



College of Health Professions

***PACE UNIVERSITY MASTER OF SCIENCE  
PROGRAM IN SPEECH-LANGUAGE PATHOLOGY***

*in the*

***COMMUNICATION SCIENCES &  
DISORDERS PROGRAM***

***Academic and Clinical  
Graduate Student Handbook  
2021-2022***

**COLLEGE OF HEALTH PROFESSIONS**

# ***2021-2022 COMMUNICATION SCIENCES AND DISORDERS GRADUATE PROGRAM IN SPEECH-LANGUAGE PATHOLOGY ACADEMIC AND CLINICAL STUDENT HANDBOOK***

Students are responsible for knowing and complying with all applicable policies of Pace University and the Department of Communication Sciences and Disorders (CSD).

The *Communication Sciences and Disorders Graduate Academic and Clinical Student Handbook* may be changed from time to time at the sole discretion of the Communication Sciences and Disorders Program and such changes may be made with or without prior notice. The *Communication Sciences and Disorders Graduate Program in Speech-Language Pathology Academic and Clinical Student Handbook* is not intended as, and shall not be construed as, a contract.

Pace University's Master of Science Degree in Speech-Language Pathology is in its fourth year of candidacy in the accreditation process for approval by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA), 2200 Research Boulevard, #310, Rockville, Maryland, 800-498-2071 or 301-296-5700.

Inquiries concerning the status and updates of the candidacy application and/or interest in the planned program by potential students should be directed to:

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## **WELCOME TO THE COLLEGE OF HEALTH PROFESSIONS**

On behalf of Pace University College of Health Professions, I'd like to welcome you to the Communication Sciences and Disorders program. During the next two years, you will be challenged and engaged with experienced faculty dedicated to the highest quality in professional standards and to helping ensure your success in your future career in speech-language pathology. There may be times when the program is easy, and other times when it is a challenge, but know that you have what it takes to succeed. I hope you will draw on support from other students and enjoy the excitement of clinical placements as you move along the path from student to professional.

The core values of the College of Health Professions are: **Commitment to quality care, cultural competence, innovation, integrity, and interprofessional collaboration and scholarship.** It is my hope that you learn from the wisdom and experience of the faculty and that you maximize the opportunities to learn about your profession and achieve excellence in providing care.

Our faculty is committed to fostering student success, as is exemplified in the words of LaChana Flanders '20, a graduate of our inaugural M.S. in CSD class, "...my advisor, Dr. Linda Carozza, kindly directed me to a volunteer opportunity within NYU Langone Rehabilitation Hospital, where I was able to lead weekly outpatient aphasia and Parkinson's Disease community group sessions that transformed the course of my career forever."

Professionally and personally, I try to adhere to the "platinum rule": Treat others as they wish to be treated, not assuming that how you wish to be treated is necessarily how others wish to be treated. I urge you, as a student, to learn from the wisdom and experience of your professors while advocating for yourself and having agency over your education and the responsibilities you have both to your profession and your studies. The Handbook guides students through the standards, policies and practices set forth by the faculty and your responsibilities as a student.

Increasingly, we seek to incorporate interprofessional education and collaboration in our programs, both required and optional, as effective clinical care and health equity require an integrated approach across professions and disciplines. I encourage you to avail yourself of these opportunities when they arise.

Our commitment to you, is to give you constructive feedback, participate fully in the teaching/learning process, be reflective in our teaching, and adhere to the standards we have established for ourselves, our students, and health professions. We welcome the opportunity to embrace all the privileges, rights, and responsibilities of being your teachers and mentors.

On behalf of our faculty and staff, I wish you the very best in your studies!

Marcus C. Tye, Ph.D.  
Dean, College of Health Professions  
Pace University  
<https://chp.pace.edu/sections/connect-with-us>  
[mtye@pace.edu](mailto:mtye@pace.edu)

## **LETTER FROM THE CSD CHAIR**

Dear Communication Sciences and Disorders Graduate Students,

Welcome to Pace University! Congratulations on your acceptance to Pace and your decision to pursue graduate study in Speech-Language Pathology. The faculty of Pace University is dedicated to your success as knowledgeable and competent future clinicians. The policies in this *Communication Sciences and Disorders Graduate Program in Speech-Language Pathology Academic and Clinical Student Handbook* were developed by the faculty and administrators of the CSD Program. They serve to: 1) provide information regarding requirements to complete your degree in the Program; and 2) delineate standards of quality established for graduate education and professional certification by the Council on Academic Accreditation of the American Speech-Language-Hearing Association.

This Handbook will provide you with useful information about the College and Program, faculty and staff, academic and clinical policies, resources, and student support services. The Handbook is updated annually to reflect current practices, policies, standards, and resources. It is every student's responsibility to remain current with all policies and procedures related to their graduate education; any changes will be reflected in the most current Handbook, effective September 1. Students should contact their academic advisor and/or the Chair with any questions or concerns. The CSD faculty are available to assist you at any point in your studies.

Please allow me to join the rest of your new professors and the Dean of the College of Health Professions in welcoming you to this exciting and challenging program. We are here to support you and promote your academic and clinical prowess in this wonderful and important field of study.

Sincerely,

Scott Youmans, Ph.D., CCC-SLP  
Department Chair  
Communication Sciences and Disorders Program

## INTRODUCTION TO THE COMMUNICATION SCIENCES AND DISORDERS (CSD) PROGRAM

### ***INTRODUCTION, MISSION, AND EXPECTED OUTCOMES***

The Communication Sciences and Disorders (CSD) Graduate Program is housed within the College of Health Professions (CHP). This *Handbook* is designed to provide program information, assist in the design of the student's graduate academic plan of study, and clearly delineate the CSD graduate degree. It is not intended to replace the Pace University Graduate Catalog 2021-2022 but to supplement the general guidelines with information relative to this specific program.

The mission of the Master of Science (MS) CSD Graduate Program in Speech-Language Pathology at Pace University is to prepare highly competent speech-language pathologists and support the mastery of necessary skills for students to lead rewarding, intellectually and civically engaged lives. This mission requires that students develop abilities in written and oral communication, critical and analytic thinking, information synthesis from various sources, evidence-based decision making, leadership, and an understanding of issues in context essential for successfully providing services in an increasingly diverse and global world. The communication sciences and disorders profession, by nature, requires the student to embody these skills as well as perspective taking, collaboration with health professionals in various disciplines, and connecting theory to practical experience. Upon graduation, students from the MS program will be eligible for the Certificate of Clinical Competence (CCC) certification from the American Speech-Language-Hearing Association (ASHA) as well as other relevant local and state credentials.

Expected outcomes include the student's ability to:

- Articulate the basic sciences underlying normal speech, language, hearing, and communication
- Articulate communication differences, delays, and disorders
- Demonstrate knowledge in diagnostic and therapeutic methods
- Communicate in written and oral form using a professional style of communication expected in the field
- Communicate with diverse populations and cultures
- Articulate ethical and professional issues germane to the discipline
- Engage in interprofessional activities with relevant professionals (e.g. psychologists, neuroscientists, nurses, occupational and physical therapists, public health specialists, physicians, etc.)
- Articulate and identify knowledge regarding evidence-based practice (EBP)

**CSD PROGRAM FACULTY AND STAFF**

The CSD Program in the College of Health Professions (CHP) is located at 163 William Street, 4<sup>th</sup> and 6<sup>th</sup> Floors in New York, NY. All CSD faculty and staff offices are housed on the 4<sup>th</sup> Floor, and the Speech, Language, and Hearing Center is housed on the 4<sup>th</sup> and 6<sup>th</sup> Floors. Part-time and adjunct faculty without specific offices may be reached by email.

<b>Chair and Faculty:</b> Scott Youmans, PhD, CCC-SLP Associate Professor, Department Chair 163 William Street, Rm 418 New York, New York 10038 (212) 618-6057 <a href="mailto:syoumans@pace.edu">syoumans@pace.edu</a>	<b>Clinical Associate Professor Faculty and Director of Speech, Language, and Hearing Center:</b> Ellayne Ganzfried, MS, CCC-SLP, TSHH ASHA Fellow 163 William Street, Rm 428 New York, New York 10038 (212) 618-6013 <a href="mailto:eganzfried@pace.edu">eganzfried@pace.edu</a>
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## **GRADUATE ADMISSION, PROGRESSION, AND GRADUATION POLICIES AND CRITERIA**

### ***GRADUATE ADMISSIONS CRITERIA***

Below is the admission and progression process for Pace's CSD Graduate Program in Speech-Language Pathology as of Fall 2020:

- Students apply to the Pace University Communication Sciences and Disorders Graduate Program.
- A minimum of a 3.0 grade point average (GPA) is required at the time of admission.
- A minimum of a 3.0 GPA in communication sciences and disorders courses taken at the undergraduate level.

### ***GRADUATE ADMISSIONS REQUIRED DOCUMENTS***

- Official transcript from undergraduate college/university.
- Three (3) letters of recommendation; 2 must be from professors/instructors.
- A personal statement.
- If selected to be interviewed, completion of a writing sample.
- Students admitted to the CSD Graduate Program with no background in the discipline will be required to take prerequisite courses before beginning the graduate course of study; a minimum of a 3.0 is required for each prerequisite course.

The following prerequisite courses are required for admission to the CSD Graduate Program:

- Psycholinguistics (known as The Psychology of Language at Pace) (3-credits)
- Phonetics (3-credits)
- Anatomy and Physiology of the Speech/Hearing Mechanism (3-credits)
- Introduction to Communication Disorders (3-credits)
- Introduction to Audiology (3-credits)
- Early Language Development (3-credits)
- Speech Science (3-credits)
- Biology (3-credits)
- Physical Science (e.g. chemistry, physics; 3-credits)
- Statistics (3-credits)
- Social/Behavioral Science (e.g. sociology, anthropology, psychology; 6-credits)

If incoming students have not taken the above courses at Pace or another accredited institution, they are required to take them and register as non-matriculated prior to admission to the CSD Graduate Program.

Students who earned a bachelor's degree in a country where English is not the official language and/or for whom English is not their first language must submit scores from the TOEFL, or International English Language Testing System (IELTS), or Pearson PTE exam that are no more than two years old. The College of Health Professions requires:

- TOEFL scores of 100 (Internet-based version);
- IELTS score of 7.5; or
- Pearson PTE score of 68.

In addition, all accepted students must meet Graduate Admissions Criteria listed above and are required to take University Placement Exams prior to registration. Students may be restricted to intensive English course work for at least one semester, which may extend the length of time and cost of completing a degree.

The Admission Committee may require additional testing if there are concerns about your ability to read, write, and speak English sufficiently to meet the demands of your intended curriculum, based on the materials you submitted as part of your application or on written or verbal communications with you after

you submitted your application. Please refer to <https://catalog.pace.edu/graduate/general-university/graduate-admissions/toefl-ielts-requirements/>.

### **PROGRESSION CRITERIA**

The CSD Graduate Program is designed to prepare you for a successful and fulfilling experience and career in speech-language pathology. To ensure your competency in completing an accredited graduate program in speech-language pathology, the following criteria must be satisfied:

- Completion of 60 credits of academic and clinical coursework.
- Completion of 400 hours of clinical practicum; 25 of these hours are observational and 50 hours can be obtained at the undergraduate level if applicable. Clinical practicum hours are obtained in-house at the Pace University Speech and Hearing Center and/or through teletherapy during the first three semesters and at external placements/sites during the final two semesters.
- All students are required to meet with their academic advisor every semester to monitor student progression and to ensure requirements in the graduate program are being met. Documentation of advisement is maintained.
- Second-degree graduate students who are taking CSD coursework on a non-matriculated basis to satisfy graduate program admissions may avail themselves of CSD faculty advisement on an individual basis.
- Students must earn and maintain at least a 3.0 grade point average (GPA). Students are advised, monitored, and supported every semester by the CSD faculty to establish and maintain this requirement.
- Should a student earn less than a 3.0 in any CSD course, the student will be placed on Academic Probation (see Academic Probation policy). In addition, a remediation plan will be instituted for a student who earns a B- (2.7) or less in the course; the student must demonstrate that the standards are met. Again, students are advised, monitored, and supported every semester by the CSD faculty to complete the remediation and be removed from Academic Probation.
- Students who receive more than one grade below a B in the same or different semesters will be dismissed from the Program.
- Students must meet performance indicators for clinical practicum on-campus at the Pace University Speech, Language, and Hearing Center and external placements.
- All students must comply with the procedures and policies of the Pace University Speech, Language, and Hearing Center described in this *Handbook*.
- All students must adhere to the procedures and requirements of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 described in this *Handbook*.
- Students must complete mandatory workshops as designated by the Program, the frequency, topics and schedule to be determined.
- Students must complete all necessary trainings as mandated by the Program, University, State and/or accrediting agencies.
- Students will complete a first-year comprehensive assessment and must pass a second-year comprehensive examination.

