~ AFFIRMATION ~

I choose to be a member of the La Salle University community.

I conduct myself with honesty, integrity, civility, and citizenship.
I respect people, property, our University, and its Lasallian and Catholic heritage.

I celebrate our many cultures.
I promote the free exchange of scholarly ideas.
I commit to my personal involvement in learning for the greater good.

In all my actions, I am La Salle.
In association, we are La Salle.
Dear Student:

Welcome to our programs in the Department of Communication Sciences and Disorders! You are beginning a fascinating and challenging field of study. Your success in the program is our priority.

This guide contains general information about the Department of Communication Sciences and Disorders, the CSD Programs and the La Salle University School of Nursing and Health Sciences, with specific information about the University’s policies and School resources. You will find it useful throughout your course of study. We suggest referring to the CSD Student Handbook annually; any policies and procedural changes will be updated there.

If you have questions, please contact Barbara Amster, Ph.D., CCC/SLP, Professor, Chair, and Graduate Director, Department of Communication Sciences and Disorders at (215) 951-1986.

We wish you success in meeting your educational goals.

Sincerely,

Barbara Amster, PhD, CCC-SLP
Professor, Chair, and Graduate Director
Department of Communication Sciences and Disorders
La Salle University
School of Nursing and Health Sciences
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GENERAL INFORMATION

Each year, La Salle University publishes the Student Guide to Resources, Rights, and Responsibilities, \[http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/\] Students generally refer to specific sections in this booklet for University policies and procedural guidelines. The Student Guide to Resources, Rights and Responsibilities, Graduate and Undergraduate Catalogs, CSD Clinical Practicum Manual and LSUSLHCC Handbook are available on the University’s web page. The La Salle University policies, regulating the School of Nursing and Health Sciences, publish the Undergraduate and Graduate catalogs annually*.

Among other contents, the following policies and procedures are found in the Student Guide to Resources, Rights, and Responsibilities:

<table>
<thead>
<tr>
<th>II. Resources</th>
<th>III. Student Rights &amp; Responsibilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Academics</td>
<td>➢ The Affirmation</td>
</tr>
<tr>
<td>➢ Directories</td>
<td>➢ University Governance</td>
</tr>
<tr>
<td>➢ Have a Question?</td>
<td>➢ Community Standards</td>
</tr>
<tr>
<td>➢ Student Organizations</td>
<td>➢ Discrimination &amp; Harassment</td>
</tr>
<tr>
<td>➢ Division of Student Affairs</td>
<td>➢ General Student Policies</td>
</tr>
<tr>
<td>➢ Sexual Misconduct</td>
<td>➢ Residential Community Information And Standards</td>
</tr>
<tr>
<td></td>
<td>➢ Off Campus Community Standards</td>
</tr>
</tbody>
</table>

Additional policies available at \[www.lasalle.edu\]

The faculty and Staff in the Department of Communication Sciences and Disorders developed this handbook as a reference guide for our students. The primary purpose is to provide information that is supplementary to the following informational/instructional guides:

- The La Salle University Graduate Academic Catalog
- The La Salle University Undergraduate Academic Catalog
- The La Salle University Student Handbook
- Student Guide to Resources, Rights, and Responsibilities
- The Financial Aid Manual
- Communication Sciences and Disorders Brochure
- Communication Sciences and Disorders Course Syllabi
- Communication Sciences and Disorders Clinical Practicum Manual

*The data contained within this Student Handbook reflects current policies and may be subject to change.
La Salle University

La Salle University was founded in 1863 by a group of Christian Brothers, priests, and laymen. Currently, La Salle enrolls approximately 7000 undergraduate and graduate students. The 130-acre urban main campus offers a unique blend of city convenience and accessibility with the quiet beauty usually found in a country setting. La Salle is a member of a Campus Boulevard Consortium of health and educational institutions such as Albert Einstein Healthcare Network, Girls High School, Central High School, and Widener School that are all within walking distance of La Salle.

Communication Sciences and Disorders (CSD) at La Salle University

La Salle University’s School of Nursing and Health Sciences offers undergraduate and graduate programs in Communication Sciences and Disorders. The program of study leading to a master’s degree is designed to provide theoretical and clinical experiences to prepare students to function as professional speech-language pathologists. The Master of Science in Speech-Language Pathology Program at La Salle University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, Rockville, MD 20850-3289. The Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA) is committed to ensuring that quality speech-language pathology and audiology services are available to the public. CAA accreditation indicates that the curriculum is sufficient to allow a graduate of that program to meet the American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence (CCC) Standards. ASHA is the national professional, credentialing, and scientific organization for speech-language pathologists, audiologists, and speech-language-hearing scientists. Most professional settings require both a master’s degree from an accredited University and current ASHA certification to practice in speech-language pathology. This certification, called the Certificate of Clinical Competence (CCC), requires the successful completion of a specific program of course work and practicum, a supervised Clinical Fellowship (CF) and passing of the national examination. Most states require speech-language pathologists to be licensed to practice. Licensure requirements in 49 of the 50 states (including Pennsylvania, New Jersey, and Delaware) are identical to ASHA-CCC standards.

The ASHA Certificate of Clinical Competence for Speech-Language Pathologists (CCC-SLP) is the internationally recognized credential for speech-language pathologists. Individuals who meet the standards specified by the Association's Council for Clinical Certification may be awarded a Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP). Satisfactory completion of both undergraduate and graduate academic course work, clinical practicum requirements, supervised professional experience, and passing the national PRAXIS examination in speech-language pathology are necessary to obtain the CCC. (See CAA Accreditation Handbook and ASHA Membership & Certification Handbook for more information) for more information about certification, please contact the American Speech-Language-Hearing Association at 1-800-498-2071 or http://www.asha.org/certification/AboutCertificationGenInfo.htm.
La Salle University’s Master of Science in Speech-Language Pathology is approved by the Pennsylvania Department of Education (PDE) of the Commonwealth of Pennsylvania Instructional I Teacher Certification for Speech and Language impaired and for Educational Specialist for Speech & Language Pathology. Either certificate is needed to work in the various school systems in Pennsylvania. Candidates applying for either certificate are required by Pennsylvania State Board regulations to pass the appropriate PRAXIS Test administered by the Educational Testing Service which is the same test needed for national certification. Information about the PRAXIS Test is available [http://www.ets.org/praxis/pa](http://www.ets.org/praxis/pa). Other states may also require prospective school-based SLPs to take this and other examinations. In addition to all of the requirements for completion of the Master’s degree, candidates for Instructional I certificates must be recommended by the Department of Communication Sciences and Disorders Faculty. Recommendations are predicated upon successful completion of all course requirements with the required Grade Point Average (minimum cumulative GPA of 3.0 and a minimum GPA of 3.0 in CSD courses). In addition to the CSD course requirements, candidates for Instructional I certificates must complete approved full time school-based clinical practicum (COSD 521).

Our program benefits the community by preparing students to become skilled speech-language pathologists who will improve the quality of life for those living with communication and swallowing impairments. Thus, fulfilling the mission of the University to graduate students who “...maintain a heightened sensitivity to those marginalized within society as they practice civic engagement, provide leadership with a global perspective, and contribute to the common good.”

### A Distinguished Faculty

The Department of Communication Sciences and Disorders assembled a distinguished team of faculty recognized by organizations locally, nationally and internationally, for their contributions to the communication sciences and disorders community. These achievements include scholarly publications, field centered research, nominations and appointments to PSHA, and ASHA organizations. Faculty members also hold positions in area hospitals, schools, research facilities, and clinical practice.

#### MS in SLP Student Outcome Data

**PRAXIS RESULTS***

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of Students taking Praxis</th>
<th>Number of Students passing Praxis on first attempt</th>
<th>PRAXIS Percent Pass Rate on First Attempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>32</td>
<td>31</td>
<td>96.9</td>
</tr>
<tr>
<td>2016</td>
<td>35</td>
<td>34</td>
<td>97.1%</td>
</tr>
<tr>
<td>2015</td>
<td>37</td>
<td>35</td>
<td>94.6%</td>
</tr>
<tr>
<td>3-Year PRAXIS Pass Rate</td>
<td>104</td>
<td>100</td>
<td>96.2%</td>
</tr>
<tr>
<td>2014</td>
<td>34</td>
<td>34</td>
<td>100.00%</td>
</tr>
<tr>
<td>2013</td>
<td>30</td>
<td>30</td>
<td>100.00%</td>
</tr>
<tr>
<td>2012</td>
<td>39</td>
<td>38</td>
<td>97.44%</td>
</tr>
<tr>
<td>2011</td>
<td>38</td>
<td>37</td>
<td>97.37%</td>
</tr>
<tr>
<td>2010</td>
<td>37</td>
<td>37</td>
<td>100.00%</td>
</tr>
<tr>
<td>2009</td>
<td>32</td>
<td>32</td>
<td>100.00%</td>
</tr>
<tr>
<td>2008</td>
<td>34</td>
<td>34</td>
<td>100.00%</td>
</tr>
<tr>
<td>10-Year PRAXIS Pass Rate</td>
<td>348</td>
<td>342</td>
<td>98.3%</td>
</tr>
</tbody>
</table>
The PRAXIS test in Speech-Language Pathology also known as the NESPA is the National Certification Exam that all SLPs must pass to become certified. The average National Pass rate is 75-85%.

<table>
<thead>
<tr>
<th>Year</th>
<th># Students Graduating On Time (5 semesters for this full-time cohort program)</th>
<th># Students Completed Later Than Expected</th>
<th># Students Not Completing</th>
<th>EMPLOYMENT RATES</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>32</td>
<td>0</td>
<td>1</td>
<td>Not yet available</td>
</tr>
<tr>
<td>2016</td>
<td>34</td>
<td>1</td>
<td>0</td>
<td>100%</td>
</tr>
<tr>
<td>2015</td>
<td>36</td>
<td>0</td>
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<td>100%</td>
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<tr>
<td>2014</td>
<td>33</td>
<td>0</td>
<td>2</td>
<td>100%</td>
</tr>
<tr>
<td>2013</td>
<td>30</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2012</td>
<td>39</td>
<td>4</td>
<td>0</td>
<td>97%</td>
</tr>
<tr>
<td>2011</td>
<td>38</td>
<td>2</td>
<td>3</td>
<td>100%</td>
</tr>
<tr>
<td>2010</td>
<td>37</td>
<td>3</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2009</td>
<td>32</td>
<td>1</td>
<td>1</td>
<td>100%</td>
</tr>
<tr>
<td>2008</td>
<td>34</td>
<td>7</td>
<td>1</td>
<td>100%</td>
</tr>
</tbody>
</table>

Administration of the Programs within the Department of Communication Sciences and Disorders

La Salle University’s Department of Communication Sciences and Disorders resides, organizationally, in the School of Nursing and Health Sciences located in St. Benilde Tower. Administrators and staff in the School of Nursing and Health Sciences are comprised of the Dean of the School of Nursing and Health Sciences, Associate Dean of the School of Nursing and Health Sciences, Chair of the Communication Sciences and Disorders Programs, Graduate Director of MS in SLP Program, Chair of Nursing, Director of the Graduate Nursing Programs, Director of the La Salle Neighborhood Nursing Center, Chair of Nutrition and Public Health, Graduate Director of Public Health, Director of the Nutrition Programs, Assistant Dean and clerical staff.

Phone/Email Directory

<table>
<thead>
<tr>
<th>NAME</th>
<th>TITLE</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
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<td>(215) 951-1433</td>
</tr>
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<td><a href="mailto:kleinow@lasalle.edu">kleinow@lasalle.edu</a></td>
<td>(215) 951-1232</td>
</tr>
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<td>(215) 991-3597</td>
</tr>
<tr>
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<td><a href="mailto:ruiz@lasalle.edu">ruiz@lasalle.edu</a></td>
<td>(215) 951-1985</td>
</tr>
<tr>
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<td>(215) 991-3707</td>
</tr>
<tr>
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<td><a href="mailto:costellom3@lasalle.edu">costellom3@lasalle.edu</a></td>
<td>(215) 951-1888</td>
</tr>
<tr>
<td>Erica Nix, BA</td>
<td>Administrative Assistant</td>
<td><a href="mailto:Nixe1@lasalle.edu">Nixe1@lasalle.edu</a></td>
<td>(215) 951-1982</td>
</tr>
</tbody>
</table>
Other Methods of Communication

Students receive important CSD Program material, student account information, and University announcements through the University Portal, mylasalle. Upon enrollment, the University’s Information Technology Department (I.T.) assigns each student an email address and temporary password. The student will receive a letter with login directions by U.S. mail. After receiving the mylasalle login and instructions, students can begin using their La Salle student email and mylasalle portal. Access to our server is crucial. If you are having difficulty accessing the portal or logging into your La Salle University email, please call the student helpdesk at (215) 951-1860. Students are urged to check the website and email frequently in order to keep current with school and course information. The portal also gives access to student account information, class materials, course descriptions, and registration instructions. Faculty and staff utilize your La Salle issued email address for all non-confidential communications. Students are also encouraged to use this method of contact for questions or concerns directed to faculty and staff of the CSD Department. Confidential information relating to student grades, health records, student financial accounts, or academic progress, is mailed traditionally, through the U.S. postal service. Students may also relay questions or concerns with faculty by appointment during posted office hours. Please call or email the faculty member directly. Hand-written or type written messages for faculty should be given to the CSD administrative assistant/Room 2201 or placed in the CSD mail slot located on the 4th floor of St. Benilde Tower.
SCHOOL OF NURSING AND HEALTH SCIENCES MISSION AND VISION

Mission

Consistent with Lasallian values, the mission of the School of Nursing and Health Sciences is to provide scientifically-based education programs to prepare students as proficient, caring health professionals engaged in evidence-based practice, advocacy, service, and life-long learning.

