

# College of Health and Human Services

## Department of Communication Sciences & Disorders

### Graduate Student Benchmarks



TARGET: GRADUATION!!!

CALIFORNIA STATE UNIVERSITY  
SACRAMENTO

*Last revision date: October 30, 2019*

# 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. Information concerning licensure and credentialing requirements are available from Dr. Darla Hagge, Graduate Coordinator.

# CALIPSO

## CALIPSO Registration Instruction for Graduate Students

Link for instructions can be found on the Department Handbook Resource Section or click on link below:

<https://www.csus.edu/college/health-human-services/communication-sciences-disorders/internal/documents/calipso-student-registration-instructions-2019.pdf>

# Reviewing Your ASHA KASA Progress

- Students should regularly check on their individual progress towards meeting **ASHA's Knowledge and Skills Acquisition (KASA) Standards** by logging into their individual CALIPSO account and viewing their KASA summary.
- These knowledge and skills are directly tied to ASHA's Certification Standards.

# Additional Student Resources

- **Questions for Office of Graduate Studies? Please email: [Grad\\_degreeservices@csus.edu](mailto:Grad_degreeservices@csus.edu)**
- PARC
- Writing Center
- Career Center
- The Well
- CHHS Student Success Center
  - <https://www.csus.edu/college/health-human-services/student-success/>
- Links for these and other resources may be found at:  
<https://www.csus.edu/college/health-human-services/communication-sciences-disorders/student-resources.html>

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

## Equal Opportunity

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

California State University Executive 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.

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

## Equal Access

California State University-Sacramento, Department of Communication Sciences and Disorders, seeks to provide equal access to its programs, services, and activities for people with disabilities. If you have a documented disability and verification from the Office of Services to Students with Disabilities (SSWD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to SSWD and meet with a SSWD counselor to request special accommodation before classes start. **Sacramento State Services to Students with Disabilities (SSWD)** offers a wide range of support services and accommodations for students in order to ensure students with disabilities have equal access and opportunity to pursue their educational goals. Working collaboratively with students, faculty, staff and administrators, SSWD provides consultation and serves as the information resource on disability related issues to the campus community. SSWD is located in Lassen Hall 1008 and can be contacted by phone at (916) 278-6955 (Voice) or (916) 278-7239 (TDD only) or via email at <https://www.csus.edu/student-affairs/centers-programs/services-students-disabilities/>

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

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

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



# Consider: ASHA Membership Discount

- The NSSLHA to ASHA Membership Conversion Discount is a one-time discount of \$225 off the initial dues and fees for ASHA membership and certification.
- **Eligibility**
  - To qualify, you must be a National NSSLHA member for the last 2 years of your master's or doctoral program. Contact [ASHA's Action Center](#) to confirm eligibility.
- **TIPS:**
  - [Apply for National NSSLHA membership.](#)
  - [Renew](#) your National NSSLHA membership for the last 2 years of your master's or doctoral program.
  - Maintain current degree information in the NSSLHA/ASHA database.
  - Maintain current email and postal mailing addresses in the NSSLHA/ASHA database.
  - Do not wait to complete your clinical fellowship or externship before applying for ASHA membership and certification.

# Beginning *NOW*

**Certificate of Clearance** includes livescan fingerprinting and is required for **all** public school internships. If you haven't already done so, please begin the application process for your Certificate of Clearance. Access to this document may be found on the department main website page, under "student resources."

***\*\*Please see the graduate student handbook for explicit instructions on how to upload documents into CALIPSO.***

Once received, student is responsible to scan all documents into one pdf and upload the Certificate of Clearance into Calipso.

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

**No Certificate of Clearance equates to no school internships.** Do not put it off as clearance may be held up for a variety of reasons.

# HealthStream Modules

You will need to complete two (2) HealthStream modules by the end of your first clinical semester. Both HealthStream modules costs \$3.50, and you may use a debit/credit card to pay for each module separately on HealthStream's secure website.

