# Kean University
# Nathan Weiss Graduate College

# Graduate Program in SPEECH-LANGUAGE PATHOLOGY

## STUDENT MANUAL

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May, 2019

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# Introduction

**Congratulations!**

Welcome to the Masters of Arts degree in Speech-Language Pathology. You are entering a training program for a career in an exciting, challenging and evolving profession. As a health-related and education-related profession, your future could include employment in public, private or specialized schools, hospitals, community clinics, rehabilitation centers, nursing homes, visiting nursing services or private practice.

The purpose of this manual is to provide you with information regarding courses, field work, and program procedures, as well as clinic policies. A website has been developed to provide you with information regarding all aspects of the MA program. Clinic procedures and forms are provided on the Center for Communication Disorders website. An Externship Manual will be provided via the website, once you have completed a mandatory Externship Orientation.

At this time, you should begin to familiarize yourselves with department policies. Please read them carefully. If there are any questions or concerns, please make an appointment with either Dr. Susan Mandel or Dr. JoAnne Cascia.

Good luck and keep us informed!

Dr. JoAnne Cascia & Dr. Susan Mandel
gradcoordinatorcdd@kean.edu

**Manual Revisions**

The policies, procedures, and curricula contained in this manual are subject to change. Manual revisions may be made at the beginning of any academic year. Since this manual is subject to change, it is the student's responsibility to be knowledgeable regarding revised policies, procedures, and curricula via University e-mail, visiting the respective University websites, and obtaining academic advisement. As per the Kean University Graduate Catalog, Kean University reserves the right to change any of its policies, regulations or requirements at any time without notice or obligation. http://grad.kean.edu/graduate-catalog.

# Kean University Graduate Program in Speech-Language Pathology Faculty Members:

Mahchid Namazi, Ph.D. CCC-SLP, Executive Director

AnnMarie Bacino, M.A. ASL Lecturer

JoAnne Cascia, Ed. D. CCC-SLP, Co-Coordinator Graduate Program & Assistant Professor

Alan Gertner, Ph. D. CCC-A, Professor

Darya Hinman, SLPD, CCC-SLP, Manager of Externships

Ellen Hedden, M.S.P.A. CCC-SLP, Clinical Development Coordinator

Marybeth Imsho, M.A. RID, American Sign Language Program Coordinator & Lecturer

Collette Kennedy, M.A. Administrative Assistant

Susan Mandel Ed. D. CCC-SLP, Co-Coordinator Graduate Program & Clinic Director

Sarah Patten, Ph.D. CCC-SLP, Doctoral Program Coordinator & Assistant Professor

Karen Villanueva, M.S. CCC-SLP, BSDS, Undergraduate Coordinator & Lecturer

# Program Overview

**University Mission**

Kean University is a public cosmopolitan university serving undergraduate and graduate students in the liberal arts, the sciences, and the professions. The University dedicates itself to the intellectual, cultural, and personal growth of all its members — students, faculty, and professional staff. In particular, the University prepares students to think critically, creatively and globally; to adapt to changing social, economic, and technological environments; and to serve as active and contributing members of their communities.

Kean offers a wide range of demanding programs dedicated to excellence in instruction and academic support services necessary to assure that socially, linguistically, and culturally diverse students reach their full potential. This includes students from academically disadvantaged backgrounds, students with special needs, and adults returning or entering higher education. Kean is steadfast in its dedication to maintaining a student-centered educational environment in which diversity can flourish and an atmosphere in which mutual respect characterizes relations among the members of a pluralistic community. The University seeks to combine excellence with equity in providing opportunities for all students.

Kean is a teaching university, and Kean faculty dedicate themselves to student learning as well as academic rigor. The focus on teaching excellence is supported by a commitment to research, scholarship, creative work, and innovative uses of technology. The focus includes the advancement of knowledge in the traditional disciplines and the enhancement of skills in professional areas. Kean is committed to providing global educational opportunities for students and faculty.

Kean is an interactive university, and the University serves as a major resource for regional advancement. Kean collaborates with business, labor, government and the arts, as well as educational and community organizations and provides the region with cultural events and opportunities for continuous learning. Kean is also committed to providing students and faculty educational opportunities in national and international arenas.

Source:
http://grad.kean.edu/graduate-catalog

**Mission of the Program**

The mission of the Department of Communication Disorders and Deafness is to provide our students with the foundation of knowledge, skills, and values to prepare them for careers in the professions of speech-language pathology and audiology. The Graduate Program in Speech-Language Pathology is focused on preparing students to meet currently recognized state and national professional certification standards. It is committed to preparing entry-level professionals to have the research-based knowledge and skills necessary to function in rigorous healthcare, educational or private practice settings. The program offers courses that provide students with unique experiences including the ability to identify, evaluate, and appreciate current technology, treatment, and research.

**Program Description**
The graduate program in Speech-Language Pathology is a 2-year, 6 semester program that follows a full-time cohort schedule. The program is nationally accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA). After the acquisition of the knowledge and skills needed to successfully complete this program, the graduate will be ready to enter the supervised clinical fellowship (CF) experience, which is required for application for the ASHA-CCC (Certificate of Clinical Competence).

The 63 credit program also prepares students to receive a New Jersey Department of Education certification as a Speech-Language Specialist (enabling them to work in a school-based setting) and with completion of a clinical fellowship, a New Jersey Division of Consumer Affairs license as a Speech-Language Pathologist (required to work in either healthcare or private practice settings).

**Advisement**
Group advising (a "welcome" and new student orientation) is required of all new students prior to beginning the program. Faculty is introduced, the program is presented in detail, questions are answered, and students have the opportunity to socialize with one another. The Essential Functions for graduate students in speech language pathology will be discussed (see page. 35) and students will be required to review, sign, and meet the standards listed**.** Then, every semester prior to open registration periods, students will meet with the graduate program co-coordinators to review their course sequence and to determine the courses for which registration petitions will be lifted. The student's KASA (Knowledge and Skills Acquisition) progress will be reviewed at each of these advising meetings.

This is a full-time program. After successful completion of one full time semester, students who need to adjust their schedule due to extenuating circumstances, may apply to the graduate coordinator to request a review by the graduate academic committee. Changes to the clinical placement schedule require permission of both the academic and clinical committees. Note: A student is considered "full-time" when carrying a course load of at least 9 credits per semester. If a student decides to carry a course load below 9 credits per semester, this may impact financial aid as well as on-campus housing. Students making such a request must present this in writing. Requests should be sent to gradcoordinatorcdd@kean.edu.

Students who prefer to take a lighter course load during the semester of their last externship, may move electives to earlier semesters. This situation may also apply to students who request that their final externship be at some distance from the Kean University campus. It is suggested that students save classes offered remotely (i.e., healthcare, contemporary issues) for semesters when externships are scheduled.

**Course Sequence**
Students must begin attending graduate classes in the cohort to which they are accepted. Deferments are acceptable, but must be made for one year. For example, if you are accepted to the summer cohort, you may defer to the following summer. If you are accepted to the fall cohort, you may defer to the following fall. You MAY NOT defer from summer to fall.

At the new student orientation, students will be given a tentative course schedule which they should follow unless advised otherwise. The course sequence sheet presents the structure of the curriculum and is used in all advising meetings. The degree requirement is 63 credits. Fifty-one of those credits are required courses and 12 credits are chosen from a list of specialization courses. Students will be counseled regarding electives. However, students may take electives in any order they prefer as long as prerequisite

courses are completed. Electives may be taken throughout the program, with the expectation that these will continue throughout your externship placements.

There are a number of courses in this program which must be completed in sequence**.** These include clinical practica, externships, and thesis. Please see the "required coursework" documentation sheet on the following page for details. Most courses are offered during 2 out of the 3 semesters per year. Any students who decelerate from the standard course sequence must have their new course sequence approved by the graduate coordinators.

**Academic Review Committee (ARC)**

Based on our standards for accreditation all students currently enrolled in the graduate program will be reviewed each semester (or more frequently if necessary). The purpose of this review is to regularly and systematically review each student and their progress through the program.

Members of the ARC are comprised of full-time faculty. Twice each semester members attend a meeting to discuss student progress and identify any concerns. The ARC is responsible for determining that students are meeting program requirements in areas of academic performance, clinical performance and overall professional development.

If an issue of concern is discussed, the ARC coordinator will notify the student in writing. The student will be asked to meet with their advisor to discuss the concern and address the issues. A copy of the ARC review and the outcome of the meeting will be documented and shared with the student as appropriate.