Vision

The academic, service, and research activities of the School of Nursing and Health Sciences focus on mobilizing social, political, health-care, and educational resources emphasizing the welfare of vulnerable, underserved, and diverse populations.

Goals

- To engage students in educational and service programs aimed at caring for people they serve.
- To facilitate student development in critical thinking, effective communication, and knowledge, skill, and values to care for the health of individuals, families, groups and communities locally, regionally, and globally.
DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

Speech-Language Pathology Graduate Program

Mission

La Salle University’s Speech-Language Pathology Graduate Program provides a research-oriented, clinically-based curriculum grounded in theoretical, ethical, and clinical knowledge in communication sciences and disorders. Students learn to think critically and communicate effectively. They are prepared to meet professional credentialing including American Speech-Language-Hearing Association certification as speech-language pathologists. Students gain knowledge and skills to evaluate, treat, and advocate for individuals with communication and swallowing disorders in a pluralistic society. Students learn to analyze and integrate research into clinical practice and value life-long learning.

Vision

To guide our graduate students to become tomorrow's leaders in speech-language pathology.

Core Values

As leaders in the education and preparation of professionals in communication and swallowing disorders, La Salle University Communication Sciences and Disorders (CSD) Department:

- cultivates a collegial learning environment within the university and global community
- develops leaders in advocacy for people with communication and swallowing disorders
- enhances the lives of people with communication and swallowing disorders and their family/caregivers through the provision of quality services
- attracts diverse, talented and caring students and faculty
- observes the highest standards of ethics, integrity and respect for human dignity
- integrates reason and faith in the provision of services including poor and underserved people in the community
- provides academic and clinical opportunities for students to meet the standards for state licensure and certification by the American Speech Language Hearing Association

Strategic Goals 2016-2020

1. Champion a culture of diversity, inclusion, civility, and collegiality.
2. Establish interprofessional partnerships and educational opportunities.
3. Pursue professional development, mentoring, and leadership/advancement opportunities for faculty, clinical supervisors, and students.
4. Enhance the service delivery capacity, quality, and mission integration of our clinics.
5. Ensure Departmental sustainability through recruitment of additional highly-qualified, full-time faculty and staff.
6. Develop and enhance areas of expertise in clinical research, services, and education
7. Ensure that our curriculum is innovative, evidence-based, and has measurable outcomes.

Goals of the Graduate Program (Revised 6-30-09)

The Master of Science in Speech-Language Pathology Program at La Salle University is designed to provide an accredited program in which students are prepared to function as qualified speech-language pathologists. The Program provides theoretical and clinical experiences that prepare students for leadership roles to meet the health, educational, and social needs of individuals with communication and swallowing disorders in the
The Program is designed to equip students to meet requirements for certification by the American Speech-Language-Hearing Association, for licensure by the Commonwealth of Pennsylvania and as a foundation for doctoral study. Graduates of this Program will earn a Master of Science degree.

**Student Learning Objectives of Graduate Program (revised 4-23-14)**

The following objectives reflect entry-level competency in all the basic human communication and swallowing areas including articulation, fluency, voice and resonance, receptive and expressive language, hearing, including the impact on speech and language, swallowing, cognitive and social aspects of communication, and communication modalities.

The codes listed at the end of each objective refer to the ASHA Certification Standards 2014

1. Demonstrate proficiency in oral and written communication sufficient for entry into professional practice. (V-A)

2. Apply basic biological/physical science, statistics, and behavioral/social science to the study of communication and swallowing disorders. (IV-A)

3. Analyze, synthesize, and evaluate information in the areas of basic human communication and swallowing processes. (IV-B)

4. Contrast basic human communication and swallowing processes with communication and swallowing disorders and differences. (IV-B, IV-C)

5. Demonstrate clinical skill in assessment, intervention, and prevention of human communication and swallowing disorders. (IV-C; IV-D; IV-E; V-B; V-C; V-D)

6. Integrate and demonstrate ethical, legal and professional standards in the provision of speech-language pathology services. (IV-F; IV-G; V-B)

7. Integrate research with clinical knowledge to improve evaluation and treatment of individuals with communication and swallowing disorders. (IV-B; IV-C; IV-D; IV-E; IV-F; IV-G; V-B; V-C)

8. Critique professional issues in speech-language pathology and advocate for individuals with communication and swallowing disorders. (IV-D; IV-E; IV-F; IV-G)

9. Pursue education and credentials necessary for obtaining/maintaining certification and licensure for ongoing professional development. (IV-G; IV-H; V-C; V-D; V-E; V-F)

10. Implement appropriate assessment and intervention for diverse client populations with communication and swallowing disorders. (IV-B; IV-C; V-B; V-C; V-D; V-F)

11. Evaluate individuals with communication and swallowing disorders, utilizing appropriate diagnostic tools. (IV-C; IV-D; V-B; V-C; V-D; V-F)
12. Provide intervention for individuals with communication and swallowing disorders, utilizing appropriate clinical methods and strategies (IV-C; IV-D; V-B; V-C; V-D; V-F)

13. Practice independently and collaboratively, in various health care and educational systems, with appropriate professional manner. (IV-A through IV-H; V-A through V-F; VI)

Undergraduate Program

Mission (Revised 06-01-15)
The Mission of La Salle University’s Communication Sciences and Disorders Undergraduate Program is to prepare students to apply for graduate study by providing them with the basic knowledge of human communication and swallowing processes within the context of a liberal arts education.

Student Learning Objectives (Revised 4-23-14)
- The student will demonstrate knowledge of the principles of: Biological sciences, Physical sciences, Statistics, and Social/Behavioral sciences.
- The student will demonstrate knowledge of basic human communication and swallowing processes, including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases.
- The student will communicate effectively in writing and speaking.
- The student will apply critical thinking to synthesize, analyze and evaluate information.
- The student will identify professional and clinical practice issues in the field of speech-language pathology.

La Salle University Speech-Language-Hearing Community Clinic (LSUSLHCC)

Mission Statement (revised 05-14-10)
Consistent with Lasallian values, the Mission of the La Salle University Speech-Language-Hearing Community Clinic is to provide assessment and intervention for a diverse population experiencing communication and swallowing disorders. Students provide services under the supervision of faculty and staff that are certified by the American Speech-Language-Hearing Association (ASHA). These supervised experiences are designed to meet the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) standards for developing entry-level clinical knowledge and skills.

Goals and Objectives (revised 4-23-14)
- Clinical Quality - Offering clinical education experiences of the highest quality by:
  - Employing clinical instructors certified by the American Speech-Language and Hearing Association (ASHA);
  - Utilizing innovative equipment and evaluation materials; and
  - Maintaining a HIPAA and ADA compliant environment
**Service Delivery** - preparing professionals committed to excellence in the delivery of treatment services to individual clients:

- Students will apply prevention strategies and formulate diagnostic and clinical management procedures for clients in the clinics. (IVD; VB)
- Students will demonstrate increasing independence in providing appropriate therapeutic intervention, recording data, and applying reinforcement schedules. (VB)
- Students will demonstrate skill in the forms of written and oral communication relevant to the discipline and clinic setting including evaluation reports, treatment charting, progress reports, and discharge summaries as they apply to clients they serve. (IVD; VA; VB)
- Students will demonstrate increasing independence in observing, analyzing, and interpreting client behaviors. (VB)
- Students will internalize a caring, positive, and realistic therapeutic attitude enabling them to effectively work with those who demonstrate communication disorders as well as the families of these individuals. (VB-3 a-d)
- Students will determine multicultural issues relevant to the practice setting and provide appropriate considerations for treatment. (IVD; VB-2e)

**Professional Responsibility** – fostering the development of professional responsibility and demonstrate ethical, legal and professional standards in the provision of speech-language pathology services by:

- Following the standards set by the CAA for clinical supervision;
- Adhering to the ASHA Code of Ethics; and
- Complying with current rules of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Occupational Safety and Health Administration (OSHA) as they pertain to speech-language pathology services. (IVE; IVG)

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**ADMISSION, PROGRESSION, ADVISING, GRADUATION**

Undergraduate Program

**Undergraduate Admission**

Undergraduate-To-Graduate Five-year Program and Four-year Bachelor of Science Program

Application for admission of freshmen as well as transfer students is made through the Office of Admissions of the Day Division of La Salle University. The candidate’s credentials are evaluated by the Admissions Office. The Admissions Office Counselor will review the applicant’s eligibility for the CSD major. Candidates must meet the criteria for admission established by the University. Applications are considered on an individual basis. Freshman year applicants with outstanding academic backgrounds can be admitted directly into the Five-year program. Other applicants can be admitted into the Bachelor of Science CSD Four-year program. CSD four-year students are those students accepted by La Salle University into the Four-year undergraduate CSD major but not accepted into the Five-year program. Pre-CSD students are those students accepted by La Salle University as “Intending to Major in Communication Sciences and Disorders” but are not officially accepted into the major.
Admission Process of CSD Four-year BS Students into the Five-year CSD Program

- Determined during the spring semester of the sophomore year.
- Students must have successfully completed all of the required courses for the Five-Year Program, in the same sequence up through and including the Fall Semester of the Sophomore year.
- Students who transfer into the CSD program after the freshman year are not eligible for the Five-year Program.
- In order to apply, students must have a minimum overall GPA of 3.5, a minimum 3.0 GPA in BIO 161 and BIO 162, and a minimum GPA of 3.5 in CSD courses, but having this minimum GPA does not guarantee admittance into the five-year program.
- Students must have completed a minimum of 45 overall credit hours, of which a minimum of four courses must be successfully completed CSD courses, in addition to BIO 161 & 162.
- Grades from repeated courses will not be considered in the GPA calculation.
- Students who meet the requirements will be invited to complete and submit an application to the Department Chair by a deadline determined during the second semester of their sophomore year (the application will include a one page essay – topic to be determined by CSD faculty).
- The CSD Admissions Committee will review applications and make the final determination of acceptance or denial to the program. As part of this process, CSD faculty will complete a Student Competency Checklist for each student applicant.
- Students who are not accepted into the Five-year program can remain in the CSD major and complete the degree requirements for the BS in CSD. These students can then apply to any Master’s degree program including the SLPM program at La Salle University.

Note: Students who are not accepted into the Five-year program and do not complete the Four-year undergraduate major in CSD must declare another major but may still complete a CSD minor by taking additional CSD courses during their junior/senior years, as specified in the requirements of the CSD minor. (See La Salle University Catalog for information about the CSD minor.)

- Note: For students who transfer into the Four-year program, Transfer course credits for required science and CSD courses that are below a “B” will not be accepted.
Undergraduate Progression

Students’ academic progress is reviewed by their advisors each semester and by CSD faculty. All CSD Four-year majors and Pre-CSD students must maintain a minimum 3.0 GPA overall, in the major, and in required natural sciences (See University Catalogue). In order to advance to the sophomore year as a CSD major and in order to continue in the major and progress in the program, they cannot have more than 2 courses below a B in CSD and required natural sciences. Any student who does not meet this requirement will receive written notification from the chair of the CSD Department to discuss a plan of action which may include one semester to raise the GPA to the acceptable minimum. Students who do not meet this minimum will need to declare a different major.

Students who enter La Salle in the Five-year Program must maintain a minimum overall cumulative GPA of 3.5, including the CSD major and required natural science courses through the second semester of the junior year. Students who do not meet this requirement may continue in the Four-year Program if they meet the Four-year Requirements. These students are no longer eligible for application to the Five-year Program.

The Center for Academic Achievement (Lawrence 409) aims to support students in their courses and offers subject tutoring, Supplemental Instruction, writing tutoring, and academic coaching.

Formally-trained La Salle students provide Subject Tutoring in nearly 100 undergraduate courses. One-on-one tutoring, both in person and online, can be scheduled via GradesFirst in the mylasalle portal. The Center also provides group tutoring via Supplemental Instruction (SI) and Facilitated Study Groups for certain courses. Contact Eddie Reed (reede@lasalle.edu, 215.951.1822) for more details.

Friendly and formally-trained tutors provide information about the writing process and documentation styles, as well as assistance with idea development, organization, and issues of tone and voice. Individual writing support is available for all students, all years, all courses, and at all stages of the writing process. Students may schedule an appointment with peer and professional tutors through GradesFirst in the mylasalle Portal. Evening and weekend hours are available, as well as distance and online writing tutoring. Contact Jake Alspaugh for more information (alspaugh@lasalle.edu, 215.951.1167).

Academic Coaching helps students become better organized, manage time more effectively, strengthen reading comprehension, study more strategically, and improve metacognition. Individual appointments (face-to-face and distance) and small-group workshops (live and online) are available to help students develop effective learning strategies and understand how to become a more successful student. Contact Melissa Gallagher to schedule an appointment or for more information (hediger@lasalle.edu, 215.951.5115).”

