WICHITA STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
Department of Communication Sciences and Disorders

2024-2025 GRADUATE STUDENT HANDBOOK

Doctor of Audiology

Council on Academic Accreditation
ACCREDITED | Speech-Language Pathology

DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

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INTRODUCTION

This handbook provides information about policies, procedures, rules, and facts for clinical coursework and academic coursework that affect you as a graduate student in the Department of Communication Sciences and Disorders at Wichita State University. The information included here should help you answer many questions you might have about the Department and your program of study. We hope that this Handbook will be a resource that is both effective and efficient in providing this information to you.

You will use much of the information in this handbook throughout your graduate program. The better you understand the information in this Handbook, the more you can manage your program. Your advisor, other faculty, and clinical supervisors will work with you on many of the aspects included in this Handbook, but it is critical that you are prepared to ask questions and share in the implementation of your program.

We will ask you to document that you have received a copy of this Handbook and that you have read the information included here. Please do this as soon as you can.

The intent of the Handbook is to help you become better acquainted with our Department and the various aspects of the academic and clinical programs we provide. We will do our best to keep the information in the Handbook current and relevant. Constructive feedback to that goal is always welcome. Please direct questions or suggestions to:

Dr. Douglas Parham
Chair and Program Director
Department of Communication Sciences and Disorders
College of Health Professions
Wichita State University
401B Ahlberg Hall
316-978-5344
douglas.parham@wichita.edu

Best wishes for a successful year!

HISTORY AND MISSION

History

The Department of Communication Sciences and Disorders is one of the oldest on the Wichita State University campus. Originally established in 1934 by Dr. Martin Palmer, the Flo Brown Memorial Speech Laboratory was housed in one room on the fourth floor of Jardine Hall. That one room served as office, classroom, research laboratory and speech clinic! The program moved in 1939 as the Department of Speech Science to a building at 17th and Fairmount.

The first Master of Arts degree in speech science was granted in 1944. The first Master of Arts degree in audiology was granted in 1958 and the first Doctor of Audiology degree (AuD) in 2007. The first Doctor of Philosophy degree (PhD) was granted in 1963.

While the University was willing to support research and academic aspects of the program, it was unable to justify funding the clinical aspects of the major. In 1945, the Institute of Logopedics (defined as the scientific study and treatment of speech defects) was established to provide clinical services. The academic program was renamed to the Department of Logopedics. Both programs moved to new facilities at 2400 Jardine Drive (near 21st St. N. and Grove) in September 1949.

In 1979, another name change occurred to become the Department of Communicative Disorders and Sciences. In 1981, the Department left the grounds of the Institute of Logopedics to take residence in the basement of Hubbard Hall. The Department became the fiscal responsibility of the University as part of the College of Education. Both clinical and academic programs were maintained in this new space.

In 1999, the clinic program moved to its current space in the Eugene M. Hughes Metropolitan Complex. Two important events occurred in 2005: The Department moved from the College of Education to the College of Health Professions and its current home in Ahlberg Hall. With that move came one more name change to the Department of Communication Sciences and Disorders, to reflect the importance of the scientific research foundations of our disciplines. In 2008, a generous donation was provided by Paul and Evelyn Hendren Cassat, which provided funding for clinical improvements and gave us our new name.

Both the Master of Arts and the Doctor of Audiology programs are accredited by the Council of Academic Accreditation of the American Speech-Language-Hearing Association.

Academic Mission and Vision Statements

Vision: To be recognized for leadership, innovation, and excellence in communication sciences and disorders.

Mission: To prepare qualified speech-language pathologists and audiologists as scholars/practitioners who are professionally competent to practice in educational and medical settings on behalf of children and adults who have disorders of communication and related difficulties.

FACULTY, STAFF, AND DEPARTMENT CONTACT INFORMATION

Chair and Program Director:	Douglas Parham, PhD, CCC-SLP Professor 401B Ahlberg Hall Lab: 173 MX	(316) 978-5344	douglas.parham@wichita.edu
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	Imran Musaji, PhD, CCC-SLP Assistant Professor 427 Ahlberg Hall Lab: 161 MX	(316) 978-5634 (316) 978-3512	imran.musaji@wichita.edu
	Erin O'Bryan, PhD, CCC-SLP Assistant Professor 427A Ahlberg Hall Lab: 174 MX	(316) 978-3171 (316) 978-6353	erin.obryan@wichita.edu
	Cynthia Richburg, PhD, CCC-A Professor and AuD Program Coordinator 413 Ahlberg Hall Lab: 165 MX	(316) 978-6682 (316) 978-6352	cynthia.richburg@wichita.edu
	Trisha Self, PhD, CCC-SLP Board Certified Specialist in Child Language Associate Professor and PhD Program Coordinator 411 Ahlberg Hall Lab: 147C MX	(316) 978-6810	trisha.self@wichita.edu
	Xiao-Ming Sun, PhD Professor 417 Ahlberg Hall Lab: 106/114 Hubbard Hall	(316) 978-6160 (316) 978-3618	xiao-ming.sun@wichita.edu
Clinic Director:	Ashley Purdum, MA, CCC-SLP Assistant Clinical Professor 160 MX	(316) 978-3295	ashley.purdum@wichita.edu
Clinical Faculty:			
	Terese Conrad, MA, CCC-SLP Clinical Professor 147B MX	(316) 978-3397	terese.conrad@wichita.edu

FACULTY, STAFF, AND DEPARTMENT CONTACT INFORMATION (continued)

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	Seirer, Danica, MS, CCC-SLP Assistant Clinical Professor 174 MX	(316) 978-6196	danica.seirer@wichita.edu
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	Carrie Wyatt Academic Records/Data Manager/Website and Social Media Coordinator 401H Ahlberg Hall	(316) 978-5633	carrie.wyatt@wichita.edu
	Sheri-lyn King Front Desk Coordinator - Clinic 162 MX	(316) 978-3289 (316) 978-7263	sheri.king@wichita.edu

FACULTY, STAFF, AND DEPARTMENT CONTACT INFORMATION (continued)

Department:	*OFFICE*	401 Ahlberg Hall
	TELEPHONE	(316) 978-3240
	FAX	(316) 978-3291
	EMAIL	csd@wichita.edu
	OFFICE HOURS	8:00 am – 5:00 pm, Monday-Friday
	MAILING ADDRESS	Department of Communication Sciences and Disorders Wichita State University 1845 Fairmount St. Wichita, KS 67260-0075
Cassat Clinic:	*OFFICE*	Eugene M. Hughes Metropolitan Complex – Entrance T 5015 E. 29th St. N. Wichita, KS 67220
	TELEPHONE	(316) 978-3289
	FAX	(316) 978-7264
	EMAIL	slhclinic@wichita.edu
	OPEN FOR CLIENTS	8:00 am – 8:00 pm, Monday-Thursday; 8:00 am – 6:00 pm, Friday
	MAILING ADDRESS	Evelyn Hendren Cassat Speech-Language-Hearing Clinic Wichita State University 5015 E. 29th Street N. Entrance T. Wichita, KS 67260

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GENERAL INFORMATION

Notice of Nondiscrimination

Wichita State University (WSU) does not discriminate in its employment practices, or in its educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. WSU also prohibits retaliation against any person making a complaint of discrimination or against any person involved or participating in the investigation of any such allegation. Sexual misconduct, relationship violence, and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972, other federal law, and WSU policy. The following persons have been designated to handle inquiries regarding WSU's non-discrimination policies: the Associate Vice President Title IX Coordinator (Telephone (316) 978-3186), Office of Civil Rights, Title IX & ADA Compliance Executive Director or the Title IX Coordinator. For inquiries, please call or visit the Office of Civil Rights, Title IX & ADA Compliance at (316) 978-3186, Wichita State University, 1845 Fairmount, Wichita, KS 67260, Lindquist Hall.

Student Code of Conduct (Link: Student Code of Conduct Handbook (wichita.edu))

Wichita State University is a learning community comprised of Students, Faculty and Staff where freedom of inquiry and freedom of expression are valued. Important aspects of attending the University as a Student are having respect for the rights of others in the community, conducting oneself in a manner that is compatible with the University's mission and taking responsibility for one's actions. In addition to exhibiting appropriate maturity and self-control, Students, as members of the University community are expected to conduct themselves in accordance with established standards of behavior and social interaction.

To fulfill its functions of promoting and disseminating knowledge, the University has authority and responsibility for maintaining order and for taking appropriate action.

As members of the WSU community, Students should:

- Accept responsibility for personal behavior and appropriately challenge the behavior of others
- Respect individual differences
- Behave in a manner that is honest and upholds the standards of Wichita State University
- Be an engaged member of the Wichita State University community

The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change and respect for the rights and responsibilities of all individuals. This Code of Conduct is designed for the promotion and protection of such an environment.

The WSU Student Code of Conduct governs individual and group student behavior that occurs on WSU premises or at WSU-sponsored or related events, on shuttle busses or state vehicles, off-campus, if that conduct seriously threatens the safety or well-being of other WSU students, faculty, or staff; conduct that occurs while earning any type of academic credit (e.g., clinical rotations) and conduct that occurs during a student's enrollment at WSU.

The WSU Student Code of Conduct provides guidelines and further definitions relative to a variety of behaviors/actions including but not limited to:

1. Physical abuse, verbal abuse, threats, intimidation, coercion, bullying, stalking, domestic violence, retaliation, discrimination and/or other conduct that threatens or endangers the health or safety of another person.
2. Abuse of the Code procedures or processes.
3. Academic dishonesty in any form (see full WSU policy online, Academic Integrity).
4. Alcohol possession or use on WSU premises. Refer to the full Code online regarding alcohol and student organizations and advertisement/sponsorship of activities, events or programs involving alcohol by student organizations.
5. Assisting, hiring, or encouraging another person to commit an act that violates the Code.
6. Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe.
7. Committing acts of dishonesty: cheating, plagiarism, forgery, tampering with elections, attempting to represent the University or organization without permission, using an ID card that does not belong to you and/or allowing someone to use your ID card.

8. Cruelty to animals.
9. Damage or destruction of property.
10. Participating in a campus demonstration in contravention of University policies on First Amendment activities.
11. Demonstrating intent to harm yourself or otherwise posing a danger causing psychological or physical harm to yourself or others.
12. Disruptive behavior that unreasonably interferes with classroom or other University activity or with the legitimate activities of any member of the University community.
13. Manufacture, possession, use, delivering, selling, or distributing of any controlled substance or drug paraphernalia.
14. Falsifying, forging, defacing, altering, or mutilating in any manner official University documents or representation thereof.
15. Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, inflammable materials or hazardous substances on University property including acts which endanger the property of the University such as altering or misusing fire or safety equipment and making false reports of dangerous conditions, failing to report a fire, and interfering with University/municipal response to emergency situations.
16. Conducting, organizing, or participating in any illegal gambling activity on University property.
17. Harassment, an intentional act or series of acts which is extreme, outrageous, or calculated to cause severe embarrassment, humiliation, shame or fright, or which is intended to intimidate or ridicule.
18. Hazing in any form.
19. Posting, affixing, or otherwise attaching written or printed messages or materials on or in unauthorized places.
20. Refusal to comply with an order from authorized officials to leave University premises or cease behavior that violates the Code.
21. Possessing, duplicating, or using keys to any University building/facility without authorization by appropriate officials or committing an act of unauthorized entry into or use of University building/facilities.
22. Knowingly withholding information or giving false information verbally or in any document or materials submitted to any member of the University community.
23. Misuse of University computers or any violation of computer lab policies. (See WSU Acceptable Use Policy and the WSU Information Technology Systems Relative to E-mail Policy)
24. Use of communication technology to harass or threaten any person or to disrupt normal University operations or unauthorized use of communication technology.
25. Sexual misconduct or sexual harassment.
26. Engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University facilities or campuses.
27. Engagement in unauthorized canvassing or solicitation.
28. Attempted or actual theft of any property owned or maintained by the University, any off-campus clinical site, any person on campus (or preceptor), or any person attending a University-sponsored event.
29. Violation of federal or state laws or county or city ordinances.
30. Violation of Program and Department policies, rules, or regulations.
31. Engaging or participating in unauthorized possession or use of explosives, firearms, weapons, or other hazardous objects or substances.

Under the ADA, universities can enforce conduct standards that are internship-, practicum-, or clinic-related and consistent with business necessity, but may need to consider specific accommodations that might be most effective for enabling students to meet those standards. In cases such as these, the supervisor has the right to enforce conduct standards.