# Kean University

**COURSE REQUIREMENTS: MASTER OF ARTS DEGREE IN SPEECH-LANGUAGE PATHOLOGY**
**Name:_____**
**Student ID: _____**
**Cohort:_____**
**TOTAL SEMESTER HOURS: 57**

**Required Courses**

| Course Required | Course Name | Prereqs. | Semester taken | Grade | Credits |
|---|---|---|---|---|---|
| CDD 5202 | Clinical Methods in Speech/Language Pathology | Co-reqs: 5229, 5231, 5235 | | | 3 |
| CDD 5229 | Disorders of Articulation and Phonology | | | | 3 |
| CDD 5231 | Aphasia and Other Neurological Disorders of Speech and Language | | | | 3 |
| CDD 5235 | Language Disorders in Children | | | | 3 |
| CDD 5236 | Speech-Language Pathology in a School Setting | | | | 3 |
| CDD 5240 | Disorders of Fluency | | | | 3 |
| CDD 5262 | Disorders of Voice | | | | 3 |
| CDD 5268 | Assessment Procedures for Speech-Language Pathology | | | | 3 |
| CDD 5270 | Advanced Diagnostics in Speech-Language Pathology | Prereq: 5268 | | | 3 |
| CDD 5269 | Dysphagia | | | | 3 |
| CDD 5264 | Augmentative and Alternative Communication | | | | 1.5 |
| CDD 5237 | Contemporary Issues in Speech-Language Pathology | | | | 1.5 |
| CDD 5227: Clinic I | Advanced Clinical Practicum in Speech Pathology I and II | 5202, 5229, 5231, 5235 | | | 3 |
| CDD 5228: Clinic 2 | Advanced Clinical Practicum in Speech Pathology I and II | 5227 (clinic 1) | | | 3 |
| CDD 5327: Externship 1 | Advanced Clinical Practicum in Speech Pathology III | 5228 (clinic 2), 5270 | | | 3 |
| CDD 5328: Externship 2 | Advanced Clinical Practicum in Speech Pathology IV | 5327 (extern 1) | | | 3 |
| CDD 5298 | Advanced Seminar in Research in SLP I | | | | 3 |
| CDD 5299 | Advanced Seminar in Research in SLP II | | | | 3 |

## Specialization Courses

| Course | Course Name | Prerequisite | Semester taken | Grade | Credits |
|---|---|---|---|---|---|
| CDD 5266 | Communication Impairment in Autism Spectrum Disorder | | | | 1.5 |
| CDD 5202 | Speech-Language Pathology in a Healthcare Setting | | | | 1.5 |
| CDD 5226 | Communication in Infancy/Early Intervention | | | | 1.5 |
| CDD 5233 | Cognitive-Linguistic Impairments in Traumatic Brain Injury | | | | 1.5 |
| CDD 5238 | Motor Speech Disorders in Children and Adults | | | | 1.5 |
| CDD 5243 | Counseling in Speech-Language Pathology | | | | 1.5 |
| CDD 5253 | Advanced dysphagia | | | | 1.5 |
| CDD 5254 | Communication disorders in emerging bilingual children | | | | 1.5 |
| CDD 5255 | Social communication pragmatics & social skills in ASD | | | | 1.5 |
| CDD 5265 | Pediatric Dysphagia | | | | 1.5 |
| CDD 5273 | Communication Disorders in Aging | | | | 1.5 |
| CDD 5204 | Accent Modification | | | | 1.5 |
| CDD 5263 | Assessment & Management of Auditory Processing Dysfunctions | | | | 1.5 |
| CDD 5250 | Special Topics in Speech-Language Pathology | | | | 1.5 |
| CDD 5230 | Craniofacial Anomalies | | | | 1.5 |
| CDD 5252 | The Underpinnings of Literacy | | | | 1.5 |
| CDD 5261 | Laryngectomy | | | | 1.5 |
| CDD 5271 | Audiology | | | | 1.5 |
| CDD 5242 | Hearing Loss | | | | 1.5 |
| CDD 5250 | Special Topics | | | | 1.5 |
| | | | | | |

# Academic Policies and Procedures

**Grading System**
The Nathan Weiss Graduate College, along with all graduate programs of study evaluates all students based on the following grading policy:

| Grade | Numerical Grade/Explanation | Quality Points |
|---|---|---|
| A | | 4.0 |
| A- | | 3.7 |
| B+ | | 3.3 |
| B | | 3.0 |
| B- | | 2.7 |
| C+ | | 2.3 |
| C | | 2.0 |
| F | | 0 |
| IN | Incomplete | 0 |
| CG | Complete | 0 |
| W/WD | Withdrawn | 0 |
| NC | No Credit | 0 |
| CG | Credit Granted | 0 |

***Please note:**
The numerical value of each letter grade may vary from professor to professor throughout the graduate program.

**Grade Disputes (Grade Grievances)**
To dispute a grade for a particular course, the student should first make an appointment to discuss the issue with the professor. Please refer to page. 20 to review the necessary steps in disputing a grade. If the issue is not resolved, the student should contact a graduate program coordinator. If a concern needs to go further, the student should consult with the department executive director who will advise you on the protocol. Clinical grade disputes will include the clinic director along with the clinic committee, if the issue comes to that level. The student may also review the grade grievance policy in the graduate catalog:

http://grad.kean.edu/graduate-catalog

# Student Progress and Evaluation

Students are expected to take responsibility for their own learning. Adhering to University policy, all graduate students must maintain a 3.0 grade point average. In our program, there is an additional standard that must be met. In the event that a student does not receive a "B" or better in an academic course, a remediation plan must be implemented. Completion of a remediation plan will not result in a change of grade. Success in the remediation plan ensures that the student has met the standard of competency required by ASHA.

**For Required Courses:** Students must earn a grade of B or better. A grade of B- will result in a remediation plan as defined below. A grade below a B- will result in the student being required to repeat the class. A plan for remediation or repetition of required courses must be in place before a student can continue with the clinical sequence. Should a student be required to repeat a course, both grades will remain on the student's academic record.

**For Foundation Courses**: Students are enrolled in four foundation courses during their first semester in the program. These include Disorders of Articulation and Phonology, Language Disorders in Children, Aphasia and other Neurological Disorders of Speech and Language, and Clinical Methods in Speech/Language Pathology. Any students with a grade of 70 or less in *any* of these courses at midterm, will **not** be eligible for clinic during the following semester, unless significant improvement in academic progress is demonstrated by successful completion of that course. It is suggested that students who are struggling, contact their professors for feedback as soon as difficulties arise.

When an area of clinical weakness is identified, as it relates to clinical competencies, additional coursework or experiences will be suggested by individual instructors or by the clinic committee. Students who do not comply with these requests and continue to demonstrate weakness in areas identified, may be unable to meet ASHA competencies.

**For Elective Courses:** Students must earn a grade of B or better. A grade of B- or below will result in the student being required to complete a remediation plan as defined below. Students who do not earn a B on the remediation plan, must retake the course.

**Remediation Plan**: Should a remediation plan be required, it is up to the student to contact the professor within 4 weeks of the beginning of the semester following the course in need of remediation. This remediation plan may include, but is not limited to, redoing an assignment or exam, conducting a project or retaking the course. Students must earn a grade of B or better on the remediation activity.

A remediation plan will include a written contract between the student and professor. Remediation continues until the students' knowledge and skills are judged by the faculty to be successfully acquired. Competencies in any area (as reported on the Calipso document later in this manual) will not be considered met until the remediation plan has been successfully completed.

**Additional Information:**

Attendance is mandatory for all classes, assignments and exams. Unexcused or planned absences for personal reasons are not accepted, and will result in no credit for any classwork, exams or finals which are scheduled for that day. An absence may be excused at the discretion of the professor. Documentation may be required.

Should a student receive an F in any course, they will not be allowed to continue in the program until remediation of the course is completed. Should a student receive an incomplete in *any* course, it is the student's responsibility to contact the instructor *within 4 weeks* of the beginning of the following semester. For additional information on incomplete grades, please refer to the incomplete policy as found in the graduate catalogue.
http://grad.kean.edu/graduate-catalog

**Clinical Practica Grades:** Students must earn a grade of B or better. Any grade below a B (B- or lower) requires repetition of the clinic experience. Failure to maintain a passing grade (B or above) in any 2 clinical practica experiences will result in automatic dismissal from the program.

**Comprehensive Examinations:**
Comprehensive examinations should be taken once students have completed and met minimum standards for all required courses. This includes earning a grade of B or better or having met remediation criteria. These examinations include 3 questions which will be answered in essay format. Of the seven content areas, two questions are selected by faculty and one is chosen by the student. Questions focus on diagnostic and treatment of clients. Since these examinations are comprehensive, students should be prepared to respond to questions in any areas of the curriculum.

**Dismissal from program:**
Students may be dismissed from the program for *any* of the following reasons:

- Earning a grade of below a B in 2 clinical practica (on and off campus)
- Earning a grade of C in three courses (academic and/or clinical combined)
- Earning a grade of F two times for the same course
- Having a GPA below 3.0.
- Demonstrating a lack of professional skills as defined by Professional Expectation Guidelines.
- Being asked to leave an externship site for reasons related to professional behaviors.
- Not demonstrating expectation of academic integrity, ethics or professional expectations according to Kean University and ASHA.
- Plagiarism- Please refer to the University Academic Integrity policy in the graduate catalog.