Undergraduate Grading Scale: School of Nursing and Health Sciences

<table>
<thead>
<tr>
<th>LETTER GRADE</th>
<th>NUMERICAL RANGE</th>
<th>GRADE POINTS</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>81-83</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>78-80</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>75-77</td>
<td>2.0</td>
</tr>
<tr>
<td>D</td>
<td>70-74</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>69 and below</td>
<td>0.0</td>
</tr>
<tr>
<td>I</td>
<td>Indicates work not completed within the semester period</td>
<td></td>
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<tr>
<td>W</td>
<td>Indicates an authorized withdrawal from a course</td>
<td></td>
</tr>
</tbody>
</table>

Return to TOC
Grading is consistent with the University's policy for "plus" and "minus" grades.

**Undergraduate Policy for Incomplete Grades**
The "I" grade is a provisional grade given by an instructor to a student who has otherwise maintained a passing grade in the course throughout the semester, but who has failed to take the semester examination or complete all assigned course requirements for reasons beyond his/her control. Make-up examinations and assignments for the fall semester must be completed before the opening day of the spring semester. Students will receive a failing grade ("F") on their transcript for all Incomplete ("I") grades that have not changed within three weeks of last regular examination of the semester. Students may request an extension of time, in writing to the Dean of his/her Program. The written request should explain the student’s circumstance for failing to complete all of his/her coursework, with attached copies of all valid documentation to support the petition to postpone, including medical records.

**Graduate Program**

**Admission Requirements**

In order for students to meet current ASHA certification standards, applicants to La Salle University’s Speech-Language Pathology Master of Science Program must have a background in communication sciences and disorders or speech-language-hearing science. Applicants must have transcript grades for at least six communication sciences and disorders prerequisite courses before February 1st, 2018.

Applications from students who do not have a background in communication sciences and disorders will not be reviewed. For students who do not have a background in communication sciences and disorders, we offer prerequisite courses through our PreSLP program.

Students must fulfill all prerequisite requirements prior to obtaining the master’s degree. Outstanding coursework must be completed through La Salle University’s PreSLP Program concurrently with graduate coursework.

In addition, all applicants must have a minimum total GPA of 3.0 to apply to the graduate program and to be reviewed by the Admissions Committee.

Official scores from the Graduate Record Examination (GRE) taken within the past five years must be sent directly to CSDCAS, using the designated institution code assigned to La Salle University. This code is 0717. If you did not indicate this code on your GRE form, please see the CSDCAS portal for directions on sending official La Salle designated GRE scores through CSDCAS. We will not accept GRE scores any other way. Please monitor your application to ensure that the official La Salle designated GRE scores have been posted.

**How to Apply**

All application materials must be submitted through the CSDCAS Portal. Please do not send any materials directly to La Salle University; they will not be considered as part of your application. Required materials include the following:

- Online application through CSDCAS including the CSDCAS processing fee. La Salle University does not require any supplemental or additional application fees.
- A personal essay in response to the following prompt: “Being an effective speech-language pathologist is both an art and a science. As a graduate student you will be expected to do well academically and clinically. In no more than 400 words, please describe an experience highlighting the personal qualities you possess illustrating that you will be a successful clinician.”
Three letters of recommendation, at least two of which must be provided by someone who taught you during your college career and can speak about the quality of your academic work and your ability to succeed in a graduate program.

- Official transcript(s) of all undergraduate studies and graduate studies.
- Official scores from the Graduate Record Examination (GRE) taken within the past five years. GRE scores must be sent directly to CSDCAS, using the designated institution code assigned to La Salle University. This code is 0717.

ALL APPLICATIONS must be verified by CSDCAS by Feb. 1, 2018. Verification means that CSDCAS has authenticated your application and GPA calculation. Applications should be submitted to CSDCAS with payment, official transcripts, and official GRE scores at least four weeks in advance of the deadline date to ensure that it is verified on time. You can view the status of your application by logging on to the CSDCAS site. It is your responsibility to ensure that your application is complete and verified by the deadline.

In fairness to all applicants, La Salle does not review applications before the deadline. You are responsible for monitoring the completeness of your application through the CSDCAS portal.

CSDCAS customer service is available Monday–Friday from 9 a.m. to 5 p.m. EST to answer any questions.
Phone – 617.612.2030
Email – csdcassinfo@csdcas.org

For more information about our program and data on accepted students in previous years, please visit ASHA’s HES Web site.

Upon admission to the SLP Master of Science Program, the student meets with their advisor to determine the course of study, review the student’s transcript to verify whether the student has fulfilled all the prerequisite requirements and to begin to implement the Knowledge and Skills Acquisition (KASA) summary form which monitors the acquisition of knowledge and skills needed for certification as and SLP. If the student has not met the prerequisite requirements (equivalent course title and description at the undergraduate institution), the student is required to meet these requirements upon entering the MS program. Outstanding coursework must be completed through La Salle University’s PreSLP Program concurrently with graduate coursework. Students must fulfill prerequisite requirements prior to receiving the master’s degree.

The applicant must have transcript credit (which could include course work, advanced placement, CLEP, or examination of equivalency) for each of the following areas: biological sciences, physical sciences, social/behavioral sciences and statistics.

To fulfill these requirements, La Salle University suggests the following La Salle courses:
- BIO 161 and BIO 162: Anatomy and Physiology I and II or BIO 164P W Essentials of Anatomy and Physiology (biological science)
- PHY 205: The Essentials of Physics for Health Sciences (physical science)
- EDC 103: Educational Psychology or PSY 210 Developmental Psychology; and PSY 220: Psychopathology (social/behavioral sciences)

To meet the current ASHA certification requirements, students need a course in both the biological and physical sciences. If not, they must complete undergraduate courses in these areas that do not count towards the
master’s degree. The **applicant must demonstrate** knowledge of basic human communication and swallowing processes including their biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases. To fulfill this requirement, La Salle University suggests the following courses in basic human communication processes:

- COSD 100: Introduction to Language and Communication
- COSD 200: Phonetics
- COSD 202: Anatomy and Physiology of Speech Hearing Mechanisms
- COSD 203: Language Development
- COSD 211: Acoustic Bases of Speech and Hearing
- COSD 306: Neurological Bases of Communication

and-

- **Additional Prerequisites:**
  - COSD 102: Introduction to Communication Disorders
  - COSD 304: Introduction to Audiology
  - COSD 308: Clinical Procedures in Speech and Language Pathology
  - COSD 314: Diagnostic Procedures in Speech and Language Pathology

The PreSLP Program courses are reserved for students who have attained a bachelor’s degree. CSD undergraduate majors are restricted from taking PreSLP courses.

**Graduate Program Progression to Graduation**

Every student in a La Salle University Graduate Program is required to maintain a minimum cumulative scholastic average of “B” (3.0). In addition, a student whose academic performance falls below this standard is subject to academic review by his/her advisor and the Graduate Director. Depending upon the degree of the academic deficiency, a student may be given a warning with regard to academic standing. At the discretion of the faculty, students in academic jeopardy may be dismissed from the Program.

A student with a cumulative grade point average below 3.0 is automatically in academic jeopardy whether or not he or she receives written notification of this status. A student must have a cumulative average of 3.0 or better to graduate from La Salle University. (See La Salle University Graduate Catalog for more information)

**Graduate Program Grading Standards & Guidelines**

- CSD graduate students must maintain a minimum cumulative 3.0 GPA. Refer to La Salle University Graduate Catalog.

- SLP graduate students may not earn more than two grades below a “B” in CSD courses. **Note that a “B-” does not satisfy this requirement.**

- Students who exhibit a lack of improvement on the clinical evaluation tool or receive a grade of a “B-“ or below in a practicum course must participate in a Response to Intervention (RTI) which will include individualized supervision at LSUSLHCC. The student will enroll in COSD 501X, 516X, 521X or 616X for clinical independent study.

- Students receiving a “B-” or lower in any repeated clinical practicum course are subject to dismissal from the Program.

- http://www.lasalle.edu/academiclearningsupport/contacts/ COSD 501 is the introductory clinical practicum course and is prerequisite to COSD 516. A student who receives a grade lower than a “B” may...
Repeat COSD 501 once. Students who receive a below a “B” after retaking the course will be in academic/clinical jeopardy. At the discretion of the faculty, students in academic jeopardy may be dismissed from the Program.

A grade of “F” in any clinical practicum course (COSD 501, COSD 516, COSD 521, and COSD 616) is grounds for immediate dismissal from the program.

SLP graduate students are expected to abide by the ASHA Code of Ethics [http://www.asha.org/Code-of-Ethics/](http://www.asha.org/Code-of-Ethics/). The CSD Faculty will determine the degree to which a student fulfills these criteria. If a student is found to be in violation of the ASHA Code of Ethics, dismissal from the Program results.

While an SLP graduate student is enrolled at La Salle University, required graduate courses and electives must be taken at La Salle University only. However, up to nine graduate credits completed prior to enrollment at La Salle University may be accepted for transfer into the program at the discretion of the Director of the SLP Graduate Program.

Decisions of the CSD Faculty are final but subject to appeal. Refer to La Salle University Graduate Catalog and Student Guide to Resources, Rights, and Responsibilities.

**Graduate Program Grading Scale:** School of Nursing and Health Sciences

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</table>

*Students enrolled in graduate courses in partial fulfillment of their undergraduate degree requirements are graded according to the Graduate Program grading scale.*

**Graduate Program Policy for Incomplete Grades**

A graduate student who is unable to complete the course work for the semester for a valid reason will be assigned a grade of Incomplete or “I”. The student then has one semester to complete the work required and for the grade to be changed. If the work is not completed within one semester, then the grade of "I" remains on the transcript and the student must repeat the course; this means that the student must register for and take the course again. If there is an extenuating circumstance in which the student cannot complete the course within one semester, then the instructor must request an extension, indicating a maximum time length, from the Dean's office.

**Perspectives on Grading (revised 8/23/04)**

It is the position of La Salle University's CSD Faculty that the grade “A” should be given only when a student’s work can be characterized as EXCEPTIONAL. In the academic setting, the quality of the student’s work, as represented in examinations, written assignments, research papers, and class presentations and participation,
must show such originality, insight, and/or critical thinking. Essentially, the quality of an “A” student’s academic performance is superior to the work of others. Furthermore, students must understand that a grade of “B” in graduate school is considered a “satisfactory level of competency”, typically characterizing the work of most students at the graduate level.

In the clinical setting, the grade of “A” will be assigned to fieldwork that exceeds expectations of the field clinical educator and university clinical instructor. It is very rare when a new clinician can perform at a superior level.

The university clinical instructor determines the student’s grade for clinical work performed in external placements in consultation with the field clinical educator.

See University’s Graduate Catalog: III. E. General Student Policies: 1 Rights, b. Curricula Standards http://www.lasalle.edu/students/dean/divpub/manuals/studentguide/

Response to Intervention (RTI) Policy

Academic Courses (see appendix)
The SLP Graduate Program Director and faculty are dedicated to preparing students to become qualified speech-language pathologists. Students experiencing academic difficulties are encouraged to meet with the faculty member to discuss his/her performance, possible causes for performance deficits and create an action plan accordingly. The intended plan is to improve the student’s abilities and understanding of the course material.

Faculty members will review the student’s work and select Response to Intervention (RTI) goals that will address the student’s proficiency in the area of concern. Some examples follow:

- If a student fails an exam, the faculty member may choose to ask the student to respond to those questions that he/she incorrectly answered using an open book format. The student will have an opportunity to explain the choices made to the faculty member. He/she must score a “B” or better. A change of grade remains at the discretion of the faculty member.
- If the student does NOT score a “B” or better, he/she must then answer the incorrect questions in essay form, no more than 250 words per question, and must include citations if requested.
- If the student does not receive a passing grade on a research paper, the faculty member may have the student re-write the paper with specialized emphasis on the deficient areas. The faculty member will provide guidelines on how to improve that particular section of the paper.
- RTIs for all other material, other than failed exams, will be the discretion of the instructor.

The faculty member may discontinue the RTI if the student fails all attempts to demonstrate proficiency in academic knowledge. The student’s transcript will reflect the original grade for the course.

Clinical Courses (see appendix)

- The University Clinical Instructor confers with the Field Clinical Educator.
- The University Clinical Instructor meets with the student to discuss the grade given and the areas of the student’s clinical performance that need improvement. Student is required to repeat the course through independent study.
- The faculty member for the independent study will formulate a La Salle University Independent Study Contract. The contract requires signatures from the Dean of the SONHS, the SLP Graduate Program Director, the faculty member, and the student.
- The faculty member will create a syllabus for the Independent Study course that meets KASA standards relevant to the course. Student must earn a “B’ or better in the Independent Study.
Advisement of Students

There are three types of advisement available to CSD students at La Salle University: Academic Advisement, Career/Professional Advisement, and Personal Counseling.

Academic Advisement
Each CSD student is assigned to a full-time faculty member who is available to students to interpret the program requirements, ASHA certification requirements and Pennsylvania Teacher/Educational Specialist Certification requirements as well as to plan and review individual student’s programs and progress. Your advisor will assist you in planning and integrating your academic and clinical education and will take a special interest in your progress. Faculty post office hours outside their office doors and students are encouraged to meet with their advisors for questions or concerns about the program or about speech-language pathology in general. Students are expected to meet with their advisor prior to registration each semester and to review their KASA progress.

