesis and project handbooks for additional information, posted on the MS Student Handbook.

Second Semester

❑ The Clinic Coordinator will send a survey via email to all students requesting their preferences for internships. Students should complete the survey **immediately** upon receipt. Student preferences **can not be guaranteed.**

❑ The Internship Application and Contract packet will be provided to you by the Clinic Coordinator at the end of the second semester/beginning of third semester.

❑ Your request for an internship WILL NOT be granted until this packet has been completed via Adobe Sign.

Second Semester

- Schedule and meet with the Graduate Coordinator: **Each semester**

- Check email daily and respond promptly to all emails and/or communications related to the internship experiences.

- Review the Office of Graduate Studies (OGS) website for updates: Every month http://www.csus.edu/gradstudies/

Third Semester

Third Semester

- Tuberculin Test: **Annually.** **Upload clearance into Calipso and revise renewal date.** *Note:* *You may need to update the TB Clearance within 60 days of start date for some medical internship sites.*

- Certificate of Clearance should be completed!

- Complete **CPR Training** by November 1 (for Spring internships) or April 1 (for Fall internships)
    - CPR class may be taken through CSUS or AHA. Visit: https://www.cce.csus.edu/american-heart-association-certification-courses
    - Medical internships (CSAD 295M) requires **CPR for Healthcare Providers**
    - School internships (CSAD 295I) requires **CPR for Healthcare Providers**

- Respond to all communications regarding the medical/private practice internship experience.

- Schedule and meet with the Graduate Coordinator: **Every semester**

- Review the Office of Graduate Studies (OGS) website for updates **monthly:** https://www.csus.edu/graduate-studies/current-students/graduate-student-guide.html#steps-to-graduation

Third Semester

- If you are completing a **Thesis or Project**, your proposal should already be approved and you should Enroll in 2 units of CSAD 500T (Thesis) or CSAD 500P (Project) in the third semester.

- If you are completing **Comprehensive exams**, you should complete them at the beginning of the 4th semester.
  - Register for 2 units of CSAD 500C in the 4th semester following the date of your comps
    - Register in Fall for August comps
    - Register in Spring for January comps

*If You Are Completing CSAD 500C (Comps):

- Students who require accommodations must contact the CSUS Testing Center before the end of the 3rd semester to make arrangements in advance.

- Any CSAD SSWD students that need to take this comprehensive exam at the Testing Center should email the center directly. Please type **"Request to Schedule CSAD Comprehensive Exam"** in the subject line and provide the center with personal info and Sac State ID number. This way the center can manually schedule this exam (since it is always in between semesters).

- Failure to request accommodations from the Testing Center during the 3rd semester may result in postponing comps until the following cycle with a resultant delay in receiving the MS degree.

Fourth Semester

Internships

- **CSAD 295I**:

- Students must complete 45 days, not including holidays, weekends, sick days. **No exceptions.**

- If a day is missed due to an excused absence, the day must be made up at the end, which extends the length of the internship.

- Students generally earn 100 clinical clock hours during this internship.

- The California Teacher Credentialing (CTC) has established this internship as an absolute minimum of 45 days. Therefore, there is no negotiation or exceptions to the length of the internship.

Internships

- **CSAD 295M/P**:

- Students must complete a 9-12 week internship. The length of the internship is determined in advance between the site and the university. Therefore, each site requirement is different.

- During this final internship, students must:
  - Earn a minimum of 50 clinical clock hours
  - Complete a minimum total of 375 clinical clock hours
  - Successfully pass their final clinical competencies, as determined by their onsite supervisor using the CSAD Department's parameters
  - Remain at their internship until the 9-12 week requirement has been met. Failure to remain at the internship site through the originally-established end date may result in receiving a "No Credit" for the course.

Fourth Semester

- If you are doing a **Thesis or Project**, your proposal should already be approved and you should Enroll in another 2 units of CSAD 500T (Thesis) or CSAD 500P (Project).

- If you are doing **Comprehensive exams (CSAD 500C)**, you should complete them at the beginning of the 4th semester.
    - Register for 2 units of CSAD 500C in the 4th semester following the date of your comps
        - Register in Fall for August comps
        - Register in Spring for January comps

KEEP CALM and PASS COMPS

CSAD 500C
Comprehensive Examination

- *Important*: All "pass with a conferences" and "no pass" must be cleared by the Friday <u>before</u> "dead week" of the semester.

- Failure to do so may result in a significant delay (e.g., one semester delay) with the conferral of your MS degree and your ability to obtain employment as an SLP.

Obtaining CA Licensure ASAP

- If interested in working ASAP after graduation, obtain an SLP-CF position **during this semester**.

- Once employment has been procured, submit paperwork for California temporary state license during mid-semester

- Department Chair will process these e-documents

- See: https://www.csha.org/wp-content/uploads/2022/08/CSHA-Pathway-to-SLP-Licensure-California.pdf

Fourth Semester

- **Complete <u>Application for Graduation with Master's Degree</u> (even if you are not "walking" at graduation)**
  - **October 1** for **Fall** graduation
  - **February 1** for **Spring** or **Summer** graduation
  - **Find forms at Graduate Studies Website** https://www.csus.edu/graduate-studies/current-students/_internal/_documents/graduation_application.pdf **Additional information provided in CSAD 250**
  - <u>Note:</u> **Graduate Coordinator will work with CSAD 250 Course instructor to facilitate getting signed forms back to you in an efficient manner that reduces your trips back to campus.**

Fourth Semester

- In order to apply for graduation:
    - Application for Graduation, e-form on OnBase
    - Must be currently enrolled in the term you graduate.
    - Must have <u>Advancement to Candidacy on file in Grad Studies</u> (see 2nd semester slide)
    - **Be sure you have filed a <u>Petition for Exception</u> (also available on OnBase) to reflect any deviations from the Advancement to Candidacy form!! Failure to do so may result in the delay of your graduation!**
    - $115.00 (fee is subject to change) to the cashier **<u>BEFORE</u>** submitting graduation application to Graduate Studies by deadlines (Oct 1/Feb 1). Be sure to save your receipt!