- Finally, students must meet the Essential Functions (Appendix A) in five areas to satisfy graduate and professional requirements as measured by state and national credentialing agencies. These five areas are: communication, motor, intellectual-cognitive, sensory observational, and behavioral-social. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experiences. Failure to meet or maintain the Essential Functions, which also includes conduct expected by the ASHA Code of Ethics may result in action against the student, including, but not limited to dismissal from the Program.

### ***GRADUATION CRITERIA***

To graduate, students must successfully satisfy all academic (60 credits) and clinical (400 total hours; 25 hours of which are observational and up to 50 hours can be obtained at the undergraduate level), and mandatory workshops as determined by the CSD Program to graduate. Additionally, students must pass a Comprehensive Examination in the Spring semester of their second year. To ensure all academic requirements and credits are met, as well as Essential Functions, CSD academic advisors will review students' transcripts at the end of each semester and at the beginning of their last semester. The Director of the Speech, Language, and Hearing Center, Clinical Externship Manager, and Supervisors will monitor and ensure that students receive the required total hours to meet compliance.

## **STUDENT ACADEMICS, GRADING POLICIES, AND PROCEDURES**

### ***REMEDICATION PLAN***

Classroom instructors and clinical supervisors inform students at the beginning of the semester of the specific learning outcomes that are expected in courses or student practicum experiences. Thus, expected knowledge and skills associated with ASHA CFCC standards and learning outcomes are stated on each course syllabus. Remediation plans are designed to improve students' knowledge and skills in a specific area of weakness. Faculty routinely review student performance, with student input as appropriate to determine any remedial needs or concerns. Remediation can be recommended at any time. Three scenarios can result in the implementation of a remediation plan.

1. A remediation plan will automatically be implemented whenever a student receives a score of "remediate" regarding knowledge and skills associated with ASHA CFCC standards from any instructor or supervisor.
2. A remediation plan **may** be instituted if a student receives either multiple scores of "emerging" within an individual experience, or multiple scores of "emerging" on the same ASHA CFCC standard. The decision to implement a remediation plan under these circumstances will be made by the instructor(s) who gave the "emerging" scores.
3. A student **may** request that a remediation plan be developed for the scores of "emerging" that did not result in a plan. The decision to implement a remediation plan under this circumstance must be approved by the instructor(s). This decision will be based on the impact that the "emerging" score has on the student's ability to successfully complete the program in a timely manner. For example, a remediation plan may be implemented if few or no future opportunities are available for that standard to be addressed. However, a remediation plan may not be approved if there are many future opportunities for completion of the knowledge and skills associated with ASHA CFCC standards.

Remediation may take several forms such as tutorials, additional assistance in writing, mastery of a concept, and/or any issue related to student success (e.g. time management). Recommendation of remediation and expected outcome(s) will be documented in the student's file. If a remediation plan is necessary, the following steps will be taken:

1. A student-specific plan will be created outlining the activities and/or experiences the student must complete to demonstrate adequate improvement in the area of concern. This plan may be concurrent with the present and/or subsequent semester. The faculty/instructor is responsible for

monitoring, implementing, and documenting the remediation plan to achieve each goal and outcome.

2. This plan will then be shared with the student. The student, instructor, and Director of the Speech, Language, and Hearing Center, (if applicable) will each receive the plan. If other faculty or clinical instructors are responsible for any portion of the plan, they will also receive a copy.
3. In the case of specific academic needs, the faculty instructor(s) involved with identifying areas of need typically will serve as an advisor providing guidance and recommendations to assist the student with the completion of the plan, unless stated otherwise by the Chair.

The CSD faculty and/or staff involved in the remediation plan will discuss remediation progress to determine the appropriate next step. At times, it may be appropriate for the student involved in the remediation plan to be enrolled in a 1-credit independent study class. Students on remedial plans can expect a range of highly specific assignments targeted to assist in achieving program standards in the identified area of need.

Should a student fail to complete a remediation plan successfully, the student will be placed on academic probation. The student will need to meet with the Chair and Director of the Speech, Language, and Hearing Center, if applicable, to determine the appropriate next step.

### **Sample Remediation Activities**

Remediation activities are created based on the needs of the student and the area(s) in which difficulty was observed and/or determined. It is possible to have one remediation plan for multiple areas when those areas are related. Below is a list of sample remediation activities:

- Write a paper on a topic.
- Complete an independent study on a topic.
- Complete a literature review for a topic.
- Receive added individual instruction on a topic.
- Complete an additional class or supervised experience (e.g., writing class, remedial math class, undergraduate coursework in CSD).
- Complete supervised clinical observations.
- Remain in on-campus clinic for further clinical training prior to going off-site.
- Complete specific clinical activities, such as diagnostic report writing.
- Undergo additional oversight and documentation of appropriate professionalism, such as verifying that all paperwork is submitted on time.

### **Definition of Terms**

- **Met:** Student has demonstrated knowledge and/or skill in this standard that is commensurate with knowledge and/or skills of entry-level speech-language pathologists beginning their Clinical Fellowship year. Clinical skills can be considered “met” when appropriate for a given student’s clinical experience level.
- **Emerging:** Student has demonstrated progress towards the objective, but that progress is insufficient and does not meet the objective. Ratings of “emerging” do not count positively towards completion of an ASHA CFCC standard. A student who receives more than one “emerging” in an area or in a semester may be required to complete additional work until that objective has been met.
- **Remediate:** Student has not demonstrated appropriate progress towards the objective. This rating is similar to “failing.” Any student who receives a “remediate” will be required to complete additional work until that objective has been met. Instructors are encouraged to attempt to remedy

any weak areas during the semester to avoid the need to institute a remediation plan. The remediation plan will include a due date for completion.

### ***ACADEMIC PROBATION POLICY***

The academic standards of the Graduate Program in Communication Sciences and Disorders (“CSD”) are established by the CSD faculty and are intended to be consistent with the policies and practices of Pace University and to ensure that students meet the expected knowledge and skills required for certification by the American Speech-Language-Hearing Association (ASHA). Usually, CSD students who fail to satisfy the academic standards of the CSD Program in which they are enrolled will be placed on academic probation. Under certain circumstances, however, students who fail to satisfy the applicable academic or Essential Functions standards will be dismissed from the CSD Program even though they previously were not on probation. (*See M.S. CSD Academic and Clinical Handbook, Academic Dismissal Policy*).

The purpose of academic probation is to give students an opportunity to improve their academic performance and to meet the applicable academic standards. Students who satisfy the conditions of probation in the time permitted will be returned to the status of good academic standing and be eligible for enrollment in their CSD Program. Students who fail to satisfy the conditions of probation within the time permitted will be dismissed automatically from the CSD Program in which they are enrolled.

Set forth below in Section I are (1) the academic standards of the CSD Master of Science (M.S.) Program, (2) The conditions that will result in a student being placed on academic probation, and (3) the conditions of probation that must be satisfied for the student to be returned to good academic standing.

- A student who fails to satisfy the applicable academic standards and is placed on probation will be on probation for one semester (the “Probationary Semester”).
- Typically, a student will be informed in writing by the Chair of the Program the student is enrolled in that they failed to satisfy the applicable academic standards and has been placed on probation. Probation is automatic if a student fails to satisfy the applicable academic standards and, therefore, is not contingent upon receipt of such notification. It is the student’s responsibility to verify his or her academic standing before each semester and to make inquiries in the Office of Academic Affairs if clarification is needed.
- The Probationary Semester will be the first semester in which the student is enrolled following the semester in which the student failed to satisfy the academic standards.
- If an academic course needs to be retaken, it needs to be successfully retaken the next time it is offered at Pace. Regardless of whether the course retake results in a higher grade, the first grade will still count as the only allowable grade below a B. A second grade below a B will result in dismissal from the Program.
- Neither the status of probation nor the conditions of probation may be appealed.
- The conditions of probation must be satisfied by the conclusion of the Probationary Semester with the exception of a course retake that will occur during the next time the course is offered at Pace University.
- If a student fails to satisfy the conditions of probation by the conclusion of the Probationary Semester, they will be dismissed automatically from the CSD Graduate Program in which they are enrolled.
- Students are permitted only one Probationary Semester throughout the entire course of study for the M.S. CSD degree. A student who has successfully completed one prior Probationary Semester

will be dismissed automatically from the CSD Graduate Program should their academic performance warrant another Probationary Semester within the five-semester course of study. Academic Dismissal is a direct consequence of not meeting the grade expectations during said Probationary Semester.

The academic standards, the conditions that will result in academic probation, and the conditions that must be satisfied during the Probationary Semester for the CSD Graduate Program include, but are not limited to, the following:

**Section I. Academic Standards: Graduate CSD Program\***

Academic Standards	Conditions That Will Result In Academic Probation	Conditions That Must Be Satisfied During Probationary Semester
To pass a CSD course, a minimum grade of “B” is required.	Failure to receive the minimum passing grade of “B” in a CSD course.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 cumulative quality point average (“CQPA”). A student that earns a B- in a CSD course is not required to retake the course. Should a student earn a grade of less than B-, then the student must retake the course the next time it is offered at Pace University. A student cannot earn more than one grade of B- or lower in any semester. Should this occur, the student will be dismissed from the CSD Program. All graduate CSD courses are <b>required</b> .
Students must maintain a CQPA of 3.00 or higher.	Failure to meet the minimum 3.00 CQPA standard and the student’s CQPA is between 2.75 and 2.99.	The student must pass each course taken during the Probationary Semester and, at the conclusion of the Probationary Semester, have at least a 3.00 CQPA.

\*These standards apply to all academic and clinical practicum courses.

**GRADING POLICY: APPEAL PROCESS**

As a general principle, the instructor has sole authority to establish standards of performance and to exercise judgments on the quality of student performance in a manner that reflects reasonable and generally accepted academic requirements. Grades assigned in this fashion are final except if the instructor wishes to review them. No faculty member, administrator, or other individual may substitute his or her judgment of the student’s performance for the reasonable judgment of the instructor. Students who believe that a final grade received in a course was not determined in a manner consistent with the principle described above may challenge that grade.

The grade appeal process for a CSD course is governed by the Pace University’s Grade Appeal Process available at <https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/graduate->

[grades-academic-standing/grade-appeal-process/](#). Before appealing a final grade in a CSD course the student should familiarize themselves with the Pace University policy. The grade appeal process may not be used to appeal a grade for an examination, assignment, paper, project, or the like; only a final grade may be appealed.

### **ACADEMIC DISMISSAL**

Graduate students with serious or continuing deficiencies in academic, ethical, clinical and/or Essential Functions will be academically dismissed from the CSD Graduate Program and the University. If a student is academically dismissed from the University, the dismissal is effective on all Pace campuses. Students who are academically dismissed from the University are allowed one appeal. Student appeals are made directly to the Academic Progression Appeals Committee in the College of Health Professions (CHP). Students may be reinstated only once through the appeals process.

### **ACADEMIC DISMISSAL: APPEAL PROCESS**

Students who have been dismissed from the Communication Sciences and Disorders (“CSD”) Program may appeal the decision of dismissal to the Academic Progression Appeals Committee (the “Appeals Committee”). To initiate such an appeal, the student must deliver a written appeal by overnight mail or personal delivery addressed to the Chair, Academic Progression Appeals Committee, c/o Staff Associate for Appeals, Office of Academic Affairs, College of Health Professions/Communications Sciences and Disorders, 861 Bedford Road, Pleasantville, New York 10570. Alternatively, the written appeal may be sent as an email attachment to the Chair of the Academic Progression Appeals Committee in care of [csdappeals@pace.edu](mailto:csdappeals@pace.edu). The written appeal must be received by the Appeals Committee within fourteen (14) calendar days from the date of the letter informing the student that he/she/they or has been dismissed. If the appeal is not received by the Appeals Committee on or before the fourteenth day, normally the appeal will be denied.

