

Au.D. Program New Student Orientation

Fall 2021
Cohort 2021-2025
August 27, 2021

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Meet Us



Heather Thompson, Ph.D., CCC-SLP
Associate Professor
Acting Department Chair




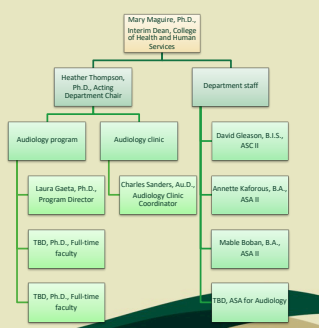
Laura Gaeta, Ph.D.
Assistant Professor
Au.D. Program Director



Charles Sanders, Au.D.
Part-time Faculty
Interim Audiology Clinic Coordinator

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graph TD
    MS[Mary Magare, Ph.D.,  
Interim Dean, College of Health and Human Services] --> HT[Heather Thompson, Ph.D.,  
Acting Department Chair]
    MS --> DS[Department staff]
    HT --> AP[Audiology program]
    HT --> AC[Audiology clinic]
    AP --> LG[Laura Gaeta, Ph.D.,  
Program Director]
    AP --> F1[TBD, Ph.D., Full-time  
faculty]
    AP --> F2[TBD, Ph.D., Full-time  
faculty]
    AC --> CS[Charles Sanders, Au.D.,  
Audiology Clinic Coordinator]
    DS --> DG[David Gleason, B.S.,  
ASC II]
    DS --> AK[Annette Kafarou, B.A.,  
ASA II]
    DS --> MB[Mable Boban, B.A.,  
ASA II]
    DS --> FR[TBD, ASA for Audiology]
    
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Reminder

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

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Department Mission, Vision, and Goals

- **Mission:** The Department of Communication Sciences and Disorders trains highly competent professionals in the fields of speech-language pathology and audiology by providing a rigorous scientific background and diverse clinical experiences while fostering a dedication to lifelong learning and community service.
- **Vision:** The Department of Communication Sciences and Disorders will be widely recognized as a leader in the innovative education of speech-language pathologists and audiologists.
- **Values:**
 - Student success
 - Community engagement and service
 - Well-being
 - Diversity
 - Inclusion and access
 - Leadership
 - Professional ethics
 - Excellence in teaching, service, and scholarship
 - Social responsibility
 - Collaboration and interprofessional education
 - Innovation
 - Global engagement

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Location

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Folsom Hall

- Address: 7667 Folsom Blvd.
- Student parking in student/daily spaces
 - Do NOT park in clinic spaces
- Will need fob to access spaces
- Restrooms available in clinic and on first and second floors in Folsom Hall



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Department Policies

- Commitment to Inclusion, Equity, and Anti-Racism
- Policy on Student Academic and Clinical Conduct
- Policy on Proficiency in English and/or other Languages
- Student travel
- ... (see website for others)

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Pre-requisite Coursework (or equivalent)

- CSAD 110 Physics of Sound and Phonetics
- CSAD 111 Anatomy & Physiology of the Speech Mechanism
- CSAD 112 Language Science and Development
- CSAD 125 Developmental and Acquired Neurogenic Language Disorders Across the Lifespan
- CSAD 130 Introduction to Audiology (former name: Audiology and Hearing Testing)
- CSAD 133 Introduction to Aural Rehabilitation (former name: Aural Rehabilitation)

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Advising

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Advising

- Purpose: Welcome to program, resources on campus, interests
- Assigned an advisor at start of program
 - All students will meet with Dr. Gaeta this year
 - Meetings in September
 - Required to meet with advisor every semester
- Will schedule individual meetings next week

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Plan of Study

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Note

- Each student must meet and complete paperwork with the Au.D. Program Director each semester
- Students are expected to meet with their Audiology Doctoral Research Project committee chair and members throughout the process