# Kean University's Professional Expectation Guidelines

**Accountability**

- ☐ Student attends class consistently and arrives on time and is an active participant
- ☐ Student completes in group activities or assignments
- ☐ Student hands in assignments on time
- ☐ Student is always prepared for class/clinic

**Respect**

- ☐ Student treats others with respect (including peers and instructors)
- ☐ Student listens to others when they are speaking
- ☐ Student approaches conflict in a cooperative and constructive manner
- ☐ Student does not use language that is negative or judgmental
- ☐ Student uses prosody that fosters interpersonal relationships

**Concern for Individual Served**

- ☐ Student does not disclose information of a personal nature that is not relevant to the current topic
- ☐ Student observes rules of HIPAA and FERPA

**Competence**

- ☐ Student seeks out support when having difficulty
- ☐ Student takes responsibility for quality of completed tests/assignments

**Integrity**

- ☐ Student demonstrates honesty with self, peers and instructors and assumes responsibility for own actions
- ☐ Student accepts criticism without defensiveness

**Academic**

- ☐ Student follows rules for citations, quotes and references (No plagiarism)
- ☐ Student collaborates with classmates as instructed by professor
- ☐ Student accepts both positive and constructive feedback

**Cultural Competence**

- ☐ Student uses appropriate language/actions when working with diverse populations
- ☐ Student demonstrates understanding of how values and culture interact

**Effective Communication Skills**

- ☐ Student is able to communicate effectively with peer and instructors
- ☐ Student is professional, respectful and positive in communication interactions
- ☐ Student demonstrates empathy, listening skills and appropriate body language when interacting with peers and instructor
- ☐ Student is responsible for checking emails daily and responding promptly

Adapted from Clarion University Speech and Hearing Clinic, "Professional Practice Protocol"

**Academic Integrity Policy**

Depending on the degree of the offense, penalties for cheating and plagiarism will range from a grade of "F" in the project and/or course to dismissal from the program and/or the University. Any incident will be dealt with on an individual basis by the Department Ethics Committee, consisting of the Director, the Graduate Program Coordinator, a member of our graduate faculty, and the faculty member who reported the infraction. All students are expected to be familiar with and comply with the University Academic Integrity Policy.

The Communications and Deafness Department takes plagiarism very seriously. Please refer to Kean University's Academic Integrity Policy to review the different categories of academic dishonesty, by level of offense. For more information, please see the University Graduate Catalogue for Academic Integrity Policy:

http://grad.kean.edu/graduate-catalog

**Code of Ethics**

Should the student have any questions while working on course documents, it is advised that the student consult with their professor. Students are expected to comply with the ASHA Code of Ethics which can be accessed at the following link:

http://www.asha.org/Code-of-Ethics/

**Code of Conduct**

Students are expected to understand and comply with the Kean University Code of Conduct which can be accessed through:

http://www.kean.edu/offices/community-standards-and-student-conduct/code-conduct/

The Office of Community Standards and Student Conduct is committed to providing a campus environment where students can grow intellectually and develop as a person. Student members of the community are expected to abide by certain standards of conduct that form the basis of the Student Code of Conduct and ensure that their guests and visitors do likewise. These standards are embodied within a set of core values that include integrity, fairness, respect, community, and responsibility. The Student Code of Conduct can be accessed on-line at http://www.kean.edu/policies/Code-of-Conduct.

# Resources for Students

**Nondiscrimination Policy**

It is the policy of the University that no person shall be discriminated against for reasons of race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy and breast feeding), , marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic in-formation, liability for service in the Armed Forced of the United States, or disability. Discrimination will not be tolerated in all matters relating to: (a) students, including but not limited to, admissions, residence life, financial aid, athletics, course offerings, student employment, social or recreational programs; and, (b) employment, including but not limited to, recruitment, selection, hiring, training, promotion, career development, assignment, transfer, layoff, return from layoff, demotion, termination, compensation and fringe benefits. Sexual harassment is a form of gender discrimination and likewise, will not be tolerated. All complaints of discrimination should be brought to the attention of the Affirmative Action Officer immediately at 908-737-3330. For additional information please visit:

http://www.kean.edu/offices/affirmative-action

**Disability Services**

Kean University has a strong commitment to full inclusion and equal opportunity for all persons with disabilities. The University adheres to the requirements of the Americans with Disabilities Act, and Section 504 of the Rehabilitation Act. Every effort is made by our friendly and professional staff to provide every student with the opportunity to participate in all areas of college life. The Office of Accessibility Services is here to provide assistance and reasonable and appropriate accommodations for all students with documented physical, mental, learning, emotional and/or psychological disabilities, both temporary and permanent. Such accommodations may include:

- Academic assistance
- Classroom and Testing Accommodations
- Adaptive technology and accessible resources
- Residence Hall accommodations

For additional information, please visit:

https://www.kean.edu/offices/office-counseling-accessibility-alcohol-and-other-drug-services/office-accessibility

**Equal Opportunity and Affirmative Action Statement**

Kean University is committed to establishing and maintaining a diverse campus community. Equal opportunity and diversity represent principles which are integrally woven into the University's mission. Kean University is committed to providing equal opportunity in employment and education, as well as equity of conditions for employment and education, to all employees, students and applicants without regard to race, creed, color, national origin, nationality, ancestry, age, sex/gender (including pregnancy), marital status, civil union status, domestic partnership status, familial status, religion, affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States, or disability. Sexual harassment is a form of unlawful gender discrimination and will not be tolerated.

Kean University follows the New Jersey State Policy Prohibiting Discrimination in the Workplace.

**The Americans with Disabilities Act (ADA)**

Kean University is committed to ensuring equal opportunity and access to all members of the campus community in accordance with Section 503/504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, as amended. The University prohibits discrimination against any student, employee or applicant on the basis of physical or mental disability, or perceived disability. Kean University will provide reasonable and appropriate accommodations to enable employees and students to participate in the life of the campus community. Individuals with disabilities are responsible for reporting and supplying documentation verifying their disability. Student requests for accommodations must be initiated through the Office of Accessibility Services, Downs Hall, Room 127, 908-291-3137. Employees should contact Ms. Yreyls Tapanes, Office of Human Resources, Administration Building, 2nd Floor, 908-737-3300. Students should note that accommodations are provided through the Office of Accessibility Services.

**Sexual Harassment Policy Statement (Title IX)**

Sexual harassment in any form will not be tolerated at Kean University. Sexual harassment violates the dignity and rights of the University community. In addition, it is a form of sexual discrimination prohibited by the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq, Title IX of the Education Amendment of 1972 and Title VII of the Civil Rights Act of 1964 *(as amended in 1991)*. The Board of Trustees of Kean University recognizes its responsibility to ensure a working and learning environment free from discrimination, including sexual harassment. The University prohibits sexual harassment in accordance with campus policies and state and federal law. The University follows the New Jersey State Policy Prohibiting Discrimination in the Workplace *(Policy)*. Depending on the complaint, violations of the policy may be adjudicated through the Kean University student conduct process or the Office of Affirmative Action Programs. All complaints of sexual harassment by employees should be brought to the attention of the Affirmative Action Officer immediately. Delayed reporting may impede a satisfactory resolution or hamper a proper investigation.

For additional information regarding the Equal Opportunity and Affirmative Action Statement, ADA, and Title IX, please visit: http://www.kean.edu/offices/affirmative-action.

**Counseling Services**

For additional information about counseling services offered to students, please visit:

http://www.kean.edu/counseling-center

**Course/Program Evaluation Forms**

At the end of each class, the student will be asked to complete a course evaluation survey (SIRS) to anonymously evaluate the content and presentation of course material. These data are collected, analyzed and the results shared with our department as a means of program refinement/revision. We are interested in your feedback. Student feedback is regularly used to fine-tune our program. At the completion of the

program, students will be asked to complete a program outcome online survey re: university-wide items as well as some items specific to the program.

**Financial Aid**
For information regarding tuition and financial aid in the forms of loans, scholarships and graduate assistantships, please visit:

http://www.kean.edu/offices/financial-aid

**Title IV Funds**
Federal Regulations require a recalculation of financial aid during a payment period or term in which a student withdraws from all courses, is dismissed, or takes a leave of absence. For instructions on withdrawing from courses at Kean University, please visit the following link:

http://www.kean.edu/offices/financial-aid/withdrawal-classes

**Immunization Requirements**
Students cannot register for their second semester or receive grades until immunization requirements are submitted to Health Services. Please submit records to Downs Hall –Rm126, email them to hsrecords@kean.edu, or mail them to Kean University Health Services, PO Box 411, Union, NJ 07083 (submissions by fax are not accepted). Submit a copy so that you can retain your original record. For additional information regarding required immunizations, please contact (908) 737-4880 or visit:

http://www.kean.edu/offices/health-services/immunizations

Should an externship site require medical information, it is up to the student to respond to this request.