Career/Professional Advisement
Faculty is available to students for advice on career planning, professional issues related to career, and for planning graduate study. Students are encouraged to meet with faculty to discuss their issues and concerns.

Personal Counseling
The Counseling Center, staffed by experienced, licensed psychologists, an alcohol and drug counselor, and doctoral counseling interns, is available to students. Students can schedule appointments by going to the Counseling Center or by calling the office. In the case of an emergency, students can be seen without scheduled appointments. The Counseling Center can be reached at (215) 951-1355.

Academic Advisement and Pre-Registration for Graduate Students
All students are assigned a faculty advisor upon admission to the graduate and undergraduate programs. The faculty advisors are available by appointment for student advisement concerning course selection any time during the year and especially during the pre-registration period. Please call or email in advance for appointments. If the advisor is not in the office, email or leave a voice mail with your name, address, and telephone number so that the advisor can return your call. The Graduate Program will announce pre-registration times before each semester so that students admitted to the program can register for courses. Students must seek approval from their advisor for all courses selected. If roster changes are necessary, students should call or email their Advisor or the Graduate Director, who may be able to make the changes by phone or email. Students may also make changes to their rosters (drop/add) during the first week of each semester. This can be done during the times posted for late registration. However, since the graduate program is a full-time, cohort program, we expect all graduate students to enroll and complete the courses specified by their advisor during the appropriate semester.

Graduation

General Graduation Information
Degrees are conferred three times each year following the end of each term in January, May and August. Commencement ceremonies take place once a year in May. All students who have completed degree requirements during the previous year (June through May) can participate in the May commencement ceremonies. Information on commencement dates and events are announced on the mylasalle portal and forwarded to graduating students during the spring term. It is the student’s responsibility to verify readiness for graduation. Please call the Chair or Graduate Director, with questions about completion of your graduation
requirements. Students apply for graduation by completing the application for graduation on the mylasalle portal. After submission, the application is forwarded to the Dean and Chair or Graduate Director. For more information: https://wa3.lasalle.edu/registrar/grad/app.php

**Master of Science Graduation**

Students must meet with their advisors each semester to discuss registration. The KASA Summary must be completed, approved, and signed by the Graduate Director to complete graduation requirements. This approval will be reported to the registrar’s office and will be recorded on the student’s official La Salle University transcript. The graduate student’s academic and clinical record is examined by their advisor during their final semester of study. The records are reviewed to ensure compliance with La Salle University SLP Program and ASHA requirements and standards. In addition, the advisor must review and approve the KASA. Typically, the Capstone (COSD 635) course is completed during the student’s final semester in the Program. Part of the SLP requirements for graduation includes taking the National Examination in Speech-Language Pathology (NESPA, Praxis test code 5331) while enrolled in the Capstone Course (COSD 635). The test scores must be reported to the Department Code 0260 and ASHA. Please note that passing the NESPA is not a condition of graduation. Any deviation from this sequence must be approved by the Graduate Program Director. Students enrolled in the capstone course must also successfully pass the La Salle University Comprehensive Exam in order to graduate.

Graduating master’s students must meet with their advisor to approve the KASA. In addition, we must confirm that you have completed the clinical practicum requirements. The CSD Administrative Assistant should have the originals of ALL Clinical Practicum Hours and Observation Hours. Please keep in mind that it is YOUR responsibility to tally your Clinical Contact Hour Log, document each practicum on the Clinical Practicum Summary Form, keep a copy for your records, and give the packet to the Administrative Assistant for entry into the database. Please tally your hours accurately. Finally, after completing these steps in the graduation process, make an appointment with Graduate Director, Barbara Amster, Ph.D., CCC-SLP, for final KASA approval and signature of your ASHA Certification Application. **No one can graduate without these final approvals.**

**Pennsylvania Educational Specialist for Speech & Language Pathology and Teaching Certificate for Speech-Language Impaired**

La Salle University’s Department of Communication Sciences and Disorders is approved for teacher certification for Speech and Language Impaired and for Educational Specialist for Speech & Language Pathology from the Pennsylvania Department of Education (PDE) of the Commonwealth of Pennsylvania. Either certificate is needed to work in the various school systems in Pennsylvania. Candidates applying for either certificate are required by Pennsylvania State Board regulations to pass the appropriate Praxis Test: administered by the Educational Testing Service. Information about the Praxis Series Tests is available http://www.ets.org/praxis/pa. The required content test is the NESPA, the same test needed for ASHA certification. Scores for the NESPA must be reported to the Department Code 0260, ASHA, and to PDE. Other states may require prospective teachers to take this and other examinations.

Candidates interested in either certificate must satisfy all program requirements for the master’s degree. In addition, the candidate must receive recommendation by the CSD Faculty. Recommendations are predicated upon successful completion of all courses with the required Grade Point Average (minimum cumulative GPA of 3.0 and a minimum GPA of 3.0 in CSD courses).

It is the student’s responsibility to determine certification and licensure requirements. Requirements vary by state.

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**Return to TOC**
Remember: Students will not graduate without obtaining the Advisor’s and Graduate Director’s approval of the KASA. The approval is reported to the registrar’s office and recorded on the student’s official transcript.

- ASHA Certification Application (PDF Format) [http://www.asha.org/certification/SLPCertification.htm](http://www.asha.org/certification/SLPCertification.htm)

**SPEECH-LANGUAGE PATHOLOGY CLINICAL PRACTICUM**

Clinical Practicum Guidelines for Contact and Observation Hours

To fulfill current certification requirements [http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/](http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/) students must have practicum experiences that encompass the breadth of the current scope of practice with both adults and children (with no specific clock-hour requirements for given disorders or settings) resulting in a minimum of 400 clock hours of supervised practicum, of which at least 375 hours must be in direct client/patient contact and 25 in clinical observation. A minimum of 325 clock hours of clinical practicum must be completed at the graduate level. Students can include a maximum of 50 undergraduate clinical practicum hours, subject to approval of the Graduate Director.

2016 Revisions:

Revision 1: Implementation Language to Standard V-B (new paragraphs 3 and 4) – Expanded definition of supervised clinical experiences:

These experiences should allow students to:

- interpret, integrate, and synthesize core concepts and knowledge;
- demonstrate appropriate professional and clinical skills; and
- Incorporate critical thinking and decision-making skills while engaged in identification, evaluation, diagnosis, planning, implementation, and/or intervention.

Alternative clinical experiences may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive).

Revision 2: Implementation Language to Standard V-C (additions to paragraph 2) – Acceptance of Alternative Clinical Education for up to 20% (75 hours) of direct client hours:

Up to 20% (i.e., 75 hours) of direct contact hours may be obtained through alternative clinical education (ACE) methods. Only the time spent in active engagement with the ACE may be counted. ACE may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive). Debriefing activities may not be included.

Revision 3: Implementation Language to Standard VII (addition to paragraph 1) – Clinical Fellowship report due date:

Applicants whose Clinical Fellowship report is not reported to ASHA within 90 days after the 48-month timeframe will have their application closed.

[Return to TOC](#)
To meet the current (2014) standards for ASHA certification, students must have 25 hours of observation incorporated during their clinical practicum experience. We recommend that the first session at any new clinical practicum site should include several hours of observation to orient the student to the specific clinical practicum experience.

- It is the student’s responsibility to provide adequate documentation of the observation and clinical practicum experience. (See CSD Clinical Manual)

- The 25 clock hours of observation must include the evaluation and treatment of children and adults with disorders of speech, language, and hearing.

- The SLP Program requires that students have clinical experiences with three distinct clinical populations across the life span.

- A distinct clinical population is defined as one in which there are administrative duties, therapeutic approaches and diagnostic testing, specific to that clinical group.

- In addition, all SLP students need a minimum of 10 contact hours in hearing screening and/or aural habilitation.

Under extenuating circumstances, a student in good standing may withdraw from COSD 501, COSD 516, COSD 521, and COSD 616. Clinical contact or observation hours obtained in a clinical practicum up to the day of withdrawal from the class may be counted. However, permission for withdrawal is the decision of the Graduate Director and will be granted only under extreme circumstances. Documentation will be required.


**Clinical Practicum Assignments Policy, Procedures & Practices**

The goal of clinical education is to provide the student with supervised clinical experience in the practice of speech-language pathology. Clinical Practicum experiences typically take place Monday through Friday during business hours. Occasionally, a practicum experience will require weekend attendance. The clinical education placements will be determined by the following:

- The student’s educational and other related clinical experience;
- Prerequisites for the experiences;
- Recommendations of academic advisors, university clinical instructors, and field clinical educators.

La Salle University has clinical affiliation agreements with more than 250 hospitals, agencies, and schools throughout the greater Delaware Valley so that students should be able to obtain rich and varied clinical experience to meet ASHA certification requirements.

We are always interested in finding new places for clinical practicum experiences. Students can request that the Director of Clinical Education contact a potential Clinical site, but students should not contact potential sites themselves.

In order to ensure that master’s students will have access to patients and clinical practicum sites in a fair and objective manner, the following guidelines will be followed:
• Students following (2014) ASHA standards will have the total 25 observation hours integrated into all of the clinical practicum experiences.

• Students receive full practicum credit per session for supervised direct client contact (1 hour session = 1 hour practicum credit). When a student assists another clinician, or participates in team conferences, the student earns ½ practicum credit (1 hour session = ½ hour credit). See 2016 revisions at http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/

• Students following (2014) ASHA certification standards must have practicum experiences that encompass the breadth of the current scope of practice with both adults and children (with no specific clock-hour requirements for given disorders or settings) resulting in a minimum of 400 clock hours of supervised practicum, of which at least 375 hours must be in direct client/patient contact and 25 in clinical observation. Every effort will be made to offer each student a varied clinical experience involving evaluation and treatment of children and adults with a variety of speech and language disorders.

• La Salle University requires the student to have clinical practicum experiences in three distinct populations across the life span. The Director of Clinical Education and/or the Graduate Director determine whether the student is meeting this requirement.

Clinical Practicum Compliance Requirements

The School of Nursing and Health Sciences, Department of Communication Sciences and Disorders require students enrolled in graduate clinical practicum courses to submit the documentation described in this section. Our clinical practicum associates and the University require students enrolled in the CSD Department to have copies on file of specific clearances. Failure to comply with these requirements, by the deadline, can result in but is not limited to, the inability to progress in the CSD Programs.

Upon admission to the University, all graduate students are expected to complete the La Salle University Health History Form and return it to the CSD Administrative Assistant to keep on file. All information on this form is confidential and never released without the student’s written consent. Health screening measures are required for all students for personal and public safety. The requirements maximize both student and client health safety. Your physician or nurse practitioner should review these requirements prior to completing the health history form.

Clinical practicum compliances are required for all SLP Graduate students, CSD juniors and five-year seniors. All compliances must be current. To avoid any unnecessary delays with assignment at the practicum site, these compliances should be on record with the CSD office at least 6 weeks prior to beginning clinical practicum course work. It is the student’s responsibility to maintain a record of their compliance expirations. Students must renew prior to expiration and submit copies of the current documentation to the CSD Administrative Assistant as needed. Please note: All Incoming graduate students are required to request an official college transcript from the college or university where their Bachelor’s degree was completed. The official transcript must indicate that the degree was conferred. Unofficial transcripts or photocopied transcripts are unacceptable. Please have all official transcripts submitted to Dr. Barbara Amster, Chair, and Graduate Director.

Proof of Health Insurance (revised 7/2013)

In June 2013, the University implemented a new policy affecting student health insurance requirements. All students enrolled full-time at La Salle University are required to have individual health insurance coverage. Please visit http://studentaffairs.lasalle.edu/health/insurance/ to ensure that your coverage is in accordance with the La Salle University Health Insurance Policy Standards.
In addition, the CSD Department requires graduate students, juniors and five-year seniors to submit a copy of their health insurance card. Uninsured students may also obtain healthcare coverage through the University at http://www.firststudent.com/. For more information on attaining student healthcare coverage, please visit the Student Health Center, http://studentaffairs.lasalle.edu/health/.

Immunizations and health assessment form
Students must have all pages of the Health Assessment Form completed by a licensed physician or nurse practitioner before the semester begins. The Health Assessment Form must be completed every two years. You can find additional copies of the health assessment form in the CSD office or have it sent electronically to your email. You may contact Student Health Services at 215-951-1565 for other health related concerns.

The School of Nursing and Health Sciences health requirements are for all students beginning Clinical Practicum courses. Your health assessment form must be complete in its entirety including attached lab work and PPD results. Licensed health care providers must sign all required areas on the form.