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Year 1

Sem 1	Fall	Sem 2	Spring	Sem 3	Summer
(3) CSAD 611	Anatomy and physiology of the auditory and vestibular systems	(3) CSAD 621	Research methods in audiology	(3) CSAD 621	Amplification II
(3) CSAD 612	Acoustics and psychoacoustics	(3) CSAD 622	Amplification I	(3) CSAD 632	Pediatric and educational audiology
(3) CSAD 613	Instrumentation	(1) CSAD 622L	Amplification I lab	(1) CSAD 630	Clinical methods: Report writing
(3) CSAD 614	Audiologic evaluation	(3) CSAD 623	Disorders of the auditory system	(2) CSAD 630C	Audiology clinic III
(1) CSAD 610	Introduction to clinic	(1) CSAD 624	Genetics for audiology	(1) CSAD 510	Audiology progress exam
		(1) CSAD 620	Clinical methods: Communicating with patients		
		(1) CSAD 620C	Audiology clinic II		
TOTAL UNITS: 13		TOTAL UNITS: 13		TOTAL UNITS: 10	

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Year 2

Sem 4	Fall	Sem 5	Spring	Sem 6	Summer
(3) CSAD 641	Auditory evoked potentials	(3) CSAD 651	Objective measures	(3) CSAD 661	Aural rehabilitation
(1) CSAD 641L	Auditory evoked potentials lab	(3) CSAD 652	Pediatric habilitation	(2) CSAD 662	Implantable devices and technology
(3) CSAD 642	Industrial audiology and hearing conservation	(3) CSAD 653	Diagnosis and management of vestibular disorders	(1) CSAD 650	Clinical methods: Legal/ethical issues
(3) CSAD 643	Tinnitus	(3) CSAD 650	Clinical methods: Billing and coding	(2) CSAD 630C	Audiology clinic IV
(1) CSAD 640	Clinical methods: Current topics in audiology	(1) CSAD 650C	Audiology clinic V	(1) CSAD 503	Audiology doctoral project II
(1) CSAD 640C	Audiology clinic IV	(1) CSAD 502	Audiology doctoral project II		
(1) CSAD 501	Audiology doctoral project I				
TOTAL UNITS: 13		TOTAL UNITS: 12		TOTAL UNITS: 9	

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Year 3

Sem 7	Fall	Sem 8	Spring	Sem 9	Summer
(3) CSAD 671	Counseling	(2) CSAD 681	Practice management	(7) CSAD 710E	Audiology externship I
(3) CSAD 672	Central auditory processing disorders	(2) CSAD 682	Aging and the auditory system	(2) CSAD 710	Clinical methods: Externship I
(1) CSAD 673	Pharmacology and ototoxicity	(3) CSAD 683	Speech-language pathology for audiologists		
(1) CSAD 670	Professional issues	(3) CSAD 650	Clinical methods: Differential diagnosis		
(1) CSAD 670C	Audiology clinic VII	(1) CSAD 680C	Audiology clinic VIII		
(1) CSAD 504	Audiology doctoral project IV	(1) CSAD 505	Audiology doctoral project V		
		(1) CSAD 520	Audiology comprehensive exam		
TOTAL UNITS: 11		TOTAL UNITS: 10		TOTAL UNITS: 9	

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Year 4

Sem 10 Fall	Sem 11 Spring
(7) CSAD 720E Audiology externship I	(7) CSAD 730E Audiology externship I
(2) CSAD 720 Clinical methods: Externship I	(2) CSAD 730 Clinical methods: Externship I
TOTAL UNITS: 9	TOTAL UNITS: 9

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- ## Semester 1 (Fall)
- ~~Attend Program Orientation~~
 - Attend Clinic Orientation section for pre-clinical experience requirements
 - Meet faculty and explore interests
 - Meet with Advisor
 - Complete and sign Plan of Study form with Au.D. Program Director
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- ## Semester 2 (Spring)
- Discuss Doctoral Research Project ideas
 - Meet with assigned Clinical Instructors throughout the semester
 - Enter hours into CALIPSO
 - Meet with Au.D. Program Director
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- ## Semester 3 (Summer)
- Complete Doctoral Research Project Committee form
 - Pass CSAD 510
 - Enter hours into CALIPSO
 - Submit literature review and proposed methodology for Audiology Doctoral Project
 - Discuss clinical interests and placement experiences with Audiology Clinic Director and Internship/Externship Coordinator
 - Meet with Au.D. Program Director
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Semester 4 (Fall)

- Submit study plan to IRB (if necessary) after revising proposal from committee
- Complete required trainings
- Enter hours into CALIPSO
- Meet with Doctoral Research Project committee chair
- Meet with Au.D. Program Director

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Semester 5 (Spring)

- Begin data collection (if not already begun)
- Meet with Doctoral Research Project Committee chair
- Discuss third-year clinical rotations with Internship/Externship Coordinator
- Enter hours into CALIPSO
- Meet with Au.D. Program Director

