

**JACKSONVILLE UNIVERSITY
COLLEGE OF HEALTH SCIENCE
SCHOOL OF APPLIED HEALTH SCIENCES
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS
GRADUATE STUDENT HANDBOOK
2014 - 2015**

FORWARD

The policies stated in this handbook are consistent with University policies and are set forth in more specific terms so the graduate student majoring in speech pathology will have a concise statement of expectations. These policies are reviewed, revised, and adopted by the Department of Communication Sciences & Disorders Curriculum committee.

OVERVIEW

MISSION, PHILOSOPHY AND PROGRAM OUTCOMES

The Department of Communication Sciences and Disorders mission, philosophy and program outcomes are congruent with those of Jacksonville University and consistent with the professional guidelines and standards for education of master's level speech-language pathologists.

Mission of the Department of Communication Sciences & Disorders:

Jacksonville University's Department of Communication Sciences and Disorders aspires to be the region's premier provider of speech-pathology education. The Department is committed to preparing speech-language pathologists for careers defined by excellence in practice, community service, and lifelong professional development. Our core values are teaching, research, and community engagement. Consistent with the College of Health Sciences Strategic Plan, the department integrates evidence-based practice into rigorous academic and clinical programs and utilizes state of the art technology for teaching. Clinical training is provided through community partnerships in the areas of healthcare and education.

Master of Science in Speech-Language Pathology Program Outcomes:

Upon completion of the Master of Science in Speech-Language Pathology Program, the graduate will be able to:

- Integrate knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders.
- Consider the anatomical/physiological, psychological, developmental, social, linguistic and cultural correlates of disorders in clinical decision making.
- Demonstrate effective communication, counseling, and collaboration with patients and relevant others, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the patient, family, and caregivers.
- Integrate principles of ethics and cultural diversity into clinical decision making for individuals and populations experiencing complex health issues related to speech, voice, swallowing, language, and/or cognitive impairments.
- Demonstrate proficiency in the use of technology and information systems for speech-language pathologists that will improve the quality of care for individuals and populations.
- Translate relevant research findings from speech-language pathology and related disciplines to advance clinical speech-language pathology practice and improve health outcomes of individuals and populations.
- Influence public policy designed to ensure the safety and quality of healthcare for individuals and populations.
- Demonstrate social responsibility and advocacy for individuals and populations experiencing complex health issues related to speech, voice, swallowing, language, and/or cognitive impairments.
- Lead interdisciplinary health care initiatives at the organizational and systems level to improve health outcomes for individuals and populations with speech, voice, swallowing, language and/or cognitive impairments.

ACADEMIC POLICIES

Application for Admission

Admission is open to qualified people of any race, color, religion, and national or ethnic origin. Graduate admission is processed through the School of Applied Health Sciences. To be considered for admission, potential students must submit the following items:

Admission to the Master of Science program is limited to 30 slots per year. The admission process is competitive based on the following criteria:

- Application.
- A \$50.00 nonrefundable application fee.
- Official transcripts from all colleges and universities.
- Completion of a Bachelor's Degree with a minimum 3.0 grade point average in the prerequisites.
- Coursework for applicants with an undergraduate major other than in speech-language pathology.
- Completion of the required pre-requisite courses with a grade of "B" or higher.
- Applicants whose first language is not English must demonstrate sufficient mastery of English.
- Proficiency to be able to succeed as a graduate student and to practice the profession of speech-Language pathology; they must have a minimum score on the TOEFL of 610 which must be received by the institution prior to admission into the program.
- Three recommendations; two of which should be professional references. References should be from a supervisor familiar with the student's clinical abilities and if possible, an educator who taught the student.
- Completion of the Health & Immunization form including results of TB testing, physical examination and signature of physician, A.R.N.P. or P.A.
- Documentation of CPR/BCLS certification.
- Copy of Current driver's license.
- Personal written statement 1-2 pages in length.
- Professional vita or resume.
- Interviews via Skype may be requested by the Graduate Admissions Committee.

Selection Process

Admission to the Master's Program in Speech Pathology is selective and limited to those students who demonstrate potential for successfully completing the program. The admissions committee scores each application item and assigns a rank to each applicant. The highest ranked applicants are offered admission to the program based on the available number of slots.

Department of Communication Sciences & Disorders Withdrawal Policy Course/Program Withdrawal

After the Jacksonville University drop/add period a student may withdraw from a course during a specified withdrawal period. The withdrawal period normally extends until the end of the tenth week of the traditional fall and spring semesters or the fourth week of a summer or accelerated term. Students should consult the academic calendar for exact dates. Withdrawal requests from a course or courses normally will not be considered if received after the last day to withdraw. Exceptions will be granted only upon approval by the appropriate college dean subject to a student appeal based upon an unforeseen and unavoidable emergency that precludes completion of the course or courses. Grades of "W" will be reflected on the student's transcript, but are not computed into the student's GPA. Students will not be able to complete courses until they are offered in the next rotation which may be a year or more.