More detailed description of what constitutes violations of the Student Code of Conduct, definitions for various terms, how to report an incident and the process for student disciplinary procedures may be found in the WSU Policies & Procedures Manual 8.05/Student Code of Conduct (https://www.wichita.edu/about/policy/ch_08/ch8_05.php) and Policies & Procedures Manual 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students. (https://www.wichita.edu/about/policy/ch_08/ch8_16.php). Sanctions for violations of the Code include but are not limited to expulsion, suspension, probation, referral for alcohol or drug counseling, and restitution of damage. Students found in violation of any aspect of the Code of Conduct can be subject to dismissal from the program.

Academic Integrity Policy

Students at Wichita State University are expected to uphold high academic standards. WSU will not tolerate a lack of academic integrity. The Academic Integrity Policy allows for each college to determine outcomes for

alleged violations of academic misconduct. The complete Student Academic Integrity Policy, including the appeal process, may be found at the following links:
https://www.wichita.edu/about/policy/ch_02/ch2_17.php

https://cm.maxient.com/reportingform.php?WichitaStateUniv&layout_id=6 and

https://www.wichita.edu/about/student_conduct/ai.php

The fundamental responsibility for the maintenance of the standards of academic integrity rests with each student. It is each student's responsibility to be familiar with University policy on academic integrity and to uphold standards of academic honesty at all times and in all situations.

Standards of Professional Conduct

As a health care professional, the AuD (or AuD/PhD) must be sensitive to the value of human dignity. This value is manifested in behaviors which demonstrate sensitivity to the well-being of others and honesty in all endeavors. Specific behaviors which support these values include maintenance of confidentiality and honesty concerning personal, academic, and patient care information and demonstration of respect for the psychological welfare of others.

A student enrolled in the AuD Program must demonstrate behaviors consistent with these standards in all areas of the Program. Failure to demonstrate professional behavior may result in a professional warning, other consequences, and/or dismissal from the AuD (AuD/PhD) Program. Please refer to the ASHA Code of Ethics for more information. Behavior that reflects the professional conduct expected of students is evidenced by:

a. Demonstrating respect and value of others.
b. Ethical conduct and academic honesty.
c. Recognition of moral, ethical, and legal implications of actions.
d. Integrity in all personal and professional actions.
e. Recognition of patients', clients', and providers' rights and restrictions.
f. Respect for oneself, others, and the rights of privacy.
g. Appreciation of and respect for cultural and value system differences among various groups.
h. Appropriate value judgments with respect to interpersonal relationships with peers, faculty, preceptors, and other colleagues (i.e., unprofessional behavior includes dating faculty or preceptors while in the Program and talking about classmates and/or faculty with preceptors and other persons)
i. Appearance and hygiene consistent with a clinical professional.
j. Punctual attendance at all Program-scheduled activities and adherence to deadlines set by faculty regarding tests/assignments.
k. Recognition of the inappropriateness of substance use/abuse (e.g., casual or regular use of marijuana, alcohol, or other intoxicating/illegal substances).
l. Continuing to learn. Learning is a lifelong process that requires being self-directed and motivated to continually increase knowledge and competency as a AuD.

Essential Functions for Academic and Clinical Success

In order to acquire the knowledge and skills requisite to the practice of audiology, to function in a broad variety of clinical situations, and to render a wide spectrum of patient care, individuals must have skills and attributes in five areas: communication, motor, intellectual-cognitive sensory-observational, and behavioral-social. These skills, many of which are endorsed by the Council of Academic Programs in Communication Sciences and Disorders (2007) enable a student to meet graduate and professional requirements as measured by state licensure and national certification. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. The starred items (*), however, are skills that are more inherent and should be present when a student begins the program.

COMMUNICATION

Statements in this section acknowledge that audiologists and speech-language pathologists must communicate in a way that is understood by their clients/patients and others. It is recognized that linguistic, paralinguistic, stylistic, and

pragmatic variations are part of every culture, and accent, dialects, idiolects, and communication styles can differ from general American English expectations. Communication may occur in different modalities depending on the joint needs of involved parties and may be supported through various accommodations as deemed reasonable and appropriate to client/patient needs. Some examples of these accommodations include augmentative and alternative communication (AAC) devices, written displays, voice amplification, attendant-supported communication, oral translators, assistive listening devices, sign interpreters, and other non-verbal communication modes.

- Employ oral, written, auditory, and non-verbal communication at a level sufficient to meet academic and clinical competencies
- Adapt communication style to effectively interact with colleagues, clients, patients, caregivers, and invested parties of diverse backgrounds in various modes such as in person, over the phone, and in electronic format.

MOTOR

Statements in this section acknowledge that clinical practice by audiologists and speech- language pathologists involves a variety of tasks that require manipulation of items and environments. It is recognized that this may be accomplished through a variety of means, including, but not limited to, independent motor movement, assistive technology, attendant support, or other accommodations/modifications as deemed reasonable to offer and appropriate to client/patient needs.

- Engage in physical activities at a level required to accurately implement classroom and clinical responsibilities (e.g., manipulating testing and therapeutic equipment and technology, client/patient equipment, and practice management technology) while retaining the integrity of the process
- Respond in a manner that ensures the safety of clients and others

SENSORY

Statements in this section acknowledge that audiologists and speech-language pathologists use auditory, visual, tactile, and olfactory information to guide clinical practice. It is recognized that such information may be accessed through a variety of means, including direct sensory perception and /or adaptive strategies. Some examples of these strategies include visual translation displays, text readers, assistive listening devices, and perceptual descriptions by clinical assistants.

- Access sensory information to differentiate functional and disordered auditory, oral, written, and visual communication
- Access sensory information to correctly differentiate anatomical structures and diagnostic imaging findings
- Access sensory information to correctly differentiate and discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests

INTELLECTUAL/COGNITIVE

Statements in this section acknowledge that audiologists and speech-language pathologists must engage in critical thinking, reasoning, and comprehension and retention of information required in clinical practice. It is recognized that such skills may be fostered through a variety of means, including assistive technology and /or accommodations/modifications as deemed reasonable and appropriate to client/patient needs.

- Retain, analyze, synthesize, evaluate, and apply auditory, written, and oral information at a level sufficient to meet curricular and clinical competencies
- Employ informed critical thinking and ethical reasoning to formulate a differential diagnosis and create, implement, and adjust evaluation and treatment plans as appropriate for the client/patient's needs
- Engage in ongoing self-reflection and evaluation of one's existing knowledge and skills
- Critically examine and apply evidence-based judgment in keeping with best practices for client/patient care

INTERPERSONAL

Statements in this section acknowledge that audiologists and speech-language pathologists must interact with a diverse community of individuals in a manner that is safe, ethical, and supportive. It is recognized that personal interaction styles may vary by individuals and cultures and that good clinical practice honors such diversity while meeting this obligation.

- Display compassion, respect, and concern for others during all academic and clinical interactions
- Adhere to all aspects of relevant professional codes of ethics, privacy, and information management policies
- Take personal responsibility for maintaining physical and mental health at a level that ensures safe, respectful, and successful participation in didactic and clinical activities

CULTURAL RESPONSIVENESS

Statements in this section acknowledge that audiologists and speech-language pathologists have an obligation to practice in a manner responsive to individuals from different cultures, linguistic communities, social identities, beliefs, values, and worldviews. This includes people representing a variety of abilities, ages, cultures, dialects, disabilities, ethnicities, genders, gender identities or expressions, languages, national/regional origins, races, religions, sexes, sexual orientations, socioeconomic statuses, and lived experiences.

- Engage in ongoing learning about cultures and belief systems different from one's own and the impacts of these on healthcare and educational disparities to foster effective provision of services.
- Demonstrate the application of culturally responsive evidence-based decisions to guide clinical practice.

This document should be considered a living document and therefore reviewed by CAPCSD at regular intervals to ensure that current terminology, practice, and ideas are reflected. If a student cannot develop and apply the teachable skills listed above, a remediation process will be initiated.

Professional and Scholarly Integrity (CITI) Training Requirement

Completion of a training program in professional and scholarly integrity is a graduation requirement for all masters and doctoral students enrolled at Wichita State University. The training, at a minimum, must cover these four topical areas:

1. Research misconduct;
2. Publication practices and responsible authorship;
3. Conflict of interest and commitment; and
4. Ethical issues in data acquisition, management, sharing and ownership.

Programs may add additional areas of needed training. The Graduate School expects that students will complete this training requirement by the end of their first year of graduate study at Wichita State University. The Graduate School has elected to require the use of CITI (Collaborative Institutional Training Initiative) training modules and/or a course taught at WSU to comply with this requirement as listed below.

AuD and AuD/PhD students must complete the course modules on the CITI website during the Scholarly Integrity course (CSD 940G) prior to the start of their nonthesis (Capstone) experience.

Accommodations for Learning and/or Physical Disability

***Reasonable* accommodation of a physical (includes psychological or psychiatric) or learning disability will be provided if the Department of Communication Sciences and Disorders is notified in writing with appropriate documentation of the disability and approval by the WSU Office of Student Accommodations and Testing (OSAT).**

If you have a physical, psychiatric/emotional, or learning disability that may impact your ability to carry out assigned course work, you are encouraged to contact OSAT; Grace Wilkie Hall, room 203, (316) 978-3309 (voice/tty) (316-854-3032 videophone). OSAT will review your concerns and work with you and the department to determine what academic and/or accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by OSAT without

your written permission.

The federal definition is as follows:

"A person with a disability":
1. has a mental or physical impairment which substantially limits one or more of such person's major life activities,
2. has a record of such an impairment; or
3. is regarded as having such an impairment."

"Major life activities" includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working."

OSAT requires differing types of documentation based on the specific disability or disabilities. Detailed eligibility guidelines as well as documentation guidelines adopted by the Kansas Association of Higher Education and Disability are available on the OSAT website: https://www.wichita.edu/services/disability-services/Students/servicepolicies1.php.

Due to the nature of the activities performed in many clinical settings, ODS will work directly with the practicum site to identify reasonable accommodations for the student. **It is the student's responsibility to request a consideration of accommodation by contacting WSU Office of Disability Services. Please note that accommodations are not retroactive.**

Grievance Procedures for Graduate Students

When a dispute arises between a student and clinical or academic faculty member regarding a grade, academic honesty, academic freedom, mistreatment, or other matter, the student's first responsibility is to arrange an appointment with the faculty member to discuss the issue. If mutual satisfaction is not reached in this manner, the next step is to arrange an appointment with the department chair who will work to resolve the dispute. Should the department chair be unsuccessful in attempts to mediate, a set of policies and procedures have been implemented by the Graduate School to successfully resolve such issues.

These policies have been provided below and may be found at:
https://www.wichita.edu/academics/graduate_school/current-students/complaint_procedures.php

The Department of Communication Sciences and Disorders at WSU expects students to follow the Grievance Policies and Procedures of the Graduate School at WSU. If concerns still exist, students may contact the Council on Academic Accreditation (CAA) at the ASHA Action Center [Members: 800-498-2071; Non- Members: 800-638-8255]. Further information may be found on the ASHA website at https://caa.asha.org/programs/complaints

Family Educational Rights and Privacy Act of 1974 (FERPA)

In compliance with the "Family Educational Rights and Privacy Act of 1974" (FERPA), the following constitutes the institution's policy on providing appropriate access to educational records, while protecting their confidentiality.

> Wichita State University accords all rights under the law to students. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA; and 5) the right to obtain a copy of Wichita State University's student records policy. A complete copy of the policy may be found in the Wichita State Catalog. Students will be notified of their FERPA rights by publication in the Undergraduate and Graduate Catalogs.

A complete copy of the policy, including the definition of "directory information", may be found in the Wichita

State Graduate Catalog and at: https://www.wichita.edu/services/registrar/ferpa.php.. Forms are provided on the Office of the Registrar's website for consent to disclose educational records or to prevent disclosure of directory information.

Students wishing to inspect and review educational records maintained in the Department of Communication Sciences and Disorders or the Evelyn Hendren Cassat Speech-Language-Hearing Clinic must submit a written request to the Department Chair.

Permission to communicate forms (Appendix A) are also available to you in the CSD Department for the purposes of communicating with non-institutional persons or organizations at various stages of the clinical track program. Examples, among others, are:

- Communication with external clinical practicum sites/supervisors
- Supervisor references to prospective employers
- Reporting your progress prior to (and after) graduation to agencies for state licensure, hearing aid dispensing licenses, and applications for certification of clinical competence
- Discussing information with University Support Services such as Office of Disability Services or Success coaches.

If your file is marked as "Confidential" with the Office of the Registrar because of a prior request to prevent disclosure of your directory information, departmental release forms will not be valid until that restriction is released.