Instructions: Failure to complete the required modules with a passing grade of 80% will preclude the participation in clinical experiences. You will need to complete these modules even if you have taken them at your place of employment. After completing the modules with a passing grade of 80% or better, please print the certificates of completion, scan the certificates together into one pdf file, upload into a file located in CALIPSO under "compliance immunization" and keep a copy of your records. Additional instructions are located on the CSUS CSAD website, under Student Resources: "CSAD Forms and Documents." NOTE: Use a PC computer, using Internet Explorer for best results! Problems? Contact Dr. Hagge

The two (2) required modules are listed below:

- **I. Rapid Regulatory Compliance: Clinical II:** Gen/Fire/Elec/Back/Rad./MRI Safety, Ergo, Lift/Transp, Slips/Trips/Falls, LatexAllergy, HazComm, WorkplaceViol., EmergPrep, Infec.Control:HAI, HandHyg, Bloodborne, StdPrec, Airborne/Contact/Droplet Prec, PPE

(Note: This is Rapid Regulatory Compliance: Clinical II only. Students are not required to take Rapid Regulatory Compliance: Clinical I.

- **II. HIPAA**

# Annually, Every Semester, or Monthly

## ANNUALLY

### Tuberculin (TB) Screening

Scan and upload TB clearance into a file located in CALIPSO under “compliance immunization” and keep a copy of your records.

**You may visit the on-campus “Well” for reduced rates, however:**

Some students might be accustomed to getting a free TB test on campus. Due to a national shortage of tuberculin skin test antigens (<https://www.cdc.gov/mmwr/volumes/68/wr/mm6824a4.htm>), the University will not be offering the usual test to students this year. Instead, they will be subsidizing the more expensive Quantiferon Gold TB test through the Student Health Center. The customary \$50 cost of the Quantiferon test will be reduced by \$25 for this year. Your own healthcare provider can often order your test for free.

## EVERY SEMESTER

Schedule and meet with Graduate Coordinator, **Each semester**, at minimum

## MONTHLY

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

# Pre-Clinic

# Pre-Clinic

## **Tuberculin Clearance Test: Annually**

- Consider: The Well at CSUS <https://www.csus.edu/student-life/health-counseling/>

## **Hepatitis B (requires 3 shots)**

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

## **Background check**

- completed prior to beginning Semester 1 clinic.
- Note: This background check is separate from the background, drug screen, and associated fees required for medical internships.
- <https://www.csus.edu/college/health-human-services/communication-sciences-disorders/student-resources.html>

# Pre-Internship

# Pre-Internship Reminders:

- Documentation of Rubella, Measles, Chicken Pox (Varicella), Tdap and Flu Shot (influenza) vaccinations may need to be scanned and uploaded into Calipso ***prior to beginning a medical internship.***
- A new background check and a drug screen will need to be completed ***no sooner than 60 days prior*** to beginning the first day of your medical internship.

*Note: Students indicate that the results of the background check and drug screen should be submitted to CSUS—not to an internship site.*

<https://www.csus.edu/college/health-human-services/communication-sciences-disorders/student-resources.html>



# Pre-internship Reminders:

- Some medical facilities are using “**my clinical exchange**” as their onboarding process for graduate student interns. There is an associated fee (~40.00) with this required process.
- Students are **required** to upload evidence of vaccinations into Calipso.

# To Begin: “Semester” Defined

- For the purposes of this powerpoint, Semester=Clinic Semester (1,2,3,4)
- So, “1st semester” = “first semester of clinic”

# First Semester

# Performance Improvement Plan (C-PIP)

Performance improvement plans are designed to improve a Student Clinician's knowledge and skills in specific area(s) of weakness. If a Student Clinician requires additional support to successfully achieve clinical competency, a performance improvement plan(s) will be formulated using the following steps:

- The Clinical Instructor will write an appropriate performance improvement plan following department guidelines.
- This performance improvement plan will be approved by the Clinic Director and Methods Instructor, reviewed with the Student Clinician, and signed by all required parties.
- Progress made related to the performance improvement plan goal(s) will be considered by the Clinical Instructor before determining the final clinical competency scores and posting the course grade.
- If there is more than one clinic requiring a performance improvement plan(s) in a semester or if a performance improvement plan is required in a previously failed clinic, then a department level performance improvement plan is required and will be written by the Department Chair in consultation with the Clinical Instructor, the Student Clinician, and the Clinic Director.

# Performance Improvement Plan (A-PIP)

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

- Individual support from the instructor
- Referral to a department-specific tutor
- Meeting with CSAD Department Representative to the College of Health and Human Services' Student Success Center
- Referral to the University Writing Center
- Referral to other University-sponsored tutoring supports such as SmartThinking and/or the Peer and Academic Resource Center (PARC).