**The Kean University Behavioral Intervention Team (KUBIT)**
Faculty at Kean University are obligated to report concerns regarding student behavior. Any concerns will be reported to KUBIT. This is a multi-disciplinary group that provides proactive intervention, caring support, and appropriate institutional response to students exhibiting concerning behavior. The referred student will be given the support and assistance they need by University and community resources. The primary purpose of the team is to offer strategies for mitigating emergent or crisis situations involving students. Depending on the actions of the student, and following a review of the information presented, appropriate University or community-based referrals may be required.

This site may also be used by students to report unusual or concerning behaviors among peers.

www.kean.edu/offices/kubit

**Ethical Violations**

If the student has any concerns about the compliance of our program with ASHA's standards and/or potential violations of ASHA's Code of Ethics, they may contact the Council on Academic Accreditation in Audiology and Speech-Language Pathology at (301) 897-5700.

## Complaint Process

Complaints or concerns about a course, a faculty member or a grade should be handled with that faculty member whenever possible. If the faculty member does address the concerns adequately, or if it is not reasonable to approach the faculty member, students should speak to the Graduate Program Coordinator.

For concerns about matters that could affect compliance with standards or accreditation, students can contact the **Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA)** directly at:

American Speech-Language Hearing Association
2200 Research Blvd.
Rockville , MD 20850-3289 USA
1-800-498-2071
Email: accreditation@asha.org

# Grade Grievances

If a student believes that he or she has not been graded fairly in a course, it is the student's right to initiate a grade grievance. A formal process exists for the resolution of such problems. The overall guidelines for the grade grievance process are basically uniform from department to department, with each department free to develop specific procedures within these guidelines. Requests for reconsideration of a grade must be brought to the faculty member as soon as possible after the conclusion of the course and no later than the end of the eighth week of the semester. The steps in the process are outlined below; it is understood that if a satisfactory resolution is reached at any level, the process ends. Should the student wish to continue to pursue this, he or she may request a meeting with the graduate coordinators.

1. The student will meet with the faculty member to request information about the faculty member's grading decision or evaluative judgment. If after receiving an explanation from the faculty member, the student remains dissatisfied, he or she may request a meeting with the graduate coordinators. If concern needs to go further, the students may request reconsideration of the grade by the department chairperson.

2. The student will meet with the department chairperson to discuss the assigned grade. The chairperson may choose to intervene directly at this point and attempt to seek a resolution or may decide to refer the question to the departmental grievance committee and convene the committee in accordance with departmental policies and procedures.

3. The departmental grievance committee, comprising faculty members and at least one student, will hear the grievance. The committee determines (in accordance with prevailing departmental practices and the specifics of the particular grievance) a procedure to follow. Both the student and faculty member will be asked to submit materials in writing, and both might be invited or required to appear before the committee. The committee may schedule these meetings so that the parties appear separately or together. Additional information may be requested by the committee as needed.

4. The grievance committee will make a determination and notify the student and faculty member in writing of their decision.

5. If the decision of the grievance committee is not acceptable to either of the parties involved or if implementation of the decision requires the attention of the college dean, the grievance will be brought to the dean for resolution and all relevant materials will be forwarded to the dean's office. Decisions made by the college dean are final, with no provision for further appeal beyond that point.

6. The final grade will be submitted to the Office of the Registrar before the baccalaureate degree is posted. Once the degree has been posted, the academic record is frozen and no changes are permitted.

**Grievance form is located outside of room EC- 106B*

For additional information on the Grade Grievance Policy, visit the following link:

http://grad.kean.edu/graduate-catalog

# Calipso

In accordance with the ASHA Standards, the student progress toward entry-level skills in nine academic, clinical, and professional areas must be tracked and monitored. This Knowledge and Skills Assessment (KASA) required by ASHA is accomplished in our department through CALIPSO, a web-based interactive application that manages key aspects of the student's academic and clinical education. It will be the student's responsibility to monitor and participate in the process. Progress will be updated at the end of each semester, so make sure to check your CALIPSO account periodically. We will also review your KASA at advising meetings to ensure that the student stays on track.

**Clinical Hours**

Students must achieve 400 clinical hours in order to graduate. Twenty-five clinical guided observation hours must be earned before students are allowed to begin their first clinical experience. Three hundred and seventy-five of the 400 clinical hours must be of supervised clinical practice (with at least 325 hours at the graduate level) which must be completed as part of the program.

**Clinical Hour Time Sheets/Evaluation Sheets**

Once students present documentation of their 25 guided observation hours, these will be required to enter these hours into CALIPSO. All guided observation hours accepted for ASHA requirements must include a statement regarding student participation in guided observation.

The student must keep an ongoing/accurate record of their clinical hours. Supervisors will advise their students of how they will want to maintain this record during the semester. By the end of the semester, all hours must be recorded on CALIPSO for supervisor approval. As student's progress through the program, they are required to enter their own clinical hours into CALIPSO.

During each clinical experience, supervisors will evaluate student performance at the midterm and final. Supervisors are looking at many clinical skills, including the evaluation process and what is expected of the student clinician. Please review CALIPSO's performance evaluation on the following pages.

# CALIPSO

Kean University
CALIPSO
Performance Evaluation
You have been identified as Hinman, Darya

Home Logout Make a duplicate Delete Student information

## Performance Evaluation

Fields marked with an * are required.

Supervisor: Tesman, Jennifer Fawn

*Student:

*Site:

*Evaluation Type:

*Semester:

*Course number:

*Patient population:

- [ ] Young Child (0-5)
- [ ] Child (6-17)
- [ ] Adult (18-64)
- [ ] Older adult (65+)

**Severity of Disorders (check all that apply):**

- [ ] Within Normal Limits
- [ ] Mild
- [ ] Moderate
- [ ] Severe

**Interprofessional (or collaborative) practice (IPP) includes (check all that apply): [?]**

- [ ] Audiologist
- [ ] Dentist
- [ ] Dietitian
- [ ] Family Member
- [ ] Nurse/Nurse Practitioner
- [ ] Occupational Therapist
- [ ] Pharmacist
- [ ] Physical Therapist
- [ ] Physician
- [ ] Physician Assistant
- [ ] Psychologist/School Psychologist
- [ ] Recreational Therapist
- [ ] Respiratory Therapist
- [ ] Social Worker
- [ ] Special Educator
- [ ] Teacher (classroom, ESL, resource, etc.)
- [ ] Vocational Rehabilitation Counselor
- [ ] Other

**Client(s)/Patient(s) Multicultural Aspects (check all that apply): [?]**

- [ ] Ethnicity
- [ ] Race
- [ ] Culture
- [ ] National origin
- [ ] Socioeconomic status
- [ ] Gender identity
- [ ] Sexual orientation
- [ ] Religion
- [ ] Exceptionality
- [ ] Other

**Client(s)/Patient(s) Linguistic Diversity (check all that apply): [?]**

- [ ] English
- [ ] English Language Learner
- [ ] Primary English dialect
- [ ] Secondary English dialect
- [ ] Bilingual
- [ ] Polyglot
- [ ] Gender identity
- [ ] Sign Language (ASL or SEE)
- [ ] Cognitive / Physical Ability
- [ ] Other

Session times out in: 1:36:4

PERFORMANCE RATING SCALE

Click to see Rating Scale

Please refer to the Performance Rating Scale for grading criteria. Use a score between 1 and 5, in 0.25 increments (1.25, 1.5 etc.)

1 - Direct Instruction
2 - Specific Guidance
3 - General Guidance
4 - Collaborative
5 - Consistent

* If n/a, please leave space blank

Evaluation Skills

| Evaluation Skills | Speech Sound Production? | Fluency? | Voice? | Language? | Hearing? | Swallowing? | Cognition? | Social Aspects? | AAC? |
|---|---|---|---|---|---|---|---|---|---|
| | Refer to Performance Rating Scale above and place number corresponding to skill level in every observed box. | | | | | | | | |
| 1. Conducts screening and prevention procedures (std IV-D, std V-B, 1a) | | | | | | | | | |
| 2. Collects case history information and integrates information from clients/patients and/or relevant others (std V-B, 1b) | | | | | | | | | |
| 3. Selects appropriate evaluation instruments/procedures (std V-B, 1c) | | | | | | | | | |
| 4. Administers and scores diagnostic tests correctly (std V-B, 1c) | | | | | | | | | |
| 5. Adapts evaluation procedures to meet client/patient needs (std V-B, 1d) | | | | | | | | | |
| 6. Possesses knowledge of etiologies and characteristics for each communication and swallowing disorder (std IV-C) | | | | | | | | | |
| 7. Interprets, integrates, and synthesizes test results, history, and other behavioral observations to develop diagnoses (std V-B, 1e) | | | | | | | | | |
| 8. Makes appropriate recommendations for intervention (std V-B, 1e) | | | | | | | | | |
| 9. Completes administrative and reporting functions necessary to support evaluation (std V-B, 1f) | | | | | | | | | |
| 10. Refers clients/patients for appropriate services (std V-B, 1g) ? | | | | | | | | | |
| Score totals: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total number of items scored: 0 Total number of points: 0 Section Average: 0 | | | | | | | | | |