Office of Technology Services / WIFI Access / WSU Help Desk

The Office of Technology Services provides technology support and services for the College of Health Professions (CHP). A quiet computer and study lab for CHP students (100 Ahlberg Hall) is staffed during hours posted online at www.wichita.edu/ots. Students have access to computers, printers, a photocopier, a video player, and carrels for studying.

Wireless access on campus is available to students in most buildings on the main campus and satellite campuses, including our clinic. How to connect? Find WSU Secure in the list of available networks and click "Connect". A window will pop up asking for your password. Enter your *my*WSU ID and password. Need assistance, go to https://www.wichita.edu/services/its/Wireless_network_more_info.php for additional details.

The WSU Technology Help Desk answers a wide range of technical questions about the use of WSU services. You can ask for assistance in person at 120 Jabara Hall, by phone at (316) 978-4357, or email helpdesk@wichita.edu. Additional details about services/hours are online at www.wichita.edu/helpdesk.

Student Associations

Graduate students are encouraged to join the student divisions of their professional organizations.

- The American Speech-Language-Hearing Association's (ASHA) student division is the National Student Speech Language Hearing Association (NSSLHA). National NSSLHA membership provides benefits that help students stay current on advancements in the field, enhance their academic knowledge, find internships and employment, network with other students with similar interests, and save money on products and services. See more at https://www.nsslha.org/ .

- The American Academy of Audiology's (AAA) student division is the Student Academy of Audiology (SAA). See more at: https://saa.audiology.org/

- Become a student member of the Kansas Speech-Language-Hearing Association (KSHA) at www.ksha.org. Look for information on the annual conference which is held in the fall.

Program and Enrollment Fees

All CSD students are assessed a fee of $20.00 per credit hour for all courses taken within the College of Health Professions.

All students who have a declared major within the Department of Communication Sciences and Disorders (CSD) are assessed a program fee in the amount of $53.43 per credit hour (with possible increase to $60.00 start Fall 2024).

- Support maintenance, development and enhancement of clinical facilities, equipment, and research labs.
- Recruit, develop and retain high quality faculty and clinical educators.
- Support development and retention of clinical practicum opportunities in the community.
- Enhance computer software to support acquisition of data collection tools needed to meet accreditation requirements and maintain quality programs.

CSD students in the AuD program are assessed a one-time enrollment fee in the amount of $150.00 in the fall semester. These fees, pro-rated across your program, are used to cover costs for the following items:

- Consumables in the Speech-Language-Hearing Clinic (e.g., copies, paper, ink, test materials)
- Clinic security badges
- Training (e.g., CPR certification, First Aid)
- CALIPSO documentation system membership and one-time student registration
- Liability insurance premium
  Students who participate in clinical practicum are required to purchase liability insurance on a yearly basis for as long as they are engaged in a practicum in the CSD program. The department contracts for group coverage which provides each enrolled student coverage in the amount of $1,000,000/$3,000,000.
- Other related items, as appropriate.

Emergency Information

Emergency Alert System

The Shocker Alert System is the quickest way on campus to transmit emergency messages. In a designated emergency, a message will be sent to email accounts or via mobile/text messaging. The service is free and students may sign up through the University website at https://www.wichita.edu/services/shockeralert/. The Shocker Alert System will also advise students if the University closes due to adverse weather conditions. You can also call the inclement weather line at (316) 978-6633.

Fire, medical, or police services can be obtained via outdoor emergency telephone kiosks located around campus. Kiosks can be identified by an emergency logo and blue light source. Campus telephones are also available for emergencies. City of Wichita emergency services can be activated by dialing 911. The phone number for assistance from the WSU Police Department is 316-978-3450.

Tornado Emergency Shelter

Tornado *WATCH*:	Conditions are favorable for a tornado to develop in and close to the watch area.
Tornado *WARNING*:	A tornado has been sighted by spotters or is indicated by radar and is occurring or imminent in the warning area.
Weekly Siren Test:	Mondays at 12:00 PM

WHEN CITY SIRENS SOUND OR A TORNADO WARNING IS IN EFFECT, GO TO THE BASEMENT OF:

Ahlberg Hall via the northwest stairwell to Room 135 or

Advanced Education in General Dentistry (AEGD) via the east door and stairwell. This building is located across the parking lot from the Cassat Speech-Language-Hearing Clinic. For those individuals with disabilities that make travel to the AEGD building difficult, the Audiology booths in rooms 166 and 168 may be utilized as a shelter.

Fire Emergency or Drill

Evacuate the building via the nearest exit when fire alarm sounds. No exceptions!

In Ahlberg Hall, use either the northeast or southeast stairs. Assemble on the far side of the east (faculty/staff) parking lot until all clear is sounded by an Emergency Building Coordinator (EBC).

Active Shooter
Students are encouraged to review the Armed Intruder or Active Shooter and other important information related to campus safety available online at the WSU Campus Safety homepage: (https://www.wichita.edu/services/emergency/emergency_guide/armed_shooter.php).

Parking Permits / WSU Shuttle

Wichita State's main campus is a permit-only parking environment on weekdays when classes are in session. WSU students, faculty, staff and visitors wishing to park on campus during the enforcement period must register online with the Shocker Parking Management System to park legally. Visit www.wichita.edu/parking for details.

The WSU Shuttle System is a free service to students, faculty, staff and visitors to WSU during the Fall and Spring semesters (there is no shuttle service during the Summer semester). It is provided as an alternative to parking on the WSU main campus. There are two shuttle routes available: The Metroplex Route and the Campus Route. Visit www.wichita.edu/shuttle for details.

WSU English Language Proficiency Policy for Admission and Clinical Practice

Admission

The Graduate School at WSU has established an English Language Proficiency policy for applicants whose native language is not English. Admission to one of the graduate programs in the Department of Communication Sciences and Disorders requires a score of 100 on the TOEFL (iBT), with a minimum of 23 on the speaking portion of the iBT, a 600 on the TOEFL (PBT), a 7.5 on the IELTS, or a 73 on the PTE. The full WSU Graduate School English Language Proficiency policy can be accessed at the following URL: https://www.wichita.edu/academics/gradschool/ApplicationandAdmission/GradEnglishProficiency.php

Concealed Carry Policy

The Kansas Legislature has legalized concealed carry on public university campuses. Guns must be out of view, concealed either on the body of the carrier, or backpack, purse or bag that remains under the immediate control of the carrier. Gun owners must familiarize themselves with WSU's Concealed Carry Policy at https://www.wichita.edu/services/strategic_communications/wsunews/weapons_policy_documents.php and the Kansas Board of Regent's policy at https://kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#weapons .

If you believe that there has been a violation of this policy, please contact the University Police Department at (316) 978-3450.

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ACADEMIC GUIDELINES

Scope of Practice

Scope of practice documents are an official policy of the American Speech-Language-Hearing Association (ASHA) defining the breadth of practice within the professions of speech-language pathology and audiology.

The Audiologist is the professional who engages in professional practice in the areas of hearing and balance assessment, nonmedical treatment, and (re)habilitation. Audiologists provide patient-centered care in the prevention, identification, diagnosis, and evidence-based intervention and treatment of hearing, balance, and other related disorders for people of all ages. Hearing, balance, and other related disorders are complex, with medical, psychological, physical, social, educational, and employment implications. Treatment services require audiologists to know existing and emerging technologies, intervention strategies, and interpersonal skills to counsel and guide individuals and their family members through the (re)habilitative process. Audiologists provide professional and personalized services to minimize the negative impact of these disorders, leading to improved outcomes and quality of life. Audiologists are licensed and/or regulated in all 50 states and in the District of Columbia.

The complete scope of practice in audiology document is available on the ASHA website at https://www.asha.org/policy/sp2018-00353/

Standards for the Certificate of Clinical Competence

The ASHA Certificate of Clinical Competence is the recognized professional credential for speech-language pathologists (CCC-SLP) and audiologists (CCC-A). The AuD program in the Department of Communication Sciences and Disorders at Wichita State University is designed to provide the academic and clinical experiences required to obtain ASHA certification after successful completion of the degree program.

The complete set of standards and implementation procedures for audiology are available on the ASHA website at https://www.asha.org/certification/2020-audiology-certification-standards/.

Advising and Plan of Study

In order to officially define a program of study for a graduate degree, AuD students must have a Plan of Study. The AuD Program Coordinator will organize the Plan of Study, and the student will sign it. The proposed plan identifying the program major code and completion option must be on file in the Graduate School office no later than the 20th day of the fall or spring semester, or the 10th day of the eight-week summer term, during the semester of graduation. The process of filing an acceptable Plan of Study is not complete until the student has received the approved copy from the Graduate School. Failure to work with the AuD Program Coordinator in order to meet the deadline for filing an acceptable Plan of Study may result in a delay in graduation or the loss of credit planned for use in the program.

Curriculum for the Doctor of Audiology

The Doctor of Audiology curriculum includes a minimum of 88 hours in the following coursework, typically completed in a three-year, full-time sequence (9 semesters).

Core Courses (88 credit hours)	
CSD 803 Introduction to Psychoacoustics	(3 credit hours)
CSD 804 Clinical Audiology I	(3 credit hours)
CSD 805 Clinical Audiology II	(3 credit hours)
CSD 806 Advanced Anatomy and Physiology of the Auditory System	(3 credit hours)
CSD 807 Acoustics and Instrumentation	(3 credit hours)
CSD 832A Critical Thinking in Clinical Practice I	(2 credit hours)
CSD 844 Clinical Applications for AEPs and OAEs	(2 credit hours)

CSD 845 Research in CSD	(2 credit hours)
CSD 846 Advanced Audiologic Rehabilitation	(3 credit hours)
CSD 847 Business for Audiologists	(3 credit hours)
CSD 851 Medical Audiology	(3 credit hours)
CSD 854 Hearing Conservation	(3 credit hours)
CSD 855 Pediatric and Educational Audiology	(3 credit hours)
CSD 860 Amplification I	(3 credit hours)
CSD 861 Amplification II	(3 credit hours)
CSD 863 Professional Issues & Counseling in Audiology	(3 credit hours)
CSD 866 Principals of AEPs and OAEs	(4 credit hours)
CSD 868 Diagnosis and Management of Persons with Balance Disorders	(3 credit hours)
CSD 870 Implantable Auditory Devices	(3 credit hours)
CSD 871 Dx & Tx of Tinnitus and Hyperacousis	(2 credit hours)
CSD 940G Advanced Selected Topics: Profession and Scholarly Integrity	(1 credit hour)
HP 801 Interprofessional Evidence-Based Practice	(1 credit hour)

Practica (minimum 26 credits)

CSD 886 Clinical Practicum in Audiology	(8 credit hours)
CSD 997 Audiology Residency	(18 credit hours)

Research Project (6 credits)

CSD 891 Nonthesis Research Project	(2-5 credit hours)
CSD 892 Presentation of Research	(1 credit hours)

Prior to admission to the graduate program, students are expected to have completed the following courses:

Prerequisites (WSU CSD undergraduate courses are in parentheses)
Aural Rehabilitation (CSD 504)
Early Language Development (CSD 304)
American Sign Language course (CSD 270)

Please see Appendix B for the three-year sequence of courses (which is used for the Plan of Study)

Program Retention
Students not judged as performing satisfactorily academically, clinically, or professionally or by performance on the clinical and written competency examinations will meet with the faculty and clinical supervisors of the AuD program to discuss her or his progress and review the results of the evaluations.

A Student Assistance Plan (SAP) will be developed by the AuD Program Coordinator (or clinical supervisor, as appropriate). A time frame during which improvements in performance are expected will be discussed with the student. If significant improvement in performance is not demonstrated within a specified period of time, then dismissal from the program will be recommended to the Graduate School.

Grades of *C+* (2.33 points per credit hour) or lower in any class, a GPA that drops below the required 3.25, and/or behavior including cheating, plagiarism, or other unprofessional behavior during the program of study will result in an Academic Warning which will be placed in the student's file. **Any combination of two warnings (academic, clinical, or professional) can result in the student's dismissal from the program (see page 49 below).**

Research Guidelines

Each student in the Doctor of Audiology program will complete a nonthesis research project ("Capstone project") prior to the completion of their program. Projects may result in presentations in a professional venue (e.g., WSU's Graduate Research and Scholarly Projects forum (GRASP), Kansas Speech-Language-Hearing Association, American Speech-Language-Hearing Association, the American Academy of Audiology, Auditory Society of America, or the Educational

Audiology Association). Students will work with an assigned faculty member for their research projects. Faculty are assigned based on student interest areas and/or ongoing faculty research projects.