Fourth Semester

- Take comps (Thursday & Friday before beginning of semester) **or** complete thesis/project
- Take the Praxis **after you have completed the graduate program**
    - Find more at the Sacramento State Testing Center LSN 2302
    - The Praxis is a national exam required for licensure & ASHA CCC's
    - Do **not** take the Praxis until you are ready to pass; do not take it for a practice run.
    - Standard VI: Assessment of the 2020 Speech-Language Pathology Certification Standards states: *The applicant must have passed the national examination adopted by ASHA for purposes of certification in speech-language pathology.*
    - Sac State Code: Select RA0018, Enter 0018
    - For additional information: https://www.asha.org/certification/praxis/about-the-speech-language-pathology-praxis-exam/
- Complete online surveys in CALIPSO (see "Timeline to Success")

- Follow "**Timeline to Success**!" distributed during CSAD 250 last class meeting and available on the department's webpage.

- Be sure to COUNT your clinical clock hours to ensure that you will have met the minimum requirement to graduate! (375 clinical clock hours, **<u>NOT</u>** including your 25 observation hours)

- Contact the graduate coordinator immediately by email, phone or text with any questions or concerns regarding the process outlined in the "**Timeline to Success**!"

Degree Conferral Date

- Your degree will be posted in your originally-scheduled final semester, if the last day of your internship is no later than the **Friday before** the first week of the next semester (winter or summer).
  - Spring graduates = Summer semester graduation
  - Winter graduation = Fall semester graduation

- If your final internship is completed within the **following semester**, your degree will be posted at the end of the following semester, and you will need to file a graduate date change form along with a filing fee ($28.00).

- Remember: **Plan ahead!!**

MS Student Handbook

- Please review posted instructions and information in your MS Student Handbook regarding applying for the ASHA CCCs, state license and service credential.

Getting to Work: Special Class Authorization

The applicant may also qualify as a teacher of a special day class for students with primary disabilities in the area of speech and language impairment by acquiring the Special Class Authorization. This authorization, an extension of the Speech-Language Pathology Services Credential, requires completion of the CSAD 295S: Special Day Class Internship, passage of the Reading Instruction Competence Assessment (RICA), and passage of appropriate California Subject Matter examinations for Teachers (CSET: Multiple Subjects OR a single subject CSET in the areas of art, English, foreign language, mathematics including foundational-level mathematics, music, social science, or science including foundational-level general science and specialized science). Note: For students with undergraduate degrees in the single subject areas listed above, completion of a subject matter program in one areas or an applicable subject matter waiver program may fulfill this subject matter requirement.

- For more information on these examinations, the student is referred to the following websites:
- RICA: http://www.rica.nesinc.com/
- CSET: http://www.cset.nesinc.com/

Getting to work:
California License

- Question: "When can I expect my paperwork to be processed?"

- Answer: After all coursework and practicum are completed. This means after the last day of your last internship AND after the last day of CSAD 250.

Getting to work…It takes time.

- In settings requiring only a California Credential (schools), you may usually work once you have applied and paid for the CA Preliminary Credential and have the receipt. Depends on the district.

- In settings requiring the CA License (hospital, private practice, SNF), allow at least a 9-15 week processing time following applying to obtain the Temporary License. You may not work without licensing board approval of this Temporary License and the specified dates they provide.

- CA SLP Schools Credential – Students submit application to Department Chair. Once approved, the chair will submit to Credential Application Form to Elizabeth Christian, CSUS Department of Education, Credential Analyst.

- Timeline for CA SLP Temporary License approval, per information from Lisa Snelling, Analyst at the Ca. SLP Licensing Board last semester. She indicated that it can take anywhere from 9 to 15 weeks to process temporary license paperwork…. can vary depending upon number of applications and time of year.

- Consider obtaining employment mid-semester and apply for the temporary license immediately thereafter!

California License

- **Required Professional Experience (RPE)**
- License Application Package for RPE Temporary License (use link below)
- http://www.speechandhearing.ca.gov/forms_pubs/combined_slp_app_pack_rpe.pdf

…And Beyond…

- Submit CTC credential (complete the document and send to chair for signature) to chair.

- Obtain and complete California's temporary state licensing paperwork request which will generate an automatic email to chair. Chair will this documentation and submit ONCE the student has obtained employment.

- Submit ASHA CCC's to department chair at the END of the CF.

- Applicants whose Clinical Fellowship report is not reported to ASHA within 90 days after the 48-month time frame will have their application closed.
  - Full discussion can be found here:
  - https://www.asha.org/Certification/2020-SLP-Certification-Standards/

- CSAD 250 Instructor will review "how to" complete all of the required paperwork in class.

Remember!

- Prepare yourself financially, mentally, emotionally, spiritually, and physically for the inevitable lag time between completing the MS program and beginning a new SLP-CF position!

- All of the paperwork takes time to complete, submit, and be processed by the state

- According to policy, the university has up to 10 weeks to confer the MS degree from the date the degree conferral is initiated.