NOTE: All *grade* appeals must be completed before the Appeals Committee will accept a student’s appeal of the academic dismissal decision. An appeal of the decision dismissing the student from a CSD Program must be received by the Appeals Committee within fourteen (14) calendar days from the date of the *decision of the grade appeal*.

### **Standards for Granting an Appeal**

An appeal will be granted only if the student demonstrates to the satisfaction of the Appeals Committee that the student’s unsatisfactory academic performance is due to (1) extraordinary and (2) non-recurring circumstances and (3) is not representative of the student’s academic ability.

### *Information Required for an Appeal*

The written appeal submitted by the student must include the following information:

1. The name, telephone number, address and email address of the student appealing the decision of dismissal
2. The name of the Program from which the student was dismissed
3. The reason the student was dismissed from the CSD Program
4. Identification of the (a) extraordinary and (b) non-recurring circumstances that caused the student’s unsatisfactory academic performance and subsequent dismissal from the CSD Program; and (c) evidence that the unsatisfactory academic performance is not representative of the student’s academic ability
5. An explanation of why the information provided in Paragraph 4 above should result in the reversal of the decision to dismiss the student from the CSD Program
6. A copy of the letter informing the student that he/she/they was dismissed from the CSD Program
7. A statement that no grade appeals are pending or will be commenced after the appeal of the decision to dismiss has been submitted to the Appeals Committee with respect to grades issued that resulted in the student being dismissed

## **The Appeals Process**

The Appeals Committee will meet as soon as practicable after the fall and spring semesters and each of the summer sessions to hear appeals of academic dismissals. The Appeals Committee will also meet at such other times as may be reasonably necessary. In addition to considering the student's written appeal, ordinarily the Appeals Committee will require the student to appear at a hearing to, among other things, answer any questions the Appeals Committee may have or to provide additional information. At the hearing before the Appeals Committee, the student may present additional evidence in support of his or her appeal. As part of its deliberations, and at its sole discretion, the Appeals Committee may, among other things, take into consideration the student's academic record, request relevant information from faculty members concerning the circumstances that gave rise to the dismissal, and request information from persons knowledgeable about other issues before the Appeals Committee. The student will be permitted to respond to such information if it is averse to the student and the Appeals Committee is likely to rely on it in making their decision. No advisors or representatives of the student may participate in the hearing before the Appeals Committee or the business of the Appeals Committee. Such advisors and representatives include, but are not limited to, attorneys, representatives, friends, classmates, and family members of the student. If the appeal is granted, the student will be reinstated in the Communication Sciences and Disorders Program and placed on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy (See Reinstatement after an Appeal below.) If the appeal is denied, dismissal from the CSD Program will be effective as of the last day of the semester in which the student was on probation or was enrolled immediately prior to being dismissed. The decision of the Appeals Committee requires a majority vote and is final and not subject to further review. The student will be notified of the decision of the Appeals Committee in writing as soon as practicable, usually within fifteen (15) business days following the date on which the Appeals Committee made its decision.

## **Reinstatement After an Appeal**

A student whose appeal is granted will be reinstated in the CSD Program on academic probation in accordance with the applicable conditions of probation set forth in the Academic Probation Policy. A student who is reinstated and fails to satisfy the conditions of academic probation within the time permitted, will be dismissed automatically from the Communication Sciences and Disorders Program. If such occurs, ordinarily the dismissal will be final, and the student will not have the right to any further review or appeal.

## **The Academic Progression Appeals Committee**

The Appeals Committee consists of five full-time faculty members of the College of Health Professions, only three of whom ordinarily will hear a student's appeal. A member of the Appeals Committee who was a participant in the circumstances that gave rise to the student's unsatisfactory academic performance and/or subsequent dismissal, must recuse him or herself from the Appeals Committee for the sole purpose of that student's appeal.

## ***GRADING POLICY***

Grading is as follows: A = 4.0; A- = 3.7; B+ = 3.3; B = 3.0; B- = 2.7; C+ = 2.3; C = 2.0; and F = 0. A grade of B-, C+, and C are considered a non-passing grade in this Program, and subject to the policies in this *Handbook*. Only one grade of B- is permitted without retaking the course; however, the student will be placed on academic probation (detailed above).

## ***GRADING POLICY: INCOMPLETES***

Incompletes should not be requested except under extenuating circumstances and only when a final examination or project cannot be completed on time. Accompanying documentation and approval must occur. Although incompletes do not average into the student's GPA, they do represent uncompleted work, and contribute to additional workloads on both the student's and instructor's/faculty member's part. The Program policy strongly discourages requesting and awarding incompletes. Per Pace University policy, incompletes that are not resolved by the deadline-6 weeks after the conclusion of the semester- will convert to a failing grade automatically. Students experiencing extraordinary circumstances causing them



to fail to complete a substantial portion of a class's requirements should petition for late withdrawal rather than an incomplete. Incompletes are intended solely when the majority of a class has been completed. Students who are experiencing difficulties completing a course should contact the instructor(s) and Chair as soon as possible to determine the most appropriate and beneficial course of action.

A "K" grade is a pending grade and used solely for courses that are part of a multi-course sequence and for courses in which completion may extend beyond a six-week timeframe. The "K" grade is effective for graduate and doctoral-level courses only.

Policies and procedures relating to grades, grading, and incomplete grades are a matter of primary faculty responsibility and set forth online at <https://catalog.pace.edu/graduate/academic/academic-policies-general-regulations/graduate-grades-academic-standing/>.

### **GRIEVANCE PROCEDURES**

The University views students as responsible citizens who are integral members of the academic community. Policies and practices pertaining to student relations and services should reflect this point of view. All University officers will make every effort to ensure that this philosophy is implemented. It is recognized, however, that regardless of how well-intentioned people may be, complaints and misunderstandings are bound to arise. It is the purpose of the Student Grievance Procedures to ensure that these disagreements are expressed, explored, and resolved promptly and confidentially. Procedures for filing allegations of violations of University policies and procedures with respect to programs, services, activities or facilities can be found on-line at <https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures>. For filing complaints to the Council of Academic Accreditation (CAA), follow the process and procedure at <http://caa.asha.org/programs/complaints/> and/or contact them at:

The Council on Academic Accreditation in Audiology and Speech-Language Pathology  
American Speech-Language-Hearing Association  
2200 Research Boulevard, #310  
Rockville, MD 20850  
800-498-2071  
Email: [accreditation@asha.org](mailto:accreditation@asha.org)

The CAA addresses complaints regarding a program's compliance with accreditation standards. The CAA will not intervene in disputes between individuals and programs, outcomes such as grade changes, reinstatement to the graduate program, employment, etc., as part of their process. Specific criteria for registering complaints can be found on the CAA website, <http://caa.asha.org/programs/complaints>.

### **ACADEMIC INTEGRITY**

Pace University and the CSD Graduate Program have zero tolerance for any violation of academic integrity and/or academic misconduct. The most important rules of academic honesty are fundamental in the pursuit of knowledge and follow inevitably from a respect for commitment to the principles of truth. Students enrolled in the CSD Graduate Program are subject to both the ASHA Code of Ethics (<http://www.asha.org/Code-of-Ethics/>) and the Pace University Academic Integrity Code (<http://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>).

### **PACE UNIVERSITY ACADEMIC INTEGRITY CODE**

Pace University's *Academic Integrity Code* requires students to accept responsibility for being honest and to respect ethical standards in meeting their academic assignments and requirements. Integrity in the academic environment requires students to demonstrate intellectual and academic achievement independent of all assistance except that authorized by the course instructor. Therefore, students must always respond truthfully to faculty and credit must only be taken for research, ideas, or words that are

original to the student. All data on academic or clinical assignments, client records, or results of research must be the student's own work or must be properly referenced. Students must never present any work under false pretenses. The Academic Integrity Code (<http://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>) prohibits all forms of academic dishonesty and misconduct and provides non-exclusive illustrative examples of the kinds of conduct that are prohibited-including cheating, fabrication, helping others to violate the Academic Integrity Code, plagiarism, misrepresentation, unauthorized possession or use of academic materials, unauthorized communication, forgery or alteration, theft or destruction of academic materials, submitting duplicative work, acts that are harmful to other students, and making false statements to faculty, administrators or the Academic Conduct Committee regarding a possible code violation. Students are responsible for familiarizing themselves with the Academic Integrity Code of the University.

Pace University's *Academic Integrity Code* (<https://www.pace.edu/sites/default/files/files/student-handbook/pace-university-academic-integrity-code.pdf>) outlines the Direct Resolution and Academic Conduct Committee hearing procedures by which the University determines whether a student violated the Academic Integrity Code. If the violation is addressed through Direct Resolution, sanctions that may be imposed include -but are not limited to- a reduction in the grade or a failing grade for the paper, report, examination, data compilation, presentation or other assignment; and/or a failing grade for the course in which the violation occurred, and/or requiring the student to complete a learning intervention designed to increase the student's awareness of the significance and consequences of the violation. If the matter is referred to the Academic Conduct Committee and it is determined that the violation occurred by a preponderance of the evidence, depending on the severity of the violation, sanctions that may be imposed include- but are not limited to- file notation, reprimand, academic disciplinary probation, suspension or expulsion from a program and/or the University. The Academic Integrity Code requires that all violations of the Academic Integrity Code be documented and reported to the Chair of the Program in which the student is enrolled and the Chair of the University's Academic Conduct Committee. Without limiting the University's discretion to impose a severe sanction for any single Code violation, students found to have committed multiple violations of the Academic Integrity Code will generally be subject to more severe sanctions.

If a student is not satisfied with the resolution of an academic integrity violation, the student may follow the appeal process as outlined in the University's Academic Integrity Code.

### ***THE ASHA CODE OF ETHICS***

The ASHA 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." It is intended as one tool to educate you regarding expected professional conduct, and adherence to ethical principles and standards.

### ***ETHICAL USE OF SOCIAL MEDIA***

The CSD Program recognizes that social networking websites and applications are important and a frequently used means of communication, collaboration, and networking. As future professionals, students are strongly urged to consider that regardless of privacy settings, all information on social networking websites may be viewed by clients, clients' family members, colleagues, and current and/or prospective employers. Students are *strongly* advised against accepting social media connections with clients or members of client's families. The following actions are strictly forbidden and will result in evaluation under the Pace University Academic Integrity Code and Policy, and may lead to dismissal from the Program and University:

Any unauthorized release of client information protected by Health Insurance Portability and Accountability Act (HIPAA) or the Family Educational Rights and Privacy Act (FERPA) including but not limited to:

- Revealing the personal health or educational information of other persons, and this includes any identifying information including name, date of birth, age, diagnosis, gender, gender identity,

race, ethnicity, contact information or clinic identity numbers, any images of the individual, or any other means through which an individual could be identified.

- Conveying private (protected) academic information of clients seen in educational settings or those of another student in the Department of Communication Sciences and Disorders, including but not limited to: course, exam, or assignment grades; narrative evaluations; adverse academic actions; professional behavior checklists or contracts; or clinical performance evaluations to any party within or outside the Program.

Any misrepresentation of role or credentials including but not limited to:

- When posting information on social network sites, presenting themselves as an official representative or spokesperson for Pace University, the Program, or any affiliate organization inflating or misrepresenting academic or clinical credentials in on-line or face-to-face environments.
- Representing themselves as another person, real or fictitious, or otherwise attempt to obscure their identity as a means to circumvent the prohibitions included in this handbook.

Any threat or implication of threat to others including, but not limited to:

- Threatening or presenting statements that imply threats to anyone including but not limited to fellow students, faculty, peers, staff, clients, caregivers, clinical supervisors, or groups of individuals such as linguistic or cultural groups.

Additional actions include:

- Posting or sharing of statements or photographs that imply disrespect for any person, group of persons, or identities as included in the College nondiscrimination policy or its equivalent.
- Displays of information including personal photographs or photographs of others that may reasonably be interpreted as condoning irresponsible use of alcohol, substance abuse, or sexual promiscuity.
- Displays of personal engagement in illegal activities including use of illegal recreational drugs.
- Posting of potentially bullying, inflammatory, discriminatory, threatening, or unflattering material on another individual's social media site.