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Semester 6 (Summer)

- Explore fourth-year externship options with Internship/Externship Coordinator
- Meet with Doctoral Research Project Committee chair
- Continue data collection
- Discuss third-year clinical rotations with Internship/Externship Coordinator
- Enter hours into CALIPSO
- Meet with Au.D. Program Director

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Semester 7 (Fall)

- Meet with Doctoral Research Project Committee chair
- Complete data collection and analysis
- Complete required trainings
- Enter hours into CALIPSO
- Meet with Internship/Externship Coordinator to discuss fourth-year externship
- Schedule interviews for externship
- Meet with Au.D. Program Director

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Semester 8 (Spring)

- Take and pass CSAD 520 exam
- Meet with Doctoral Research Project Committee chair
- Present capstone at symposium
- Submit final Doctoral Research Project paper
- Meet with Internship/Externship Coordinator to discuss fourth-year externship
- Take Praxis and submit results to CSUS
- Complete required trainings
- Meet with Au.D. Program Director

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Semesters 9-11 (Summer-Spring)

- Complete externship year
- Enter all hours into CALIPSO
- Submit paperwork for graduation
- Apply for state licensure for future employment
- Complete program evaluation forms and surveys
- Final meeting with Au.D. Program Director
- **Graduation in Spring of Year 4**

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Degree Conferral

- If the externship is not completed within the spring semester, the degree will be posted at the end of the summer semester
 - Requires a graduate date change form and \$28.00 filing fee

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Verification

- The Au.D. Program Director will sign all forms upon completion of all coursework, degree requirements, and clinical experiences, provided that they have been successfully completed, submitted, and verified by the faculty and supervisors

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Academic Performance Improvement Plans

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Academic Performance Improvement Plan (APIP)

- See Au.D. Student Handbook for full policy:
- *Catalog: A student must have, at minimum, a 3.0 GPA in the graduate coursework in order to graduate with a Doctor of Audiology degree. Students may not earn a grade of less than a B in any major didactic course or clinical practicum.*
- Academic Performance Improvement Plan (APIP) strategies are initiated by faculty if a student falls below a B grade on any of the specified assessment measures.

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- The Au.D. Program Director will review each student's grade reports at the end of each semester to identify students who receive less than a B in any graduate level course or clinical practicum or students who have less than a 3.0 GPA for the semester.
- The course instructor (for didactic courses) or clinical supervisor (for practicum sites) will meet with the Au.D. Program Director and student to discuss steps for the student to remediate the coursework, address areas of weakness in clinical performance, etc.
- Students failing to maintain a GPA of 3.00 are automatically placed on academic probation.
 - Students on academic probation must independently remediate the coursework or address the deficiencies identified by the course instructor and Au.D. Program Director or s/he will not be allowed to continue the graduate program and will be dismissed.
- Any student who has less than B in any two didactic or B in any clinical practicum courses will not be allowed to continue in the graduate program and will be dismissed.

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- If an APIP is required in more than one class in a given semester or if a student has not passed a previous class, and an APIP is required in a subsequent class, a **department-level APIP** is required, and will be drafted by the Au.D. Program Director and Department Chair. If a student receives a grade of less than a B in a second course, the student's degree program will be terminated.
- See Student Handbook and OGS website for Appeals process

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Advancement to Candidacy

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Advancement to Candidacy

- Must complete form on OGS website (https://www.csus.edu/graduate-studies/current-students/internal/documents/advance_doc_toral.pdf)
- Must submit three copies (one original; two copies) of the signed form to OGS

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Licensure

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Audiology Praxis Exam

- Check with site – may be required to have passed Praxis before beginning externship
- Preparation for CSAD 520
- Passing score: **170** (scale – 100 to 200)
- Information about the exam can be found at <https://www.asha.org/Certification/praxis/About-the-Audiology-Praxis-Exam/>

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Licensing for CA

- Website: <https://www.asha.org/Certification/praxis/About-the-Audiology-Praxis-Exam/>
- To qualify for a **full license** in audiology, an applicant must:
 - Submit to fingerprinting.
 - Effective January 1, 2008, hold a **doctoral degree or equivalent in audiology from an accredited educational institution.** (Prior to January 1, 2008, hold a master's degree or equivalent in audiology from an accredited educational institution.)
 - Have completed **300 hours of supervised clinical practicum in three different clinical settings.**
 - Have completed the **final year externship under the direction of an audiology doctoral program.** (Prior to January 1, 2008, completed 36 weeks of full-time or 72 weeks of part-time supervised Required Professional Experience (RPE).)
 - Effective January 1, 2013, **pass the national audiology exam administered by the Educational Testing Service (ETS) Praxis Series with a minimum score of 170.** (Prior to January 1, 2013 the minimum passing score was 600.) The exam must not be more than five years old. You must authorize ETS to report your test score to our Board using Report Code R8544.