Application for Degree Procedures and Timelines

All graduate degree candidates are required to formally file the Application for Degree and Exit Survey with the Graduate School at the beginning of their last semester in the program. The application is located under "Graduation Links" in the *my*WSU portal. ***Fee: $25.00***

The timelines for the application for degree and all graduation requirements are posted at: https://www.wichita.edu/academics/gradschool/DegreeCompletion/Deadlines.php

Failure to meet posted filing deadlines will result in a delay in graduation!

Students should compare their Plan of Study against their transcripts at the beginning of their final semester. Revisions to the plan of study must be submitted if there are inconsistencies and requests should be made to the instructor of any courses with incomplete grades. Notifications of the completion of graduation requirements will be sent to the Graduate School after clinical hours from the final practicum course have been submitted to the AuD Program Coordinator. Practicums that end beyond the posted deadline will most likely also have a delayed graduation date if the University has already processed student records for that semester.

Graduation Requirements

To successfully complete the AuD program, students must:

1. Maintain/earn a grade point average of at least 3.25 in all courses on the WSU Plan of Study (excluding transfer work) and for all graduate level coursework taken at WSU. Additional policies are printed in the *Degree and Certificate Completion* section of the WSU Graduate Catalog.
2. Complete a mentored research project and oral presentation during their second year.
3. Complete formative and summative comprehensive evaluations given by the department.
4. Take the PRAXIS examination in Audiology (5343) and report the official result to (1) the CSD Department, (2) the American Speech-Language-Hearing Association (ASHA) if the student plans to hold certification with ASHA, and (3) the Kansas Department for Aging and Disability Services (KDADS) if the student is planning on remaining in Kansas after graduation). For students moving to other states, the third set of official scores should be sent to the desired state's respective licensure boards. Contact the AuD Program Coordinator for guidance.
    - Testing windows are scheduled on a monthly basis. Plan accordingly as it can take up to 4 weeks for official results to arrive.
    - *Recipient codes:* 0098 – WSU Department of Communication Sciences and Disorders

      5031 – American Speech-Language-Hearing Association (ASHA)

      7272 – Kansas Department for Aging and Disability Services (KDADS) or contact ETS for other state agencies if you plan to practice outside Kansas
    - *Passing score:* 162
    - A passing score on the PRAXIS exam is required for state licensure and ASHA certification.
5. Have sufficient clinical clock hours (at least 1820 clinical contact hours) to satisfy the AuD Program Accreditation Requirements so that Knowledge and Skills can be accounted for and the Coordinator can justify the ability to sign off on requirements for the Certificate of Clinical Competence (CCC). Note: ASHA/CAA no longer requires a specific number of hours for audiology students, but students must obtain 1820 hours AND satisfy the AuD Program Coordinator regarding knowledge and skills.

- Students must complete each practicum entirely (from beginning date to end date) regardless of whether or not they have earned the 1820 clinical hours.

6. Demonstrate competence in clinical knowledge and skills.

Commencement

Degrees are conferred at the close of the summer (July/August), fall (December), and spring (May) semesters. Commencement ceremonies are held only in December and May. Details are available online at www.wichita.edu/commencement.

All AuD degree candidates for spring and summer graduation are eligible to participate in the May ceremony, while candidates for the fall semester are eligible to participate in the December ceremony.

Regalia for the commencement ceremony is sold at the University Bookstore, located inside the Rhatigan Student Center. The graduate hood color for the AuD program is GREEN with the University's OLD GOLD tassel. Check with the AuD Program Coordinator for hood and tassel colors for AuD/PhD students.

Professional Credentialing

State Licensure
The CSD Department will send a memo to the State of Kansas licensing agency listed below at the conclusion of each student's program verifying the completion of all coursework and clinical hours. It is the student's responsibility to complete all other application requirements for state licensure.

- Kansas Department for Aging and Disability Services (KDADS), Health Occupations Credentialing Website: http://www.kdads.ks.gov/commissions/scc/health-occupations-credentialing
  Contact: Karen Torbert, Licensing Administrator: (785) 296-0061 karen.torbert@ks.gov

Applying to another state? Students should consult the ASHA website (https://www.asha.org/advocacy/state/) for information on the licensing requirements and contact information for all state agencies. Contact the Graduate Coordinator for guidance.

Students complete all pages of the current *Application for the Certificate of Clinical Competence* for their discipline and send them to the CSD Department for signature. The original pages are either picked up by the student or returned to the student by mail. It is the student's responsibility to submit the application to ASHA. The departmental signature can be requested at the conclusion of the program if one is required.

Availability of Transcripts and Diplomas
Students may request final transcripts and diplomas from the WSU Registrar (www.wichita.edu/transcript). Official transcripts with a degree statement (including graduation date, degree awarded, and any institutional honors earned) are available approximately one month after the semester's last grading period has concluded. For example, transcripts may be available beginning mid-June for spring graduates or mid-August for summer graduates.

Students may request a degree verification letter from the WSU Graduate School if documentation of the degree is needed in the interim between the end of term and availability of transcripts. This letter will only be generated after all degree requirements have been met and grades in all courses listed on the Plan of Study have been finalized by the Registrar.

Other Employment Resources

- Kansas Rural Opportunity Zones (https://www.kansascommerce.gov/programs-services/community-development-assistance/rural-opportunity-zones/)

GENERAL CLINIC INFORMATION

The clinic objectives are to:

- Provide clinical services to individuals with communicative and hearing disorders;
- Provide consultative services to agencies in the community;
- Provide facilities and opportunities for students to develop diagnostic and clinical skills to demonstrate competencies required for entry in the professions;
- Promote the generation and dissemination of new information through clinically applicable research.

Code of Ethics

All faculty, staff, and students who participate in service delivery in the WSU Evelyn Hendren Cassat Speech- Language-Hearing Clinic must follow the Code of Ethics of the American Speech-Language-Hearing Association (ASHA) and/or the American Academy of Audiology (AAA). **You are expected to know this code and follow it in all clinical practice**. Questions regarding interpretation of the Code of Ethics can be referred to clinical supervisors and faculty or to the ASHA Action Center [Members: 800-498-2071; Non-Members: 800-638-8255].

The ASHA Code of Ethics may be found at: www.asha.org/code-of-ethics

Universal Precautions

Universal Precautions is an approach to prevent and control infection. All human blood and certain human body fluids should be treated as if known to be infectious for HIV, Hepatitis B, and other blood-borne pathogens. Blood-borne pathogens refer to pathogenic microorganisms that are present in human blood and can cause disease in humans. Universal Precautions shall be observed in all patient care settings to prevent contact with blood or other potentially infectious materials. Under circumstances in which differentiation between body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious materials.

Hand Washing: Any part of your body that comes into contact with blood or body fluids (e.g., saliva) should be washed immediately (or as soon as possible) with soap and water after removal of gloves or other protective equipment. Splashes of blood or other secretions into the eyes, nose, or mouth should be immediately irrigated or flushed with water.

Procedures: All procedures involving blood or other potentially infectious materials should be performed in such a manner as to minimize splashing, spraying, spattering, and generation of droplets of these substances.

Gloves: Gloves should be worn when it can be reasonably anticipated that persons may have contact with blood, saliva, secretions, other potentially infectious materials, mucous membranes, and non-intact skin; when performing access procedures; and when handling or touching contaminated items or surfaces. Disposable (single use) gloves, should be replaced as soon as practical when contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Masks, Eye Protection, Gowns and Caps: Masks, in combination with eye protection such as goggles or glasses with solid side shields or chin-length face shields, should be worn whenever splashes, spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Appropriate protective clothing such as, but not limited to, gowns, aprons, lab coats, clinic jackets, or similar outer garments shall be worn in occupational exposure situations. **The type and characteristics will depend upon the task and degree of exposure anticipated.** Adapted from OSHA Regulations: Blood-borne Pathogens.

Complete regulations concerning blood-borne pathogens may be found on the internet at: http://www.osha.gov/SLTC/bloodbornepathogens/index.html

Background Checks / Substance Abuse Policy

Before participating in clinical practicum, all students will be required to pass a background check and drug screening. Students are required to obtain, pay for, and successfully pass these requirements according to guidelines provided by the department. Prior misdemeanor or felony convictions reported by the student will be reviewed on an individual basis. Verification of this background check may be required by an affiliated facility when a student is completing an off-campus practicum experience. It is up to the student to submit that information directly to the facility.

It is the policy of the Evelyn Hendren Cassat Speech-Language-Hearing Clinic that no student shall report to a clinical assignment with the presence of illegal drugs or alcohol in his or her body. Suspicion of substance abuse may include: (1) observable phenomena while in the clinic, such as direct observation of the manifestations of being under the influence of a drug or alcohol; (2) abnormal conduct or erratic behavior while in the clinic or a significant deterioration in performance of clinical duties; or (3) a report of drug use provided by a reliable and credible source and independently corroborated. **Any student determined to be in violation of this policy is subject to disciplinary action, which may include mandatory drug screening and/or termination from the program, even for the first offense.**

A student may appeal this decision and/or request readmission to a practicum assignment in writing to the CSD Department Chair.

Student Health and Related Rotation Requirements

Student Health Information & Insurance
WSU requires students to have health insurance coverage in effect throughout the entire Program. A student may have personal (family) insurance coverage or may obtain coverage through the university's Student Health. Information from Student Health is provided to students prior to the fall semester of the first year. Copies of your health insurance plan must be on file with the Program (upload your copy into your LOCAL folder in CALIPSO Documents prior to your first day in Clinic). These copies must be updated when expired or changed. Expenses related to any illness or injury (including needle stick or blood-borne pathogen exposure) are the responsibility of the student – not of the preceptor on rotation, facility, or the AuD Program.

Immunizations
Throughout the Program, students have potential contact with infectious patients/materials, putting them at risk for transmission of diseases, some of which are vaccine preventable. Likewise, patients may be at risk from contact with an infected student. Maintenance of immunity and health is an essential part of infection prevention and control. All students must provide evidence of current immunizations in congruence with Program policies and the CDC. Students must provide proof of vaccinations and annual influenza vaccine; documentation should be uploaded into your MyRecordTracker account. If CDC immunization requirements change, students will be notified and expected to update immunizations accordingly. Failure to comply with these requirements may result in an inability to be placed in certain clinical observations or rotations.

Students must also meet requirements of each assigned rotation clinical site and thus may need additional immunizations or screenings if required by that site. Students who elect for an international clinical rotation may have other immunization requirements and must review the CDC traveler's web site http://wwwnc.cdc.gov/travel to determine additional needed immunizations as well as view any travel advisories.

Student Health Services
Student Health Services is an on-campus health care facility that provides primary care services. All services are confidential. An appointment is required for most services. Student Health Services is located in the YMCA on main campus; 978-4792. Personal health expenses are your responsibility. Supervisors or the department are not responsible for any expenses related to illness or injury of students on clinical rotations, including accidental injury or exposure to blood-borne pathogens. Confidentiality and HIPAA

In accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the ASHA Code of Ethics, all information concerning past and present clients is strictly confidential. You will be trained annually on HIPAA during your time in the program.

If a client's parent/caregiver asks to see a child's/client's file, the supervisor should be contacted. The clinic must comply with the freedom of information requests, but the supervisor has the right to be present to interpret the reports. Under no circumstances should a student release information either orally or in writing without the supervisor's consent. A release of information form must be signed by the client or responsible party before reports can be transmitted to other professionals or agencies.

If e-mail is sent a process of encryption will be utilized according to the Clinic Security Policy. Whenever possible all forms in PHI will be removed. For added security, the following disclaimer must be included in the body of the e-mail:

> **IMPORTANT NOTICE: This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you have received this message in error, you are hereby notified that we do not consent to any reading, dissemination, distribution or copying of this message. If you have received this communication in error, please notify the sender immediately and destroy the transmitted information.**

Presence of Students' Children/Family Members in the Clinic

It is the policy of the Clinic to discourage students from bringing their children/family members to clinic sessions, as well as to work/play areas in the clinic/offices. Confidentiality prohibits children from observing clinic sessions and visiting or staying in the work areas. Furthermore, the presence of children can disrupt clinic organization. The Clinic recognizes, however, that extenuating circumstances occur in which alternative child-care arrangements cannot be made. In such events, limited permission may be granted on an individual basis through prior contact with the clinical supervisor or Clinic Director.

In some cases, a student's children may be recruited to serve as peer models or conversation partners for various clinical groups. In this case, permission to be in the Clinic will be authorized by the clinical supervisor.