Further, students are directed to Pace University's Social Media Policy (<https://www.pace.edu/university-relations/social-media/social-media-policy-pace>) ) and the IT Appropriate Use Policy (<https://www.pace.edu/its/about-its/policies/it-appropriate-use-policy>).

### ***ACADEMIC ADVISING***

All students are assigned to a CSD faculty member who serves as that student's academic advisor throughout the CSD Graduate Program. Students are required to meet with their faculty academic advisor during designated advising days each semester and as needed when concerns over academic/clinical performance arise. The purpose of having such close contact with both advisors is to ensure that all requirements for graduation are met.

### ***ACADEMIC PLAN OF STUDY***

The CSD Graduate Program is designed and strives to prepare majors for successful completion of a graduate degree from an ASHA CAA accredited program. The Pace University Graduate Program in Speech-Language Pathology is in candidacy status and must meet rigorous standards set forth by the CAA. While the Program is in candidacy, it will be monitored closely during candidacy and thereafter on a schedule determined by the CAA. The Program's current accreditation status is updated on the Program's website.

High-quality professional training of graduates for rewarding careers in speech-language pathology is paramount. Students from the CSD Graduate Program in Speech-Language Pathology must complete 60 credits of academic and clinical coursework and 400 hours in clinical practicum obtained at the Pace

University Speech and Hearing Center and assigned external placements. Clinical coursework consists of five semesters: three in-house at the Speech and Hearing Center located on the Pace University NYC campus and/or through teletherapy and two external placements in the second year of graduate studies. Clinical placements provide opportunities and experiences with pediatric and adult populations in a variety of settings (e.g. schools, facilities, medical centers and settings, agencies, etc.). The Director of the Speech, Language, and Hearing Center assigns students to specific populations to ensure students meet and fulfill required hours in each specified area. Students are supervised a minimum of 25% in their clinical practicum assignment, varying with the experience and skill of the clinician. Course sequences and requirements are:

<b>First Year Fall – 1<sup>st</sup> Semester</b>		<b>First Year Spring – 2<sup>nd</sup> Semester</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
CSD 642 – Advanced Articulation and Phonology	3	CSD 652 – Autism Spectrum Disorders	3
CSD 658 – Advanced Diagnostics	3	CSD 655 – Adult Language Disorders	3
CSD 659 – Advanced Child Language Disorders	3	CSD 661A – Clinical Practicum (In-House)	3
CSD 661 – Clinical Practicum (In-House)	3	CSD 671 – Audiologic Rehabilitation	3
CSD 670 – Neuroscience for Communication Sciences and Disorders	3	CSD 680 – Applied Research for Communication Sciences and Disorders	3
<b>Total Credit Hours</b>	<b>15</b>	<b>Total Credit Hours</b>	<b>15</b>

<b>First Year Summer – 3<sup>rd</sup> Semester</b>	
<b>Course</b>	<b>Credits</b>
CSD 653 – Fluency Disorders	3
CSD 661B – Clinical Practicum (In-House)	3
CSD 663 – Introduction to Augmentative and Alternative Communication	3
<b>Total Credit Hours</b>	<b>9</b>

<b>Second Year Fall – 4<sup>th</sup> Semester</b>		<b>Second Year Spring – 5<sup>th</sup> Semester</b>	
<b>Course</b>	<b>Credits</b>	<b>Course</b>	<b>Credits</b>
CSD 656 – Motor Speech Disorders	3	CSD 654 – Disorders of Voice and Resonance	3
CSD 660 – Dysphagia	3	CSD 657 – Professional Issues and Ethics in Speech-Language Pathology	3

CSD 662 – Clinical Practicum (External Placement)	3	CSD 662A – Clinical Practicum (External Placement)	3
		CSD 672 – Counseling for Communication Sciences and Disorders	3
<b>Total Credit Hours</b>	<b>9</b>	<b>Total Credit Hours</b>	<b>12</b>

### ***FIRST-YEAR COMPREHENSIVE ASSESSMENT***

At the completion of the first year of study in the CSD Graduate Program, students will be assessed on the knowledge acquired during the first year in the Program. In addition, students will complete a Program survey. These formative assessments will be used to inform faculty about areas of strength and weakness in the Program and will allow for appropriate modifications to be considered.

### ***SECOND-YEAR COMPREHENSIVE EXAMINATION***

Students must take a comprehensive examination as part of the Program and degree requirements. This exam will take place in the Spring term of the second year of the CSD Graduate Program. The comprehensive examination is a summative assessment of the student’s knowledge acquired throughout the entire CSD Graduate Program and content from throughout the Program will be represented. Students must earn a passing grade on this examination as part of their graduation requirements. If a student fails the exam, they will be provided an opportunity to facilitate a passing grade through remediation.

### ***RESEARCH OPPORTUNITIES, STANDARDS AND FACILITIES***

Under the mentorship of the CSD faculty, graduate students have the opportunity to present original research at Pace-sponsored research forums, the New York State Speech-Language-Hearing Association (NYSSLHA), ASHA annual conventions and other research venues. This research is a result of an interest a student expresses in earlier classes, in addition to taking the Research Methods (CSD 680) course that prepares students for research in the field. Student research that results in professional presentations fosters intellectual growth, critical thinking, collaboration, and written and oral communication skills. Student research opportunities are dependent on several factors such as faculty availability, interest in the research topic, and a student selection process.

The student may not use the name, stationery and/or letterhead, or logo of CHP and Pace University in connection with personal research without the sponsorship of a member of the CSD Program faculty. This permission is within the purview of the faculty member. The CSD Program insists upon its right to determine the context in which its name is used.

Research involving human subjects must meet the guidelines of Pace University’s Institutional Review Board (IRB). Students are expected to familiarize and comply with the IRB requirements, which can be found at <https://www.pace.edu/office-of-research/research-protections-irbiacuc> Students must also produce the certificate verifying that the Collaborative Institutional Training Initiative (CITI) web-based training course, “Good Clinical Practice (GCP)” [https://www.pace.edu/sites/default/files/2021-06/citi-instructions-for-researchers\\_0.pdf](https://www.pace.edu/sites/default/files/2021-06/citi-instructions-for-researchers_0.pdf) ) was successfully completed. The student must consult the research advisor to assure these and all guidelines are followed.

A research lab is located at 163 William Street, 4<sup>th</sup> Floor and available for students to prepare research-related materials, store research documents, collect and analyze data, prepare materials, and prepare research-related documentation. It is equipped with two computers, audio recording and listening devices, acoustic analysis software and experiment building software. Research information and data is protected according to the IRB protocol. Research data is also collected in the sound-treated booth, which is equipped with two computers and audio-recording/listening devices, located in the Speech and Hearing Center on the 6<sup>th</sup> Floor of 163 William Street.

## ***REFERENCES / LETTERS OF RECOMMENDATION***

Students must contact individual faculty and/or staff members and seek their approval prior to submitting their name as a reference. Students must also contact faculty and/or staff members to request a letter of recommendation. Please note that letters and references will be subject to individual faculty/staff member policies, availability, and consent.

## **CLINICAL AND PRACTICUM INFORMATION AND REQUIREMENTS**

The clinical education component of the Program is viewed as a dynamic process in which students actively participate and learn to apply academic information to clinical practice while working with clients with various communicative disorders.

The goal is to prepare student clinicians to demonstrate strengths in the following before they complete their clinical practicum experience:

- A comprehensive knowledge of normal and abnormal speech, language, and hearing processes.
- The ability to interact and communicate effectively and professionally with peers, supervisors, clients, family members, and other professionals.
- The ability to use appropriate assessment procedures to identify accurately and efficiently those individuals who exhibit speech, language, or hearing differences, delays, or disorders, and make appropriate diagnosis and recommendations.
- The ability to plan and implement an appropriate intervention program for those identified with a speech, language, or hearing difference, delay, or disorder considering the client's vocational, educational, social, and emotional wellbeing.
- Self-evaluation skills resulting in active steps to develop and refine clinical competencies and extend one's knowledge base.
- The ability to provide in-service and counseling services to convey accurately information about speech, language, and/or hearing disorders.
- The ability to convey diagnosis, prognosis, recommendations, and a treatment plan both in oral and written report form.
- Provision of appropriate documentation for all services rendered.
- Ethical and responsible professional conduct.
- Possession of a "can-do" problem-solving attitude of inquiry and decision making.

A Master's Degree in Speech-Language Pathology is the "entry-level" degree for the profession and is included in the requirements for the Certificate of Clinical Competence (CCC) awarded by the American Speech, Language, and Hearing Association (ASHA). The clinical practicum experience is designed to prepare and train students for expected knowledge, skills, and performance of "entry-level" speech-language pathologists.

Clinical coursework consists of five semesters; three in-house at the Speech, Language and Hearing Center located on the Pace University NYC campus and/or teletherapy and two external placements in the second year of graduate studies. Clinical placements provide opportunities and experiences with pediatric and adult populations in a variety of settings (e.g. schools, facilities, medical centers and settings,

agencies, etc.). The Director of the Speech, Language, and Hearing Center, assigns students to specific populations to ensure students meet and fulfill required hours in each specified area. Students are supervised a minimum of 25% in their clinical practicum assignment, varying with the experience and skill of the clinician. Specific details regarding externship requirements are in the *Clinical Externship Handbook* provided to students in their 2<sup>nd</sup> year.

### ***STUDENT ROLE IN EDUCATION***

The transition from an undergraduate to graduate education with a clinical component requires and expects students to take responsibility for their learning. CSD faculty and staff are here to facilitate and guide you in the successful completion of your academic and clinical education, commensurate degree, and professional standards. Students are expected to focus on understanding why and how clinical decisions are made. This can be accomplished by actively participating in the academic and clinical experience, taking the initiative to gather information necessary to learn and apply knowledge, asking questions of their academic and clinical instructors, and incorporating and applying content from academic courses to the clinical practice. Self-evaluation is an essential skill to develop to increase awareness of what you know, what you do not know, and strategies for obtaining information and developing clinical skills necessary to deliver effective services. The goal is to acquire the knowledge and skills to enable you to be independent and successful in an entry-level position to implement screening, prevention, assessment, and treatment services with patients/clients with varied types of communication disorders. When students are experiencing difficulties in clinical education, they are required to immediately discuss their concerns with the appropriate clinic faculty and the Director of the Speech, Language, and Hearing Center, and/or Chair. Early discussions can prevent later difficulties.

### ***DOCUMENTATION OF OBSERVATION HOURS***

Guided observation hours generally precede direct contact with clients/patients. The observation and direct client/patient contact hours must be within the ASHA Scope of Practice in Speech-Language Pathology and must be under the supervision of a qualified professional who holds current ASHA certification in the appropriate practice area. Such supervision may occur simultaneously with the student's observation or after thorough review and approval of written reports or summaries submitted by the student. Students may use video recordings of client services for observation purposes. Students entering the CSD Graduate Program at Pace University are required to have 25 hours of observation. These hours should be turned in to the Director of the Speech, Language, and Hearing Center, prior to the first week of the Year 1 Fall semester. Hours can only be counted if they are verified by a certified speech-language pathologist. Documentation requires both the supervising clinician's name and ASHA certification number. If possible, submit original documents; make a copy for your records. Observation hours will then be entered into CALIPSO by students and approved by Clinical Director. Failure to complete the required 25 observation hours will have an impact on your ability to engage in further clinical activities until they are completed.

### ***RISK OF EXPOSURE***

The CHP Risk of Exposure Policy is important for you to review and acknowledge.