Comments:

Save

Treatment Skills

Session times out in: 1:35:4

| Treatment Skills | Speech Sound Production? | Fluency? | Voice? | Language? | Hearing? | Swallowing? | Cognition? | Aspects? | AAC? |
|---|---|---|---|---|---|---|---|---|---|
| | Refer to Performance Rating Scale above and place number corresponding to skill level in every observed box. | | | | | | | | |
| 1. Develops setting-appropriate intervention plans with measurable and achievable goals. Collaborates with clients/patients and relevant others in the planning process (std V-B, 2a, std 3.1.1B) | | | | | | | | | |
| 2. Implements intervention plans (involves clients/patients and relevant others in the intervention process) (std V-B, 2b, std 3.1.1B) | | | | | | | | | |
| 3. Selects or develops and uses appropriate materials/instrumentation (std V-B, 2c) | | | | | | | | | |
| 4. Sequences tasks to meet objectives | | | | | | | | | |
| 5. Provides appropriate introduction/explanation of tasks | | | | | | | | | |
| 6. Measures and evaluates clients'/patients' performance and progress (std V-B, 2d) | | | | | | | | | |
| 7. Uses appropriate models, prompts or cues. Allows time for patient response. | | | | | | | | | |
| 8. Modifies intervention plans, strategies, materials, or instrumentation to meet individual client/patient needs (std V-B, 2e) | | | | | | | | | |
| 9. Completes administrative and reporting functions necessary to support intervention (std V-B, 2f) | | | | | | | | | |
| 10. Identifies and refers patients for services as appropriate (std V-B, 2g) ? | | | | | | | | | |
| Score totals: | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total number of items scored: 0 Total number of points: 0 Section Average: 0 | | | | | | | | | |

Comments:

Save

Professional Practice, Interaction and Personal Qualities

| Professional Practice, Interaction and Personal Qualities | Score |
|---|---|
| 1. Demonstrates knowledge of and interdependence of communication and swallowing processes (std IV-B, std 3.1.6B) | |
| 2. Uses clinical reasoning and demonstrates knowledge of and ability to integrate research principles into evidence-based clinical practice (std IV-F, std 3.1.1B) ? | |
| 3. Adheres to federal, state, and institutional regulations and demonstrates knowledge of contemporary professional issues and advocacy (includes trends in best professional practices, privacy policies, models of delivery, and reimbursement procedures/fiduciary responsibilities) (std IV-G, IV-H, std 3.1.1B, 3.1.6B, 3.8B) ? | |
| 4. Communicates effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the patient, family, caregiver, and relevant others (std V-B, 3a, std 3.1.1B) ? | |
| 5. Establishes rapport and shows care, compassion, and appropriate empathy during interactions with clients/patients and relevant others (std 3.1.1B) | |
| 6. Uses appropriate rate, pitch, and volume when interacting with patients or others | |
| 7. Provides counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others (std V-B, 3c, std 3.1.6B) | |
| 8. Collaborates with other professionals in case management (std V-B, 3b, std 3.1.1B, 3.1.6B) ? | |
| 9. Displays effective oral communication with patient, family, or other professionals (std V-A, std 3.1.1B) ? | |
| 10. Displays effective written communication for all professional correspondence (std V-A, std 3.1.1B) ? | |
| 11. Adheres to the ASHA Code of Ethics and Scope of Practice documents and conducts him or herself in a professional, ethical manner (std IV-E, V-B, 3d, std 3.1.1B, 3.1.6B) ? | |
| 12. Demonstrates professionalism (std 3.1.1B, 3.1.6B) ? | |
| 13. Demonstrates openness and responsiveness to clinical supervision and suggestions | |
| 14. Personal appearance is professional and appropriate for the clinical setting | |
| 15. Displays organization and preparedness for all clinical sessions | |

Total number of items scored: 0 Total number of points: 0 Section Average: 0

**Comments:**

A FINAL rating of "NOT MET" in any item below may result in a drop of a letter grade by one letter.

| Met All | Not Met All | (clear) All | Professional Behaviors |
|---|---|---|---|
| ○ | ○ | ● | 1. Maintains positive interaction, regard and respect with peers, supervisors, and other professionals. |
| ○ | ○ | ● | 2. Maintains positive interaction, regard and respect with clients, families, caregivers and relevant others. |
| ○ | ○ | ● | 3. Maintains confidentiality at all times. |
| ○ | ○ | ● | 4. Assumes responsibility for own actions. |
| ○ | ○ | ● | 5. Consistently punctual and dependable. Meets attendance expectations of the clinical setting. |
| ○ | ○ | ● | 6. Demonstrates initiative. |
| ○ | ○ | ● | 7. Completes all scheduled assignnments in a timely manner that meets expectations of the clinical setting. |
| ○ | ○ | ● | 8. Wears attire consistent with expectations of the practice setting. |
| ○ | ○ | ● | 9. Accepts criticism without defensiveness. |
| ○ | ○ | ● | 10. Manages conflict in constructive ways. |
| ○ | ○ | ● | 11. Completes any additional assignments required by clinical site such as assigned readings or in-service presentations. |
| ○ | ○ | ● | 12. Written work is consistently professional, accurate, and complete. |

Save

**Improvements Since Last Evaluation:**

**Strengths/Weaknesses:**

**Recommendations for Improving Weaknesses:**

Total points (all sections included): 0 Adjustment: 0.0
divided by total number of items 0
Evaluation score: 0
Letter grade Fail

By entering the student's name, I verify that this evaluation has been reviewed and discussed with the student prior to final submission.
Student name: Date reviewed:

I verify that this evaluation is being submitted by the assigned clinical supervisor and that I have supervised the above named student.
*Supervisor name: *Date completed:

If you want to save an evaluation in progress and come back to it later, make sure the "final submission" is un-checked and then press Save.
☐ Final submission (if this box is checked, no more changes will be allowed!)

# Clinical Methods Requirements

**Prior to enrolling in clinic, the student must complete each of the following. Please note that the following information will be discussed and documentation will be collected in CDD 5202.*

**Professional Liability Insurance**
Students may check the ASHA website for more information.

Please go to http://www.hpso.com to purchase your liability insurance.

**Criminal Background Check**
Upon acceptance into the program, all students must successfully pass a criminal background check approved by Kean University. Additional information will be provided in CDD 5202.

To complete the background check, please go to https://www.castlebranch.com/sign-in and follow the directions as specified. Background checks must be complete and documentation must be provided by midterm of the semester prior to entering clinic *(students would be responsible for the fee associated with the background check)*.
Note: Some externship sites will require additional background checks and/or fingerprinting which requires additional fees.

**Participation Agreement, Authorization and Liability Release**
All students are required to sign a Participation Agreement before beginning their courses. Student are asked to read this document carefully, sign it, and upload it to the Documents section of CALIPSO.

**Drug Screening**
Some externship sites may require drug screenings before working with their facility. More information will be provided during an externship interview including any expense.

**Physical and Health Immunization**
Facilities also require a physical and immunization checks. Student records may include tests the facilities require.

**Health Insurance**
Externship sites require all students selected for a clinical externship or practica to present proof of Health Insurance at the beginning of their clinic.

**CPR Certification**
The purpose of the First Aid course is to train individuals in the skills necessary to recognize and provide first aid care for injuries and sudden illness until advanced medical personnel arrive and take over. CPR training should include resuscitation of children and adults as well as use of a defibrillator. CPR certification opportunities will be offered through the University or students may pursue this on their own.

**Hearing Screening**
Prior to treating clients, it is essential that your hearing is assessed and any concerns be addressed. A schedule for hearing screenings will be provided during the 1st semester of coursework.

**Infection Control Training**
Prior to treating clients, the student clinician will receive mandatory training regarding universal precautions. The student is responsible for understanding the KUCCD infection control policies as well as any policies implemented in externship sites. Infection control training will be provided during class in CDD 5202.

**HIPAA Training**
Prior to treating clients, the student clinician will receive mandatory training regarding Health Insurance and Portability and Accountability Act (HIPAA). HIPAA training will be provided during class in CDD 5202.

**Guided Observation Hours**
Student clinicians must complete at least 25 hours of guided observation before any clinical work can begin. Forms from Kean University or from other facilities will be accepted. Documentation must include the name of the facility, number of hours observed, name of the individual who provided guidance for the observation, SLP signature and ASHA number.

*Once the student hands in their guided observation sheet and all observation hours are approved, the student will record the hours on CALIPSO.

# Clinical Responsibilities and Expectations of the Graduate Student

*Students are expected to demonstrate and maintain professional behaviors and ethics as set forth by the Department of Communication Disorders and the American Speech-Language-Hearing Association. Professional behaviors include, but are not limited to, appropriate communication and interactions with supervisors and staff, maintaining facility-specific dress code, and completing assignments and facility-specific expectations as identified. Starting today, you are a professional and the following should be considered as minimum standards throughout the graduate program.*

1. **Full knowledge** of the information posted on the Center for Communication Disorders site. Access to this site will be granted upon enrollment in the program.