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

# First Semester

- Tuberculin Test: **Annually uploaded into Calipso and revise renewal date.**
- Meet with Graduate Coordinator: **Every semester**
- Fulfill the **Graduate Writing Assessment Requirement** by successfully passing the writing intensive course. At the completion of this course, be watchful for OGS to place a “checkmark” in your online student portal.
- Review the Office of Graduate Studies (OGS) website for updates: **Every month**  
<http://www.csus.edu/gradstudies/>

# First Semester

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

# Second Semester



# Second Semester

## **Advancement to Candidacy:**

You must file for graduate candidacy status as part of your progress to your Master's degree. [https://www.csus.edu/graduate-studies/current-students/internal/documents/advancement\\_candidacy.pdf](https://www.csus.edu/graduate-studies/current-students/internal/documents/advancement_candidacy.pdf)

- Follow the example posted by the graduate coordinator on the Department's website
- Deadlines: Complete forms and submit to Grad Coordinator for processing prior to:
  - Fall Semester: October 1
  - Spring Semester: February 1

NOTE \*\*\*The Petition for Exception Form is required if changes are made after you have submitted your Advancement to Candidacy form. Make an appointment to meet with the graduate coordinator. You may be asked to also meet with the department chair, clinic director and/or other faculty.

# Second Semester

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



# Second Semester

- Submit a Proposal for thesis or project if you are not choosing Comprehensive Examinations as your culminating experience (before the 11<sup>th</sup> week of semester). **Remember, a Proposal submission requires a developed literature review and faculty support for your general idea.**
- The Internship Application and Contract packet will be provided to you by the Medical/Private Practice Internship Coordinator during a 1:1 scheduled meeting at the end of the second semester.
- The completed Internship Application and Contract packet is due: November 1 (for Spring internships) or April 1 (for Fall internships). *Dates subjects to change.* Your request for an internship WILL NOT be granted until this packet has been completed and submitted to the Clinic Director's mailbox with all required supporting documentation.

# Second Semester

- Schedule and meet with the Graduate Coordinator:  
**Each semester**
- Meet with the Medical/Private Practice Internship Coordinator at the end of the second semester **after receiving** an email invitation (a sign-up sheet will be posted at the Clinic Front Desk). You will receive the Internship Application and Contract Packet during this meeting.
- Review the Office of Graduate Studies (OGS) website for updates: **Every month**  
<http://www.csus.edu/gradstudies/>

# Third Semester

# Third Semester

- Tuberculin Test: **Annually**. Upload clearance into Calipso and revise renewal date. Note: You may need to update the TB Clearance within 60 days of start date for some medical internship sites.
- Certificate of Clearance should be completed!
- Complete **CPR for Healthcare Providers** by November 1 (for Spring medical internships) or April 1 (for Fall medical internships)
  - CPR class for Healthcare Providers may be taken through CSUS or elsewhere. Visit: <http://www.cce.csus.edu/course-listing/cpr-courses>
- Meet with the Public School Internship Coordinator at the end of the third semester **after receiving** an email invitation.
- Schedule and meet with the Graduate Coordinator: Every semester
- Review the Office of Graduate Studies (OGS) website for updates monthly: <https://www.csus.edu/graduate-studies/current-students/graduate-student-guide.html#steps-to-graduation>

# Third Semester

- If you are completing a **Thesis or Project**, your proposal should already be approved and you should Enroll in 2 units of CSAD 500A (Thesis) or CSAD 500B (Project) in the third semester.
- If you are completing **Comprehensive exams**, you should complete them at the beginning of the 4th semester.
  - Register for 2 units of CSAD 500C in the 4<sup>th</sup> semester following the date of your comps
    - Register in Fall for August comps
    - Register in Spring for January comps

# Fourth Semester



# Fourth Semester

- If you are doing a **Thesis or Project**, your proposal should already be approved and you should Enroll in another 2 units of CSAD 500A (Thesis) or CSAD 500B (Project).
- If you are doing **Comprehensive Exams**, you should complete them at the beginning of the 4th semester.
  - Register for 2 units of CSAD 500C in the 4th semester following the date of your comps
    - Register in Fall for August comps
    - Register in Spring for January comps



# Fourth Semester

Complete Application for Graduation with Master's Degree  
(even if you are not “walking” at graduation)

- October 1 for Fall graduation
- February 1 for Spring or Summer graduation
- Find forms at Graduate Studies Website  
[https://www.csus.edu/graduate-studies/current-students/internal/documents/graduation\\_application.pdf](https://www.csus.edu/graduate-studies/current-students/internal/documents/graduation_application.pdf)
- Additional information provided in CSAD 250

Note: Graduate Coordinator will work with CSAD 250 Course instructor to facilitate getting signed forms back to you in an efficient manner that reduces your trips back to campus.