PENNSYLVANIA Criminal Background, CHILD ABUSE, AND FBI FINGERPRINTING CLEARANCE
La Salle University’s Graduate Speech-Language Pathology Program and our clinical agency affiliates require all students to complete a Pennsylvania criminal background clearance and a Pennsylvania child abuse clearance, annually. In addition, all 1st year graduate students, five-year seniors and juniors are required to submit a FBI fingerprinting clearance certificate. Our Department does not require renewal of this clearance, however all schools in the State of Pennsylvania require the compliance be no more than 12 months old for anyone providing services in any Pennsylvania school (Act 114 of 2006, 24 PS 1-111 as amended (Act 61 of 2008)). If a student’s clinical assignment designates service in any Pennsylvania schools and the FBI clearance on file is older than 12 months, the student will be required to submit a renewed FBI fingerprinting clearance to, both the school site, and the CSD office prior to beginning the clinical practicum in the educational facility. In addition to obtaining Pennsylvania clearances, out of state residents attending La Salle University’s SLP Graduate Programs as well as juniors and senior five-year students must also include copies of the home state’s child abuse clearance and criminal background clearance.

Direct Links for Pennsylvania clearance applications:

PENNSYLVANIA CRIMINAL BACKGROUND: https://epatch.state.pa.us/Home.jsp

PENNSYLVANIA CHILD ABUSE APPLICATION FORM:
https://www.compass.state.pa.us/CWIS/Public/ClearanceLearnMore

PENNSYLVANIA FEDERAL FINGERPRINTING (Dept. of Public Welfare):
https://www.pa.cogentid.com/index_dpwNew.htm

CPR Certification
SLP Graduate Students and CSD Juniors and Five-Year Senior are required to complete a one or two-year CPR certification through the American Heart Association. Students must complete certification at the BLS (Basic Life Support) level for both children and adults. You can find CPR training classes by following this link:
http://www.heart.org/HEARTORG/CPRAndECC/CPR_UCM_001118_SubHomePage.jsp

Professional Insurance
Graduate Students and CSD Juniors and Five-Year Senior must carry professional malpractice insurance coverage. The CSD Department requires the Professional Liability Insurance plan administered by Marsh U.S. Consumer and underwritten by Liberty Insurance Underwriters Inc. Please visit the Pro-Liability Insurance
website to apply for your coverage:  http://www.proliability.com/professional-liability-insurance/students#, on the right side, select: American Speech-Language-Hearing Association (ASHA) for: Association. Prior to applying for the professional malpractice insurance plan, you are required to become a student member of NSSHLA, http://www.asha.org/Members/NSSLHA/default/ Your NSSHLA membership I.D. number is the Association Member Number on Page 1 of the Pro-Liability application.

Clinical Practicum Policy on Professional Conduct and Standards

Dress Code
Students are expected to present an appropriate professional image at all times. This means clothing must not be suggestive or revealing. Distracting jewelry or ornamentation should be avoided. Please abide by the dress code at practicum and observation sites.

Confidentiality Policy ([See Appendix])
The Health Insurance Portability and Accountability Act of 1996 (Public Law 104-191) was established to improve the efficiency and effectiveness of the health care system. Within that legislation, Congress included provisions that mandated the adoption of Federal privacy protections for individually identifiable health information. La Salle University adheres and expects its students to adhere to those strict patient confidentiality standards. These legal regulations, standards and policies are intended to insure that confidential information will remain confidential. More specifically, students will use this information only as necessary to accomplish the educational purpose for which it is needed. All students enrolled in the undergraduate clinical course COSD 308 must take a HIPAA certification training which will suffice for their academic career at La Salle University. Additionally, incoming traditional MS in SLP students will be required to complete the same HIPAA certification training, while enrolled in COSD 501. Students will receive a certificate as proof that they have completed the training. The link for the HIPAA training is:  http://www.prohipaa.com/en/training

La Salle University School of Nursing and Health Sciences’ faculty, staff, and students are required to conduct themselves in strict conformity with applicable laws, and University policies that govern patient confidential information. This includes any amendments to the policies or standards, made by the Joint Commission on Accreditation of Healthcare Organizations, La Salle University or any State or Federal Agency. Please visit http://www.hhs.gov/ocr/privacy/ for current HIPPA guidelines.

Faculty and students are required to read and sign a confidentiality agreement prior to having contact with patients, their families, or access to protected health information. (see appendix)

For more information from ASHA Board of Ethics subsection “Confidentiality,” please visit, http://www.asha.org/practice/reimbursement/hipaa/default/

HIPAA: Health Insurance Portability and Accountability Act
All members of the CSD Department including students, staff, and faculty are required to comply with the privacy provisions of HIPAA (1996). This mandate protects the privacy of clients (and their information) at our Clinics and at any other site at which students, faculty, or staff may work/observe/visit. Failure to comply with the confidentiality requirements of HIPAA may result in disciplinary action by the University and/or legal action. For more information about HIPAA, visit http://www.hhs.gov/ocr/privacy/index.html

The HIPAA Privacy Rule requires the following actions by the Department of CSD:
- Adopt and implement privacy procedures for the Department of CSD and Clinics;
- Designate an individual to be responsible for overseeing that the privacy procedures are correctly followed.
SCHOOL OF NURSING AND HEALTH SCIENCES
Communication Sciences and Disorders

- Obtain a copy of the HIPAA training certificate from all students as proof of their completion of the training module.
- Secure client records containing individually identifiable health information where they are not visible to those who do not need them.
- Provide student clinicians and employees with copies of the privacy policies.
- Obtain student clinician and employee signatures on forms stating that they have received and understand the departmental privacy policies and will comply with them without exception.
- Notify clients about their privacy rights and explain how their information may be used.
- Require client and/or guardian signatures on Patient Privacy Agreement forms. Form includes a signature line for agreement that patient understands his/her confidentiality rights.
- Regularly review the penalties for failure to comply with HIPAA privacy requirements with CSD students and staff, including personal liability.

Clinical Practicum Policy on Standard Precautions

The School of Nursing and Health Sciences is concerned about the safety of the faculty, students, and the client population in the clinical setting. Based on the mandatory CDC and OSHA guidelines, the School of Nursing and Health Sciences adopts the policy that both students and faculty will observe blood and body fluid precautions when working with all clients in all settings (hospital, clinic, home, school, and/or outside agency).

Gloves are to be worn during an existing or potential contact with blood and/or body fluids. Masks and goggles should also be worn when a threat of exposure to secretions or excretions exists.

Based on the most recent research findings, an individual can be a carrier of blood-borne illness (e.g. AIDS, HIV & Hepatitis B) and not exhibit clinical signs/symptoms for several years after exposure to the virus. It is mandatory that all faculty and students adhere to this Policy. Universal precautions are a shared responsibility for both students and faculty.

Infection Control Policy for La Salle University Speech-Language-Hearing Community Clinics

Clinician Procedures
1. Clinicians must wash their hands according to Universal Precaution procedures before engaging in therapy with a client.
2. Clinicians must wipe down the therapy table with Clorox Wipes before engaging in therapy.
3. Clinicians must wash hands according to Universal Precaution procedures after engaging in therapy with a client.
4. Clinicians must wipe down the therapy table with Clorox Wipes after engaging in therapy.
5. Clinicians must wipe down all therapy materials, e.g., toys, etc. after engaging in therapy.
6. Latex gloves must be worn when:
   - Toileting a child;
   - Contact with blood, nose discharge, vomit, etc.;
   - Cleaning surfaces that have been contaminated.
7. Wash your hands after you remove gloves

Disposal Procedures
1. Clinicians will dispose of all used Clorox wipes into regular trash bag in the therapy room.
Transporting Patients
Students and faculty are not permitted to transport patients/clients in private vehicles.

Transportation to Clinical Sites
It is the responsibility of the student to provide his/her transportation to and from all clinical sites.

Substance Abuse Suspicion and Verification Policy and Process

Students at non-La Salle operated clinical settings are regulated by the specific facility’s policies for substance abuse and suspicion.

The La Salle University Student Handbook defines conduct relating to substance abuse at La Salle locations. CSD students must adhere to clinical site policy as well. If drug testing is required by the clinical practicum site, students must comply at their own expense.

A student must submit to immediate testing for illegal substances at the student’s expense when the CSD Faculty and Staff have reasonable suspicion to believe that a student is abusing controlled substances.

Reasonable suspicion is identified by indicators such as:

- Observable phenomena, such as direct observation of drug use or the physical symptoms or manifestations of being under the influence of drugs or alcohol, such as, but not limited to, slurred speech, noticeable change in grooming habits, impaired physical coordination, inappropriate comments or behaviors, or pupil changes.
- Abnormal conduct or erratic behavior, absenteeism, tardiness, or deterioration in performance.
- A report of drug use given by credible sources.
- Evidence of tampering with a drug test.
- Evidence of diverting controlled substances in a clinical agency.
- Evidence of involvement in the use, possession, sale, solicitation, or transfer of drugs while in the educational setting.

Faculty and Staff are instructed to immediately excuse students from educational or patient/client settings if they observe unstable behavior consistent with drug or alcohol use. The observer must contact the University’s Graduate Program Director, Dean, or the Dean of the Division of Student Life. The SLP Graduate Program Director or designee will decide if it is appropriate to test the student for illegal drugs or alcohol. The student is referred to an emergency medicine facility for testing at his or her own expense. The student is not permitted to drive when exhibiting suspicious behavior. If the test is positive, a physician will discuss this with the student to determine the presence of metabolites for prescribed medications or illicit substances. Results with metabolites indicating prescription medication will require the student to contact the prescribing physician and/or pharmacy for medical records proving the prescription was legitimate.

Students may challenge the results and request a confirmation page from the lab issuing the results. The student is responsible for all expenses and fees associated with the additional testing. All test results will be reported to the Dean of the School of Nursing and Health Sciences or to the Dean of the Division of Student Life. Consequences are outlined in the La Salle University’s Student Guide to Rights and Responsibilities, available on the University’s webpage at www.lasalle.edu.
Complete Academic Schedule

Please refer to the University’s Academic Calendar on the La Salle University portal for the complete schedule: http://www.lasalle.edu/wp-content/uploads/2016/09/Academic-Calendar-2016-17.pdf

Academic Policies and Procedures

Graduate programs emphasize students’ abilities to critically analyze facts and theories, to make independent judgments based on objective data, to aptly communicate what has been learned, and to synthesize new ideas to make sound decisions.

When registering at La Salle, the student accepts University rules and regulations and the authority of the University to exercise disciplinary powers, including suspension and dismissal. Students are expected to pursue their studies adhering to the basic principles of academic honesty and integrity. The University’s Academic Integrity Policy is available on the Provost’s channel of the portal at http://www.lasalle.edu/portal/provost/intprop/AIP.swf.

Research projects that use human subjects should be approved by the Institutional Research Board. See information about the IRB on the mylasalle Portal at https://lasalle.instructure.com/enroll/DNPT8L

Every student in La Salle University’s graduate programs is required to maintain a cumulative scholastic average of “B” (3.0).

Additionally, a student’s matriculation at La Salle is a voluntary decision that involves acceptance of the responsibility to perform academically and to behave socially in ways consistent with the goals and objectives of the University. As an individual, the student assumes responsibility for knowing and complying with all existing regulations in the Graduate Catalog http://www.lasalle.edu/catalog/content.php?level=2&tod=Evening and the Student Guide to Resources, Rights and Responsibilities: http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/ and in the student handbooks of individual graduate programs.

Core Expectations of Students

The Division of Student Affairs provides Core Expectations which lay the groundwork for your success as a member of the La Salle community.

- Demonstrate honesty and integrity in all your academic and personal actions.
- Support the work of the University by not interfering with day to day operations of the University, and complying with faculty/staff.
- Communicate with civility and respect in all means of expression (verbal, written, electronic), act in a way which keeps yourself and others safe, and ensure that physical contact with others is mutually consensual.
- Demonstrate respect for University property/premises and the personal property of others.
- Comply with the University Alcohol and Other Drug Policies.
- Comply with the rules and policies of the University community.
- Obey federal, state, and local laws.

Return to TOC
GENERAL POLICY OF THE SCHOOL OF NURSING AND HEALTH SCIENCES

Academic Integrity Policy

The Academic Integrity Policy of the Programs of the School of Nursing and Health Sciences is consistent with the University Academic Integrity Policy that can be found on the mylasalle portal: https://wa3.lasalle.edu/channels/docs/get.php?id=350

Fire Emergency Evacuation Policy

FROM ST. FRANCIS CLINIC:

AMBULATORY CLIENTS:
Lateral Evacuation:
1. Exit the clinic
2. Turn RIGHT through the gray, double fire doors and continue down the hallway until you enter Penn Tower, which is through another set of double fire doors.
3. Continue to the 1st floor and exit the building through Einstein Hospital to J Parking Lot.
4. Stay with the client/caregiver and wait for the fire department or security personnel to give the all-clear before re-entering the building.

Stairwell Evacuation:
1. Exit the clinic.
2. You can turn either RIGHT or LEFT to the closest stairwell.
3. Continue evacuation to the 1st floor and exit the building to K Parking Lot.
4. Stay with the client/caregiver and wait for the fire department or security personnel to give the all-clear before re-entering the building.

WHEELCHAIR-BOUND OR NON-AMBULATORY CLIENTS:
Lateral Evacuation:
1. Exit the clinic.
2. Turn RIGHT through the gray, double fire doors and continue down the hallway until you enter Penn Tower, which is through another set of double fire doors.
3. Remain in place and call security at 215-951-1300 and report your location as Penn Tower, immediately beyond the fire doors from La Salle.
4. Stay with the client/caregiver until help arrives.