Students enrolled in the Clinical Courses (all CSD 661 and CSD 662 courses) will be participating in caregiving activities. During these activities, exposure to communicable diseases, including, but not limited to, Hepatitis B ("HBV"), Tuberculosis ("TB"), Human Immunodeficiency Virus ("HIV"), SARS-Cov-2 (COVID-19), and Ebola Virus is possible. By enrolling in a clinical practicum course, students understand that they may contract a communicable disease while acting as a caregiver during a clinical experiences. Students are provided standard precautions education, in accordance with the Centers for Disease Control and Prevention Guidelines, and are expected to practice within those guidelines. Students are also expected to adhere to the policies of the clinical and practicum partners. However, in some cases, even when guidelines are followed, exposure resulting in illness can occur. This is an inherent risk in all health care fields. Students recognize and acknowledge that they are voluntarily accepting this risk as part of enrollment in the program and cannot hold the University responsible for any illness contracted during



their clinical placements. By enrolling in any clinical course, you are acknowledging this potential for exposure and voluntarily accepting the risk of contracting a communicable disease. *A student may elect to postpone returning to/entering clinical assignment due to concern regarding risk. This may delay graduation until all requirements are met.*

### ***EXTERNSHIPS***

Externships provide Pace University Communication Sciences and Disorders (CSD) graduate students practical experiences and are a required component of ALL accredited graduate programs in speech-language pathology and audiology. The goal of an externship is to provide in-depth insight into a specific field in a setting external to the University. Types of externships include:

- School
- Medical
- Private Practice
- Agency
- Skilled Nursing Facility
- Outpatient Center
- Rehabilitation Program/Center

Students will be informed of potential placements and may be interviewed by the external site for selection. The CSD Graduate Program in Speech-Language Pathology will work with the student in locating appropriate placements and will be the academic liaison between the partner site and the University Program. Efforts are made to accommodate student's specific interests, skills, and location; however, no student is guaranteed experience in any particular setting type. Students will be provided with opportunities to work with diverse client populations of varying age, cultural and linguistic diversity, and severity/types of disorders to meet the ASHA standards for certification. Students can have school placements to obtain the required student teaching hours for TSSLD certification.

A requisite number of hours and client variety will be determined in each setting. Students must complete a total of 375 clock hours and 25 observation hours to meet clinical requirements; this includes both Year 1 (in-house/teletherapy; 3 semesters) and Year 2 (external placements; 2 semesters) for Program completion and preparation for professional certification. Students must successfully complete first-year academic and clinical in-house placement requirements, not be on remediation plans, and in good academic standing to qualify for an external placement.

Year 2 graduate students are simultaneously enrolled in Year 2 Fall and Spring academic courses while completing clinical externship hours. The Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) requires a mutual agreement between the academic program and the externship facility. The externship facility is providing a clinical opportunity, subject to the terms and conditions set forth as clinical contractual agreements between the University and sponsoring agency. The expectation of an externship site is that students will gain the necessary knowledge and skills to work with a variety of populations and disorders in various settings ([www.asha.org](http://www.asha.org)). The Pace University CSD Graduate Program in Speech-Language Pathology will oversee and coordinate all student placements via seminar classes and provision of student guidance throughout their program of study in keeping with guidelines established in the CSD Graduate Program in Speech-Language Pathology Academic and Clinical Student Handbooks and in the Clinical Externship Handbook.

### ***POTENTIAL REQUIREMENTS***

Externship sites often have unique requirements thus, student clinicians are required to abide by the sites list of requirements. These requirements may include but are not limited to:

- Criminal background check - must be updated yearly
- Fingerprinting
- Proof of recent physical examination - must be updated annually
- Professional liability insurance - must be updated annually



- Negative TB skin test (must be updated annually) or chest x-ray (must be updated every 2 years)
- Hepatitis inoculations or boosters
- COVID-19 Vaccination
- Other documentation may be required by specific externship sites (e.g., a more recent or in-depth criminal background check, CPR training, drug screening, site-specific orientation, vaccination and vaccination records, etc.)
- School placement requires DOE clearance set up at the Board of Education, 65 Court Street in Brooklyn
- Many require State Central Registry Clearance  
<https://ocfs.ny.gov/main/cps/Online%20Statewide%20Central%20Register%20Clearance%20System.asp>

### ***EXPECTATIONS***

Each externship placement is expected to be completed within a semester's time (15 weeks, including time to submit paperwork prior to the semester's end). Students are required to register for one externship per semester and will not be permitted to register for the next externship until all requirements of the previous semester are completed.

- Externships are 3-credit hour courses.
- A minimum of 150 clinical hours should be obtained during the externship.
- Attendance days and schedules will be determined by the site supervisor and student clinician upon assignment of the clinical externship. The daily schedule should be sufficient to meet required clinical hours but may exceed those hours. The student clinician is expected to complete the entire semester at each assigned site.

Student clinicians are expected to adhere to the working calendar of each externship site. Potential conflicts in scheduling should be discussed with the externship supervisor.

### ***CONFIDENTIALITY/HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996***

HIPAA was designed to protect patient confidentiality across environments, particularly as related to sharing information. To maintain confidentiality and security of client information, graduate clinicians and clinical instructors must adhere to the following:

- Pace University email is to be used exclusively for any correspondences.
- All documentation that is transmitted electronically should include the unique client ID- names and initials are not to be used on any documentation transmitted electronically.
- Clinic files are maintained in a locked file cabinet on the 4<sup>th</sup> floor. Files cannot be removed from the clinic or student work room for any reason.
- Video review is to be done within the student work room or designated classroom.
- Students must complete HIPAA training annually.

For the complete policy, please visit <http://libraryguides.law.pace.edu/c.php?g=319350&p=2134932>.

### ***CONFIDENTIALITY/FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)***

FERPA is a federal law designed to protect the privacy of a student's education records, establish a student's right to access and review his/her education records, provide guidelines for the correction of inaccurate and misleading information that may be contained in those education records, and ensure a right to file complaints about alleged FERPA violations with the United States Department of Education (<https://studentprivacy.ed.gov/>). Once a student reaches 18 years of age or attends a postsecondary institution, the rights created by FERPA transfer from the student's parents to the student. These rights include:

- The right to have access to and review his/her education records maintained by the postsecondary institution.

- The right to seek amendment of his/her education records that contain inaccurate and misleading information.
- The right to limit the disclosure of personally identifiable information in his/her education record.
- The right to file a complaint about alleged FERPA violations with the Family Policy Compliance Office of the Department of Education (<https://studentprivacy.ed.gov/file-a-complaint>).

FERPA protects personally identifiable information in a student's education records. Education records are defined under FERPA as those records, files, data, video and audio tapes, handwritten notes and other material that contain information that is directly related to a student and maintained by Pace University or a party acting for the University. For further details on Pace University's FERPA policy, please visit the Pace University website at <http://www.pace.edu/osa/student-records/pace-university-ferpa-policy>.

#### ***CLIENT CONFIDENTIALITY MEASURES FOR HIPAA/FERPA COMPLIANCE***

- Client Identification Formula: To safeguard the confidentiality of Pace University clients, an identification formula will be used. A master copy of the codes with the client's name will be kept as a paper copy in a locked drawer in the Speech, Language, and Hearing Center.
- Clients will be identified by *the supervisor's initials + graduate student's initials (sometimes two students whose initials will be listed alphabetically) + a number randomly assigned to each client*. For example, if Professor Peggy Peterson supervises Sally Smith when seeing a client named Billy Baxter whose assigned client number is 23, the client's identification (ID) would be **PPSS23**. If Professor Peggy Peterson supervises Sally Smith and Marcus Maxwell when seeing a client named Billy Baxter whose assigned client number is 23, the client's identification (ID) would be **PPMMSS23**. It is this ID that should be used for all email transmissions of all written material. If a graduate student is a co-clinician for a group, they will follow the same formula, and will list both graduate student clinician's alphabetically followed by the type and number of the group: OASIS, community-based inclusion group (CBIG) or foreign accent (FA). For example, if Professor Peggy Peterson supervises Cathy Carter and Sally Smith for CBIG number 2, the group ID is **PPCCSSCBIG2**.
- The "client identifier" should be used on all paperwork except the final report or plan. When storing old lesson plans on your personal computer or on a jump drive, the client identifier and only the client identifier should be used.
- Only Pace emails can be used for clinical writing transmission. You may not use your personal Gmail, Hotmail, Apple, AOL, or any other email platform for paperwork exchange between graduate student clinicians.
- This "identifier" should be used for any reports that are to be handed in for the practicum lecture unless otherwise directed.
- Refer to clients as "the client(s)" in all reports or notes. NEVER refer to the client by name or use any other identifying information such as Date of Birth, Social Security Number, Address, Phone Number, and email address on anything that is being sent over the Internet and in email format.
- The identifying information listed above can only be written in the chart which is kept in the clinic. **UNDER NO CIRCUMSTANCES SHOULD A CLINIC CHART BE TAKEN HOME, SHARED OR REMOVED FROM THE CLINIC.**

#### ***PROFESSIONAL ATTIRE***

Appropriate professional dress is required for all clinical practicum participants. All students, faculty and staff should be neat and professional in appearance when engaged in any clinical activity including teletherapy. The Speech, Language, and Hearing Center includes the student workroom, laboratory, waiting room, diagnostic and treatment rooms, and the offices of clinical faculty.

Professional dress and posture contribute to credibility when delivering professional information or services. Professional posture includes direct eye contact, pleasant facial expression, composed physical posture, personal hygiene, and professional clothing. Students are required to adhere to certain personal standards both for their own safety and the comfort of the client. Dangling jewelry is prohibited. Any open lesions must be adequately covered and protected from contamination.

### ***ATTENDANCE/PUNCTUALITY***

Graduate clinicians must be in the Speech, Language, and Hearing Center or log in to Zoom for teletherapy at least 10 minutes before a scheduled therapy session. The clinician must be prepared for the session and make sure that the therapy room is set-up appropriately for the session.

Clinicians may cancel sessions only if they are ill or in the event of extreme personal emergency. If a clinician must cancel a session, the client should be notified at least 24 hours in advance. If ill on the day of the session, the clinician should contact the client at home as early as possible. The Clinical Supervisor and Director of the Speech, Language, and Hearing Center must also be notified. Canceled appointments should be rescheduled.

Students are expected to attend all scheduled classes, labs, clinics, and mandatory program-related meetings (e.g., orientation), unless excused in advance by the instructor. Absences and tardiness may negatively impact demonstration of required competencies and professionalism, including grades assigned in academic or clinical courses.

### ***UNIVERSAL PRECAUTIONS***

Pace University is committed to providing a safe and healthful work environment for our entire staff and student body. The following Exposure Control Plan (ECP) is provided to eliminate or minimize occupational exposure to Bloodborne pathogens in accordance with the Occupational Safety and Health Administration (OSHA) standard 29 CFR 1910.1030, "Occupational Exposure to Bloodborne Pathogens." For a detailed description, please visit <https://www.pace.edu/sites/default/files/2021-05/pace-university-bloodborne-pathogens-exposure-control-plan-2012.pdf>.

Graduate clinicians and clinical instructors are expected to exercise universal precautions when working with clients and when using materials and treatment rooms. Specific details will be reviewed in practicum lectures. Both students and faculty are required to take Pace University's Environmental Health and Safety training, specifically the module on OSHA Bloodborne Pathogens. The training module is accessed through the Learning Management System. Each participant is given instructions on how to navigate and complete the training. This training is done annually. A record of completion is kept by the Staff Associate.

### ***CLEANLINESS AND MAINTENANCE***

While most "in-house" clinical experiences will occur via teletherapy and simulation at least during the Fall semester, some clinical experiences may take place in the Pace clinic as it reopens. Cleanliness and maintenance of the clinic facility and supplies are the responsibility of graduate clinicians. Therapy rooms must be returned to their original order immediately following each session. Rooms are required to be left in the condition that they were in when the graduate clinician arrived for his/her session. Tables and countertops are expected to be cleaned with appropriate solutions, and materials placed in the storage areas or returned to the toy room. Care should be taken when returning toys and therapy materials. Clinicians are expected to observe "good hygiene" practices; specifically, the use of rubber gloves for examination of oral structures, and wipes for clinic materials such as microphones, headphone cushions, and toys. Both student clinicians and staff/faculty are required to wipe down toys/materials, surfaces and doorknobs immediately following their sessions. Disinfecting wipes, paper towels and gloves can be found in every treatment room within the Speech, Language, and Hearing Center as well as in the cabinet with appropriate label. There are also signs displayed throughout the clinic.