Student Clinician Dress Code / Personal Grooming Policy

The personal grooming of all student clinicians and observers must be appropriate to the professional atmosphere. Clothing should be neat and clean and should allow freedom of movement. The clinic shirts that you have purchased are considered clinic attire and should be worn when you are seeing clients. Visible tattoos must be covered, and body piercings (tongue, lip, eyebrow, etc.) are not allowed. Clinic-issued nametags are to be worn on the shirt when providing clinical services.

Clinic Attire includes:

- WSU-logo collared shirts
- Solid-colored pants or skirts
- Tattoos must be covered (use solid-colored long-sleeve shirts under clinic shirt and/or bandages)
- No body piercings (tongue, nose, lip, eyebrow, etc)
- Hair style should be neat, clean, and in good taste. Human hair colors only.
- Jewelry must be professional and discreet.
- Clothes must cover all undergarments and be of a length that covers chest, stomach area and lower back at all times.
- Skirts must be at least knee length when the student is standing.
- Shirts and pants must cover cleavage, stomach, and lower back at all times, including when the student clinician is bending, stooping, or reaching.
- Capri pants must be below the knee.
- Closed toe and closed heel shoes without any holes or dirt

Solid colors are required in pants, sweaters, and undershirts. See attached link for additional options for ordering clinic attire: https://wsucsd.logodepotstores.com/

When you are not seeing clients, but are within ANY part of the clinic area (which includes the 148 conference room and student workrooms) you are required to refrain from wearing any of the items listed below in the "inappropriate in the clinical setting" list. It is up to the discretion of your external supervisor whether clinic shirts are to be worn at external practicum sites and additional dress code regulations may be required of students while at an off-campus facility.

The following items will be considered ***inappropriate*** in the clinical setting at ***all*** times:

- tight fitting and/or extremely revealing clothing
- excessively short shorts of any kind or excessively short skirts
- dirty, holey denim jeans
- excessive or strong perfume
- non-WSU logo apparel
- flip flops, sandals, open-toed shoes
- long or artificial fingernails or excessive decorative fingernail polish

Clinic attire is required when you are in the Clinic to see clients or families. If an item is in doubt, it is suggested that you bring a change of clothes as a back-up plan. The supervisor will have final authority as to what is appropriate dress or grooming. Student clinicians may be prevented from participating in Clinic activities if it is determined that dress and/or grooming are inappropriate. Individuals who have questions concerning the dress code/grooming policy, should contact the Clinic Director or their supervisor.

Social Media Guidelines

Online social networks such as Facebook and X (formally known as Twitter) have become popular communication tools. These forums offer unique opportunities for people to interact and keep in contact and have great potential to augment friendships and professional interactions. As professionals with a unique social obligation, speech-language pathology and audiology students as well as faculty and staff must be cognizant of the public nature of these forums and the permanent nature of postings therein. While these sites offer terrific potential to bolster communication with friends and colleagues, they are also a potential forum for lapses of professionalism and professional behavior. These sites may give the impression of privacy, but postings and other data should be considered in the public realm and freely visible by many people.

The following guidelines apply to the use of social media by CSD faculty, staff, and students. Social media guidelines for WSU departments and employees are available on the Visual Identity Standards website (https://www.wichita.edu/services/strategic_communications/brand_standards/social_media_playbook.php) and in the Security Policy located in Appendix C of this handbook. Please read over the information in both of these places.

1. Interactions with clients on these sites is not acceptable. Interactions between students and faculty or clinical supervisors is strongly discouraged.
2. Postings on social network sites are subject to the same professionalism standards as any other personal interactions. The permanence and written nature of these postings make them even more subject to scrutiny than most other forms of communication. Students may be subject to disciplinary actions within the Department for comments that are either unprofessional or violate client privacy. Statements made by you on online networks will be treated as if you verbally made the statement in a public place.
3. In online social networks, the lines between public and private, personal and professional are blurred. Just by identifying yourself as a WSU student or staff member, you are creating perceptions about WSU to all you have access to your profile. Be sure that all content associated with you is consistent with your position at the school and WSU's values and professional standards.
4. Use of these social networking sites can have legal ramifications. Comments made regarding care of clients or that portray you or a colleague in an unprofessional manner can be used in court or other disciplinary proceedings (e.g., State Licensing Boards).
5. Unprofessional postings by others on your page reflect very poorly on you. Please monitor others' postings on your profile and work to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional

content.

6. Keep in mind that statements and photos posted on these sites are potentially viewable by future employers, and even if deleted can be recovered under certain circumstances. Be aware too, that images can be downloaded by, and forwarded to, others. It is not uncommon for potential employers to search for the social network profiles of potential hires, and there are many examples of people not being offered a job because of findings on social networking sites.
7. Relationships online with supervisors and faculty or other students are governed by the WSU policy against sexual harassment. Cyber stalking, requests from those who you supervise to engage in activities outside of work, and inappropriate postings to social networking sites while supervising trainees can all be considered forms of sexual harassment.
8. It is advisable that you set your privacy profile so that only those people to whom you provide access may see your personal information and photos.
9. Avoid sharing identification numbers (e.g., address, phone numbers, birthdate or other data that could be used to obtain your personal records) on your personal profile.
10. Others may post photos of you and may "tag" you in the photos. It is your responsibility to make sure that these photos are appropriate and not embarrassing or professionally compromising. It is wise to "untag" yourself from any photos as a general rule and to refrain from tagging others unless you have explicit permission to do so.
11. HIPAA regulations apply to comments made on social networking sites, and violators are subject to the same prosecution as with other HIPAA violations.
12. Online discussions of specific clients should be avoided, even if all identifying information is excluded. It is possible that someone could recognize the client to which you are referring based on the context of your post.
13. Refrain from accessing personal social networking sites while at work or in clinical work areas.

Attendance and Absences

Students are to arrive at the Clinic or rotation sites with enough time to be ready to start the session 15 minutes prior to the scheduled appointment time (as supervisors for individual differences with times). All materials should be prepared and the sound booth set-up prior to the start of the session. Unexcused absences from the clinic or clinical rotations will not be tolerated. After any unexcused absence, the clinician must meet with the supervisor to determine appropriate disciplinary action.

Excused absences, defined as absences in which the clinical supervisor was notified prior to the client's arrival (preferably 24 hours when possible), should occur only in emergencies such as illness. If you are ill, please do not come to clinic. When you have had a fever that is greater than 100.4 degrees, vomiting, or uncontrolled gastrointestinal issues, please do not return to clinic until you have gone 24 hours without these symptoms. Reasons that would not justify an excused absence include studying, working on class projects, working as a graduate assistant or other employment, scheduled non-emergency appointments, etc.

If a situation arises that causes the clinician to need an *excused* absence, the first course of action is to contact fellow students and try to find a "substitute clinician" (WSU clinic only, not rotations). Talk with your supervisor before this situation happens to determine the best course of action.

Mailboxes/Email

AuD students are assigned a mailbox in the front mail/copier room. Clinicians must check their mailboxes and email in the clinic on a regular basis and are encouraged to do so daily. Mailboxes should be cleaned out at the end of the first year before leaving for off-campus placements. Clinicians are not to remove items from another clinician's mailbox without authorization.

Students are required to use their student "@shockers.wichita.edu" email account for ALL email communications with clients/guardians and clinical supervisors. Keep your personal and professional lives separate! Personal email accounts (Gmail, Yahoo, etc.) are not appropriate for clinic business.

Student Lockers

Students will be assigned a locker in the student workroom. Students may purchase locks to secure items in the lockers. In order to accommodate all students, two students may share one locker. Although locks

may be used for security, it should be noted that valuables should be kept in one's possession or locked in cars. Lockers must be cleaned, and locks removed by the final day of each semester. Any remaining locks will be cut, and items may be discarded.

Copier Privileges

Each CSD student with a Copier-Printer Access Code is allotted 300 black and white copies/prints and 85 color copies/prints per academic semester. This is slightly adjusted depending on the rotation you are in. When these limits are exceeded, the student access code will be disabled, and any copying and printing will need to go through the Administrative Assistant. A charge of $0.05 per copy will be assessed and due upon job completion. Copier/printer usage will be actively monitored. Clinic staff will do their best to inform students if they are approaching the semester limit and students may request a usage reading at any time. Unused copying and printing amounts do not accumulate from one academic semester to the next.

Appropriate Use of Clinic Technology

Clinic devices need to remain in the clinic building unless approval is obtained by the Clinic Director. Please see the Clinic Security Policy in Appendix C (pg 43) for guidance on appropriate use of clinic technology.

Video/Photo/Audio Recording

Please see the Clinic Security Policy in Appendix C for more information on this topic. Note: No clinician should be video or audio recording clients on their personal devices (cell phones, iPads, etc). Recordings can only be completed on clinic-owned iPads with written consent from client/guardian on file.

Client Files / Point and Click

Client files, prior to the installation of Point and Click (PNC) Electronic Medical Records, are located in the Clinic Copy Room. Files are arranged alphabetically according to the client's last name. Since the installation of the Point and Click EMR, new client files are scanned into the records system. ***No client paper files may be taken out of the clinic area for any reason***. Please see the Clinic Security Policy (Appendix C) for information on document de-identification.

Client paper and electronic files should be kept up to date. This includes making sure all information is recorded correctly (i.e., contact information is accurate, HIPAA forms signed, reports signed, etc.) If contact information in the client's chart is incorrect, please notify the Front Desk Coordinator. It is recommended to utilize PNC Patient Portal for all correspondence with clients.

Policies and procedures using PNC at the clinic have been distributed to faculty, clinical educators, and students as available. All new CSD speech language and audiology graduate students will receive training in using the system. Questions regarding access to/use of this system should be addressed to your Clinical Supervisor, the Front Desk Coordinator, or the Clinic Director.

A process for securing the medical record system which can be accessed from student personal devices and faculty/staff University provided computers is outlined in the Clinic Security Policy, Appendix C. The user of the medical records system must ensure they are in a location where others cannot view it when accessing the system.

Clinical Practicum Requirements

The primary purpose of clinical practicum is to help students become competent in the assessment and treatment of various communication disorders. For this reason, students are required to be continuously enrolled in practicum courses during their graduate work, regardless of whether they have met the ASHA clock-hour requirements in certain categories. Please note that the department has final authority on when, where, and how the clinical practicum assignments are made and scheduled.

1. Students are required to complete clinical practicum hours in accordance with the current standards of the Counsel of Academic Accreditation (CAA) of the American Speech-Language-Hearing

Association (ASHA).

2. Any new clinician who has had prior supervised clinical observation hours and/or experience at another institution must provide a copy of these clock hours during the first semester in which they enter the program. This form must be signed by a supervisor who holds the ASHA Certificate of Clinical Competence (CCC-SLP or CCC-A).
3. Although the facility has a responsibility to help students obtain clinical competencies and hours to be eligible for ASHA certification, students are responsible for keeping track of their clinical hours and informing the supervisors of any specific needs.

CALIPSO

Wichita State University uses the CALIPSO web-based application for tracking the development of knowledge and skills for each graduate student. In addition, CALIPSO allows for tracking clock hours and competencies. CALIPSO manages key aspects of clinical education designed specifically for training programs in speech-language pathology and audiology. It offers the unique feature of interactive and customized data dashboards that enable interaction between students and supervisors.

At the start of your graduate program, you will be provided with instructions on how to use the program and a PIN number to register your CALIPSO account. Your login will always be your WSU student email account address (e.g., jxsmith1@shockers.wichita.edu) and the password will be the one you generate during the registration process. Students are expected to enter both their contact information and at least one emergency contact on their CALIPSO account and to update them at the start of each semester throughout the program.

Throughout their graduate program, each student must adhere to departmental notifications and policies for keeping his/her CALIPSO account current and complete. This includes scanning in of documents into your local folder under the blue “clinical placement” link and selecting “public.” This will allow only you and your supervisors to have access to these documents from CALIPSO. Clock hours are to be submitted to each supervisor for approval twice each semester – at midterm and at the conclusion of the semester. Supervisors may request more frequent updates from students at their discretion. Forms are available in CALIPSO should students want to keep a duplicate paper record of hours for their own records. Semester clinical grades may be delayed if clock hours are not submitted and approved on time for that semester.

At the conclusion of each clinical experience, students can be required to meet with their supervisor(s) to discuss the evaluation(s) that determined their semester clinic grade. If the student was supervised by more than one person, each supervisor will submit a separate evaluation which will be weighted based on the percentage of clock hours with that student. Students are also expected to complete a *Supervisor Feedback Form* at the end of each semester for every supervisor they have worked with that term. The form is on CALIPSO. This feedback is reviewed by the Clinic Director or a designated person with administrator level access in the program prior to being sent to the supervisor. The feedback form will be anonymous to the supervisor.