Stairwell Evacuation:
1. Exit the clinic.
2. You can turn either RIGHT or LEFT to the closest stairwell.
3. As you leave, call Security at 215-951-1300 and report your location by stating that you are in St. Benilde Tower and then give the NUMBER OF YOUR STAIRWELL. This is marked by a sign on the wall. Stand in the stairwell in an area that does not impede the exit of others who are evacuating via the stairs.
4. Stay with the client/caregiver until help arrives.
FROM ST. BLASE CLINIC

**AMBULATORY CLIENTS:**

**Lateral Evacuation:**
1. Exit the clinic and go LEFT toward the red EXIT sign above the double doors and enter that hallway.
2. Continue down the hallway until you enter Penn Tower, which is through 2 more sets of double fire doors.
3. Continue evacuation, continue to the 1st floor and exit the building through Einstein Hospital to J Parking Lot.
4. Stay with the client/caregiver and wait for the fire department or security personnel to give the all-clear before re-entering the building.

**Stairwell Evacuation:**
1. Exit the clinic and go LEFT toward the red EXIT sign above the double doors and enter that hallway.
2. Go to the stairwell on your left (#5).
3. Continue evacuation to the 1st floor and exit the building to K Parking Lot.
4. Stay with the client/caregiver and wait for the fire department or security personnel to give the all-clear before re-entering the building.

**WHEELCHAIR-BOUND OR NON-AMBULATORY CLIENTS**

**Lateral Evacuation:**
1. Exit the clinic.
2. Turn LEFT toward the red EXIT sign above the double doors and enter that hallway.
3. Continue down the hallway until you enter Penn Tower, which is through 2 more sets of double fire doors.
4. Remain in place, and use your cell phone to call security at 215-951-1300 and report your location as Penn Tower, immediately beyond the fire doors from La Salle.
5. Stay with the client/caregiver until help arrives.

**Stairwell Evacuation:**
1. Exit the clinic.
2. Turn LEFT toward the red EXIT sign above the double doors and enter that hallway.
3. Go to the stairwell on your left (#5).
4. As you leave, call Security at 215-951-1300 and report your location by stating that you are in St. Benilde Tower and then give the NUMBER OF YOUR STAIRWELL. This is marked by a sign on the wall. Stand in the stairwell in an area that does not impede the exit of others who are evacuating via the stairs.
5. Stay with the client/caregiver until help arrives.

**NOTE:** All stairwells in St. Benilde Tower are fire rated for 2.5 hours so you can evacuate to any stairwell and remain in place safely. Once you call Security, the Fire Department will know your location.
Policies and Procedures for Independent Study Application

The following Policies and Procedures guide approval of Independent Study applications: *(see appendix)*

I. Eligibility

- A student may apply for Independent Study in an area of advanced study, usually involving substantial research, in a field related to major/minor studies, with a faculty mentor who has the appropriate expertise. A minimum GPA of 3.0 is required.
- A student may apply for Independent Study in an emergency situation (e.g. the cancellation of a major course needed for graduation) usually a circumstance not within the student's control. Most often this option is one negotiated with the Dean's Office by the Director on behalf of the student.

II. Availability

- A limited number of Independent Study opportunities are available each semester. The approval of an application is not automatic in the Dean's office and is done through a review process in comparison with other applications. Necessity is the first criterion; quality of the proposal is the second. Students applying for an opportunity of advanced research should have a contingency plan for enrollment in a regular course should the application not be approved.

III. Procedures

- Students should complete all sections of the Application Form and secure the necessary signatures, other than that of the Dean, before submitting the proposal to the Dean's office. When the application is approved or denied, the student will be notified accordingly.
- The deadline for applications in the Dean's Office is two weeks before the start of the term in which the study is to be conducted. Ideally, the application should be made, under faculty advisement, during the pre-registration period for the next term. A "back-up" course should be identified by the academic advisor in the event that the application is not approved.
- Independent Study courses are at least 1 credit and should not exceed 4 credits.
- Specify the number of credits on the study application form.
- Include course description, course expectations, major sources to be used and reasons for needing independent study on study application form.

Please Note Well: Students are expected to take required courses as they are offered. The Independent Study option is an extraordinary opportunity or a necessary solution; it is not available as a substitute for personal convenience. Students who postpone taking required courses for personal reasons not involving serious conflict or emergency should not expect that they may substitute an Independent Study for the requirement later.
ESSENTIAL STUDENT RIGHTS, PROCESSES, AND EXPLANATIONS

Right to Inspect File

Students may inspect their personal file by scheduling an appointment with their faculty advisor. A student must examine the file with the faculty advisor, Graduate Director, Chair, or Assistant Dean in attendance and cannot alter or remove the files.

Student Representation on CSD Committees

In an effort to maximize student participation in all aspects of the program, the faculty invites student membership on faculty committees. Student representatives to these committees are selected on the basis of their willingness to serve and their ability to represent their peers. Student representatives can serve as an important communication link between faculty and students regarding program issues, changes and needs. The representative should be an objective, conscientious, responsible individual with leadership ability and effective communication skills.

Responsibilities of Student Representatives

- Representatives are expected to attend all designated committee meetings. Faculty reserves the right to request that representatives not attend certain/parts of meetings.
- Alternates should attend all meetings that student representatives cannot attend.
- Representatives should review agendas and prepare for meetings accordingly.
- The representatives are charged to bring all student questions and concerns, pertinent to the specific committee, to meetings.
- Representatives will receive minutes from meetings attended. Information should be shared with the student body.

Audio Recording

The School has no standardized policy regarding the use of audio recorders in the classroom. Students should request permission from the faculty member and other students before taping a lecture.

Inclement Weather Policy

All courses at the University remain in session unless announced otherwise via La Salle University website, radio and/or television media. The School closing number is 105 for Day classes or 2105 for Evening/Weekend classes. The School closing number for the Bucks County Campus is 2746. If classes are in session, students are expected to be present for clinical practicum assignments. For safety reasons, faculty and students can make individual decisions about attending clinical practicum experiences. (See attendance policy) Plans might be made to make-up the clinical time to meet course objectives.

In the event of an emergency, the CSD Graduate Program follows the La Salle University Emergency Policy: http://www.lasalle.edu/financeadmin/security/Emergency_Management_Plan.pdf
University Grievance Procedure
http://www.lasalle.edu/financeadmin/eoaa/grievances.htm

La Salle University is committed to a policy of non-discrimination in employment, admission, and treatment of employees and students. The grievance procedure outlined below is designed to resolve as quickly and equitably as possible any situation in which a faculty member, staff member, or student believes that he or she has been discriminated against on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or marital status. For this purpose of the following, the Grievant is the member of the faculty, professional or non-professional staff, or student body who submits a grievance. The Respondent is the person alleged to be responsible for the discriminatory action.

Grievances Informal Review
The initial stage of presentation of a grievance should include a conference of the grievant with the respondent. This should be accomplished by the grievant within ten (10) working days from the time he or she believes that an act of discrimination has taken place. Every effort should be made to resolve the conflict at that level. If that effort fails, the matter should be presented to the grievant supervisor or the respondent's supervisor. For example, if a faculty member feels that the department chairperson is practicing a discriminatory act, the faculty member should contact the appropriate dean; if a student feels that a member of the University community is practicing discrimination, it should be reported to the Dean of Students, etc. In this manner most issues should be resolved satisfactorily. This direct and informal communication is fundamental to the type of educational and work environment intended by the University.

Grievances Formal Review
If the grievant fails to receive satisfaction through this process, a more formal review may be initiated by contacting the Affirmative Action Officer who will determine whether the complaint is plausible. If so, a grievance form should be completed, the signature of the immediate supervisor secured, and the form submitted to the Affirmative Action Officer within ten (10) calendar days of the last informal meeting between the grievant and the supervisor concerning the complaint. The Affirmative Action Officer will notify those parties involved of the procedures below.

The Affirmative Action Officer convenes a committee consisting of the following: the Director of Human Resources, one individual selected by the grievant, and one individual selected by the respondent. With the exception of individuals directly involved in the nature of the complaint, any full-time employee below the executive level or student of the University may be selected to serve on this committee.

In its consideration of the grievance, the committee will conduct a fact-finding review and make a written report of findings to the Affirmative Action Officer who will make a written recommendation to the area Vice President or Provost usually within twenty (20) calendar days of receipt of the committee's report. The area Vice President or Provost's final decision will be made in a reasonable period of time after receipt of the written recommendation. These time limits may vary in cases of extenuating circumstances such as holidays, vacations, or the extended illness of one or both parties. The original grievance form will be retained by the Supervisor. Copies of the form, the written recommendation, and all relevant correspondence will be filed with the area Vice President or Provost and the Affirmative Action Officer.

Throughout all aspects of the informal or formal review, the Affirmative Action Officer will be available for procedural consultation with any of the parties involved with a grievance.
SONHS Student Complaint Policy

Feedback from students, whether of a positive or negative nature, should be used for the improvement of the educational programs and environment of the University.

The purpose of this document is to outline avenues by which students may lodge complaints within the School of Nursing and Health Sciences (SONHS) at La Salle University. This document provides an overview of the process, followed by sections that address the most common categories of student issues and complaints, with the aim of providing students with general information and specific contact strategies. Specific procedures may vary in details among departments and programs; students are encouraged to refer to the handbook of their particular program.

*It is an express SONHS policy that all students at all times have the right to lodge a complaint which they deem important without fear of retaliation of any sort or any other adverse consequence as a result of doing so.*

The recommended general strategy for reporting complaints is to first contact the specific individuals or units most directly connected with the issue at hand unless there are good reasons for not doing so such as a desire to maintain anonymity (see section 4 below). The Campus Directory generally provides contact information for all the campus units, departments, Dean’s offices, etc. from which an individual can usually determine where to go to make a complaint. All of the main campus entities also have contact information via web pages.

- Complaints regarding harassment and/or discrimination are handled by the Division of Student Affairs. Information on this and other student related standards and policies can be found online at [http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2Accordion_num=3&content=policies&anchorID=hara](http://www.lasalle.edu/students/dean/divpub/manuals/sgrrr/index.php?accordion_num=2&vn2Accordion_num=3&content=policies&anchorID=hara)
- Additionally, there is a University Policy and Procedure for appeal of final grades, available in the University Undergraduate Catalog. The University Handbook (Page 33-37) also presents a review of student rights, including grade grievances. Students should be aware that neither Chairs nor Deans can require an instructor to change a properly assigned course grade

1. **Issues about academic advising**

   The student should begin with the specific departmental or program advisor. Names, emails, office numbers and telephone numbers and names of the appropriate individuals can be found in the campus directory; if unsure of who the advisor is, the student may contact the administrative assistant assigned to his/her department or program. Complaints may continue to the advisor’s Program Director or Department Chair. Normally, supervisory level complaints are submitted by a written process, which may include email and/or submission of the Complaint form found in the program Student Handbook.

2. **Issues about grading of assignments or exams, exam procedures, excused absences, class policies, course content or teaching methodology**

   Students should first discuss the issue with the individual faculty person since faculty members have primary authority and responsibility in all of these areas. If the issue is still unresolved, the student may then contact the Program Director or Department Chair using the Complaint form in the program Student Handbook.
If unable to resolve the issue at this level, the student may proceed to contact the Dean and present the written complaint to the Dean. Disagreements regarding whether a particular assignment earns a particular grade are decided solely by the individual instructor assigned to the course; information about assignment requirements and grading procedures are contained in the course syllabus and/or on Canvas.

The campus has standing policies on student accommodation for religious and disability reasons. If a student has a complaint in these areas, they can contact Rose Lee Pauline, Affirmative Action Officer, Title IX Coordinator, and Academic Affairs Support Specialist, 215.951.1014, St. Benilde Tower 1026, pauline@lasalle.edu.

3. Issues about faculty performance or faculty behavior

   If reasonable and appropriate, students should begin with the individual faculty person to discuss and resolve the problem together, if possible. If this direct effort fails, students may then contact the Program Director or Department Chair using the Complaint form in the program Student Handbook. If a student is unable to resolve the problem at this level, he or she may contact the Dean and present the written complaint to the Dean. This step typically constitutes the end of the formal complaint process.

4. Issues wherein the student wishes their identity to remain unknown with respect to an instructor or staff member, or where the student otherwise chooses to avoid directly discussing the problem with that individual.

   If, for whatever reason, a student does not want to personally or directly contact an instructor or staff member to discuss a complaint, the student should begin with the next highest level of responsibility, which would typically be the Program Director or Department Chair. The student can request an appointment to meet with the chair or director and/or send a written description of the issue or problem and request that their identity be kept confidential. That request will be honored unless there are over-riding reasons to do otherwise. For example, if a student alleges sexual harassment by a faculty member to a Department Chair, the Chair must forward that information, to include the identity of the complainant, to the campus Office of Student Affairs.