Toys that cannot be disinfected are not purchased or used. Any toy that ends up in a client's mouth, or is touched by a coughing, sneezing child must be disinfected. If a client mouths toys, those toys and materials used for that client are kept separate and clearly labeled for the entire semester. In such a situation, we may ask the parent to provide the toys. All toys are wiped down every week. There is a sign at the clinic entrance, asking everyone to disinfect their hands upon entering. There is a Purell dispenser at the Speech, Language, and Hearing Center entrance; dispensers are also hanging from the walls in the hallways and in each treatment room. Phones and computer keyboards are wiped down regularly. Parents and clients are asked about illness. Although the Center enforces a strict absence policy, students are asked to err on the side of caution and encouraged to stay home when unwell.

### ***THERAPY MATERIALS, BOOKS, REFERENCE ITEMS, AND DIAGNOSTIC TESTS***

All therapy materials, books and reference items and diagnostic tests are available for use but must be signed out. Sign-out sheets are placed where items are located; materials housed or belonging to clinical faculty can be signed out through individual staff members.

### ***THERAPEUTIC OBSERVATIONS BY PARENTS, FAMILY MEMBERS, AND/OR CAREGIVERS***

Spouses, parents, legal guardians, and significant others of persons receiving therapy are permitted to observe therapy sessions via video feed. There are occasions when family members are encouraged to join the client and clinicians, especially during the gathering and intake of information.

Clients and/or their legal guardians will be asked each semester to give written consent for observation of other clients receiving therapy at the same time. If a client and/or legal guardian chooses not to give permission, that client will receive services in a therapy room privately and/or without video feed viewing.

### ***EMERGENCY PROCEDURE GUIDELINES FOR SPEECH, LANGUAGE, AND HEARING CENTER***

All individuals associated with the Pace University Speech, Language, and Hearing Center must be familiar with the emergency procedures followed by Pace University in the event of an evacuation. Please follow the evacuation plan notices posted on the Speech and Hearing Center walls for specific procedures. Pace University's policies, procedures and emergency protocols can be found at <https://www.pace.edu/security-emergency-management/emergency-procedures>.

### ***CRIMINAL BACKGROUND CHECKS AND FINGERPRINTING***

An increasing number of placement sites require criminal background checks prior to accepting a graduate clinician for that field experience. In fact, fingerprinting of prospective interns in many field placements is commonplace. Students are required to have this process completed prior to receiving clinical assignments and/or going on externship. The cost of such procedures is the responsibility of the graduate clinician. Pace uses the vendor American DataBank to help students track, access, and maintain their compliance records through their academic program. American DataBank has created a web-based database that allows students to access their immunization and compliance records from a computer as well as the ability to update and download their compliance "passport" at their convenience. This system is known as Complio and automatically notifies students when compliance records are expiring to alert them to update their records. For more information or to commence this process, please visit <https://pace.complio.com/>.

### ***LIABILITY INSURANCE***

Pace University carries general and professional liability insurance that includes coverage for all students in the CSD Program for claims arising from a student's activities in satisfaction of the requirements of his or her academic program, including clinical courses, at the University. The University's general and professional liability insurance does not cover any claim arising from a student's activities outside of his or her academic programs at the University, including, without limitation, claims arising out of previous or current academic activities at another institution or employment. These insurances apply only to claims

brought against the student by third parties; they do not provide coverage for the student if the student is injured or becomes ill from work performed during their clinical course work. It is the student's responsibility to carry personal medical insurance to cover this potential.

All graduate students are required to obtain professional liability insurance prior to conducting any clinical services both within the Pace University Speech, Language, and Hearing Center and at external sites. Proof of liability insurance must be provided to the Clinical Director annually. Additional Information can be obtained at <https://www.proliability.com/>.

### ***CLINICAL PRACTICUM REQUIREMENTS AND GRADING***

Graduate clinicians must register for practicum during every semester of their graduate program. This practicum experience enables students to obtain some of their clinical "hands-on" hours mandated by ASHA for obtaining their Certificate of Clinical Competence and for obtaining their Master's Degree in Speech-Language Pathology at Pace University.

The CSD Graduate Program in Speech-Language Pathology is designed and strives to prepare majors for successful completion of a graduate degree from an ASHA-CAA accredited program. The high-quality professional training of graduates for rewarding careers in speech-language pathology is paramount. Students from the CSD Graduate Program must complete 60 credits of academic and clinical coursework and 400 hours in clinical practicum obtained at the Pace University Speech, Language, and Hearing Center, through teletherapy and assigned external placements.

Evaluation of the student is the joint responsibility of the practicum seminar instructor and the supervisor. The supervisor should provide the student with a formal verbal and written evaluation at midterm and again at completion of the practicum experience. Discussions during weekly supervision sessions should include an ongoing assessment of strengths and weaknesses and specific feedback for improving clinical performance. Any serious problems concerning the student's performance or professionalism should be brought to the attention of the practicum seminar instructor and Clinical Director immediately. Early opportunities for remediation increase the likelihood of success in the clinical practicum. A copy of the midterm and final written clinical evaluation should be entered into the CALIPSO system. We ask that the numerical ratings be elaborated with specific examples in the comments section. The clinical evaluation will be combined with the clinical seminar grade to determine the final semester grade. The instructor of the clinical seminar is responsible for calculating and entering the final grade.

## **SPEECH, LANGUAGE, AND HEARING CENTER PROCEDURES**

### ***SUPERVISION***

The CSD Graduate Program in Speech-Language Pathology at Pace University adheres to the requirements set forth by ASHA standards. All supervisors must hold CCC from the American Speech-Language and Hearing Association in the appropriate field, and active state licensure. Supervisors in educational settings must also hold the appropriate NYS TSSLD certification. Documentation of the appropriate credentials will be required and verified annually. Current ASHA standard language provides additional requirements for individuals who supervise applicants beginning in 2020:

### **STANDARD V-E**

"Supervision of students must be provided by a clinical educator who holds ASHA certification in the appropriate profession, who has the equivalent of a minimum of 9 months of full-time clinical experience, and who has completed a minimum of 2 hours of professional development in clinical instruction/supervision after being awarded ASHA certification. The amount of direct supervision must be commensurate with the student's knowledge, skills, and experience; must not be less than 25% of the student's total contact with each individual receiving services; and must take place periodically throughout the practicum. Supervision must be sufficient to ensure the welfare of the individual receiving services."

Direct supervision must be in real time. A supervisor must be available and onsite to consult with a student providing clinical services to the clinical educator's client. In the case of teletherapy, 100% supervision is required. Supervision of clinical practicum is intended to provide guidance and feedback and to facilitate the student's acquisition of essential clinical skills.

Clinical simulations (CS) 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). These supervised experiences can be synchronous simulations (real-time) or asynchronous (not concurrent in time) simulations.

In the case of asynchronous clinical simulation, supervision must include debriefing activities that are commensurate with a minimum of 25% of the clock hours earned for each simulated client/patient.

These are the minimum requirements that should be adjusted upward if the student's level of knowledge, experience, and competence warrants.

To that end, students enrolled in the Pace University Graduate Program in Speech-Language Pathology will be supervised but not limited to the following prescribed sequence:

- Side-by-side supervision
- Teletherapy
- Live-feed video observation

Effective supervision ensures that new clinicians are well prepared and that individuals with communication disorders receive quality services (ASHA, 2013a).

Clinical educators integrate theoretical, evidence-based knowledge with clinical practice to help student clinicians in the following ways:

- Establishing and maintaining an effective working relationship with the supervisee.
- Assisting the supervisee in developing clinical goals and objectives.
- Assisting the supervisee in developing and refining assessment skills.
- Assisting the supervisee in developing and refining clinical management skills.
- Demonstrating for and participating with the supervisee in the clinical process.
- Assisting the supervisee in observing and analyzing assessment and treatment sessions.
- Assisting the supervisee in the development and maintenance of clinical and supervisory records.
- Interacting with the supervisee in planning, executing, and analyzing supervisory conferences.
- Assisting the supervisee in evaluation of clinical performance.
- Assisting the supervisee in developing skills of verbal reporting, writing, and editing.

### ***CLINICAL REVIEW***

Classroom instructors and clinical supervisors inform students at the beginning of the semester of the specific learning outcomes that are expected in a particular course or student practicum experience. Thus, expected knowledge and skills associated with ASHA CFCC standards and learning outcomes are stated on each course syllabus. Remediation plans are designed to improve students' knowledge and skills in a specific area of weakness. Faculty routinely review student performance, with student input as appropriate, to determine any remedial needs or concerns. Remediation can be recommended at any time.

Clinical Supervisors use CALIPSO to evaluate student performance at the mid- and end- points of the semester. The evaluations are rated along a continuum of achievement with expectations based on the student's level of experience. Clinical competencies evaluated are expected to develop gradually over the course of the supervised practicum program and to culminate in a performance level appropriate for entry into the Clinical Fellowship (CF).



The CALIPSO Rating Scale is as follows:

1. **Not evident:** Skill not evident most of the time. Student requires direct instruction to modify behavior and is unaware of a need to change. Supervisor must model behavior and implement the skill required for client to receive optimal care. Supervisor provides numerous instructions and frequent modeling. (skill is present <25% of the time).
2. **Emerging:** Skill is emerging but inconsistent or inadequate. Student shows awareness of need to change behavior with supervisor input. Supervisor frequently provides instructions and support for all aspects of case management and services. (skill is present 26-50% of the time).
3. **Present:** Skill is present and needs further development, refinement, or consistency. Student is aware of need to modify behavior but does not do this independently. Supervisor provides ongoing monitoring and feedback; focuses on increasing student's critical thinking on how/when to improve skill. (skill is present 51-75% of the time).
4. **Adequate:** Skill is developed/implemented most of the time and needs continued refinement or consistency. Student is aware and can modify behavior in-session and can self-evaluate. Problem-solving is independent. Supervisor acts as a collaborator to plan and suggest possible alternatives (skill is present 76-90% of the time).
5. **Consistent:** Skill is consistent and well developed. Student can modify own behavior as needed and is an independent problem-solver. Student can maintain skills with other clients, and in other settings, when appropriate. Supervisor serves as consultant in areas where student has less experience; Provides guidance on ideas initiated by student (skill is present >90% of the time).

**CSD 661 - Fall Year 1 In-House Practicum**

**CSD 661A - Spring Year 1 In-House Practicum**

4.00 - 5.00 = A  
3.66 - 3.99 = A-  
3.35 - 3.65 = B+  
3.04 - 3.34 = B  
2.73 - 3.03 = B-  
2.42 - 2.72 = C+  
2.11 - 2.41 = C  
1.80 - 2.10 = D  
1.00 - 1.79 = F

**CSD 661B - Summer Year 1 In-House Practicum**

4.27 - 5.00 = A  
3.96 - 4.26 = A-  
3.65 - 3.95 = B+  
3.34 - 3.64 = B  
3.03 - 3.33 = B-  
2.72 - 3.02 = C+  
2.41 - 2.71 = C  
2.10 - 2.40 = D  
1.00 - 2.09 = F

**CSD 662 - Fall Year 2 External Placement**

**CSD 662A - Spring Year 2 External Placement**

4.57 - 5.00 = A  
4.26 - 4.56 = A-  
3.95 - 4.25 = B+  
3.64 - 3.94 = B  
3.33 - 3.63 = B-  
3.02 - 3.32 = C+  
2.71 - 3.01 = C  
2.40 - 2.70 = D

### ***CLINICAL INSTRUCTION CONFERENCES***

Clinical supervisors are available to graduate clinicians by appointment or during office hours to address questions and concerns about case management when they arise. Twice per semester, formal conferences are scheduled with every student assigned a client. Evaluations are completed on CALIPSO. The first conference occurs at mid-semester. The mid-semester evaluation report will be reviewed and discussed between the clinical instructor and clinician. Formative feedback is provided to highlight strengths and areas to develop, to determine goals to foster the graduate clinicians' growth, and for discussion of clinical issues. At the end of the semester, a final conference is held. During this conference, a final evaluation, which has been previously completed by the clinical supervisor/instructor, is reviewed with the graduate clinician. The end of semester review is both formative (for development of skill) and summative (for assignment of grades and decisions about progression). Graduate clinicians must sign up for conferences in accordance with the clinical supervisors'/instructors' scheduling availability.