To withdraw from the program, students can send written withdrawal request directly to the program director.

Program Re-entry after Withdrawal

In order to be readmitted into the program, students must first submit a written petition to the graduate committee. The petition should outline the reason for initial withdrawal as well as future plans for success. The petition should be received 1 semester prior to re-entry and should be sent directly to the graduate advisor. Re-entry is contingent upon graduate committee approval and space availability.

University Readmission

A former Jacksonville University student who was not enrolled at the University during the most recent fall or spring semester must apply for readmission. Applications for readmission must be submitted as early as possible to the Office of the Registrar. A student, who has not completed classes in a year, will be moved to the current catalog and must complete the Core and Major requirements of the new catalog. If a student was enrolled at another institution during the period since last enrolled at JU, an official transcript of all courses attempted must be submitted to the Office of the Registrar.

Program Completion

Students must successfully complete all course work no later than three years after entrance into the program.

Academic Standards

MS SLP candidates must maintain an academic grade point average (GPA) of at least 3.0 (B) during their enrollment in the program. In order to graduate, students must have at least a 3.0 (B) GPA.

Academic Standing

MS SLP students will be placed on academic probation if their cumulative GPA drops below 3.0 (B). Those who do not achieve a cumulative GPA of 3.0 (B) within one semester of being placed on academic probation will be dismissed from the program. A student who receives one 'C+' will be placed on academic probation but may progress with coursework. A subsequent grade of a 'C+' or lower will dismiss them from the program regardless of GPA. A course in which students receive a grade of 'C' must be successfully repeated before they can continue in higher level coursework. A student who receives an 'F' will be dismissed from the program. Students dismissed from the MS SLP program may appeal the action to the Admissions Committee.

Grading

Grades are given in the Department of Communication Sciences and Disorders based on percentages. The grade equivalent will be discussed in the syllabus for each course.

Grading Scale:

93-100%	A
90-92%	A-
87-89%	B+
83-86%	B
80-82%	B-
77-79%	C+
73-76%	C
70-72%	C-
67-69%	D+
63-66%	D
60-62%	D-
Below 60%	E

A student must pass each course with a grade of B or better. During the course of a semester, if a student earns a grade of C or worse on a test or assignment, he/she can re-take the test or resubmit the assignment. If the averaged grade is still a C or worse, OR if the student makes a grade equal to or less than the original grade, the original grade is entered into the grade book, and the student must repeat the course. If a student has a final grade of C or worse on 1 or more academic courses, the student will be dismissed from the program.

Students can withdraw from classes or receive an incomplete according to the University policy. An “I” indicates that a student did not complete a course for a reason acceptable to the professor and requested and received permission from the Dean to complete the course within the first four weeks of the next semester. The student must be passing and have completed all but a particular segment of a course to qualify for a grade of “I”. The “I” will be converted to the appropriate letter grade if the course work is completed by the end of the fourth week of the next semester. If the “I” course work is not completed on schedule, the “I” will convert to an “F”. The “I” converted to grades “A” through “F” will then be used in computing the GPA and may result in a change of academic status if the resulting GPA so indicates. A MS SLP student cannot register for the next course while an “I” grade remains on the student’s record without permission of the Program Director.

Class Attendance

The Communication Sciences & Disorders Faculty believes that student attendance at all classes is imperative. Discussions that occur in the classroom are invaluable to the knowledge and development of the graduate Speech Language Pathology student. The Faculty reserves the right to record attendance and offer in-class participation activities that may be graded. It is up to the course faculty to determine if these in-class participation activities may be made up in the event a student misses class.

Grades will be awarded on the basis of the ability of each student to achieve specified course objectives. Faculty believes strongly that class attendance is necessary for students to learn the assigned material and achieve course objectives.

All students are expected to attend and participate in scheduled classes. Faculty members understand that there are specific situations that may make it necessary to miss classes. If a student cannot attend class, they are encouraged to notify their course professor prior to class.

Timing of make-up work will be determined by student-professor agreement. Students are expected to attend class on time. Unavoidable and/or unexpected circumstances beyond the student’s ability to control or anticipate may be considered acceptable reasons for tardiness. Unless permission to leave class early is granted by the professor, students are expected to remain in class until the class is completed.

Extraordinary Events

If a student requires leave from school because of unforeseen personal circumstances, the student is responsible to notify the professor and give the reason for the requested time away. In cases of personal illness, the student should notify the appropriate professor as soon as possible.

