Department of Speech, Language and Hearing Sciences

Master of Health Science

Academic Policies and
Procedures Handbook

2019-2021

MU School of Health Professions

University of Missouri Health System

Welcome to the Student Handbook for the Master of Health Science (MHS) in Communication Science and Disorders (CSD).

This document is designed to outline policies and academic requirements set forth by the SLHS Department and Graduate School at the University of Missouri. For detailed information regarding the clinical practicum requirements for candidates of the MHS degree, refer to the *Speech and Hearing Clinic Handbook of Policies and Procedures*.

In addition to the Departmental handbooks, students should refer to the MU Graduate School's web site (http://gradstudies.missouri.edu/information-for-current-degree-students/masters.php) for an overview of its general requirements. Finally, for a complete guide to all aspects of University of Missouri policy, students should refer to the Student Accountability and Support website (https://accountability.missouri.edu/).

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History of Speech, Language and Hearing Sciences at MU

The roots of SLHS at MU can be traced back to the late 1800's when the first speech classes were offered by Professor of Elocution, John R. Scott. After Professor Scott retired the elocution courses became part of the speech section in the English Department. The MU Speech and Hearing Clinic, established in 1938 by Loren Reid, consisted of two rooms, a Presto wax disc recorder, and a microphone. In 1938, this was "state of the art." In 1940, the speech section in the Department of English became the Department of Speech and Dramatic Art. In 1980, the speech pathology and audiology program, including the MU Speech and Hearing Clinic, moved to the School of Health Related Professions (now School of Health Professions) in Lewis Hall.

The first speech-language pathology master's degree was conferred in 1947 and the first doctoral degree in 1952. The master's program has been continually accredited in speech-language pathology by the Council on Academic Accreditation in Audiology and Speech-Language Pathology since 1966. The program at MU offered one of the first doctoral programs in communication disorders and continues to offer the only PhD program in Missouri in speech-language pathology.

Academic Requirements for the MHS Degree

CSD Coursework

MHS candidates must complete a minimum of 48 credit hours of graduate coursework, including at least 24 credit hours of advanced study (8000-level coursework). The following is a list of courses required for MHS students in CSD:

- 8020 Developmental Language Disorders (3)

- 8030 Acquired Language Disorders (3)

- 8200 Motor Speech Disorders (3)

- 8210 Disorders of Fluency (3)

- 8225 Voice Science and Voice Disorders (3)

- 8230 Dysphagia (3)

- 8240 Cleft Palate/Craniofacial Disorders (1)

- 8250 Clinical Methods in Speech-Language Pathology (3)

- 8260 Diagnosis in Speech-Language Pathology (3)

- 8300 Neurological Bases of Speech and Language (2)

- 8320 Speech Sound Disorders (2)

- 8430 Augmentative and Alternative Communication (2)

- 8500 Issues in Professional Practice (2)

- 8600 Clinical Language Analysis (3)

- 8935 Clinical Practice in Audiology (1)

- 8945 Clinical Practice in Speech-Language Pathology (variable)

    (elective coursework brings the total to 48 credit hours)

MHS students enrolled in 8000-level courses also must be simultaneously enrolled in CSD 8945 Clinical Practice in Speech-Language Pathology. No more than 8 credit hours of CSD 8945 may count towards the total 48 credit hours required for the MHS.

Electives must be numbered 7000-level or higher and be applicable to the field of speech-language pathology. Students should have all elective coursework pre-approved by the graduate advisor prior to registration to ensure that it will count towards their MHS degree. (See Appendices - Sample Plan of Study and MHS Degree and CCC-SLP Requirements Tracking Sheet)

Prerequisite Coursework

All accredited speech-language pathology programs must fulfill the same content requirements; however, individual programs satisfy these requirements in varying ways.

Therefore, MHS candidates who completed their undergraduate degrees in CSD at another university may need to complete some additional undergraduate level coursework. In some cases, the additional coursework can count towards elective credit hours (see below). Conversely, some students may have completed graduate-level CSD coursework through their undergraduate program. Each student will meet with the graduate advisor upon entry to the program to discuss his or her individual needs. Following is a list of courses that fulfill prerequisite requirements for the MHS program. While not all disorders areas are required, some exposure is necessary for a student to begin clinical practicum in Fall Semester. If a student is lacking adequate equivalent coursework upon admission to the program, a plan will be developed for its completion.