All students are expected to monitor their progress regarding completion of the ASHA certification standards in place at the time they intend to apply for clinical certification. In CALIPSO, clinical competencies are tracked in the “Cumulative Evaluation” section and competencies/learning objectives obtained through academic coursework are tracked in the “KASA” section. The Cumulative Evaluation section is populated by results from supervisor evaluations submitted throughout the program; an average result of Adequate (3.0) is required in each competency listed. Prior to graduation, students must have met the required amount of clinical clock hours, have a completed KASA, and have no flagged (orange) items on their Cumulative Evaluation. The program reserves the right to request additional information throughout the program in order to verify a student’s completion of clinical certification and state licensure requirements. Approximately one month after graduation, the students will be locked out of CALIPSO to limit access for FERPA purposes. All information that the student wants copies of, should be printed prior to being locked out.

Simulation Experiences

Depending on the Clinical Instructor and/or Course Instructor, AuD students may be able to earn some clinical clockhours using virtual cases (e.g., SimuCase, Audiologysimulator.com, AHead, etc). A course instructor will notify students when to purchase the software or app for the simulation technologies that will be used in that clinic/course.

Telepractice

Telepractice/or remote hearing aid programming services may be utilized during the graduate program to provide services to clients and to offer students hours towards graduation, licensure, and certification. The amount and type of supervision required for telepractice is different than those required for in-person service provision. The graduate program follows the recommended guidelines of the American Speech-Language-Hearing Association (ASHA) and the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) for hour calculation and supervision. Clinical Instructors will determine if this form of patient contact is needed/appropriate.

FORMATIVE & SUMMATIVE STUDENT EVALUATION & REMEDIATION FOR THE CLINICAL PRACTICUM

Student Evaluation for Clinical Performance

CSD coursework and essential functions should be considered as a baseline for participation in clinical education. Although evaluation of learning will be based on the ASHA Standards and Competencies, it will not necessarily be limited to these. Adequate performance, as indicated by the grades of A and B, will require additional independence in research, study, integration, and application by the student beyond the learning objectives. Evaluation of learning will be determined utilizing various formats (e.g., objective testing, case studies, written skills, verbal skills, small group work, data collection, and performance of clinical skills).

Students will be evaluated based on clinical standards and competencies, and on professional behaviors (e.g. Essential Functions for Academic and Clinical Success) by a binary system (e.g., met or not met). These components will be scored in CALIPSO as clinical performance evaluations at midterm and/or the end of the semester. Please note that midterm evaluations are not typically completed during the Summer semester. Evaluations will be completed by those supervising in the current clinical experience. All components of this evaluation process must be successfully completed to be eligible for graduation from the Wichita State Doctor of Audiology Program.

Clinical Development Outline

Every new student will start the program with a Clinical Development Outline (CDO; see Appendix D). The student must meet the requirements of the university as well as demonstrate a set of knowledge and skills as defined by ASHA certification standards. It is possible for a student to make a passing grade in a course/practicum and still not demonstrate all the knowledge and skills and/or professional behaviors at a level of independence that meets an adequate standard or the code of conduct. The areas requiring improvement will be identified when a student does not meet a competency in a clinical experience. Goals and recommendations will be developed for the student to complete in order to demonstrate competency in the areas(s) identified. The individual who initiates the development outline, along with the Graduate AuD program Coordinator, will determine if the goals have been achieved in the designated time frame. A copy of the outline is distributed to the student at the beginning of the program and will continue through the second semester. The AuD program coordinator will keep the original copy of the CDO throughout the two semesters until it is either met or completed. At that time, it will be scanned into the local folder in CALIPSO by the student as described in the CALIPSO section above. For students who do not meet the objectives of the Clinical Development Outline, a Student Assistance Plan (SAP) will be developed (see Appendix E). A flowsheet outlining the process in this plan is located in Appendix F.

Following the first complete year of clinical practicum (CSD 886), there will be a Clinical Competency Exam with hands-on, written, and oral components to the exam. Students must meet the expectations of the committee. If a student does not meet the expectations of the committee, a SAP or other form of remediation will be developed.

Clinical Standards and Competencies Grading System

AuD students' first three semesters (first year) in clinic are CSD 886, and each semester is 1 credit hour. AuD students' fourth, fifth, and sixth semesters (second year) in clinic are CSD 886, but a different CRN number is used. This second year has 1 credit during the summer, 2 credits during the fall, and 2 credits during the spring. The third year (semesters seven, eight, and nine) in clinic are CSD 997, with summer being 4 credits, and fall and spring semesters being 7 credits each.

WSU uses a +/- grading scale for final grades and to calculate grade point averages. In this class, grades are assigned according to the following chart. See Performance Rating Scale in CALIPSO for further information.

Students will receive a numerical grade for each rotation reflecting the various components of the clinical skills, competencies, and standards. Numerical grades will be determined based on the following categories depending on level of independence from supervisor:

- Problem solving/critical thinking

- Data collection
- Ability to provide assessment
- Ability to provide written and verbal feedback to client, caregivers, and clinical educators
- Development and adjustment of treatment plans
- Ability to provide visual, verbal, physical supports for scaffolding

If there is a question regarding your grade, you should first contact your clinical supervisor to discuss the specific factors affecting your grade. If concerns are unresolved, you have the right to contact the clinical supervisor or AuD Program Coordinator regarding the specific factors which may have affected your grade. If you do not agree with the grade, an appeal with supporting rationale should be submitted in writing following the Graduate School appeal process.

Professional and Essential Function Grading System

CALIPSO also tracks information on Professional Practice, Interaction, and Personal Qualities. The Program expects all audiology students to model professional and ethical conduct, in the clinical setting. Examples of non-professional behaviors are listed in the Student Code of Conduct that is listed earlier in this handbook. Professional behaviors are included under the *Essential Functions for Academic and Clinical Success* in this handbook and could also include:

- Making a commitment to your education
- Showing up on time and ready to learn
- Demonstrating flexibility, accountability, and reliability
- Being respectful of your colleagues, faculty, guest speakers, Program and University
- Being honest and ethical
- Being friendly and welcoming; exhibiting the ability to work in a team environment
- Listening and seeking to understand the perspectives of others
- Being known for your manners and courtesy
- Maintaining your personal image
- Appropriately balancing time and stress management
- Developing good problem-solving skills
- Focusing on a positive outlook, adaptability, and good communication skills

Clinical Remediation Process

Student Assistance Plan
In order to successfully practice in the field of audiology, students must demonstrate superior educational/medical knowledge and critical thinking skills, as well as the ability to comprehend and synthesize large quantities of new knowledge quickly and accurately. If a student is having clinical difficulties, it should be addressed promptly. Under all circumstances, it is the student's responsibility to notify the Program of any academic problems and initiate procedures to obtain assistance from University support systems like Office of Disability Services, Counseling and Prevention Services, Trio, or the CHP Success Coach. Because the WSU CSD Department is charged with determining which students can apply academic knowledge into clinical practice, the assessment of each student includes assessment of overall numerical clinical grades, ability to learn and apply clinical knowledge, and the ability to professionally exhibit the Essential Functions for Academic and Clinical Success.

A student who (1) receives an overall rotation numerical grade of C+ or lower, **AND/OR** (2) fails to obtain a "met:" on any of the supervising audiologist's evaluation of professional skills will be required to meet with the Clinical Supervisor, Clinical AuD Program Coordinator, and/or Clinical Director. The AuD Program Coordinator may also contact an external site supervisor by phone or in person to gather additional information and insight into the situation. Actions resulting from this meeting can include any of the following:

1. Receipt of a clinical and/or professional warning
2. Development of a Student Assistance Plan (located in Appendix E) which can include, but is not limited to, repeating a clinical rotation, being pulled from a rotation, deceleration in the program, additional study in specific

content areas, or referral to the Counseling and Testing Center, Office of Disability Services, Trio, or CHP Success Coach.

3. The student will be informed in writing of the areas of remediation identified, if a warning (academic or professional) is assigned, and which goals or recommendations are being put in place to provide assistance. This is documented through a Student Assistance Plan (SAP). A student who disagrees with a plan may initiate a formal written appeal to the Graduate School. Students on a Student Assistance Plan may not be placed in external practicum sites or residencies if deemed necessary by the AuD Program Coordinator and clinical faculty.

Student Responsibility Regarding a Student Assistance Plan

It is particularly important that a student be capable of recognizing both strengths and weaknesses in their academic and clinical backgrounds, education, and training. Any student having clinical difficulty should meet with the individuals who are directing their Student Assistance Plan (usually the AuD Program Coordinator) to identify problem areas and appropriate resources and/or methods of resolving them. Please note that recommendations for seeking additional University support like the Office of Disability Services and/or meeting with the CHP Success coach may be made. All of the student's efforts must be directed toward successful completion of the Student Assistance Plan. The student should make every effort to correct any problem before it results in a low or failing grade.

Evaluation of Safety and Ethical Practice

Due to the increased level of obligation to client safety and ethical practice during clinical training, students with potential clinical or professional challenges cannot be allowed to provide care to clients, even in a supervised, educational environment. Therefore, any student not meeting minimum requirements may be subject to additional remediation, delayed graduation, or dismissal from the Program. When a Student Assistance Plan (SAP) is deemed appropriate, an individualized plan will be developed by the clinical supervisor and/or the AuD Program Coordinator. The student may be required to enroll in an additional course as a part of that plan. The SAP may or may not result in delayed graduation. Where severe deficiencies exist, dismissal may be deemed appropriate.

Student Leave of Absence, Withdrawal, Deceleration, or Dismissal

Voluntary Student Withdrawal

Any student wishing to voluntarily withdraw from the Program must submit a written request to the AuD Program Coordinator. A student who withdraws should not expect to be automatically readmitted at a later date. A decision on how a withdrawal will affect future matriculation in the Program will be decided by the AuD Program Coordinator and a committee of other individuals from the department.

Voluntary Leave of Absence

A leave of absence may be requested due to extenuating circumstances, such as illness, pregnancy, personal or family issues, military leave, etc. The student must submit a written request for a leave of absence to the AuD Program Coordinator. Approval of the leave of absence and how it will affect future matriculation will be decided by a committee comprised of the AuD Program Coordinator and other members from the department. Decisions will be based upon the academic standing of the student at the time of the request, length of the requested absence, and timing of the absence in relation to the curriculum. The Graduate School will charge a readmission fee if the leave of absence is longer than 12 months.

Mandatory Deceleration

Mandatory deceleration occurs when a student is required to complete an altered plan of study than their cohort. The Department may require mandatory deceleration as a means to remediate deficiencies and as a preventative measure to avoid further academic or professional difficulty. The AuD curriculum is designed as an integrated, cumulative, lockstep program. Therefore, a recommendation of deceleration requires the student to either re-start the Program with another cohort of students, or take a break for a certain time period before joining the same or a new co-hort. The decelerated student must comply with any revisions in curricular requirements, changes in fees/tuition, and changes to the Student Handbook of their new graduating class. The decelerated student will repeat any curriculum specified and is required to pay full tuition for any repeated components. Please note that deceleration may extend the anticipated length of program and may result in delayed graduation. Final decision-making authority on deceleration and what it looks like will be made

by a committee comprised of the AuD Program Coordinator and other faculty members from the department.

Student Dismissal
Students will be notified in writing by the AuD Program Coordinator if substandard clinical or professional performance results in a decision for a dismissal. Please see Process for Dismissal flowsheets in Appendices F-H. If dismissal by the Graduate School occurs, students will have the right to appeal following the grievance procedures for graduate students referenced earlier in this handbook and in the link below.

Grounds for dismissal from the Program include—but are not limited to—the following:

- Failure to comply with Program requirements for attendance, ethical conduct, academic honesty, patient safety, academic standards, or technical standards.
- A grade of "C+" or lower in any two clinical or academic courses. (The only acceptable grades are A, A-, B+, B, and B-)
- Two warnings (academic, clinical, and/or professional); this could be a combination of these different types of warnings.
- Academic misconduct.
- Student is deemed unsafe to provide patient care as determined by clinical supervisor/faculty.
- Termination of an external rotation by the supervisor or Program faculty as the result of poor or inadequate clinical or professional performance on the part of the student.
- Failing to do remedial work as outlined in the Student Assistance Plan within a prescribed time period or if quality of remedial work is unsatisfactory, as determined by the clinical educator or AuD Program Coordinator.
- Abuse of controlled substances (e.g., prescription pain medications) and alcohol; use of illegal substances (e.g., marijuana, cocaine). Rotations may require random testing for these and other substances. Student compliance is required.
- Graduate School Dismissal information: http://catalog.wichita.edu/graduate/academic-information/academic-progress/probation-dismissal-amnesty/

CLINIC PROCEDURES – AUDIOLOGY

Expectations of the Clinician-Supervisor Relationship

The expectations of the clinician-supervisor relationship are outlined below:

1. A supervisory meeting time will be scheduled. Meetings are usually held weekly. Students are expected to attend all scheduled meetings unless otherwise excused by the supervisor.
2. The supervisor will be present for a minimum of **25%** of each session. The level of supervision may be adjusted as appropriate for the clinician's level of training and competence.
3. Supervisory feedback may be completed by each supervisor in oral and/or written form after each session, as appropriate. Both positive and negative feedback is important.
4. Mid-term and end-of-term evaluations will be completed in CALIPSO by each supervisor. Individual meetings can be scheduled but are not required.