Without proper notification, the student will not be permitted to make up missed class/clinical assignments or examinations.

The student is responsible for notifying the appropriate professor of any change in status regarding missed class/clinical assignments.

The student is responsible for notifying the University Registrar if withdrawing from class(es).

Disability Statement

Any student with a visible or non-visible disability who requests “reasonable accommodation” to his or her condition should provide medical and/or psychological documentation of the disability to the Student Life Office and refer to the information in the JU catalogue for additional information regarding student disabilities. A student with a learning disability should weigh carefully with his/her advisor the requirements of the SLP program in order to ascertain its suitability, given the nature of the disability.

Health and Immunizations

Prior to admission to the MS SLP program, health screening is required, and immunization records, including results from TB testing, must be on file.

Background Checks

The MS SLP program requires all students to have a Criminal Background Check on file. The student is responsible for the cost of the background check. Students will submit to a FDLE/FBI Level II Criminal Background check. Students must sign a waiver allowing the School of Applied Health Sciences to send a copy of this report to clinical facilities that require this information. A list of items included in the background check is available through the Graduate Advisor. Background checks are completed through the company CertifiedBackground.Com at <http://www.certifiedbackground.com>. Instructions will be given to beginning students upon entry into the program. Students are required to complete background checks within two weeks and completed background checks are kept by the School of Applied Health Sciences in a secure location.

Participation in clinical rotations may be contingent upon results of the background check. Any student with concerns regarding their background check must meet with the Program Director. The Program Director will review all background checks. Any item of concern, regardless of adjudication, will be shared with the clinical facility. The clinical agency will determine if the

student may participate in clinicals at their facility. If the student is denied clinical access by an agency, and a comparable clinical assignment cannot be made, the student will not be able to meet the course objectives and will therefore be dismissed from the MS SLP program. Enrolled students are required to notify the Program Director if they are charged and/or convicted of a crime during the time the student is enrolled in the MS SLP program.

Expenditures

A \$50 fee is required at the time of application. Tuition is listed in the current Jacksonville University Catalog. Transportation may be required to complete some assignments. Lack of transportation is not an acceptable reason for failure to complete an assignment. Each graduate student is required to have a personal laptop computer with current Microsoft Office or equivalent software that is capable of wireless internet connection. Additional fees which may be incurred include fees for background checks and drug screens. Students are responsible for meeting any uniform requirements mandated by clinical sites.

Honor Code

Truth has been identified by the profession as a value essential to speech-language pathologists. To underscore the importance of truth, honesty, and accountability, students, faculty, and staff in the Jacksonville University Department of Communication Sciences and Disorders adhere to the following honor code:

“I do not lie, cheat, steal, or condone those who do”.

Egregious academic misconduct will result in dismissal from the program.

Disciplinary Policy Release

Each student accepted into the MS SLP program agrees to:

- Represent Jacksonville University in a manner that upholds the integrity and standards of the University and the Department of Communication Sciences & Disorders.
- Notify the Program Director of any misconduct on the part of the student.
- Permit the Dean of Students to notify the Program Director and/or a designated representative in case the student violates the departmental honor code or the conduct code stated in the Jacksonville University Student Handbook.
- Understand the Program Director and Dean reserve the right to discipline the student beyond actions taken by the Jacksonville University Disciplinary Committees.

Examinations

During an examination there will be no talking in the classroom, and all notebooks, textbooks, and papers will be closed and put away unless it is an open book examination. All cell phones and electronic devices must be turned off and put away. A student may leave the testing room as soon as he/she has completed the examination and turned in testing materials to the person monitoring the examination. Faculty involved in testing has the prerogative of implementing additional security measures.

Students are expected to take exams on the day and time scheduled. If a student must take an examination at a time other than the one established in the course syllabus, permission must be obtained from the professor prior to the date on which the exam is set.

If a student cannot take a scheduled examination because of illness or other valid reason, the appropriate instructor must be contacted prior to the examination. For unexpected or unforeseen events, when prior notice is impossible, the student must contact the professor and explain the reason for missing the examination within the 24 hours following the scheduled exam time. If the reason for missing an examination is considered valid by instructor, the student will be scheduled to take a makeup exam within five days of the original examination date or at a time convenient to the faculty.

If the instructor does not consider the reason given for missing the examination valid, the student will not be permitted to take a makeup examination. If the student fails to notify the professor prior to the examination when it is possible to do so, no makeup examination will be given. If a student fails to notify the lead instructor within the twenty-four-hour period when an unforeseen event occurs, no makeup examination will be given. A student will be given a zero for a test that is missed and not made up.