2. **Confidentiality (HIPAA)**
   Client confidentiality must be respected at all times. All information concerning clients being seen at the clinic/externship is to be considered confidential. Cases are not to be discussed with friends, roommates, or any other person outside the clinic and the facility site. If you are discussing clients with fellow clinicians in the work areas, please monitor the loudness of your voice, as clients and parents are likely to be within hearing distance. Always be mindful of your surroundings when discussing confidential information.

3. **Professional Dress and Manner**
   When you are in a professional setting (ex. clinic, externship, interviews, etc.), you are expected to dress like a professional. Jeans, cut-offs, tank-tops, sweatshirts, sneakers, short skirts, tight-fitting or revealing clothing, and flip-flops are not considered to be professional attire. Facial jewelry and tattoos are not appropriate for the professional setting. Tattoos must be covered.

   *Note: Dress code may vary for externships (i.e., scrubs, comfortable attire)*

4. **Code of Ethics**
   You are expected to know and understand ASHA's Code of Ethics. It is expected that you will maintain a professional attitude when dealing with clients, clinicians and supervisors. For additional information, please visit:

   https://www.asha.org/Code-of-Ethics/

5. **Keeping Appointments/Punctuality**
   Attendance is Mandatory. You have made a commitment to this program.

   Students are expected to be on time and prepared for all appointments, classes, and therapy sessions. If you know you cannot meet a given schedule, notify the appropriate personnel. Only illness and emergencies will be considered acceptable excuses.

   *Note: Students will be assigned a clinic timeslot and **must** make themselves available for that time.*

6. **Management of Documentation**
   Students are expected to manage their documentation, meet deadlines, and demonstrate professional writing. Written assignments are to be handed in on time and proofread for accuracy. Students who are asked to contact professionals (e.g., externship supervisors, clinic directors, and graduate coordinators) to schedule interviews or meetings must do this in a timely manner.

7. **Contacting Faculty Members**

   **Office Hours**
   All faculty members have designated hours available to meet with students. These hours are posted on Kean Wise and office doors. Students can schedule appointments at other times by contacting the faculty directly.

   **Adjunct Faculty:** All adjunct faculty will make themselves available to students on a regular basis. They will provide you with information regarding their availability.

   **Email Policy**
   Students must use their Kean issued email for all communication within the University. All emails must be professional. This includes using appropriate salutations. Emails must be proofread and include the student's name and **ID#.** Students have a responsibility to check their emails daily and respond within a timely manner.

   **Electronic Communication Devices**
   Cell phones, pagers, and other electronic communication devices should be turned off during class and clinical assignments.

8. **Response to Feedback**
   Being able to accept professor and supervisor suggestions, as well as constructive criticism is crucial for professional development in this field. It is also important to be able to initiate communication with a professor when concerns are identified. The communication between a student and their supervisors and professors should always remain professional.

9. **Essential Functions**
   Students are required to read and sign the "Essential Functions" form located in the back of the packet. Students are encouraged to reference this document throughout their academic career to ensure that they are meeting these standards.

10. **Dismissal**
    Kean University may withdraw any student from an externship when notified by the facility that the student is unacceptable to the facility for the reasons of health, performance disciplinary issues or other reasonable and lawful causes.

# Practica and Externships

The practica progression is designed to provide the student with both depth and breadth of experience. Upon completion, each student will be expected to demonstrate clinical competence with a range of roles, settings, populations, clients, clinical sites and techniques.

**Practica Progression**

The student will complete a minimum of four clinical practica. As stated earlier, the student is required to take CDD 5227, CDD 5228, CDD 5327, and CDD 5328 (Advanced Clinical Practicum in SLP), the courses through which supervised clinical practica hours are earned. The first six credits or two semesters of practica will be obtained at the Kean University Center for Communication Disorders. After *successful* completion of this experience, the student can begin to gain supervised experience outside our clinic, in the many facilities with which we are affiliated. Students must register for a practica every time they are earning clinic hours.

At this time, our community clinic is in operation on a full-time basis throughout the week with both daytime and evening hours. Students are expected to attend both on campus and externship clinical placements at their scheduled times. Planned absences for personal reasons are not accepted. Prior to beginning your clinical practica sequence, students must register for and successfully complete CDD 5202: Clinical Methods in SLP during the semester immediately preceding their first clinical experience. In addition, prior to clinic, the student is required to successfully complete CDD 5229: Disorders of Phonology and Articulation, CDD 5231: Aphasia and CDD 5235: Language Disorders in Children. These four courses are to be taken early in the program, typically during the student's first semester in the program.

**Externship Policies and Procedures**

All graduate student clinicians are required to attend a mandatory externship orientation information session. At the information session, the student clinician will review the clinical externship procedures and policies. After the student clinician attends the externship orientation information session, s/he will receive an email invitation to the Kean University Clinical Externship Google site. This site contains all updated notices, semester deadline dates and required forms. The student is responsible for checking this website for any updates.

Once students begin to prepare for their clinical placements, it is important they work closely with the clinical externship coordinator. The clinical externship coordinator is solely responsible for contacting the potential externship site. Students are not permitted to reach out to facilities regarding placement, unless given permission otherwise. Preparation for a student externship placement begins at least 12 months

prior to the start of the externship. Students will complete a placement request form by the deadline date. On this form the student will provide their interests, weekly availability for the semester that they will complete their externship and the address where they will be living at the time of the externship placement. A placement request form must be completed each time you are requesting a placement. Every effort will be made to schedule the student's externship placement within 60 minutes travel time, each way. This may not be possible due to circumstances beyond the department's control. Please be advised that the student clinician's preference for population/setting is considered; however, it is not guaranteed. Final placements are made by the clinical externship coordinator with support from the clinic committee. If, for any reason, the student clinician is unable to commit to an assigned site, they will be considered for another externship opportunity only after all other students have been placed.

Students will be required to interview for each externship. If the externship site does not accept the student for the externship placement, the student is informed. Students are given only one interview unless the clinical externship coordinator determines that a second is necessary. If the student is not accepted after a third interview, the student may be dismissed from the program. The student may not reject a placement without first discussing it with the externship coordinator.

For a school-based externship, the clinician must have successfully completed CDD 5236: Speech and Language Services in Schools. For medical placements, CDD 5269: Dysphagia is required. In addition, all students must complete CDD 5270: Diagnostics, prior to beginning any externship placements.

**Externship Requirements**

Students must adhere to the requirements that are established in the clinical affiliation agreement with the specific site they are placed. Students shall comply with standards of documentation and confidentiality mandated by the state and federal regulatory agencies and adhere to the rules, regulations and policies of the facility they are placed in. A copy of the agreement is available for review at the student's request. Please contact the clinical externship coordinator to review.

Externship sites require compliance with organizational policies, health and immunization standards, background checks, fingerprinting, etc. Students are responsible for completion of all testing and all related costs. Externship sites reserve the right to deny a student a placement.

If students cannot complete any of the mandatory student externship placements due to any issues regarding the criminal background check, fingerprinting or any other requirements, they may not participate in a clinical experience and this will impact on their ability to successfully complete the SLP program. Please refer to page 32 for more information.

**Attendance and Schedule**

Once the student's externship commitment letter is signed and returned to the clinical externship coordinator, students may not negotiate changes to their clinical schedules without prior permission from the faculty liaison or clinical externship coordinator.

The student clinician is required to follow the facility calendar for their externship site. Each externship must be a minimum of three full days.

*Note: The schedule of the student's site may differ from the university schedule (i.e., students are expected to attend their externship even if the University is on spring recess).* If a student experiences a short-term illness or an unanticipated personal difficulty which results in absence from their externship site, the student may be asked to make up the missed hours. If, due to unexpected circumstances, a student anticipates being absent from the placement site for an extended period (more than a few days), then the faculty liaison should be notified by the student. The faculty liaison will discuss with the student and supervisor the impact the absence will have on the student achieving the learning outcomes and completion of hours. Once a student makes a commitment to a placement, they must continue with the placement for the entire semester. Students may not leave a placement early because they have met the minimum number of hours required by ASHA.

**Grading Policy for Clinical Experiences**

Failure to achieve acceptable levels of performance in any clinical practica (at least the equivalent of a B) will result in the need to repeat the practica experience. In collaboration with the clinical externship coordinator, the graduate coordinators, and the department executive director, a plan will be developed and implemented to address the issues in question. During this process, the student must demonstrate a working understanding of the action plan and demonstrate ways in which the issues have been addressed and resolved. Students will not be placed in another clinical experience until the issues have been addressed and successfully resolved. Earning a grade below a B for a second practica will result in dismissal from the program regardless of grades earned in academic courses.

