CALIFORNIA STATE UNIVERSITY SACRAMENTO
Department of Communication Sciences & Disorders (CSAD)
Fall Semester, 2018

This course has been designed to be in direct support of the following American Speech-Language Hearing Association (ASHA) Knowledge and Skills Acquisition for certification in Speech-Language Pathology

Course Title: Clinical Materials Management
Units: 1
Course: CSAD 199
Sections: #04
Class Numbers: #83740
Day of the week: Individually assigned; see posted schedule on Canvas
Class Time: Individually assigned; see posted schedule on Canvas

Building/Room: Folsom Hall, Maryjane Rees Clinic LSH Center
2nd Floor, Clinic Supply Room
[Note: No food is allowed in the room, per clinic policy.]

Co-Instructor: Darla K. Hagge Ph.D. CCC-SLP
Contact Information: hagge@csus.edu
714/749-2799, phone or text [preferred, if time-sensitive]
916/278-6695, (o), office phone
Office: Folsom Hall, Department of CSAD, 2nd Floor
Office Hours: Mon: 12:00 – 2:00 p.m.
Tues: 2:30 – 3:30 p.m.
Thurs: 9:30 – 10:15 a.m.

Co-Instructor: Jeannette Reiff M.S., CCC-SLP, Clinic Coordinator
Office: Folsom Hall, Maryjane Rees Clinic LSH Center
Contact Information: jeannette.reiff@csus.edu
916/278-7732

Appointments are strongly recommended; please schedule an appointment by calling 916/278-4867 or visiting the Department’s Front Desk at Folsom Hall, 2nd floor.

The information below is at the discretion of the course co-instructors and may be changed at any time with prior notice to students in the course.

PREREQUISITES:
Admittance to university; student with a declared major in Communication Sciences & Disorders, and is in good standing in the Department of Communication Sciences & Disorders
A. **PLACE OF COURSE IN PROGRAM**

Clinical Materials Management is designed to provide undergraduate CSAD students with the opportunity to learn a broad array of pre-clinical and professional skills that are suited to a career in communication sciences and disorders as well as other professional disciplines. Students will participate in a course that embraces experiential learning coupled with a solid academic foundation that is tailored for the fields of speech-language pathology and audiology. Together, the instructor and co-instructor provide comprehensive education, training and supervision for all assignments, activities and responsibilities.

B. **COURSE OBJECTIVES:**

A passing grade in this course means that you have completed pre-training that supports all KASA competencies. Students will learn critical collaboration skills as they work with graduate clinicians, clinical staff and faculty in the CSAD program – all benefiting their future as professionals in graduate school or any associated fields within or associated with our major.

**Student Learning Outcomes:**

Upon completion of this course, the student will demonstrate:

1. **Consistent preclinical professional skills that include but are not limited to:**
   - professional communication with peers, faculty, staff and clients
   - rapport-building abilities with peers, faculty, staff and clients
   - on-time behavior
   - professional dress
   - cultural awareness
2. Ability to work collaboratively in a team environment
3. Working knowledge of a clinical management system
4. Emerging awareness of interprofessional communication
5. Real-time critical thinking and problem solving
6. Gain knowledge about speech-language pathology therapy materials and assessments for all disorders associated with our field
7. Acquire literature-based work-readiness skills

C. **STUDENT EXPECTATIONS:**

The student is responsible for the following:

1. **Attending and participating in an orientation meeting** scheduled at the beginning of the semester.
2. Arriving **on-time and completing** assigned weekly schedule of a minimum of four (4) hours each week.
   a. Failure to sign the roster and an unexcused absence will result in an automatic deduction of 10 points per event.
   b. Excused absences require written and signed medical documentation submitted in hard copy to the co-instructors.
3. Successfully fulfilling assigned **weekly tasks** in the on-campus supply room.
4. Demonstrating learned **pre-professional skills**.
5. Completing all academic **assignments**.
6. **Completion and clearance** of a mandatory background check. The instructions are posted on the Department Website at: http://www.csus.edu/hhs/csad/resources/background-checks.html
   
   If a student has previously obtained this background check clearance, there is no need to obtain a second background check. Instead, he/she may submit a copy of his/her original clearance to the instructor. Note: This is a departmental requirement.

**D. COURSE POLICIES AND SCHEDULE:**
Please see posted schedule, located on Canvas.

**E. GRADING:**
Student grades are based on the successful completion of student expectations.

**Final Grade:** Final grades are assigned according to the following scores:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-96%</td>
<td>A</td>
</tr>
<tr>
<td>95-90%</td>
<td>A-</td>
</tr>
<tr>
<td>89-87%</td>
<td>B+</td>
</tr>
<tr>
<td>86-83%</td>
<td>B</td>
</tr>
<tr>
<td>82-80%</td>
<td>B-</td>
</tr>
<tr>
<td>79-77%</td>
<td>C+</td>
</tr>
<tr>
<td>76-73%</td>
<td>C</td>
</tr>
<tr>
<td>72-70%</td>
<td>C-</td>
</tr>
<tr>
<td>69-67%</td>
<td>D+</td>
</tr>
<tr>
<td>66-63%</td>
<td>D</td>
</tr>
<tr>
<td>62-60%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60%</td>
<td>F</td>
</tr>
</tbody>
</table>

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## Methods of Evaluation

<table>
<thead>
<tr>
<th>Student Learning Outcomes (see page 2)</th>
<th>Assignment</th>
<th>Point Value</th>
<th>Date Scheduled</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1 - #4</td>
<td>Participate in scheduled orientation education and training meetings.</td>
<td>160</td>
<td>Training Schedule Varies; please see posted schedule on Canvas</td>
</tr>
<tr>
<td>#1 - #7</td>
<td>Weekly Attendance &amp; Participation 14 weeks X 10 points week week</td>
<td>140</td>
<td>Week #Two of semester through and including “Dead Week”</td>
</tr>
</tbody>
</table>
| #1 - #7                       | 4 Written Assignments:  
(a) Critical Thinking Essay  
(b) Speech-Language Pathology Assessment and Therapy Written Activity  
(c) Reflection Essay  
(d) Problem Identification & Proposed Solution | 400          | Due dates are posted on Canvas |
|                              | Total possible points | 700          | |

"Critical Thinking Essay" is a required assignment for the course, and is expected to be a well-researched and thoughtfully written piece that reflects on the material covered in class. "Speech-Language Pathology Assessment and Therapy Written Activity" requires students to analyze and discuss a case study related to speech and language disorders. "Reflection Essay" is a self-assessment of the student's learning process and personal growth throughout the semester. "Problem Identification & Proposed Solution" is an assignment where students identify a problem in their field of study and propose a solution. All assignments are due on Canvas and are subject to late penalties. Students are encouraged to collaborate with their peers, but final work must be submitted individually.