### ***CLINICAL SUPERVISORS/INSTRUCTORS***

Clinical Supervisors assume direct responsibility for a specified number of clients and supervise the graduate clinicians providing services to these clients. They may also provide direct services to clients primarily to demonstrate therapy techniques. Clinical Supervisors report directly to the Director of the Pace University Speech, Language, and Hearing Center. Clinical Supervisors are responsible to complete the following:

- Develop and monitor the client's remedial program, ascertain that recommendations from the initial evaluation as well as the semester summaries are implemented, and assess client progress.
- Provide a limited amount of client service, mainly to demonstrate therapy techniques.
- Observe at least 25% of the client's therapy sessions, on average, over the term. Time is subject to change based upon level of skill and experience of the student clinician.
- Observe 100% of therapy sessions for teletherapy.
- Assist students in developing clinical goals, rationales, objectives, and methods.
- Approve and sign each clinical session plan, subjective, objective, assessment, plan (SOAP) note, evaluation report, treatment plan, semester summary, and professional correspondences (both in writing and electronically).
- Monitor all other materials entered into the client's chart, and sign when appropriate.
- Assist students in observing and analyzing assessment and treatment sessions.
- Model and facilitate professional conduct.
- Hold individual student conferences as frequently as needed to ensure that graduate clinicians provide high-quality services and develop clinical skills.
- Participate in client/parent/family member/caregiver conferences throughout the semester.

### ***TRACKING HOURS***

Graduate students are responsible for tracking their clinical hours. The American Speech, Language, and Hearing Association (ASHA) requires the completion of 400 hours. Students should become familiar with the ASHA guidelines for their year. The CSD Program and Speech, Language, and Hearing Center have implemented the CALIPSO System for tracking and maintaining clinic hours and other relevant information related to progression through the Program. Students are required to enter clinical hours, as appropriate, and have them approved by their clinical supervisor. All clinical hours must be entered in the semester they were completed and approved prior to receiving final grade for the semester.

### ***CLINICAL FORMS***

All clinical forms that students are required to complete for observation, providing therapy, obtaining consent, etc. can be found on Classes and in the Speech, Language, and Hearing Center. Students are responsible for utilizing all clinical templates and completing all forms as required.



## **TRANSPORTATION**

In addition to on-site clinical placements, students will complete externships at various locations throughout the New York Metropolitan area. All students are required to secure reliable transportation to and from practicum sites. Students are required to be independent for transportation purposes to the assigned site, accepting responsibility for meeting all such needs at their own expense.

## **NEW YORK STATE TEACHING CERTIFICATION AND BILINGUAL EXTENSION**

The Teacher of Students with Speech and Language Disabilities (TSSLD) certificate is required by New York State (NYS) for speech-language pathologists wishing to work with school-aged children in a school setting. The certificate is also necessary for individuals working in facilities receiving funding from the Department of Education. The Pace University Communication Sciences and Disorders (CSD) Graduate Program does not provide certification for the TSSLD and is not an approved teacher preparation program. Students can have school placements to obtain the required student teaching hours for TSSLD certification. Pace University School of Education (SOE) offers some of the required workshops needed for the TSSLD. It is the student's responsibility to contact the SOE regarding offerings and registration for required workshops if they choose to take them at Pace University. Information regarding TSSLD requirements and pathways can be found at <http://www.op.nysed.gov/prof/slpa/speechcredential.htm> and [http://eservices.nysed.gov/teach/certhelp/BaseExtReqSet.do?certCredential=2844&WIN\\_TYPE=null](http://eservices.nysed.gov/teach/certhelp/BaseExtReqSet.do?certCredential=2844&WIN_TYPE=null).

Students are responsible for verifying information and applying for certification on their own. The CSD Program will provide a letter verifying the completion of the 150 hours of student teaching as applicable.

The bilingual extension is attached to a valid base certificate like the TSSLD, authorizing the holder to teach bilingual education. The individual must hold the appropriate base certificate. Pace University SOE has an approved bilingual extension program for graduate students that is recommended to be completed after completing CSD Program. The bilingual extension can also be obtained through other programs of the student's choice. Students should contact SOE for more information as well as verifying requirements at <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>.

## **LAB FEES**

Students may be responsible for paying lab fees for program services. These can include Simucase, CALIPSO, Master Clinician, True Learn, etc. Specific fees will be provided by the program as applicable.

## **LICENSURE**

Graduates from the MS Program in Speech-Language Pathology will be eligible for the Certificate of Clinical Competence (CCC) certification from ASHA as well as other relevant local and state credentials upon graduation. Passing the Praxis exam is a required component for obtaining certification to practice speech-language pathology by ASHA and most states.

For a detailed description of the 2020 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology put forth and developed by the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC), please visit <https://www.asha.org/Certification/2020-SLP-Certification-Standards/>.

Requirements for Certification for New York State Department of Education (NYED) Licensing: It is the student's responsibility to review and determine necessary components to obtain state licensure.

- Review licensing requirements for your academic year at: <http://www.op.nysed.gov/prof/slpa/speechlic.htm>.
- Send Form 1 (*Application for Licensure and First Registration*) to the NYSED office of professions before you graduate.
- Complete Form 2 (*Certification of Professional Education*) when you graduate and give to the Department Staff Associate.
- Once you begin your CFY, have your clinical fellowship supervisor complete Form 4A.

- Form 6 will be issued once Form 2 and Form 4A have been approved.
- Once the Office of Professions has received and approved all of this documentation, the State Board will issue Form 6.
- After completing your Clinical Fellowship Year (CFY), complete Form 4B (*Record of Supervised Experience*).
- Once you have passed the Praxis and have completed all aforementioned requirements, the State Education Board should issue you a license.

## **GRADUATE PROGRAM IN COMMUNICATION SCIENCES AND DISORDERS RESOURCES**

### ***NATIONAL STUDENT SPEECH-LANGUAGE HEARING ASSOCIATION (NSSLHA) MEMBERSHIP AND AMERICAN SPEECH-LANGUAGE-HEARING ASSOCIATION (ASHA)***

It is recommended that all CSD majors become familiar with ASHA as an organization, as well as members of NSSLHA for several reasons. First, it is expected that speech-language pathologists and audiologists will be active members in their professional organization. Second, NSSLHA membership will provide full access to many professional and academic resources used in the field. Finally, student membership provides a sizeable discount in fees when ASHA membership and certification are sought. To obtain this discount, a student must be a member of the NSSLHA for a minimum of two years prior to applying for ASHA membership. For information regarding ASHA go to <http://www.asha.org>; for certification go to <https://www.asha.org/Certification/2020-SLP-Certification-Standards/> and for NSSLHA go to <https://www.nsslha.org/>.

## **ADDITIONAL RESOURCES AND INFORMATION FOR CSD GRADUATE STUDENTS**

### ***REASONABLE ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES***

The University's commitment to equal educational opportunities for students with disabilities includes providing reasonable accommodations for the needs of students with disabilities. To request an accommodation for a qualifying disability, a student must self-identify and register with the Coordinator of Disability Services for his or her campus.

In accordance with Pace University's policy, if a student has a documented disability and requires accommodations to obtain equal access in a class or in clinical practicum, the student is required to provide documentation, contact the faculty member and Clinic Director at the beginning of his/her clinical practicum courses, and the instructor(s) of his/her class(es) each semester to make this need known. Students with disabilities requesting accommodations must first verify their eligibility through Student Accessibility Services (<https://www.pace.edu/counseling/student-accessibility-services>). Grievance procedures related to disabilities are located in the Pace University Student Handbook (<https://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures/information-students>). Faculty, the Clinic Director and Clinical Supervisors are not permitted to make individual judgments about accommodations. No one, including faculty, is authorized to contact the Coordinator of Student Accessibility Services on behalf of a student. For further information, please see *Resources for Students with Disabilities* at <https://www.pace.edu/counseling/resources>.

The Coordinators for Student Accessibility Services may be contacted at 212-346-1526 on the New York City Campus. In addition to course and clinical requirements, all students must meet the Essential Functions Requirements (Appendix B) for speech-language pathology and audiology.

### ***NON-DISCRIMINATION, ANTI-HARASSMENT AND RETALIATION POLICIES***

The CSD Graduate Program in Speech-Language Pathology is entrusted to providing equitable treatment to all faculty, staff, students, visitors, and clients of the Speech and Hearing Center. Pace University is strongly committed to maintaining a working and learning environment that is free from unlawful discrimination, harassment, or retaliation. The University is an equal opportunity employer and an academic institution that strongly believes that all employment and academic decisions must be made

without regard to whether an employee or student possesses characteristics protected by federal, state, or local law and this Policy and Procedure (“protected characteristics”). Each member of the Pace community has the right to work and learn in an atmosphere that promotes equal opportunities on the basis of abilities and performance and prohibits discriminatory practices, including harassment. The University expects and requires that all relationships among members of the Pace community will be free of bias, prejudice, intimidation, exploitation, coercion, and harassment.

All University officers, administrators, supervisors, staff, faculty members, students, visitors, and applicants, as well as vendors, consultants, and contractors with whom the University does business are prohibited from engaging in discrimination, harassment, or retaliation in violation of this policy and procedure. The Pace University anti-discrimination, harassment, and retaliation policy and procedure can be found at <http://www.pace.edu/student-handbook/university-policies-disciplinary-and-grievance-procedures>.

Members of the University community who have concerns about discrimination or harassment should contact the Affirmative Action Officer at 212-346-1310.

### ***HEALTH REQUIREMENTS OF ALL STUDENTS AND STUDENT CLINICIANS***

Students are required to comply with the requirements of the New York State Public Health Law regarding immunity against measles, mumps, rubella and meningococcal disease. Details about these requirements may be found at <http://www.pace.edu/osa/student-records/immunization>. Students must complete all health requirements, as per clinical site, prior to going on externship.

### ***LEAVE OF ABSENCE, MEDICAL LEAVE OF ABSENCE AND RESUMPTION OF STUDIES POLICIES***

Information concerning leaves of absence and resumption of studies can be obtained by contacting the Registrar’s Office through the following website: <https://www.pace.edu/registrar/contact-us>. Forms for requesting a leave of absence and the resumption of studies can be accessed via this website: <https://www.pace.edu/registrar/forms>.

### ***COUNSELING CENTER***

The services of the Counseling Center address personal, academic, and vocational problems. In addition, the Counseling Center is available to victims of sexual assault and can provide crisis intervention assistance, emotional support, information, and referrals to medical, police, and other pertinent services. Information discussed during counseling sessions is confidential. The services of the Counseling Center are offered for no fee to all members of the Pace University community. More information about counseling services can be obtained at <https://www.pace.edu/counseling>.

### ***COMPUTER RESOURCE CENTER***

The Computer Resource Centers offer students a wide variety of resources including internet access, wireless laptop workstations, over 50 software packages, headphones, USB connections, scanners, high-powered printers, and Macs. More information about the Computer Resource Center may be found at <https://www.pace.edu/its/its-service-areas/computer-labs>.

### ***LIBRARY***

The Henry Birnbaum Library is on the New York campus (212-346-1332). Library hours vary during fall and spring semesters, vacations, and summer sessions. Many library resources are accessible online. Of particular interest to CSD students, are the many databases available to support their research. More detailed information about the research resources available at the libraries as well as additional information about the libraries is available at <http://www.pace.edu/library>.

### ***OFFICE OF THE REGISTRAR***

The Office of Student Assistance has been divided into separate departments: Student Accounts and the Office of the Registrar.

For help with billing, tuition payments, immunization compliance, and more, visit the Student Accounts department (<https://www.pace.edu/student-accounts>). For help with course scheduling, degree audit and verification, diplomas, grades, transfer credit evaluations, and more, visit the Office of the Registrar (<https://www.pace.edu/registrar>).

### ***EDUCATIONAL RECORDS***

The Family Educational Rights and Privacy Act, commonly referred to as “FERPA,” is a federal law that protects the confidentiality of student education records and provides for a student’s right to review and request correction of such records. Information about a student’s rights under FERPA may be found at <https://www.pace.edu/registrar/transfer-credits/student-records>.

### ***FINANCIAL AID***

Information about financial aid may be found at <https://www.pace.edu/financial-aid>.