Written Assignments

Each student is expected to submit written assignments on the date specified in the class syllabus. Permission to turn in written assignments later than the scheduled time must be obtained from the faculty prior to the due date. The faculty has the right to refuse any written assignment submitted past the due date where the student has not obtained prior permission to turn in the assignment late. Faculty may elect to allow a paper to be turned in late for less than full credit. For all written assignments that are turned in late, 5% of the total points possible will be deducted for the first day late, and 1% of the total points possible for each day thereafter. Saturday and Sunday count as two days.

All written assignments must be printed on white paper. All references and documentation used for a written assignment must follow the American Psychological Association (APA) bibliographic style. Failure to use proper citation is plagiarism, which is academic dishonesty and grounds for disciplinary action. Any information, idea, concept, statistic, or other data used to complete an assignment in the School of Applied Health Sciences must be properly cited (see Written Assignment section). Failure to use proper citation is plagiarism. Plagiarism is academic dishonesty and grounds for dismissal from the University and School of Applied Health Sciences.

Correct grammar, punctuation, word usage, and spelling are required in all written assignments. Credit will be deducted for errors in these areas. When more than one page is submitted, the pages must be stapled together in the upper left-hand corner. For written assignments of more than five pages, a folder may be used but is not required unless requested by the individual faculty.

Written assignments are not to be submitted for a grade in more than one course. All final examinations must be completed by the last day of the course. Students are unable to access course functions after midnight of the last day of the course.

If there are any questions regarding written assignments in the School of Applied Health Sciences, students must seek clarification from the course faculty in a timely fashion. Faculty is required, also in a timely manner, to provide clarification that is precise and unambiguous. All students are encouraged to maintain a copy of every paper submitted for a grade.

APA Documentation Graduate Program

- All formal papers written as a part of the Jacksonville University School of Applied Health Sciences curriculum will be developed according to Publication Manual of the American Psychological Association (6th Ed.) for manuscript preparation.
- All students will be required to complete the APA tutorial found at <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- The following amendments to the APA 6th Edition format are required by Jacksonville University School of Applied Health Sciences.
- The date of an assignment is to be included on Title page for all papers. This will assist students in organization of work throughout the program.
- An abstract is required for research proposals, capstone projects, literature reviews and any papers over 10 pages.
- A table of contents is required for research proposals, capstone projects, literature reviews and any papers over 10 pages.
- Individual faculty may choose to amend APA guidelines for specific assignments. Faculty will communicate those changes to students via course syllabi or classroom instruction.

Use of Student Created Materials

Written permission must be obtained before faculty, administrators, or students may use student materials. Each student will be asked to sign the “Consent to Use Student Papers Form” at the beginning of the academic year, and has the right to refuse to do so. The form can be found in the School of Applied Health Sciences office. Signed forms will be filed in individual student advising files. If a student exercises the right to refuse to sign the form, faculty can request permission to use materials on an individual, project-by-project basis.

Grievances

Please refer to the Jacksonville University catalog for the grievance procedure.

ENVIRONMENTAL POLICIES

Because of the number of people that use the College of Health Sciences Building, it is necessary to create some basic rules that enable everyone to happily share the available space.

Computer and Clinical Labs

Care should be given to equipment and software available in the computer and clinical labs. No food or drink is permitted in the labs at any time. Testing materials must remain in the lab at all times. Students are responsible for returning all materials to the proper place when finished using them

Children

Faculty and staff recognize that on rare occasions, young children may need to accompany the student to the College of Health Sciences building. On such occasions, the child must remain in the direct physical care of the student and must be removed immediately if disruptive or other students object to the child's presence. At no time should the child/children be left unattended, in the care of a babysitter, or brought to a formal classroom environment unless discussed and given consent by the faculty prior to class. Children should **never** accompany students to clinical sites.

Office Areas

Faculty office hours are posted outside their doors. Mail for faculty may be left at the front desk.

Student Lounge

The student lounge is for relaxing, eating, and networking. Students using the facility are responsible for cleaning up after themselves. Dishes/cups should be washed and stacked to dry. Food placed in the refrigerator should be labeled with the student's name and date. Food should not be left in the refrigerator to spoil. Any spoiled food will be discarded, container and all.

Email

Communication between the student and faculty is imperative. A student's Jacksonville.edu email is the official means of communication between the University and the student. Therefore, all students should use and regularly monitor their Jacksonville University email address. Students have the option to forward their email to another email account if they desire.

Graduate Handbook

Students are responsible for knowing and complying with all policies and information contained in the MSSLP Graduate Handbook.

I have received the 2014-2015 School of Applied Health Sciences Graduate Student Handbook and I understand I am responsible for reading and understanding, and abiding by, all of the policies contained within the handbook.

Student's signature: _____

Printed student's name: _____

Date: _____