**Contacting the Council on Academic Accreditation (CAA)**

Students can directly contact the CAA, with any complaints or concerns related to the Department of CSD’s compliance with accreditation standards. To contact the CAA, you can write to them at:

Accreditation Office at ASHA  
2200 Research Boulevard, #310  
Rockville, Maryland 20850

Or by calling ASHA’s Action Center at 800-498-2071; or by sending an e-mail to accreditation@asha.org
GENERAL UNIVERSITY INFORMATION

Campus Store
The Campus Store is located on the first floor of Wister Hall. The bookstore can provide you with a list of recommended and required textbooks for CSD courses either in person or online at: http://lasalle.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=28551

Food Services
The Food Services Department on the main campus offers a variety of items in the cafeterias it operates on campus. For more information about Food Services, visit: http://www.lasalle.edu/admin/businessaffairs/food/index.htm

Library Services
The Connelly Library is located on main campus and offers a combination of traditional library services and the latest information technology products. For more information about Connelly Library services, visit: http://connelly.lasalle.edu/

The building, with a capacity for 500,000 volumes and seating for over 1,000 people, provides attractive, quiet study spaces. Students with a valid La Salle ID and password can access these databases on campus or from remote locations. If you are having difficulty using your library privileges, please call 215-951-1292.

An excellent starting point for research in the Connelly Library’s collection is our Web Scale Discovery tool, Summon. The Summon unified discovery service allows the researcher to quickly search, and access reliable and credible library content. A single search provides a Google-like search experience, allowing researchers to use one search box to discover credible and reliable library content. You will be searching the library's catalog as well as all of our e-journals and many e-reference resources. Read more about using Summon here: http://guides.lasalle.edu/summon. A list of traditional search methods and national database websites are also available including:

- **Library Catalog**, accessed through the library’s home page http://www.lasalle.edu/library/ provides an opportunity to view and reserve available library materials.

- **Subscriptions** to numerous professional databases including
  - ProQuest Direct
  - Lexis Nexis Academic Universe
  - FirstSearch - remote service comprised of 10 individual databases

Quick Link Guide to Popular Library Services
To obtain material from another library see: http://www.lasalle.edu/library/borrowfromotherlibraries/interlibraryloan/

Research professional Database materials and Periodical Indexes: http://www.lasalle.edu/library/databases-alphabetical/

CSD Specific Research Resources: http://www.lasalle.edu/library/databases/?subject=43

Article Locator: http://www.lasalle.edu/library/research/findingarticles/
Most library materials and books can be accessed off-campus by using our library server found in the mylasalle portal or by visiting www.lasalle.edu → “Academics” → “Library”

Computing/Technology-based Learning Facilities
Communication Sciences and Disorders Teaching/Research Laboratory:
The Communication Sciences and Disorders Teaching/Research Laboratory (2209-St. Benilde Tower) has computer facilities with access to the Internet and specific software for speech, language, and voice analysis. Students who want to use these computers must contact the Chair or CSD Administrative Assistant for permission.

Identification Cards
All students are photographed for an identification card when first entering the University. The ID is non-transferable (individuals who loan their ID to other students or to non-students are subject to disciplinary action) and is carried whenever on campus and presented upon request to University administrators, faculty, or campus security guards. The card verifies status as a student at La Salle and may therefore be required for admission to social or athletic events, for voting rights in student elections, and for other such events demanding evidence of student status. A valid ID is required to use the facilities of the Hayman Center. The ID is intended to last throughout a student’s time at La Salle.

Recreational Facilities
La Salle University invites students, faculty, and staff to utilize the recreational facilities available at Hayman Center, its adjacent facilities, and the Fitness Center. Hayman Center offers the use of the following: a completely equipped Olympic-style weight room with free weights and Universal equipment, three 94’ by 50’ basketball courts, two regulation volleyball courts, a six-lane 25-yard pool with diving well, two singles and one double squash court, and a training room with sauna. Adjacent to Hayman Center is the Belfield Tennis Complex, with six tiered and lighted tennis courts. Across 20th Street, McCarthy Stadium features a football field surrounded by a ¼ mile all-weather track. The South Campus Fitness Center contains free weights, nautilus equipment, and cardiovascular machines. At times, facilities may be unavailable due to athletic events. For more information, contact the Athletic Department at (215) 951-1527.

Student Transcripts
Students may apply at the Registrar’s Office for a transcript of their academic record. Official transcripts must bear the signature of the Registrar and the seal of the University. Transcripts are sent to designated institutions only at the request of the student. Students may request unofficial copies of their transcript at any time. No transcripts can be issued until all financial obligations to the University have been satisfactorily settled. Every student receives a mailed copy of his or her transcript at the time of graduation. Students requesting official transcripts by mail or in person will be charged $5.00. There is an additional $2.25 charge for online requests. Online requests are made at: http://www.lasalle.edu/registrar/

Safety and Security
The Security Office staff is on duty twenty-four hours a day, seven days a week. In addition to monitoring the campus for safety and hazards, security services include safety education, parking registration, identification card distribution, shuttle bus/escort services and help with cars. For general information, call (215) 951-1300; FOR EMERGENCIES CALL (215) 991-2111.

Financial Aid
For information, contact the Financial Aid office at (215) 951-1070 or the Student Financial Services section of the La Salle website at http://www.lasalle.edu/financialaid/
Scholarships and Graduate Assistantships

Full-time students may apply for a limited number of graduate assistantships offered through the SLP Graduate Program. These assistantships are intended to enhance the educational experience by having the student work in close support with current faculty in educational or administrative operations of the Program. Graduate assistants are required to register for a minimum of 9 credits each term and work 4.5 hours of service each week. The student is compensated. Awards are granted on the basis of availability and a combination of academic credentials and financial need. Interested students should complete the assistantship form obtained from the Graduate Director.

Work-study opportunities for full-time undergraduate and graduate students may also be available with faculty conducting research as part of funded grants. Check with the Chair for more information about these positions.

Institutional Review Board

The Institutional Review Board acts as a protective mechanism for human research subjects by reviewing protocols and risk/benefit ratios when people are the subjects of scientific investigations. The Board evaluates any research, development, or related activities conducted at La Salle University which depart from the application of those established and accepted methods necessary to meet the subjects’ needs or which increase the risk of daily life. Functions of the Board are to: (1) evaluate and approve (or reject) research proposals, (2) monitor studies in progress every year and (3) maintain written documentation of activities of research for at least three years: http://www.lasalle.edu/academ/irb/.
• ASHA Code of Ethics

• Individual Response to Intervention Plan (sample form)

• Independent Study Contract (sample form)

• Confidentiality Agreement (sample form)

• Academic/Clinical Agreement (sample form)

• Compliments, Comment, Complaints
ASHA CODE OF ETHICS
http://www.asha.org/Code-of-Ethics/

Code of Ethics Effective March 1, 2016

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Preamble
The American Speech-Language-Hearing Association (ASHA; hereafter, also known as "The Association") has been committed to a framework of common principles and standards of practice since ASHA’s inception in 1925. This commitment was formalized in 1952 as the Association’s first Code of Ethics. This Code has been modified and adapted as society and the professions have changed. The Code of Ethics reflects what we value as professionals and establishes expectations for our scientific and clinical practice based on principles of duty, accountability, fairness, and responsibility. The ASHA Code of Ethics is intended to ensure the welfare of the consumer and to protect the reputation and integrity of the professions.

The ASHA Code of Ethics is a framework and focused guide for professionals in support of day-to-day decision making related to professional conduct. The Code is partly obligatory and disciplinary and partly aspirational and descriptive in that it defines the professional’s role. The Code educates professionals in the discipline, as well as students, other professionals, and the public, regarding ethical principles and standards that direct professional conduct.

The preservation of the highest standards of integrity and ethical principles is vital to the responsible discharge of obligations by audiologists, speech-language pathologists, and speech, language, and hearing scientists who serve as clinicians, educators, mentors, researchers, supervisors, and administrators. This Code of Ethics sets forth the fundamental principles and rules considered essential to this purpose and is applicable to the following individuals:

- a member of the American Speech-Language-Hearing Association holding the Certificate of Clinical Competence (CCC)
- a member of the Association not holding the Certificate of Clinical Competence (CCC)
- a nonmember of the Association holding the Certificate of Clinical Competence (CCC)
- an applicant for certification, or for membership and certification

By holding ASHA certification or membership, or through application for such, all individuals are automatically subject to the jurisdiction of the Board of Ethics for ethics complaint adjudication. Individuals who provide clinical services and who also desire membership in the Association must hold the CCC.

The fundamentals of ethical conduct are described by Principles of Ethics and by Rules of Ethics. The four Principles of Ethics form the underlying philosophical basis for the Code of Ethics and are reflected in the following areas: (I) responsibility to persons served professionally and to research participants, both human and animal; (II) responsibility for one’s professional competence; (III) responsibility to the public; and (IV) responsibility for professional relationships. Individuals shall honor and abide by these Principles as affirmative obligations under all conditions of applicable professional activity. Rules of Ethics are specific statements of minimally acceptable as well as unacceptable professional conduct.

The Code is designed to provide guidance to members, applicants, and certified individuals as they make professional decisions. Because the Code is not intended to address specific situations and is not inclusive of all possible ethical dilemmas, professionals are expected to follow the written provisions and to uphold the spirit and purpose of the Code. Adherence to the Code of Ethics and its enforcement results in respect for the professions and positive
outcomes for individuals who benefit from the work of audiologists, speech-language pathologists, and speech, language, and hearing scientists.

Terminology
ASHA Standards and Ethics
The mailing address for self-reporting in writing is American Speech-Language-Hearing Association, Standards and Ethics, 2200 Research Blvd., #313, Rockville, MD 20850.

advertising
Any form of communication with the public about services, therapies, products, or publications.

conflict of interest
An opposition between the private interests and the official or professional responsibilities of a person in a position of trust, power, and/or authority.

crime
Any felony; or any misdemeanor involving dishonesty, physical harm to the person or property of another, or a threat of physical harm to the person or property of another. For more details, see the "Disclosure Information" section of applications for ASHA certification found on www.asha.org/certification/AudCertification/ and www.asha.org/certification/SLPCertification/.

diminished decision-making ability
Any condition that renders a person unable to form the specific intent necessary to determine a reasonable course of action.

fraud
Any act, expression, omission, or concealment—the intent of which is either actual or constructive—calculated to deceive others to their disadvantage.

impaired practitioner
An individual whose professional practice is adversely affected by addiction, substance abuse, or health-related and/or mental health–related conditions.

informed consent
Members and/or certificate holders, including applicants for certification.

informed consent
May be verbal, unless written consent is required; constitutes consent by persons served, research participants engaged, or parents and/or guardians of persons served to a proposed course of action after the communication of adequate information regarding expected outcomes and potential risks.

jurisdiction
The "personal jurisdiction" and authority of the ASHA Board of Ethics over an individual holding ASHA certification and/or membership, regardless of the individual's geographic location.

know, known, or knowingly
Having or reflecting knowledge.

may vs. shall
May denotes an allowance for discretion; shall denotes no discretion.

misrepresentation
Any statement by words or other conduct that, under the circumstances, amounts to an assertion that is false or erroneous (i.e., not in accordance with the facts); any statement made with conscious ignorance or a reckless disregard for the truth.

negligence
Breaching of a duty owed to another, which occurs because of a failure to conform to a requirement, and this failure has caused harm to another individual, which led to damages to this person(s); failure to exercise the care toward others that a reasonable or prudent person would take in the circumstances, or taking actions that such a reasonable person would not.

nolo contendere
No contest.
plagiarism
False representation of another person’s idea, research, presentation, result, or product as one’s own through irresponsible citation, attribution, or paraphrasing; ethical misconduct does not include honest error or differences of opinion.

publicly sanctioned
A formal disciplinary action of public record, excluding actions due to insufficient continuing education, checks returned for insufficient funds, or late payment of fees not resulting in unlicensed practice.

reasonable or reasonably
Supported or justified by fact or circumstance and being in accordance with reason, fairness, duty, or prudence.

self-report
A professional obligation of self-disclosure that requires (a) notifying ASHA Standards and Ethics and (b) mailing a hard copy of a certified document to ASHA Standards and Ethics (see term above). All self-reports are subject to a separate ASHA Certification review process, which, depending on the seriousness of the self-reported information, takes additional processing time.

shall vs. may
Shall denotes no discretion; may denotes an allowance for discretion.

support personnel
Those providing support to audiologists, speech-language pathologists, or speech, language, and hearing scientists (e.g., technician, paraprofessional, aide, or assistant in audiology, speech-language pathology, or communication sciences and disorders). For more information, read the Issues in Ethics Statements on Audiology Assistants and/or Speech-Language Pathology Assistants.

telepractice, teletherapy
Application of telecommunications technology to the delivery of audiology and speech-language pathology professional services at a distance by linking clinician to client/patient or
clinician to clinician for assessment, intervention, and/or consultation. The quality of the service should be equivalent to in-person service. For more information, see the telepractice section on the ASHA Practice Portal.

written
Encompasses both electronic and hard-copy writings or communications.

Principle of Ethics I
Individuals shall honor their responsibility to hold paramount the welfare of persons they serve professionally or who are participants in research and scholarly activities, and they shall treat animals involved in research in a humane manner.

Rules of Ethics

Individuals shall provide all clinical services and scientific activities competently.

Individuals shall use every resource, including referral and/or interprofessional collaboration when appropriate, to ensure that quality service is provided.

Individuals shall not discriminate in the delivery of professional services or in the conduct of research and scholarly activities on the basis of race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, or dialect.

Individuals shall not misrepresent the credentials of aides, assistants, technicians, support personnel, students, research interns, Clinical Fellows, or any others under their supervision, and they shall inform those they serve professionally of the name, role, and professional credentials of persons providing services.