- CSD 2120 Survey of Communication Disorders (3)
- CSD 3010 American Phonetics (3)
- CSD 3020 Normal Language Development (3)
- CSD 3210 Anatomy & Physiology of the Speech Mechanism (3)
- CSD 3220 Speech Acoustics (2)
- CSD 3230 Hearing Science (3)
- CSD 4020 Language Disorders in Children (3)
- CSD 4030 Language Disorders of Adults (2) (optional)
- CSD 4210 Voice Disorders (1) (optional)
- CSD 4220 Fluency Disorders (2) (optional)
- CSD 4320 Disorders of Phonology and Articulation (3)
- CSD 4330 Introduction to Audiology (3)
- CSD 4340/7340 Aural Rehabilitation (3)*
- CSD 4900 Clinical Observation in Communication Disorders (2)
- CSD 4430/7430 Neurophysiology for Speech, Language, and Hearing (3)*
- One Statistics course (Recommended: Ed Statistics ECS PS 7170) (3)*

    *These courses may be taken as graduate elective credit for the MHS program.

Clinical Practicum

In addition to the required coursework, students also must satisfy the ASHA CCC-SLP clinical practicum requirements for graduation from the MHS program. MHS students complete their first four semesters (typically Fall, Spring, Summer, and Fall) of clinical practicum within the MU Speech and Hearing Clinic (which broadly includes the Thompson Center for Autism and Neurodevelopmental Disorders as well). Students will be assigned a mini-outplacement during their fourth semester clinical practicum and then two full-time eight-week outplacements during their fifth semester of clinical practicum. Some students may have to make up prerequisite courses before beginning clinical practicum depending upon their undergraduate major and the coursework completed prior to starting the MHS program. For more information regarding policies and procedures related to clinical practicum, see the *Speech and Hearing Clinic Handbook of Policies and Procedures*. (Please note: Prior to beginning clinical work at the MU Speech and Hearing Clinic, the Thompson Center, and at

any outplacement site, all student clinicians are expected to complete a vetting process. This includes, but is not limited to, criminal background checks and drug screening.)

PRAXIS II Examination for Speech-Language Pathology

All master's degree candidates must pass a comprehensive examination as required by the MU Graduate School. The PRAXIS II examination for Speech-Language Pathology is used as the comprehensive examination for the MHS in CSD. This examination also is required by the American Speech-Language-Hearing Association (ASHA) for the Certificate of Clinical Competency (CCC).

A passing score (162 or higher) on the PRAXIS II is required for completion of the MHS degree. The exam is taken during the student's final semester of study. Students must pass the exam and have official score reports issued to the SLHS Department at MU in order to graduate from the MHS program. (Other assessment procedures are described below.)

Thesis Option

A student may choose to write a thesis as part of the MHS degree program; however, the master's thesis is not required for graduation. The thesis option is appropriate for students interested in research and/or further study toward the Doctor of Philosophy degree. The thesis is prepared under the supervision of a CSD faculty member. Credit for the thesis will not exceed 6 of the 48 required credit hours. For those wishing to pursue the thesis option, a thesis committee of three faculty members must be formed during the student's second semester in the program. (Please refer to appendices - Departmental Guidelines and Procedures for Writing a Master's Thesis and Departmental Master's Thesis Recording Form.) In addition to the Departmental guidelines, students interested in writing a thesis should review the MU Graduate School's Thesis Process for Master's Students. (http://gradstudies.missouri.edu/academics/thesis-dissertation/process/)

In order to facilitate and encourage master's thesis research, students who are conducting thesis research will receive a one-client reduction in their clinic assignments during the following three semesters of their graduate program: Spring Semester of year one; Summer Session following year one; and Fall Semester of year two. Students who wish to complete a master's thesis will work with their thesis advisor during the fall semester of year one, a semester during which there is no clinic reduction, to make progress on their project and finalize their commitment to completion of a master's thesis. If a student later decides, after having accepted a reduction in clinic hours, that s/he does not wish to complete the master's thesis, the student may be required to make up those clinic hours. This may result in a one-semester delay in graduation. Under extenuating circumstances, the graduate faculty will consider a petition for an exception or adjustment to the make-up requirement.