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Au.D. Students in Year 4

- Submit application (including 2x2 passport photo)
- Fees (\$60.00 payable to SLPAHADB)
- Fingerprints
- Clinical practicum/University recommendation

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After Graduation

- Submit transcripts
 - Mailed to Board in envelope sealed by University
- Praxis score: Minimum score of 170
 - Sent electronically
 - Scores valid for 5 years
 - Submit scores early

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Required Professional Experience (RPE) Application

- Temporary license: \$60.00
- https://www.speechandhearing.ca.gov/forms_pubs/app_pack_au.pdf

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Full License Application

- After supervised experience has been verified, the Board will mail the application form
- No additional fees

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Certification

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Supervisor Requirements

- Applicants for certification must have completed supervised clinical experiences under an ASHA-certified audiologist who has completed at least 2 hours of professional development in the area of clinical instruction/supervision.
- The experiences must meet CAA standards for duration and be sufficient to demonstrate the acquisition of the knowledge and skills identified in Standard II.

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CCC-A

- Any portion of the applicant's supervised clinical experience that was not completed under an audiologist meeting the requirements above can be completed post-graduation.
- The applicant's post-graduation clinical instructor/supervisor must also meet the above requirements will also verify that the applicant has demonstrated and acquired the knowledge and skills for ASHA certification following completion of the required supervised clinical experience.

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CCC-A

- Applicants who apply for certification without completing a full, supervised clinical experience under a clinical instructor/supervisor who meets the requirement above within their degree program will have 24 months from their application-received date to initiate the remainder of their experience and will have 48 months from the initiation date of their post-graduation supervised clinical experience to complete the experience.

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<https://www.csus.edu/hr/departments/equal-opportunity/>

Equitable Treatment

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- The program adheres to Sacramento State's Policy for ensuring that appropriate corrective action is taken when violations of compliance with non-discrimination laws and regulations occur.
 - Any violations of compliance are referred directly to the Equal Opportunity Office.
- Sacramento State is committed to creating a diverse and inclusive university for all members of our campus community. As part of our commitment, Sacramento State and its programs comply with all applicable laws, regulations, and executive orders prohibiting discrimination towards students, faculty, staff, and persons served in the program's clinics. This includes prohibitions on discrimination based on any category prohibited by applicable law including, but not limited to, age, citizenship, disability, ethnicity, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.
- California State University Executive Orders 1096 (employee and third parties) and 1097 (students) outline the policy prohibiting, and procedures for addressing complaints of, Discrimination, Harassment and Retaliation.
- William Bishop, CSU, Sacramento Director of Equal Opportunity, is the University's DHR Administrator/Title IX Coordinator.
 - Mr. Bishop's office is responsible for monitoring, supervising, and overseeing overall Campus-wide implementation of and compliance with the Executive Orders and state/federal civil rights laws – including coordination of training, education, communications, and administration of complaint procedures for employees, students, and third parties in the areas of discrimination (including sex discrimination), harassment (including sexual harassment), sexual misconduct, dating and domestic violence, and stalking.

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<https://www.csus.edu/sswd/>

Equal Access

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- California State University-Sacramento, Department of Communication Sciences and Disorders, seeks to provide equal access to its programs, services, and activities for people with disabilities.
- If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible.
- It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation before classes start.
- **Sacramento State Services to Students with Disabilities (SSWD)** offers a wide range of support services and accommodations for students in order to ensure students with disabilities have equal access and opportunity to pursue their educational goals.
 - Working collaboratively with students, faculty, staff and administrators, SSWD provides consultation and serves as the information resource on disability related issues to the campus community. SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-F955 (Voice) or (916) 278-7239 (TDD only) or via email at sswd@csus.edu.