Individuals who hold the Certificate of Clinical Competence may delegate tasks related to the provision of clinical services to aides, assistants, technicians, support personnel, or any other persons only if those persons are adequately
Individuals who hold the Certificate of Clinical Competence shall evaluate the effectiveness of services provided, technology employed, and products dispensed, and they shall provide services or dispense products only when benefit can reasonably be expected.

Individuals may make a reasonable statement of prognosis, but they shall not guarantee—directly or by implication—the results of any treatment or procedure.

Individuals who hold the Certificate of Clinical Competence shall use independent and evidence-based clinical judgment, keeping paramount the best interests of those being served.

Individuals who hold the Certificate of Clinical Competence shall not provide clinical services solely by correspondence, but may provide services via telepractice consistent with professional standards and state and federal regulations.

Individuals shall protect the confidentiality and security of records of professional services provided, research and scholarly activities conducted, and products dispensed. Access to these records shall be allowed only when doing so is necessary to protect the welfare of the person or of the community, is legally authorized, or is otherwise required by law.

Individuals shall protect the confidentiality of any professional or personal information about persons served professionally or participants involved in research and scholarly activities and may disclose confidential information only when doing so is necessary to protect the welfare of the person or of the community, is legally authorized, or is otherwise required by law.

Individuals shall maintain timely records and accurately record and bill for services provided and products dispensed and shall not misrepresent services provided, products dispensed, or research and scholarly activities conducted.
Individuals whose professional practice is adversely affected by substance abuse, addiction, or other health-related conditions are impaired practitioners and shall seek professional assistance and, where appropriate, withdraw from the affected areas of practice.

Individuals who have knowledge that a colleague is unable to provide professional services with reasonable skill and safety shall report this information to the appropriate authority, internally if a mechanism exists and, otherwise, externally.

Individuals shall provide reasonable notice and information about alternatives for obtaining care in the event that they can no longer provide professional services.

Principle of Ethics II
Individuals shall honor their responsibility to achieve and maintain the highest level of professional competence and performance.

Rules of Ethics

Individuals who hold the Certificate of Clinical Competence shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their certification status, education, training, and experience.

Members who do not hold the Certificate of Clinical Competence may not engage in the provision of clinical services; however, individuals who are in the certification application process may engage in the provision of clinical services consistent with current local and state laws and regulations and with ASHA certification requirements.

Individuals who engage in research shall comply with all institutional, state, and federal regulations that address any aspects of research, including those that involve human participants and animals.

Individuals shall enhance and refine their professional competence and expertise through engagement in lifelong learning applicable to their professional activities and skills.

Individuals in administrative or supervisory roles shall not require or permit their professional staff to provide services or conduct research activities that exceed the staff member's certification status, competence, education, training, and experience.

Individuals in administrative or supervisory roles shall not require or permit their professional staff to provide services or conduct clinical activities that compromise the staff member's independent and objective professional judgment.

Individuals shall make use of technology and instrumentation consistent with accepted professional guidelines in their areas of practice. When such technology is not available, an appropriate referral may be made.

Individuals shall ensure that all technology and instrumentation used to provide services or to conduct research and scholarly activities are in proper working order and are properly calibrated.

Principle of Ethics III
Individuals shall honor their responsibility to the public when advocating for the unmet communication and swallowing needs of the public and shall provide accurate information involving any aspect of the professions.

Rules of Ethics

Individuals shall not misrepresent their credentials, competence, education, training, experience, and scholarly contributions.

Individuals shall avoid engaging in conflicts of interest whereby personal, financial, or other considerations have the potential to influence or compromise professional judgment and objectivity.

Individuals shall not misrepresent research and scholarly activities, diagnostic information,
services provided, results of services provided, products dispensed, or the effects of products dispensed.

Individuals shall not defraud through intent, ignorance, or negligence or engage in any scheme to defraud in connection with obtaining payment, reimbursement, or grants and contracts for services provided, research conducted, or products dispensed.

Individuals' statements to the public shall provide accurate and complete information about the nature and management of communication disorders, about the professions, about professional services, about products for sale, and about research and scholarly activities.

Individuals' statements to the public shall adhere to prevailing professional norms and shall not contain misrepresentations when advertising, announcing, and promoting their professional services and products and when reporting research results.

Individuals shall not knowingly make false financial or nonfinancial statements and shall complete all materials honestly and without omission.

Principle of Ethics IV
Individuals shall uphold the dignity and autonomy of the professions, maintain collaborative and harmonious interprofessional and intraprofessional relationships, and accept the professions' self-imposed standards.

Rules of Ethics

Individuals shall work collaboratively, when appropriate, with members of one's own profession and/or members of other professions to deliver the highest quality of care.

Individuals shall exercise independent professional judgment in recommending and providing professional services when an administrative mandate, referral source, or prescription prevents keeping the welfare of persons served paramount.

Individuals' statements to colleagues about professional services, research results, and products shall adhere to prevailing professional standards and shall contain no misrepresentations.

Individuals shall not engage in any form of conduct that adversely reflects on the professions or on the individual's fitness to serve persons professionally.

Individuals shall not engage in dishonesty, negligence, fraud, deceit, or misrepresentation.

Applicants for certification or membership, and individuals making disclosures, shall not knowingly make false statements and shall complete all application and disclosure materials honestly and without omission.

Individuals shall not engage in any form of harassment, power abuse, or sexual harassment.

Individuals shall not engage in sexual activities with individuals (other than a spouse or other individual with whom a prior consensual relationship exists) over whom they exercise professional authority or power, including persons receiving services, assistants, students, or research participants.

Individuals shall not knowingly allow anyone under their supervision to engage in any practice that violates the Code of Ethics.

Individuals shall assign credit only to those who have contributed to a publication, presentation, process, or product. Credit shall be assigned in proportion to the contribution and only with the contributor's consent.

Individuals shall reference the source when using other persons' ideas, research, presentations, results, or products in written, oral, or any other media presentation or summary. To do otherwise constitutes plagiarism.
Individuals shall not discriminate in their relationships with colleagues, assistants, students, support personnel, and members of other professions and disciplines on the basis of race, ethnicity, sex, gender identity/gender expression, sexual orientation, age, religion, national origin, disability, culture, language, dialect, or socioeconomic status.

Individuals with evidence that the Code of Ethics may have been violated have the responsibility to work collaboratively to resolve the situation where possible or to inform the Board of Ethics through its established procedures.

Individuals shall report members of other professions who they know have violated standards of care to the appropriate professional licensing authority or board, other professional regulatory body, or professional association when such violation compromises the welfare of persons served and/or research participants.

Individuals shall not file or encourage others to file complaints that disregard or ignore facts that would disprove the allegation; the Code of Ethics shall not be used for personal reprisal, as a means of addressing personal animosity, or as a vehicle for retaliation.

Individuals making and responding to complaints shall comply fully with the policies of the Board of Ethics in its consideration, adjudication, and resolution of complaints of alleged violations of the Code of Ethics.

Individuals involved in ethics complaints shall not knowingly make false statements of fact or withhold relevant facts necessary to fairly adjudicate the complaints.

Individuals shall comply with local, state, and federal laws and regulations applicable to professional practice, research ethics, and the responsible conduct of research.

Individuals who have been convicted; been found guilty; or entered a plea of guilty or nolo contendere to (1) any misdemeanor involving dishonesty, physical harm—or the threat of physical harm—to the person or property of another, or (2) any felony, shall self-report by notifying ASHA Standards and Ethics (see Terminology for mailing address) in writing within 30 days of the conviction, plea, or finding of guilt. Individuals shall also provide a certified copy of the conviction, plea, nolo contendere record, or docket entry to ASHA Standards and Ethics within 30 days of self-reporting.

Individuals who have been publicly sanctioned or denied a license or a professional credential by any professional association, professional licensing authority or board, or other professional regulatory body shall self-report by notifying ASHA Standards and Ethics (see Terminology for mailing address) in writing within 30 days of the final action or disposition. Individuals shall also provide a certified copy of the final action, sanction, or disposition to ASHA Standards and Ethics within 30 days of self-reporting.

Index terms: ethics


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Response to Intervention (RTI) Plan

Part I: General Information
Today’s Date: ________________

Student’s Name: ____________________________  Student ID #: ________________

Course Name and Number requiring the RTI: ______________________________________

Type of RTI (Circle One):  ACADEMIC   CLINICAL

Instructor: ____________________________

Initiation Date: ________________  Completion Date: ________________

Part II: Student Acknowledgement (To be completed at the outset of the RTI)

I, ____________________________, understand the RTI plan for course: ________________.

Student Name  Section #

I agree to comply with the procedures specified therein.

Student Signature: ____________________________  Date: ________________

Instructor Signature: ____________________________  Date: ________________

Part III: Instructor Certification (To be completed at the end of the RTI)

I certify that this student has met the requirements of the RTI for course:

COSD

Course Name  Section #

I validate his/her participation and accept his/her performance in fulfillment of its goals.

Instructor Signature: ____________________________  Date: ________________

Return to TOC
Independent Study Contract

Evening: __________
Day: __________

Student Name: ____________________________________  La Salle ID: __________________________

Discipline: ___________  Course #: ___________  Course Title: ________________________________

Number of Meetings: ______  Length of Meetings: ______  Time of Meetings: ___________________

(Please use other side of form for additional space)

Course Description:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Course Expectations:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Major sources to be used:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Reason for needing independent study:
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Student Signature: ____________________________  Date: __________________________

Faculty Signature: ____________________________  Date: __________________________

Director Signature: ____________________________  Date: __________________________

(*Return all signed copies to the Dean’s Office*)

For Office Use Only:
_______________ Approved  ________________ Not Approved

Dean of the School of Nursing and Health Sciences: ________________________________  Date: __________________________

Return to TOC
Faculty members and students are required to sign a Confidentiality Statement. Students will be required to sign additional confidentiality forms for affiliating agencies. The signed form is filed in each faculty member or student’s file in the School.

Faculty members and students are required to obtain information about the client from the client, the client’s chart, the client’s health care providers, and specific computer records prior to and during the clinical experience. Students may print only that information that is needed and must immediately black out the client’s name from the printout. This information is shared with faculty members and other students in the course for educational purposes as well as those persons involved in the client’s care. The above-mentioned are the only persons privileged to this information. The faculty believes that maintaining client confidentiality is an essential part of the professional nurse’s and health science student’s role. Therefore, violation of this policy by any School of Nursing and Health Sciences student is grounds for disciplinary action.

The faculty member and student are obligated at all times to comply with standards of documentation and confidentiality mandated by state and federal regulatory agencies and accrediting agencies, as same may be modified and amended from time to time including applicable requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the standards of the Joint Commission on Accreditation of Healthcare Organizations, administrative and medical record policies, and guidelines established and approved by clinical agencies. The faculty member or student agrees to hold the University harmless for all actions that may arise from the inappropriate use or release of confidential patient information.

In light of the above information, I understand that I will:

- Not discuss any client or information pertaining to any client with anyone on the health care team who has no educational purpose or who is not involved in the care of the client.
- Not leave information concerning the client (i.e., computer printouts, interview forms, etc.) in any place where it could be viewed by anyone not privileged to this information.
- Not discuss any client or information pertaining to any client in any place, i.e. elevators, corridors, dorm rooms, home, etc. where it may be overheard by anyone not privileged to this information.
- Not print any portion of the computer record that is not authorized by the staff and faculty member.
- Not take any computer printout from the unit without blacking out the client’s name.
- Not mention a client by name, only by code number, when writing course assignments.
- Not mention any person as a client at the clinical agency or provide any information on the telephone except to those authorized to have that information.
- Not mention a client by name to anyone in casual conversation including my family members or friends.
- Adhere to HIPAA regulations.

Faculty Member or Student Signature: ____________________________ Date: ______________________

Print Name: ____________________________ La Salle ID#: ____________________________

La Salle Representative Signature: ____________________________ Date: ______________________

Note: Signature denotes that the student or faculty member has read and agrees to abide by the above statement.
Academic AND Clinical Agreement

I, ______________________________, understand and accept that the MS in Speech Language Pathology Program at La Salle University is a Full-Time Cohort Program. I will be required to complete my Clinical Practicum experience as designated by the Program Director and the Director of Clinical Education.

I understand and accept that all Clinical Practicum experiences are scheduled during daytime business hours Monday through Friday.

I understand and accept that I will attend the Clinical Practicum experience on the designated days I am assigned.

Student Printed Name: ___________________________________________  La Salle ID: ___________________

Clinical Course Name/Section: _______________________________________________ COSD-__________________

Student Signature: ___________________________________________ Date: ______________________

University Clinical Coordinator Signature: ____________________________ Date: ______________________
COMPLIMENT, COMPLAINT, COMMENT

Do you have something on your mind about a class or a professor that you want to talk about, but you don’t know how to address the subject? Using this confidential form can help! Just fill out the following questions and deposit this sheet in the mailbox outside the CSDS office (#2201). Your “C’s” will be addressed in a confidential and professional manner. Remember - please fill out all of the questions in order for us to serve you better!

Please circle one:  Compliment  Complaint  Comment

Name of professor, class or individual involved:

Please explain “C’s” in detail:

What are your suggestions/solutions if this is a complaint or a comment?

Your name & contact information (optional):
End of Document