

Sacramento State University
Department of Communication Sciences and Disorders
Performance Improvement Plan Guidance

This document serves as guidance for instructors in the Doctor of Audiology (Au.D.) and Master of Science in CSAD (M.S.) programs.

If a Program Director has been notified of a student with two or more APIPs or PIPs, a department-level APIP with the Department Chair and Program Director should be initiated.

APIP/PIPs should be implemented at midterm (SLP: weeks 5 – 6 of the semester; AUD: weeks 6 – 7 for fall/spring; weeks 4 – 5 for summer) or when a concern arises.

The template should be completed by the instructor in Word and sent for signature using Adobe Sign.

Academic Performance Improvement Plan (APIP)

The APIP is used for didactic courses, including Methods courses across both programs. Examples of when an instructor may initiate an APIP include but is not limited to:

- Assessment that decreases overall grade to less than a B; other assessments suggest need for additional support
- Pattern of late or missing assignments as determined by the instructor
- Attendance issues exceed attendance policy set in syllabus
- Writing issues that could benefit from additional support
- Academic misconduct or dishonesty that does not require a behavioral intervention team assessment (which takes place outside of the department; seek guidance from department chair if you suspect student is also struggling outside of class/clinic in the area of behavior)
- Professional behavior in oral and/or written communication and interactions with faculty and fellow students

For a student on an APIP, an email notifying the appropriate Program Director of the initiation should be sent by the instructor, cc'ing the student. The student should be emailed with the word document at the initiation of the PIP with a cc to the department administrative support coordinator. The department administrative support coordinator will route the PIP through Adobe Sign. The Adobe Sign document should include the signature line for the student, instructor, and Program Director with a checkbox indicating notification of the appropriate Program Director. The Program Director will maintain a record of students on PIPs.

Questions should be directed to Dr. Thompson (CSAD) or Dr. Gaeta (AUD).

Clinical Performance Improvement Plan (CPIP)

The CPIP is used for clinical courses, including on-campus and off-campus placements (i.e., internships and externships) across both programs.

For a student on a CPIP, an email notifying the appropriate Clinic Coordinator of the initiation should be sent by the clinical instructor, cc'ing the student and Methods instructor. The Adobe Sign should include the signature line for the student, instructor, associated Methods instructor, and Clinic Coordinator. The AUD or SLP Clinical Coordinator will maintain a record of students on PIPs.

The guidance below is specific to each program:

Au.D. program:

- At midterm: Two or more clinical competency line items that are less than 4.25 AND instructor concern
- At any point in the semester (not restricted to midterm time):
 - Instructor concern about student's progress towards meeting competency at midterm or final
 - Professionalism
 - Attendance
 - Ethics
 - Communication
 - Work with peers and/or the instructor
 - Timely and accurate submission of paperwork and administrative processes

M.S. in CSAD program:

- At midterm: One or more clinical competency line item that is <3.00 or a competency category that is <4.00 AND instructor concern
- At any point in the semester (not restricted to midterm time):
 - Instructor concern about student's progress towards meeting competency at midterm or final
 - Professionalism
 - Attendance
 - Ethics
 - Communication
 - Client interaction
 - Critical thinking
 - Increasing independence
 - Work with peers and/or the instructor
 - Timely and accurate submission of paperwork
 - Attending to feedback

Questions should be directed to Dr. Zarchy (SLP) or Dr. Cassar (AUD).