### ***CAREER SERVICES***

Career Services provides undergraduate, graduate, and alumni of Pace University with information about careers and job searches. Career Services is a resource for CSD students and alumni who wish to explore employment opportunities and the best way to present to prospective employers. For example, Career Services helps with- among other things- preparation of resumes and cover letters and developing interviewing skills. Services is located on the New York City Campus. Additional information about Career Services may be found at <http://www.pace.edu/career-services/>.

### ***TECHNOLOGY USE AND SECURITY***

As a user of Pace University information technology resources, it is the student’s responsibility to be aware of Pace’s policies regarding use of Pace’s information technologies, and federal, state, and local laws that affect technology use. This policy outlines information as to what Pace University expects, your rights, and how to report policy violations. Additional information about security and technology at Pace University may be obtained at <http://www.pace.edu/its/it-security>.

### ***SAFETY AND SECURITY DEPARTMENT***

The Safety and Security Department is responsible for ensuring the safety and security of all members of the Pace University community 24 hours a day, 365 days per year. Safety and Security also issues parking permits and identification cards. The location and telephone number of Safety and Security for the New York City Campus are: One Pace Plaza, B-Level; 212-346-1800.

Additional information about the Safety and Security Department may be found at <https://www.pace.edu/security-emergency-management>.

### ***EMERGENCY AND SAFETY PROCEDURES***

In the event of weather emergencies, building evacuations and other disasters, students must be aware of Pace University’s emergency procedures. For emergency closing and weather alert information, please check the Pace home page or the MyPace portal for special announcements, call the Emergency Closing Information lines or listen to the specific radio stations for campus closing information. Students may sign up for the Pace University Emergency Alert System <https://appsrv.pace.edu/ConnectED/> to receive a phone call, text message and emails regarding emergency notifications. The emergency closing telephone information line is (212) 346-1953; local radio stations with this information include AM WOR 710, WCBS 880 and WINS 1010. Pace University’s policies, procedures and emergency protocols can be found at <https://www.pace.edu/security-emergency-management/emergency-procedures>.

Security can be reached by dialing 777 from a campus phone and (212) 346-1800 from an outside line. When Security is called, they will send immediate assistance, call outside emergency responders for you and direct them to the scene, and provide escorts as necessary. Calling 911 may delay assistance as emergency medical services and/or law enforcement are unfamiliar with Pace locations and Security can

appropriately direct them. If any known person is involved in an accident, a staff or faculty member will contact Security.

### ***HEALTH CARE***

University Health Care offers a full range of primary care services to the Pace University community. University Health Care is staffed by nurse practitioners (registered nurses with advanced credentials who are certified to prescribe medications) and consulting physicians. University Health Care is located at 1 Pace Plaza, 6th Floor East, on the New York campus (212-346-1600). Additional information regarding University Health Care services may be found at <http://www.pace.edu/college-health-professions/university-health-care>.

### ***HEALTH INSURANCE***

Information about accident and sickness insurance may be found at [www.pace.edu/healthinsurance](http://www.pace.edu/healthinsurance).

### ***IMMUNIZATION COMPLIANCE POLICY***

Students are required to comply with the requirements of the New York State Public Health Law regarding immunity against measles, mumps and rubella, and meningococcal disease. For the fall 2021 semester, Pace University will also require all students who will be on campus (e.g., residential, commuter, and online students who plan to use University facilities) to receive, and to provide proof of having received, a COVID-19 vaccine approved for use emergency use by the US Food and Drug Administration or the World Health Organization by August 1, 2021. Students who fail to provide such documentation are not permitted to physically access Pace campuses. Details about these requirements may be found at <http://www.pace.edu/osa/student-records/immunization>.

## **APPENDIX A: ESSENTIAL FUNCTIONS**

In order to acquire the knowledge and skills requisite to the practice of speech-language pathology and/or audiology to function in a broad variety of clinical situations, and to render a wide spectrum of client care, individuals must have essential skills and attributes in five areas: communication; motor; intellectual-cognitive; sensory observational; and behavioral-social. These skills enable a student to meet graduate and professional requirements as measured by state and national credentialing agencies. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. Failure to meet or maintain the Essential Functions may result in action against the student, including but not limited to, dismissal from the Program.

### **A. COMMUNICATION**

A student must possess adequate oral and written communication skills to:

1. Communicate proficiently in both oral and written English language.
2. Possess reading and writing skills sufficient to meet curricular and clinical demands.
3. Perceive and demonstrate appropriate non-verbal communication for culture and context.
4. Modify communication style to meet the communication needs of clients, caregivers, and other persons served.
5. Communicate professionally and intelligibly with clients, colleagues, other healthcare professionals, and community or professional groups.
6. Communicate professionally, effectively, and legibly on client documentation, reports, and scholarly papers required as a part of course work and professional practice.
7. Convey information accurately with relevance and cultural sensitivity.
8. All students must pass a speech evaluation to demonstrate proficient speech skills to continue in the CSD Graduate Program. Should a student require speech services to correct a speech and/or voice impairment (e.g. lisp, articulation, vocal nodules, etc.) or reduce foreign accent in order to work with a client, the student must enroll in therapy. The student will then have another opportunity to have their speech evaluated.

### **B. MOTOR**

A student must possess adequate motor skills to:

1. Sustain necessary physical activity level in required classroom and clinical activities.
2. Respond quickly to provide a safe environment for clients in emergency situations including fire, choking, etc.
3. Access transportation to clinical and academic placements.
4. Participate in classroom and clinical activities for the defined workday.
5. Efficiently manipulate testing and treatment environment and materials without violation of testing protocol and with best therapeutic practice.
6. Manipulate client-utilized equipment (e.g. durable medical equipment to include AAC devices, hearing aids, etc.) in a safe manner.
7. Access technology for clinical management (i.e. billing, charting, therapy programs, etc.).

### **C. INTELLECTUAL/COGNITIVE**

A student must possess adequate intellectual and cognitive skills to:

1. Comprehend, retain, integrate, synthesize, infer, evaluate, and apply written and verbal information sufficient to meet curricular and clinical demands.
2. Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop a treatment plan.
3. Solve problems, reason, and make sound clinical judgments in client assessment, diagnostic and therapeutic plan, and implementation.
4. Self-evaluate, identify, and communicate limits of one's own knowledge and skill to appropriate professional level and be able to identify and utilize resources in order to increase knowledge.
5. Utilize detailed written and verbal instruction in order to make thoughtful and appropriate decisions.

#### D. SENSORY/OBSERVATIONAL

A student must possess adequate sensory skills of vision, hearing, tactile, and smell to:

1. Visually and auditorily identify normal and disordered (fluency, articulation, voice, resonance, respiration characteristics, oral and written language in the areas of semantics, pragmatics, syntax, morphology and phonology, hearing and balance disorders, swallowing, cognition, and social interaction) related to communication.
2. Identify the need for alternative modalities of communication.
3. Visualize and identify anatomic structures.
4. Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
5. Recognize and adjust when a client and/or client's family does not understand the clinician's written or verbal communication.
6. Identify and discriminate a client's spoken responses.
7. Accurately monitor through both visual and auditory modalities, equipment displays and controls, including those of hearing instruments, used for assessment and treatment of clients.

#### E. BEHAVIORAL/SOCIAL

A student must possess adequate behavioral and social attributes to:

1. Display mature, empathetic, and effective professional relationships by exhibiting compassion, integrity, and concern for others.
2. Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.
3. Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies.
4. Maintain general good physical and mental health and self-care in order not to jeopardize the health and safety of self and others in the academic and clinical setting.
5. Adapt to changing and demanding environments, which includes maintaining both professional demeanor and emotional health.
6. Manage the use of time effectively to complete professional and technical tasks within realistic time constraints.
7. Accept appropriate suggestions and constructive criticism and respond by modification of behaviors.
8. Dress appropriately and professionally.

Pace University is committed to providing access, equal opportunity, and reasonable accommodation in its services, programs, activities, education, and employment for individuals with disabilities. Our goal is to ensure that every student who has a disability is provided with access to the needed services that will ensure equity of opportunity. We provide assistance to students with visual impairments, learning disabilities, mobility impairments, hearing impairments, chronic health conditions (including allergies), psychological disabilities, and temporary disabilities so they may enjoy a complete range of academic and non-academic opportunities. If you have a disability for which you are requesting academic accommodation, you must register with the Coordinator of Student Accessibility Services at (212) 346-1526.



## **APPENDIX B: CHP COVID-19 CLINICAL STUDENT ATTESTATION**

This attestation is in addition to and should not preclude following the Pace University COVID-19 reporting guidelines. If you are experiencing symptoms of COVID-19, you must report your symptoms through the PaceSafe mobile screening app or directly to [University Health Care](#).

The purpose of the Clinical Student Attestation is to heighten student awareness and make clear the additional responsibilities health professions students have in regard to protecting the public and themselves from exposure to COVID-19. COVID-19 vaccines are [effective](#). However, a small percentage of people who are [fully vaccinated](#) will still get COVID-19 if they are exposed to the virus that causes it. For this reason, all students must continue to monitor and report symptoms, and undergo testing as necessary to reduce the spread of the virus.

As part of a program of study that requires students to engage directly with the public and other healthcare providers in the delivery of healthcare services, it is critical that students recognize the potential risk of harm to others if COVID-19 risk reduction measures are not followed. If you are not fully vaccinated and have had close contact with someone who has tested positive for COVID-19, you must report that you have had close contact through the Pace Safe mobile screening app or directly to [University Health Care](#). Please note: Contact with patients while using all OSHA required PPE in a healthcare employment setting is not considered exposure for the purpose of this attestation.

Students scheduled for experiential learning activities, including clinical placements, practicum experiences, and internships, are required to attest that they will:

1. Follow all recommended procedures for donning, wearing, doffing and disposing of or sanitizing all forms of PPE.
2. Each day, prior to reporting to clinical, complete the Pace Safe App COVID-19 Self-Assessment. Only enter the site if you receive the “Approved” screen after completing the survey. If attending a clinical site with a Pace instructor, show your instructor the result screen upon entering the clinical area. Be prepared to share the result screen with preceptors and other agency representatives if requested.
3. Immediately report COVID-19 positive test results. If you are not fully vaccinated and have had close contact with someone who has tested positive for COVID-19, you must report that contact through the PaceSafe mobile screening app or directly to [University Health Care](#). The University Health Care staff will work with the Coronavirus Coordination Officer to determine if exposed students require quarantine. In both instances, report using the University Healthcare (UHC) Patient Portal and by contacting UHC directly, and to the program’s designated contact below. Students are obligated to notify their clinical site. The student must self-isolate and NOT attend any clinical/practicum/internship experiences until authorized by the University and CHP Program’s designated contact. Students will be required to follow all program specific health clearance and absence policies and procedures in order to return to clinical. Clinical affiliation sites may have their own or additional health clearance policies that students must follow in order to return to clinical. All clinical time must be made-up according to program specific policies.
4. Self-monitor, using the Pace Safe App, for COVID-19 symptoms and report positive symptom to University Healthcare (UHC) via the Patient Portal or contacting UHC directly, and to the program’s designated contact below. Students are obligated to notify their clinical site. Students must self-isolate and NOT attend any clinical/practicum/internship experiences until authorized by the University and the designated program contact. Students will be required to follow all program specific health clearance and absence policies in order to return to clinical. Clinical affiliation sites may have their own or additional health clearance policies that the students must follow in order to return to clinical. All clinical time must be made-up according to program specific policies.



5. Students must adhere to Pace’s Policy on Travel. Students should be aware that travel to certain area may require quarantine and testing upon return and notification to the University. All clinical time must be made-up; refer to program specific policies.

Any student who signs the attestation and does not self-report, self-monitor using the Pace Safe App, and follow University and Program Policies as they relate to the containment, tracing, and reduction of risk to the community will be subject to disciplinary action, including, possible failure of the clinical course, program suspension, or dismissal from the program.

**Program Designated Contacts:**

Pace University- Lenox Hill Hospital PA NYC: Pace Coronavirus Coordinator Officer  
Pace University PLV PA: Pace Coronavirus Coordinator Officer  
Communication Sciences & Disorders; Director of Speech, Language & Hearing Center  
Nutrition PLV; Chair/Director  
Occupational Therapy PLV: Chair/Director  
All Nursing Programs, PLV & NYC: Program Director and Director of Clinical Placement

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CHP: Approved August\_2021

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