Titles

Students will introduce themselves to patients with their first name and state that they are a graduate student in Audiology. They will also introduce their clinical instructor by their full name or as Dr._____ and state they are the "supervising audiologist." Students will ensure that they do not use other titles for themselves, such as AuD candidate verbally or as e-mail signatures. Students may use the title for email of "AuD Graduate Student." Off-campus students in placements will use "Audiology Extern" or other title, if suggested by their clinical instructor.

Attendance Policy

Consistent attendance in clinic is required to gain appropriate clinical skills and make adequate progress each semester. **All students are therefore expected to attend each scheduled clinical session during a semester.** Illness or funeral

attendance are the only reasons considered acceptable for missing clinic. A doctor's note is required if you miss more than two clinic sessions due to illness during a semester.

If you anticipate that you will miss clinic in order to attend a conference, you are **required** to obtain **approval** from your clinical instructor(s) **at the beginning of the semester or as soon as the student knows of the attendance**. **Do not make your travel plans before you obtain approval from your clinical instructor(s).**

Tardiness: Students are also expected to be **on time** and ready for their scheduled clinical session 15-20 minutes before the scheduled appointment time. If a student is tardy, the clinical instructor will begin the clinic on time and the student will join the session as quickly and quietly as possible. **If a student is tardy more than two times in one semester, the student's clinic grade will be lowered one full letter grade.**

Logging Hours

Daily/weekly/monthly clinic hours can be logged on CALIPSO. Each student is **required** to keep track of their hours each semester including off-campus sites and in the third year on both hard-copy and CALIPSO formats. The clinical instructor will approve the hours once they are entered by the student into CALIPSO. **This information is necessary for program accreditation and individual state licensure. It is the student's responsibility to maintain accurate records. Keep hard copies (with original signatures from supervisors) along with printouts of electronic copies.**

No-shows/Cancellations

When a patient cancels an appointment, the receptionist will alert the clinical instructor. Every opportunity is given to reschedule a patient as needed. In the event of a no-show, student clinicians need to be available to see walk-in patients, discuss cases, practice procedures, and obtain hands-on experience with the clinic equipment. Do not leave clinic early – get experience.

Clinic Preparation

Student clinicians should review the clinic schedule in the electronic health record system, Point and Click (PNC) the morning of their clinic rotation. Changes may occur to the schedule, so the student should check it regularly. Students should review the patient's electronic medical record through PNC licensed computers in the audiology lab, the vestibular lab, or the patient's paper record. Preparedness includes knowing details about the patient and why they are scheduled, a plan for the session, and questions for the supervising audiologist related to responsibilities of the student clinician during the session.

Patient Paper Charts

- Paper charts are located behind the reception desk and in the copy room.
- Prior to the arrival of the patient, the chart should be reviewed. In the cases of a diagnostic evaluation, the patient will complete a case history form. Additional paperwork (e.g., designation of individuals involved in treatment/payment form, legal release and request for admission form, HIPAA acknowledgement form, and for patients over the age of 65, ABN form, etc.) will be obtained by the front desk staff. Students should be aware of these forms in the file.
- Paper charts may be taken only to the vestibular testing room, audiology lab, and clinical instructor offices. They must be returned immediately after obtaining the needed information. Patient charts are never to be taken out of the building or left unattended anywhere.

Procedures Following the Appointment

After the completion of an evaluation, the progression is as follows:

- Chart notes should be made immediately in the paper file and on PNC following each appointment so that important information is not omitted or forgotten.
- The student clinician should be scanning their own client's paperwork. These scanned documents need to be uploaded into PNC and immediately deleted from any computer system.
- Clinical instructor reviews chart notes/report and will alert the student clinician if edits are needed.

Fee Payment Information

The patient will have options for payment. These include:

1. At the conclusion of appointment, students should be putting all charges into PNC. A bill will be sent from the clinic.
2. Payment of 100% of services and 50% of the hearing aids immediately with the remainder paid at the end of 45-day trial period.
3. Patients can arrange a 6-month payment plan with the front office staff, if needed.

End-of-Semester Procedures

At the end of each semester, student clinicians are required to observe any required check-out procedures established by their supervising clinician. Failure to complete all of the requirements by the appropriate date(s) may result in the student receiving a failing grade for clinical practicum for the semester. Any student clinician who is in doubt of any aspects of the check-out procedures should check with their supervisor(s).

Maintenance and Cleaning of the Clinic

The clinician is responsible for all set-up and clean-up of the necessary items. The clinician is to return all clinic items to the appropriate area. Tables, chairs, and equipment should be disinfected after each session with the cleaning solution provided by the clinic. Proper cleaning bottles are located in each clinic room, and in the copy room. Please reference the CSD 886 Blackboard shell for more specific information on disinfection processes.

Any unusual cleaning or maintenance needed should be reported to the Clinic Director or Front Desk Coordinator immediately (i.e., large spills, defective building equipment, etc.). Defective audiometric equipment should be reported to the Clinical Supervisor or AuD Program Coordinator as quickly as possible.

Documentation / Forms

Your Clinical Supervisors will help you adapt the following information within the Point and Click system. Student clinicians are responsible for keeping their clients' files up to date, which includes:

- Chart Maintenance
  Writing, updating, and filing any clinical documentation], encounter notes, etc.) that the supervisor feels are necessary. Any misc. notes or phone calls can be documented with the non-encounter notes in PNC.

- Agency Reports and Correspondence
  Agency reports and any correspondence with clients, parents, guardians, teachers, other facilities, etc. must be scanned. Everything is scanned in chronological order. Paper files and PNC files should be identical. Scan all documents.

- Release of Information
  Please review the Clinic Privacy and Security policies for more information on confidentiality of information and those procedures.

Clinic Hours Policy

The clinic hours operate from 8:00 am to 8:00 pm Monday through Thursday during the fall and spring semesters, and 8:00 am to 6:00 pm on Fridays. This schedule changes slightly when clinic is not in session or during the summer semester. **Students cannot be in the clinic outside of 8:00 am to 10:00pm Monday through Thursday and 8:00 am to 8:00 pm on Friday.** In the event that arrangements are made outside of clinic hours, an employee of the clinic must be present on site during this time.

Off-Campus / Externship Opportunities: Audiology

Students will work with the AuD Clinical Placement Coordinator (Dr. Kampe) for externship placements during the second-year clinical placements for CSD 886. The Clinical Placement Coordinator will contact the site in which the student is interested in order to determine the agency's ability/interest in having a student clinician during the proposed semester. The student will be informed of a positive or negative consideration from the potential off-campus practicum. These clinical placements include clinics within Wichita, as well as surrounding counties. When requested, and if course scheduling can be worked out, some students may travel farther (e.g., Topeka or Kansas City) for clinical experiences. Starting and ending dates will coincide with the semester start and finish dates. If a supervisor/preceptor requests a change in dates, the request will be discussed, and the student/supervisor will be notified if the new dates are admissible.

Students will work with the AuD Program Coordinator (Dr. Richburg) for Residency ("Externship") placements during the third-year placements for CSD 997. The student is responsible for searching sites for postings (e.g., "Find an Externship" at https://hearcareers.audiology.org/website/36124/index.cfm?_ga=2.19084472.1233162804.1626053628-811778667.1626053628) to find residencies in areas of the country and practice settings that appeal to him/her. Dr. Richburg will send out notifications that come to her in her role as AuD Program Coordinator so that students can decide if they want to submit an application. REMINDER: The 3rd/4th Year Residency/Externship process is very much like a job search. Students apply for the Residency (usually multiple residencies) and if lucky, she/he is called for an interview. If the interview goes well, the student may be offered a contract. After a student signs the contract, the student is responsible for contacting the AuD Program Coordinator so that the Affiliation Agreement process can be started with the College of Health Professions.

Off-campus practica are:

1. Designed to provide AuD students with an opportunity for practical experience in selected professional environments and with diverse populations.
2. Available only at sites approved by the Clinic
3. Typically eight weeks (summer) or sixteen weeks (fall and spring) in length for externships and 11-12 months for residencies.
4. Available only at sites where the supervisor(s) hold(s) a current ASHA CCC-A
5. Available only at sites where the supervisor(s) agree to observe ***at least*** 25% of all sessions.
6. Available only when an affiliation agreement has been complete with the agency.

At any time, a change in placement location for the external practica may be deemed necessary for a variety of reasons (i.e., contract falls through, unsatisfactory performance from student, need for additional supports, etc.). The student will be responsible for all fees incurred due to this change in practicum placement.

Students will be evaluated and graded by the Supervisor/Preceptor through CALIPSO. Regular contact should be made with the AuD Program Coordinator and/or External Placement Coordinator should any concerns arise. Students will be required to complete Midterm and Final evaluations of their placements and to submit Reflections on their experiences. Students will submit these evaluations/reflections to the AuD Program Coordinator by the assigned date.

Clock hours must be kept by the student and be approved by the assigned external practicum supervisor. These hours are to be entered and submitted to the supervisor according to the policy for entering clock hours in CALIPSO.

Externships and the Residency allow the AuD student to acquire knowledge and skills which are unique to an educational setting. Each student is assigned to an ASHA certified audiologist (CCC-A) for direct supervision.

Three clinical rotations are intended to be taken during the second year of the graduate program. Students enroll in CSD 886 (and the specific CRN will be indicated by the AuD Program Coordinator before each semester).One residency is intended to be taken during the third year of the graduate program. Students enroll in CSD 997.

APPENDIX A: STUDENT RELEASE OF INFORMATION FORM

WICHITA STATE UNIVERSITY
COLLEGE OF HEALTH PROFESSIONS
Evelyn Hendren Cassat Speech-Language-Hearing Clinic

PERMISSION TO COMMUNICATE

Student Name: _____ WSU ID: _____

I give permission to for the faculty and/or clinical educators at the Wichita State University Evelyn Hendren Cassat Speech-Language-Hearing Clinic the ability to communicate with the following individuals regarding my performance at Wichita State University, these individuals will be considered "Approved Parties".

1. _____
2. _____
3. _____
4. _____

Please release the following information to the individual(s) listed under the Approved Parties section of this form:

- ☐ Grades
- ☐ Accommodations (if any)
- ☐ Educational performance in clinic
- ☐ Other (If Other was selected above, please describe):_____

I understand that by signing this form, I am giving consent to Faculty and/or staff from the Department of Communication Sciences and Disorders to release the information specified to the individual(s) listed on this form in the manner specified.

I understand that I may revoke this consent, in writing, at any time except to the extent that action has already been taken upon this release.

I understand that I will not be contacted after an inquiry is made or information is released to the individual(s) listed under the Approved Parties section of this form.

Please sign below indicating that you are voluntarily giving your consent to disclose the information indicated above in the manner indicated above to the individual(s) listed in the Approved Parties section of this form.

Signature _____ Date _____

WICHITA STATE UNIVERSITY | *Evelyn Hendren Cassat Speech-Language-Hearing Clinic* | *1845 Fairmount Street | Wichita, Kansas 67260-0099*
tele: (316) 978-3289 | fax: (316) 978-7264 | e-mail: csd@wichita.edu | web: www.wichita.edu/clinic

APPENDIX B: THREE-YEAR COURSE SEQUENCE

Important Note: Curriculum requirements are subject to change. Please contact the Department of CSD office for the most recent information regarding curriculum. The entire program requires 88 credits (91 credits if completing Research Option 2).