**Withdrawal or Failure**

We do not anticipate issues; however, at times, students are asked to voluntarily withdraw from their clinical experience. Additionally, students may fail a clinical experience.

Once a student is assigned a clinical placement in the Center for Communication Disorders or at an externship site, the student may not withdraw from this course. Withdrawal will result in a grade of F. In addition, the student must wait at least one full semester before reenrolling in the course. Emergency situations will be considered on a case-by-case basis.

Please note that repeated clinical placements cannot be guaranteed to begin within a specific time and graduation may be delayed. Failure of a clinical experience will be reviewed by the academic review committee. Failure may also lead to dismissal from the graduate speech program.

**Termination**

Termination of a clinical experience may occur if the student's professional behavior, safety awareness or competencies indicate that they will not meet entry level requirements. If the student's experience is terminated, then they will receive a failing grade (F) and may need to repeat the course. At times, termination of a clinical experience may also result in dismissal from the program.

**Clinic Review Committee**
The Clinic Review Committee is made up of CDD faculty and administration. This committee meets as needed, to make decision regarding specific clinical situations or student needs.

# Graduation

**Comprehensive Examination**
In addition to successful completion of all classes and clinical practica, students must register for and pass a comprehensive examination prior to graduation. Registration for the comprehensive examination may be completed by going to the Nathan Weiss Graduate School website. Click on "current students," and then, on the right side of the page, click on Forms and select Comprehensive Exam Application. Fill out your personal information. Under Program, click on Speech Language Pathology (bottom of drop down menu), then go toward the bottom of the column for dates.

This exam will take place 2 times a year in November and March. Unless indicated otherwise, the exam will be held on a Saturday. The format of the exam is applied/functional and it consists of three case studies with accompanying questions.

The comprehensive examination may be taken three times. If a student fails, he/she has the opportunity to meet with comprehensive examination coordinator to review their performance on each section. Afterward, the student will have the opportunity to meet with the faculty member that developed and graded the exam to inquire what could be changed to improve the outcome. When the student is satisfied and understands the weakness, he/she can arrange to take the exam again. This can occur at the next administration or at a later date.

**Review of Records**
Students will meet with the executive director to review documentation required upon completion of the program.

**Graduation Application**
Students expecting to graduate in December, May or August must apply to do so according to the calendar that is published on the Registrar's Website. Their applications will be reviewed by the Office of the Registrar to make sure that they have fulfilled all course requirements. Each student's CALIPSO document will be reviewed within the department to assure entry-level competence. Completion of the student's thesis and Praxis scores will also be verified on their CALIPSO account. This will take place during the exit interview in which each student must participate. For additional information, please visit:

www.kean.edu/offices/registrar

## Praxis Examination

A passing score of 162 is required for:

- New Jersey license in Speech-Language Pathology
- New Jersey Department of Education Certification for the Speech-Language Specialist (SLS) and
- American Speech-Language-Hearing Association for the certificate of Clinical Competence (CCC-SLP)

While a passing score is not a requirement for graduation, it is recommended that students study for both the comprehensive and the Praxis Examination together.

## The Clinical Fellowship (CF)/Clinical Internship

The Clinical Fellowship occurs after students have completed their Master's Degree and is not a graduation requirement for Kean University. It is usually a 9-month period of supervised full-time employment. This is required for

1. CCC-SLP issued by ASHA (referred to as a clinical fellowship) and

2. The Division of Consumer Affairs (referred to as a clinical internship).

**Student Outcomes:**

Employment, Praxis, and Completion Rates for the program can be found at
https://www.kean.edu/academics/programs/speech-language-pathology-ma

## Certifications

**Certificate of Clinical Competence in Speech-Language Pathology (CCC-SLP)**

To meet the requirements needed to pursue the certificate of clinical competence (CCC-SLP), students are required to take or to have taken a statistics course, a biological science, a physical science and a social science. These may have been taken as part of undergraduate training. Students will not graduate from our program unless they meet the academic and clinical requirements for the Clinical Fellowship CF. As explained above, students must complete their (CF) and pass the Praxis in order to earn their Certificate of Clinical Competence (CCC)

**New Jersey Department of Education Speech-Language Specialist Certificate (SLS)**

This certification (SLS) is needed to work in the public and private schools in New Jersey. Our program will prepare students to meet all of the academic and clinical practica requirements for the SLS, and the

University will submit your certification application for you. Students must also pass the Praxis to earn this certification.

# School of Communication Disorders and Deafness

## Master of Arts in Speech-Language Pathology

## Essential Functions for Speech-Language-Pathologists

## And Graduate Students in Speech-Language Pathology

Listed below are the essential knowledge, skills, and functions that someone who enters the profession of Speech-Language Pathology MUST MEET and, therefore, are required of the majors in this program.

### Physical Abilities

- Move independently to, from and within academic clinical facilities
- Manipulate screening/diagnostic/therapeutic/educational materials
- Respond to emergency situations, including fire, choking and in the application of universal precautions.
- Visually monitor client responses and use of materials
- Participate in classroom/academic or clinical activities for 2-4 hour blocks of times with only one or two breaks.
- Maintain one's own general good health and personal hygiene in order not to jeopardize the health and safety of self and individuals with whom one interacts in both academic and clinical settings
- Eliminate all use of cell phones/texting during all clinical and academic activities

### Affective Abilities

- Dress appropriately/professionally in all clinical settings
- Interact appropriately and effectively with people
- Make appropriate decision, including the ability to evaluate and generalize appropriately without immediate or constant supervision
- Understand and respect authority
- Maintain appropriate workplace behavior, including punctuality and regular attendance
- Maintain composure and emotional stability in all, including demanding situations
- Maintain emotional and mental health required for the use of intellectual abilities, prompt completion of responsibilities, and appropriate relationships with clients/ students and colleagues
- Maintain honest and integrity in all educational and professional activities, including respecting Health Information Portability and Accountability Act (HIPAA) requirements
- Show respect to individuals with disabilities and for persons with different age, ethnic background race, religion, and/or sexual orientation
- Respect all of the shared space, equipment and materials within the department
- Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics

## Cognitive Abilities

- Read and comprehend professional literature and reports
- Write graduate-level papers and clinical/educational reports in Standard American English
- Comply with administrative, accreditation-related, legal and regulatory policies
- Independently calculate, reason, analyze, synthesize, interpret, and apply ideas and concepts in academic and clinical settings in a timely fashion to meet set deadlines
- Maintain attention and concentration for sufficient time in order to complete academic/clinical activities, typically 2-4 hours with only 1-2 breaks
- Manage the use of time effectively and prioritize actions to complete professional and technical tasks within expected time constraints
- Accept appropriate suggestions and constructive criticism and, if necessary, respond by modification of behavior

## Communication Abilities

- Auditorily monitor and orally model correct speech and language production
- Communicate proficiently in both oral and written English
- Communicate effectively and sensitively with clients to the level of their needs in order to elicit information, describe changes in mood, activity and posture, and assess nonverbal communications
- Appropriately, effectively and efficiently transmit information to clients, their families, fellow students, faculty and staff, and other professionals

# Council on Academic Accreditation (CAA)

*In addition to following Kean University's Professional Guideline Expectations, it is expected that students also adhere to the CAA Knowledge and Skills sets across the speech-language pathology curriculum below.

**CAA Accreditation Application and Annual Report**
**Speech-Language Pathology Knowledge and Skills within the Curriculum**

Instructions:
Provide the course number and title for the academic and clinical course(s), practicum experience(s) and other source(s) of experience that provide students opportunity to acquire knowledge and skills across the speech-language pathology curriculum.

Save and upload this document to Section 3.1B of your on-line application.

| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| **3.1.1B PROFESSIONAL PRACTICE COMPETENCIES** | | | | | | |
| Accountability | | | | | | |
| Integrity | | | | | | |
| Effective Communication Skills | | | | | | |
| Clinical Reasoning | | | | | | |
| Evidence-Based Practice | | | | | | |
| Concern for Individual Served | | | | | | |
| Cultural Competence | | | | | | |
| Professional Duty | | | | | | |
| Collaborative Practice | | | | | | |
| **3.1.2B FOUNDATIONS OF SPEECH-LANGUAGE PATHOLOGY PRACTICE** | | | | | | |
| Discipline of human communication sciences and disorders | | | | | | |
| Basic human communication and | | | | | | |