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Process and Mechanism Required to File a Complaint Against the Program Within the Institution

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

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Student Grievance Procedures

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The Department of Communication Sciences and Disorders follows campus guidelines regarding student grievance procedures. Please refer to the University Policy Manual for policy details:

- Complaint Hearing Policy and Procedures for Students
 - <https://www.csus.edu/umannual/student/stu-0110.htm>
- Discrimination Complaint Procedure for Current Students or Applicants for Admission
 - <https://www.csus.edu/umannual/hr/UMS16310.htm>
- Grade Appeal Policy
 - https://www.csus.edu/umannual/acad%20affairs/grade_appeal_policy.htm
- For more information, consult the Grade Appeal Webpage: It is located at the following website:
 - <https://www.csus.edu/acad/academic%20resources/studentgradeappeals.html>
www.csus.edu/acad/academic%20resources/grade_appeal_policy-jun-2017-revised.pdf

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EO No. 1045

- The California State University's System wide Procedure for Handling Discrimination, Harassment and Retaliation Complaints by Students and Applicants for Admission against the CSU and/or CSU Employees - Executive Order No. 1045
- www.calstate.edu/eo/EO-1045.html

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

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Academic Honesty

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CSU Academic Honesty, Policy & Procedures

- Almost all problems with academic work can be avoided with the following advice:
 - Be honest at all times
 - Know the rules and expectations for each class
 - If you aren't sure, ask first
- The full policy, including the definition of Academic Misconduct, is available at: <https://www.csus.edu/umannual/student/STU-0100.htm>

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Exams

- Instructor policies – see syllabus.
- Make sure all notes and books are away before the start of an exam (unless otherwise stated)
- Keep your eyes on your own exam, the front of the classroom, or somewhere else that is not suspicious.
- Stop working when time is called.
- Do not speak to other students. If you need something, notify the proctor.
- Do not alter an exam in any way before submitting for a re-grade.

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Papers and Presentations

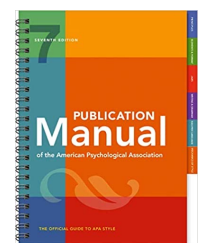
- Know what plagiarism is and avoid it. If you use words, images, or data you found elsewhere, clearly mark it as such and cite it.
- If you run short of time, it is better to submit nothing than a paper with uncited work.
- Never submit the same assignment in more than one class unless given specific permission from the instructor(s) to whom you are submitting the work.
- See policies on academic misconduct.

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APA Style

- For all classes
- Purchase manual
 - 7th edition
- Ask instructor for help if needed
- Go to the Reading and Writing Center



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Library

- Access to journal articles, databases
- Individual consultation appointments with Rachel Keiko Stark, MS, AHIP
- **Library workshop for first-year AuD students on September 27 at 1:30pm**

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Working with others

- All your work must be done **individually**, unless you are given specific instructions to work with others
- Do **not** share or show your work to other students prior to grading
- Do **not** use solution manuals or online copies of previous graded coursework unless advised by the instructor

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General advice

- Do not make up false excuses if you miss something or need an extension
- If you need help, ask for it. In addition to your instructor, Sac State has resources to help

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Resources

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On-campus resources

Writing center	Peer and academic resource center	Smarthinking	HHS Student Success Center
Career center	Women's resource center	Students promoting education awareness and knowledge	Multicultural center
PRIDE center	Queer connect	Dreamer resource center	Martin Luther King, Jr. center
	Serna center	Veterans success center	

See handbook or Canvas for links and locations.

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AuD Program

Professional Behavior and Academic Conduct

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Conduct Workshop

- Will be held later this year

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- Ethics: Students must uphold the ethical standards set forth by professional bodies in the field (see Appendices C and D).
- Respect: Students should demonstrate respect to their peers, instructors, and staff.
- Feedback: Students are expected to self-reflect and modify their work in response to feedback, while displaying non-defensive behavior to suggestions.
- Health: Students should maintain their personal wellness and health, attending to any needs in a timely fashion in order to support their academic and professional growth.
- Attire: Students should dress appropriately for class. Classes may be held in clinic space, so students are expected to observe the clinic dress code.
- Accountability: Students are expected to be accountable, honest, and professional for their activities and communications. The general principles of ethical behavior should be applied to their coursework, evaluations, and examinations.
- Language: Students should demonstrate professional oral and written communication, including emails. Discretion and professional language should be used in all modalities, emphasizing constructive rather than reactive use.
- Scholarship: Students should take an active role in their learning, recognizing their deficiencies and seeking to correct them, as part of their commitment to lifelong learning.
- Effort: Students should collaborate and work to complete tasks and assignments on time or by the set deadline. Students are expected to follow through on all activities while maintaining professionalism and intellectual curiosity.