First Year					
Summer Semester	***7 Cr***	**Fall Semester**	***17 Cr***	**Spring Session**	***15 Cr***
CSD 804 Clinical Audiology I	3	CSD 805 Clinical Audiology II	3	CSD 861 Amplification II	3
CSD 807 Acoustics and Instrumentation	3	CSD 806 Advanced Anatomy and Physiology of the Auditory and Vestibular Systems	3	CSD 866 Prin of AEPs and OAEs	4
CSD 886 Clinical Practicum	1	CSD 855 Pediatric and Educational Audiology	3	CSD 868 Diagnosis and Management of Persons with Balance Disorders	3
		CSD 860 Amplification I	3	CSD 886 Clinical Practicum	1
		CSD 886 Clinical Practicum	1	CSD 846 Adv Audiologic Rehab	3
		CSD 832A Critical Thinking I	2	CSD 940G Advanced Selected Topics: Professional and Scholarly Integrity (Pre-Session)	1
		CSD 845 Research in CSD	2		
Second Year					
Summer Semester	***4-5 [7-8] Cr***	**Fall Semester**	***12-14 Cr***	**Spring Session**	***15 Cr***
CSD 871 Current Topics in Auditory Disorders (online)	2	CSD 847 Business for Audiologists (online)	3	CSD 844 Clin Apps for AEPs and OAEs	2
CSD 886 Clinical Practicum	1	CSD 863 Professional Issues & Counseling in Audiology	3	CSD 870 Implantable Auditory Devices	3
CSD 891 Nonthesis Research *	1 or 2	CSD 886 Clinical Practicum	2	CSD 851 Medical Audiology	3
		CSD 891 Nonthesis Research *	1 or 3	CSD 854 Hearing Conservation	3
		CSD 803 Intro to Psychoacoustics	3	CSD 886 Clinical Practicum	2
				CSD 892 Presentation of Research *	1
				HP 801 Interprofessional Evidence-Based Practice (Pre-Session)	1
Third Year				**TOTAL 68**	
Summer Semester	***4 Cr***	**Fall Semester**	***7 Cr***	**Spring Session**	***7 Cr***
CSD 997 Audiology Residency	**4**	CSD 997 Audiology Residency	**7**	CSD 997 Audiology Residency	**7**

In addition to the courses found in the sequence, students should be aware of pre-requisite, research, and elective, requirements for the AuD program:

PREREQUISITE REQUIREMENTS (not counted toward degree, and can be completed during the degree)
American Sign Language (e.g., CSD 270)

Aural Rehabilitation (e.g., CSD 504)
Early Language Development (e.g., CSD 304)

MENTORED RESEARCH PROJECT ("CAPSTONE")

Students are required to complete a mentored research project over a one-year period during the second year of the program. Students can choose between two options, both of which require six credit hours.

Option 1 (3 cr)
CSD 891 Nonthesis Research (2 credit hours)
CSD 892 Presentation of Research (1 credit hour)

Option 2 (6 cr)
CSD 891 Nonthesis Research (5 credit hours)
CSD 892 Presentation of Research (1 credit hour)
*Students who choose this option will have 3 more credits at the end of their program (92 total)

PREREQUISITE REQUIREMENTS (not counted toward degree, but can be taken during the program)
American Sign Language (e.g., CSD 270)
Aural Rehabilitation (e.g., CSD 504)
Early Language Development (e.g., CSD 304)

CONTACT INFORMATION

Department of Communication Sciences and Disorders
College of Health Professions
Wichita State University
1845 Fairmount Street
Wichita, KS 67260-0075

Office: Ahlberg Hall, Room 401
Phone: (316) 978-3240
Fax: (316) 978-3291
Email: csd@wichita.edu
Website: Audiology

NOTICE OF NONDISCRIMINATION

Wichita State University does not discriminate in its employment practices, educational programs or activities on the basis of age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. Retaliation against an individual filing or cooperating in a complaint process is also prohibited. Sexual misconduct, relationship violence and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972. Complaints or concerns related to alleged discrimination may be directed to the Director of Equal Opportunity or the Title IX Coordinator, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3187.

APPENDIX C: WSU CLINIC SECURITY POLICY

The SharePoint site is named ***WSU Privacy Website Information*** and it is made public so that if anyone goes to SharePoint, they should see it and have access to the policies in our clinic.

https://wichitaedu.sharepoint.com/:u:/r/sites/PrivacyWebsiteInformation/SitePages/Home.aspx?csf=1&web=1&e=eAvaAL

CLINICAL DEVELOPMENT OUTLINE
Communication Sciences and Disorders
Wichita State University

The student must meet the requirements of the university as well as demonstrate a set of knowledge and skills as defined by ASHA certification standards. It is possible for a student to make a passing grade in a course/practicum and still not demonstrate all the knowledge and skills covered in the course or expected in practice. When a student does not meet a competency in clinical experience, the areas of study requiring attention will be identified and goals and recommendations will be developed for the student to complete in order to demonstrate competency in the areas(s). The individual(s) who initiate the development outline will determine if the goals have been achieved in the designated time frame. A copy of the outline is distributed to the student and scanned into their local folder in CALIPSO. If a student does not meet the qualifications of the CDO by the end of **the first fall semester**, a Student Assistance Plan will be developed, and the Clinic Director and the AuD Program Coordinator are notified.

Student: _____ Supervisor: _____ Semester: _____

Date of Current Plan:

Area(s) Identified (Knowledge and Skills) and Goals to be Completed (Specific and measurable)

Professionalism

The Student will achieve "met" or a score of 4.0 and above in the areas listed below by the end of the first fall semester:

- Assumes a professional level of responsibility and initiative in completing all requirements
- Demonstrates openness and responsiveness to clinical supervision and suggestions
- Displays organization and preparedness for all clinical sessions

Assessment and Rehabilitation Management

The Student will achieve a score of 3.0 or above by the end of the first fall semester in the areas listed below:

- Standard II-A, A5. Calibration and use of instrumentation according to manufacturers' specifications and accepted standards
- Standard II-A, A6. Standard safety precautions and cleaning/disinfection of equipment in accordance with facility-specific policies and manufacturers' instructions to control for infectious/contagious diseases
- Standard II-A, A12. Effective interaction and communication with clients/patients, families, professionals, and other individuals through written, spoken, and nonverbal communication
- Standard II-C, C1. Gathering, reviewing, and evaluating information from referral sources to facilitate assessment, planning, and identification of potential etiologic factors
- Standard II-C, C2. Obtaining a case history and client/patient narrative
- Standard II-D, D1. Identifying the counseling needs of individuals with hearing impairment based on their narratives and results of client/patient and/or caregiver responses to questionnaires and validation measures

Date to be Completed:

Supervisor's Signature: _____ Date _____
Student's Signature: _____ Date _____
Other: _____ Date _____

Outcome:
Achieved ____ Continue Plan _____ Revise Plan _____

Supervisor's Signature _____ Date: _____
Student's Signature _____ Date: _____
Other _____ Date: _____

Rev with 2020 Standards: 5/15/24

APPENDIX E: STUDENT ASSISTANCE PLAN (SAP)

STUDENT ASSISTANCE PLAN
Communication Sciences and Disorders
Wichita State University

The student must meet the requirements of the Program as well as demonstrate a set of knowledge and skills as defined by ASHA certification standards. It is possible for a student to make a passing grade in a course/practicum and still not demonstrate all the knowledge and skills required for practice. When a student does not meet a competency in a clinical experience, the areas of study requiring attention will be identified and goals and recommendations will be developed for the student to complete in order to demonstrate competency in the areas(s). The individual who initiates the plan will determine if the objective(s) have been achieved in the designated time frame. A copy of the plan is distributed to the student and uploaded into the student's local folder in CALIPSO.

Student: _____ Supervisor: _____Semester: _____

Date of Current Plan:

Area(s) Identified (Knowledge and Skills)
Goals to be Completed (Specific and measurable)
Recommendations for Completion
Date to be Completed

Supervisor's Signature: _____ Date _____
Student's Signature: _____ Date _____
Other: _____ Date _____

Outcome:
Achieved ____ Continue Plan _____ Revise Plan _____

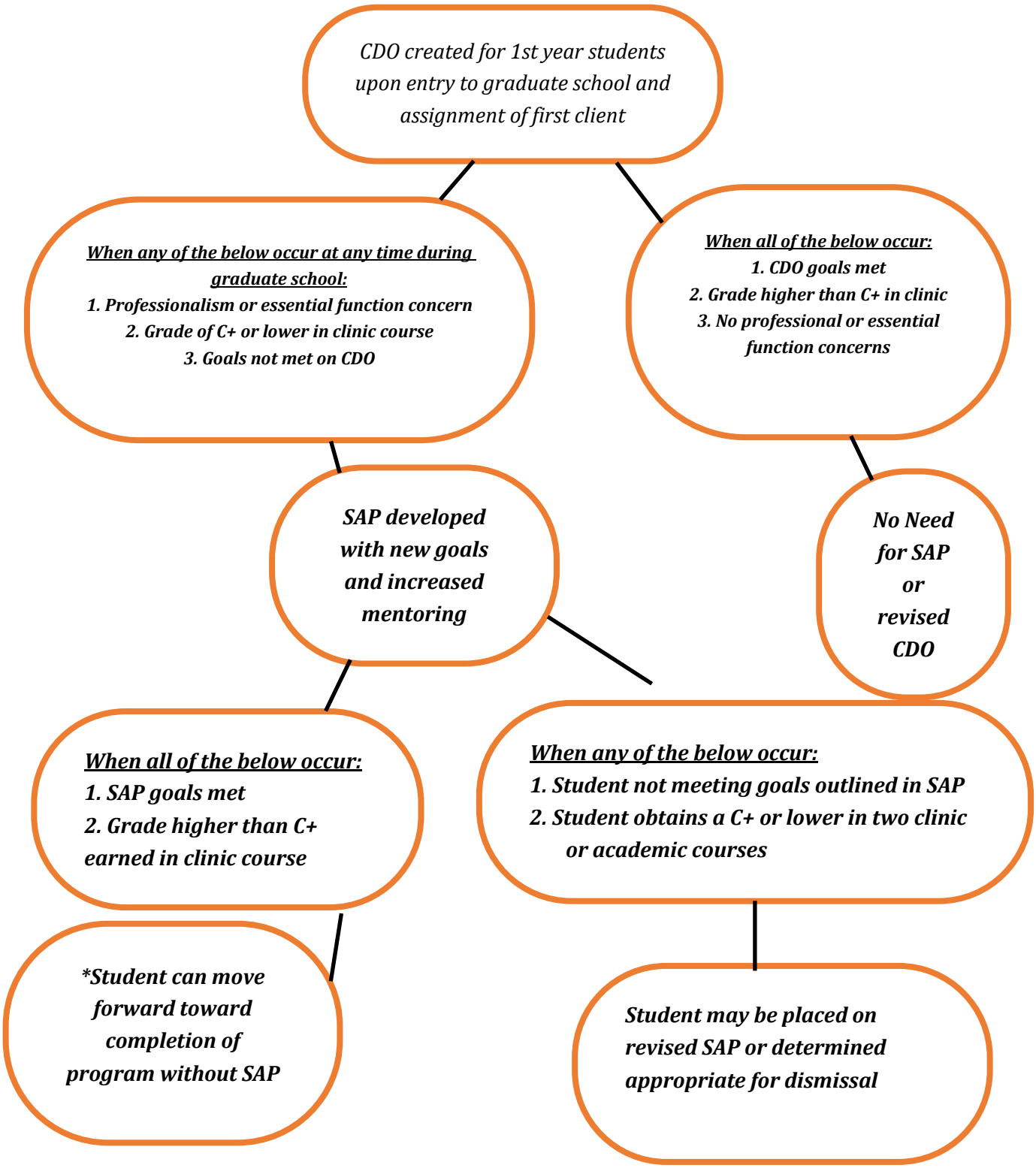
Supervisor's Signature _____ Date: _____
Student's Signature _____ Date: _____
Other _____ Date: _____

Revised: 05/15/2024

APPENDIX F: FLOWSHEET FOR CLINICAL COURSE CONCERNS

Flowsheet for Clinical Course Concerns:

Clinical Development Outline (CDO) and the Student Assistance Plan (SAP)



*A student may be placed back on a SAP after completing one if (s)he meets the requirements for initiation of a plan.

Updated 5/24/24

APPENDIX G: FLOWSHEET FOR ACADEMIC COURSE CONCERNS

Flowsheet for Academic Course Concerns:

Academic Warnings and Graduate School Probation

Updated 5/24/24

APPENDIX H: FLOWSHEET FOR STUDENT DISMISSAL

Any combination of two warnings may result in a recommendation of dismissal:

Academic + Academic	Clinical + Clinical
Professional + Professional	Academic + Clinical
Academic + Professional	Clinical + Professional

The Department of CSD recommends dismissal of the student to the Graduate School.

The Graduate School dismisses the student from the AuD program.

http://catalog.wichita.edu/graduate/academic-information/academic-progress/probation-dismissal-amnesty/