SLP Knowledge and Skills within the Curriculum Data Collection Worksheet – 2017 Accreditation Standards
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| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| swallowing processes, including the appropriate biological, neurological, acoustic, psychological, developmental, and linguistic and cultural bases | | | | | | |
| Ability to integrate information pertaining to normal and abnormal human development across the life span | | | | | | |
| Nature of communications and swallowing processes to include knowledge of:<br>• Etiology of the disorders or differences<br>• Characteristics of the disorders or differences<br>• Underlying anatomical and physiological characteristics of the disorders or differences<br>• Acoustic characteristics of the disorders or differences (where applicable)<br>• Psychological characteristics associated with the disorders or differences<br>• Development nature of the disorders or differences | | | | | | |

| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| • Linguistic characteristics of the disorders or differences (where applicable)<br>• Cultural characteristics of the disorders or differences<br>For the following elements: | | | | | | |
| Articulation | | | | | | |
| Fluency | | | | | | |
| Voice and resonance, including respiration and phonation | | | | | | |
| Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities | | | | | | |
| Hearing, including the impact on speech and language | | | | | | |
| Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding; orofacial myology) | | | | | | |
| Cognitive aspects of communication (e.g., attention, memory, | | | | | | |

| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| sequencing, problem solving, executive functioning) | | | | | | |
| Social aspects of communication (e.g., behavioral and social skills affecting communication) | | | | | | |
| Augmentative and alternative communication | | | | | | |
| **3.1.3B IDENTIFICATION AND PREVENTION OF SPEECH, LANGUAGE, AND SWALLOWING DISORDERS AND DIFFERENCES** | | | | | | |
| Principles and methods of identification of communication and swallowing disorders and differences | | | | | | |
| Principles and methods of prevention of communication and swallowing disorders | | | | | | |
| **3.1.4B EVALUATION OF SPEECH, LANGUAGE, AND SWALLOWING DISORDERS AND DIFFERENCES** | | | | | | |
| Articulation | | | | | | |
| Fluency | | | | | | |
| Voice and resonance, including respiration and phonation | | | | | | |
| Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in | | | | | | |

| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| speaking, listening, reading, writing, and manual modalities | | | | | | |
| Hearing, including the impact on speech and language | | | | | | |
| Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding; orofacial myology) | | | | | | |
| Cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning) | | | | | | |
| Social aspects of communication (e.g., behavioral and social skills affecting communication) | | | | | | |
| Augmentative and alternative communication needs | | | | | | |
| **3.1.5B INTERVENTION TO MINIMIZE THE EFFECTS OF CHANGES IN THE SPEECH, LANGUAGE, AND SWALLOWING MECHANISMS** | | | | | | |
| Intervention for communication and swallowing differences with individuals across the lifespan to minimize the effect of those disorders and differences on the ability to participate as fully as possible in the environment | | | | | | |
| Intervention for disorders and differences of the following: | | | | | | |

| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| • Articulation | | | | | | |
| • Fluency | | | | | | |
| • Voice and resonance, including respiration and phonation | | | | | | |
| • Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, prelinguistic communication, and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities | | | | | | |
| • Hearing, including the impact on speech and language | | | | | | |
| • Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding; orofacial myology) | | | | | | |
| • Cognitive aspects of communication (e.g., attention, memory, sequencing, problem solving, executive functioning) | | | | | | |

SLP Knowledge and Skills within the Curriculum Data Collection Worksheet – 2017 Accreditation Standards
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| | Academic Course Title and # | Clinical Course Title and # | Practicum Experience Title and # | Labs Title and # or Description | Research Title and # or Description | Other Title and # or Description |
|---|---|---|---|---|---|---|
| • Social aspects of communication (e.g., behavioral and social skills affecting communication) | | | | | | |
| • Augmentative and alternative communication needs | | | | | | |
| **3.1.6B GENERAL KNOWLEDGE AND SKILLS APPLICABLE TO PROFESSIONAL PRACTICE** | | | | | | |
| Ethical conduct | | | | | | |
| Integration and application of knowledge of the interdependence of speech, language, and hearing | | | | | | |
| Engagement in contemporary professional issues and advocacy | | | | | | |
| Processes of clinical education and supervision | | | | | | |
| Professionalism and professional behavior in keeping with the expectations for a speech-language pathologist | | | | | | |
| Interaction skills and personal qualities, including counseling and collaboration | | | | | | |
| Self-evaluation of effectiveness of practice | | | | | | |

# Frequently Asked Questions

1. **What prerequisite courses do I need in order to begin this program?**
   - CDD 2251: Introduction to Speech/ Language/ Hearing Disorders
   - CDD 2254: Phonetics
   - CDD 2255: Normal Language Development
   - CDD 2260: Anatomy and Physiology of the Ear and Speech Mechanism
   - CDD 3259: Basic Audiology
   - CDD 3261: Speech Science
   - CDD 3258: Disorders of Speech Production and Voice
   - CDD 3269: Neuroscience for Speech and Hearing

2. **What additional courses do I need to complete in order to meet SLP Certification Standards?**
   - Biological science
   - Basic physical science
   - Basic chemistry
   - Basic statistics
   - Social sciences
   - Behavioral sciences

   *To identify courses that are appropriate for ASHA standards, please visit the following link: https://www.asha.org/certification/course-content-areas-for-slp-standards/

3. **What happens if I do not pass the comprehensive examination or the praxis?**
   - Students may take the comprehensive examination three times.
   - Students may retake the praxis examination as many times as they need. However, it is not recommended to rely on the option of retaking such important examinations.

4. **Is it acceptable for me to reach out to a facility to find an externship placement?**
   - **No**. The clinical externship coordinator and the externship graduate assistant are the only individuals permitted to reach out to facilities regarding externship placement.
   - If you have any questions or concerns, please direct them to the clinical externship coordinator.

5. **What happens if I do not receive a "B" or better in one of my courses?**
   - Please see page. 12 for additional information.

6. **When should I take my comprehensive examination?**
    - It has been recommended by previous students in the program to take the comprehensive examination 1semester prior to graduating, leaving student's room to retake the examination if needed, and time to absorb the information from the topics covered on the examination.
    - It has also been recommended to study simultaneously for the comprehensive examination and Praxis.

7. **Do I have to follow the cohort full-time? Or can I go at my own pace?**
    - At this time, our graduate program follows a full-time, cohort schedule. A full time graduate student equates to 9 credits per semester. Any changes to the program schedule or sequence must be approved by the graduate coordinator.

8. **Where and how do I order my textbooks?**
    - In order to find textbooks for a particular course, please visit the Kean University Bookstore website at http://kean.bncollege.com/webapp/wcs/stores/servlet/TBWizardView?catalogId=10001&langId=-1&storeId=24559
      Students will be required to fill in the following information in order to obtain their textbook information: semester term, department, course number and section. Once students obtain the book's title, author and ISB number, they can proceed to check out at the Kean University Bookstore. If students discover a book on either Amazon or Chegg for a lesser value, the Kean University Bookstore has agreed to match the price of the qualifying item.

## Kean University Department of Communication Disorders and Deafness

## Graduate Student Manual Signature

I have received a copy of the current Graduate Speech-Language Pathology Student Manual. I agree to the following standards:

- Policies and procedures listed in the Graduate Program Speech-Language Pathology Student Manual
- Essential Functions for Speech-Language-Pathologists and Graduate Students in Speech-Language-Pathology

(signature) (date)

(print name)

**PARTICIPATION AGREEMENT, AUTHORIZATION AND LIABILITY RELEASE**

I, _____, desire to pursue the _____ program (Program) starting _____ at Kean University and, in consideration of being allowed to participate in the Program, I hereby agree and certify as follows:

1. I understand that the Program requires mandatory clinical externships in schools, healthcare or other facilities (Facility/Facilities). I am also aware that I will not be able to complete and graduate from this Program without successfully completing the required clinical courses and internships.
2. I further acknowledge that in order to be accepted for clinical internships I would have to complete the requirements established by such Facilities, including but not limited to:
   - Physical Exam and Proof of immunizations – I acknowledge that I will be required to show proof of a physical exam, immunization records and health insurance to Kean University and the Facility prior to the start of a clinical internship.
   - Criminal Background Check – I understand that I will be required to submit a criminal background check, at my own cost, to Kean University and the Facility prior to a placement.
   - Drug Screening – I understand that I may be asked by a Facility to submit a drug screen test result prior to a placement.
   - Office of Inspector General and General Service Administration – I understand that pursuant to a Facility's requirements, Kean University or the Facility may conduct searches in my name for any fraud against any federally funded health care program, i.e. Medicare, Medicaid or any other healthcare violations.
3. I further understand that a history of conviction, indictment, pre-trial intervention, violation of a law, ordinance, felony, misdemeanor, or disorderly persons offense may result in a Facility refusing me for internship, which would delay and/or result in me not being able to complete and graduate from the Program.
4. I further understand and acknowledge that Kean University is obligated to provide my immunization records, criminal background check results and drug screening results to the Facilities on my behalf prior to the start of any placement.
5. I understand that prior to my placement at a Facility, my Program coordinator or faculty may review my discipline record to ensure my suitability for a placement and consent to such disclosure.
6. I understand and agree that the Facility has the right to reject my application or dismiss me from a placement if my records do not meet their requirements, including those listed above.
7. I agree that it is my responsibility to comply with all placement requirements.

In signing this Agreement, I acknowledge and represent that I have carefully read this Agreement and understand its content and that I sign this document of my own free act and deed.

Name: _____ Student ID: _____

Signature: _____ Date: _____