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Class Attendance

- Students are expected to arrive in class on time, prepared to participate and engage in classroom activities.
 - Applies to synchronous/online learning
- Students are responsible for class content, lecture materials, assignments, announcements, and must be aware of changes in the class schedule.
- Students are advised that instructional faculty may include an attendance policy in courses, which may require attendance as part of the student's course grade.
 - These policies will be set in the syllabus.
- Given the full-time, intensive nature this doctoral program, it is important that students contact instructors if they are absent or are anticipating absence, especially over an extended period of time.
 - In the case of the latter, the Au.D. Program Director must also be notified.
- Attendance for clinical practica is outlined in the clinic handbook.
- Attendance issues may lead to the initiation of a PIP/APIP.

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Email

Redefine the Possible™

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Sac State Email ONLY

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

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Email Etiquette

- Address instructors with titles: "Dr. ____" if holding a PhD, AuD, etc.
- Be polite
- Be concise
- Clear, brief, and descriptive subject line
- Inquiries may be better addressed during office hours
- Think about the impression being made
- Use proper grammar and structure
- Give response time, especially for weekends and holidays or for other issues

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Slide 73 features the Sacramento State logo on the left. The main text reads "Welcome to the program!". Below this, it says "Remainder of this orientation:" followed by a bulleted list: Break, Canvas, University Library, Financial Aid, SAA, and Q&A. The word "Welcome!" is written in a larger font below the logo. The slide has a green and gold wavy footer with the tagline "Redefine the Possible™".

73

Slide 74 features the Sacramento State logo on the left. The main text reads "Stretch Break". The slide has a green and gold wavy footer with the tagline "Redefine the Possible™".

74

Slide 75 features the Sacramento State logo on the left. The main text reads "Welcome Message". Below this, it says "Dr. Heather Thompson, Acting Department Chair". The slide has a green and gold wavy footer with the tagline "Redefine the Possible™".

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Slide 76 features the Sacramento State logo on the left. The main text reads "University Library". Below this, it says "Rachel Keiko Stark, MS, AHIP, Health Sciences Librarian". The slide has a green and gold wavy footer with the tagline "Redefine the Possible™".

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Slide 77 features the Sacramento State logo on the left. The main text reads "Financial Aid" with "Anita Kermes, Director of Financial Aid and Scholarships" below it. The slide includes a decorative wavy line at the bottom and the slogan "Redefine the Possible™".

77



Slide 78 features the Sacramento State logo on the left. The main text reads "Canvas". The slide includes a decorative wavy line at the bottom and the slogan "Redefine the Possible™".

78



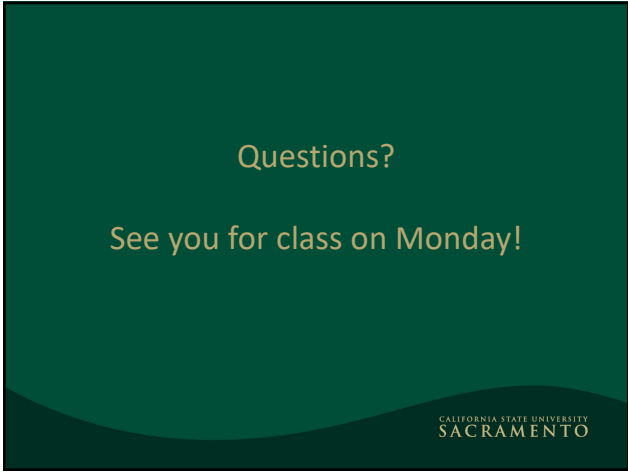
Slide 79 features the Sacramento State logo on the left. The main text reads "SAA" with the URL "https://www.saacsus.com/" below it. The slide includes a decorative wavy line at the bottom and the slogan "Redefine the Possible™".

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Slide 80 has a dark green background. It features three images in a red-bordered box: a globe, a student at a computer, and a student in a hijab. The text "CALIFORNIA STATE UNIVERSITY SACRAMENTO" is visible in the bottom right corner.

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