# Fourth Semester



In order to apply for graduation:

- Must be currently enrolled in the term you graduate.
- Must have Advancement to Candidacy on file in Grad Studies (see 2nd semester slide)
- **Be sure you have filed a Petition for Exception to reflect any deviations from the Advancement to Candidacy form!! Important! Make an appointment to meet with the graduate coordinator.**
- \$76.50 to the cashier **BEFORE** submitting graduation application to Graduate Studies by deadlines (Oct 1/Feb 1). Be sure to save your receipt!

# Fourth Semester

- Take comps (Thursday & Friday before beginning of semester) or complete thesis/project
- Take the Praxis **after you have completed the graduate program**
  - Find more at the Sacramento State Testing Center LSN 2302
  - The Praxis is a national exam required for licensure & ASHA CCC's
  - Do **not** take the Praxis until you are ready to pass; do not take it for a practice run.
  - Standard VI: Assessment of the [2014 Speech-Language Pathology Certification Standards](#) states: ***The applicant must have passed the national examination adopted by ASHA for purposes of certification in speech-language pathology.***
  - Sac State Code: Select RA0018, Enter 0018
  - For additional information:  
<https://www.asha.org/certification/praxis/about-the-speech-language-pathology-praxis-exam/>
- Complete online surveys (see “Timeline to Success”)

# Fourth Semester

- Follow **“Timeline to Success!”** distributed during CSAD 250 last class meeting and available on the department’s webpage.
- Contact the graduate coordinator immediately by email, phone or text with any questions or concerns regarding the process outlined in the **“Timeline to Success!”**

# Degree Conferral Date

- Your degree will be posted in your originally-scheduled final semester, if the last day of your internship is no later than the **Friday before** the first week of the next semester (winter or summer).
- If your final internship is completed within the **following semester**, your degree will be posted at the end of the following semester, and you will need to file a graduate date change form along with a filing fee (\$28.00).
- Remember: **Plan ahead!!**

# Getting to Work: Special Class Authorization

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

Note: For students with undergraduate degrees in the single subject areas listed above, completion of a subject matter program in one areas or an applicable subject matter waiver program may fulfill this subject matter requirement.

For more information on these examinations, the student is referred to the following websites:

- RICA: <http://www.rica.nesinc.com/>
- CSET: <http://www.cset.nesinc.com/>

# Getting to Work

The Program Director will sign academic and clinical verification forms for the American Speech-Language-Hearing Association (ASHA), the California Commission on Teacher Credentialing (CTC), and the California Speech-Language Pathology and Audiology and Hearing Aid Dispenser's Board upon completion of a student's final day of class or internship/clinical experience, whichever comes later, provided that successful completion of all degree requirements have been met and that all required final paperwork, including clinical competencies, hours, evaluation, and demographic forms have been submitted and verified by the Clinic Coordinator and Graduate Coordinator.



# Getting to work: California License

When Can I apply?

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

# Getting to work.....

## It takes time.

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

In settings requiring the CA License (hospital, private practice, SNF), allow at least a 6 week processing time following applying to obtain the Temporary License. You may not work without licensing board approval of this Temporary License and the specified dates they provide. You may not apply for the Temporary License until you have completed your last day of class or clinic, whichever comes later.

# California License

## Required Professional Experience (RPE)

License Application Package for RPE Temporary License (use link below)

[http://www.speechandhearing.ca.gov/forms\\_publics/combined\\_slp\\_app\\_pack\\_rpe.pdf](http://www.speechandhearing.ca.gov/forms_publics/combined_slp_app_pack_rpe.pdf)

# ...And Beyond...

Submit ASHA CCC's, credential and licensing paperwork or electronic request to chair for signatures.

## \*\*\*Please note\*\*\*

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

Full discussion can be found here:

<https://www.asha.org/Certification/2020-SLP-Certification-Standards/>

Instructor for CSAD 250 will review completion of all required paperwork.

# ASHA's Revised Standards for 1/1/2020

Applicants for certification of clinical competence (CCC) will be required to show successful completion of university level coursework that covers basic physics or chemistry knowledge.

For additional information, please see:

<https://www.asha.org/certification/certification-standards-change-in-2020/>



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