Advising Procedures

Upon admission to the MHS program, a student will meet with the Graduate Advisor to determine a plan of study that takes into account the student's undergraduate coursework and whether or not the student intends to write a master's thesis. Initial advising may take place during the Open House for applicants accepted into the program (in early April) or via email, if necessary. Later advising sessions typically occur during the pre-registration periods for each upcoming semester (October for Spring Semesters and March for Summer and Fall Semesters).

During a student's second Fall Semester, a Program of Study form (also referred to as the "M-1") must be submitted to the MU Graduate School. Two copies will be made – one to be retained in the student's advising folder and the other to be given to the student for his or her own records. Please refer to the Office of Graduate Studies' Academic Process for Master's Students web page. (http://gradstudies.missouri.edu/academics/process/masters-process/)

Registration

Following completion of the admission process, MU Graduate Admissions will send each newly admitted student an email message that will include his or her PawPrint and temporary password (http://it.cvm.missouri.edu/pawprint-information/), both of which are necessary to access University email and the *myZou* online registration system (http://myzou.missouri.edu). To begin registration, go to *myZou* and follow the sign-on instructions. Use the "search for a class" button on the top right side to begin.

For sign-on assistance, contact the IT Help Desk at 573-882-5000. For any other problems encountered during the registration process, please contact Barbara McLay (mclayb@health.missouri.edu), Graduate Program Director and Graduate Advisor.

Typical Timeline for the MHS Degree

- **Students with a background in communication disorders:**
  Students with a background in CSD typically finish the MHS degree in two full years, including two summer sessions. Rarely, a student with an undergraduate degree in communication disorders will enter the program needing some prerequisite coursework for graduate-level study or clinical practicum. This may require an extra summer of study.

- **Reasonable Rate of Progress for Master's students:**
  Circumstances may necessitate that a student either takes a leave of absence or significantly reduces his or her enrollment. Per the policy of the MU Graduate School, students have eight years in which to complete the Master of Health Science degree. If more time is needed to complete the degree requirements, the student may submit a written request for an extension. The faculty will meet and notify the student of its decision within one month of when the student files the request.

Evaluation of Student Performance

Knowledge and Skills Acquisition (KASA)

In 2005, ASHA moved to a competency-based system of assessment. Since that time, programs in speech-language pathology have been required to keep track of, and to sign off on, each student's acquisition of the knowledge and skills delineated in the Standards for the Certificate of Clinical Competence. The competencies described in these standards reflect a broad knowledge base in both the academic and clinical aspects of speech-language pathology. We track each student's progress towards these goals using CALIPSO, an online documentation system specifically designed for clinical training programs in this field. Each MU CSD course syllabus contains a list of KASA standards that are intended to be met upon completion of that particular course. Instructors will specify minimum competency levels that are needed to meet these standards. Since this is a competency-based system, it is possible for a student to pass a course while still needing to improve in particular knowledge or skill areas targeted in that course.

Failure to Meet KASA Competencies

It is the responsibility of the instructor or clinical supervisor(s) to notify a student of any failed KASA competencies and to work with the student to devise a remediation plan. Remediation for academic course competencies typically involves independent study while remediation for clinical course competencies typically involves the setting of specific goals that must be met during the student's next semester of clinical practicum. A written remediation plan should be signed by all involved parties and then placed in the student's advising folder. Once all targeted competencies have been met, the instructor/supervisor(s) and student will sign off on the plan. The Program Director, and Clinic Director when appropriate, should be notified when remediation is required and should sign off on the remediation plan when it is created as well as when the remediation process is completed.

Formative Assessment

The MHS Program Faculty provides an ongoing evaluation of each graduate student's performance within each academic course and clinical enrollment every semester. In classroom courses, evaluation takes place in the context of quizzes, projects, presentations, labs, exams, etc. Students receive direct feedback through the grading process associated with each of these activities. As part of clinical enrollments, students meet at least weekly with each of their clinical supervisors to review their progress with individual clients, and they receive frequent written feedback following clinical sessions throughout each semester. Students receive a performance evaluation from each of their clinical supervisors (including outplacement supervisors during the second year) twice during a semester, first at midterm and again at the end of the semester. These assessments become part of a student's permanent file and continue to be available for the student to view in our online documentation and tracking system (CALIPSO).

Remediation

In addition to the case of failing to meet KASA competencies as discussed above, a remediation program will be initiated for a student following ongoing low academic and/or clinical performance or a semester grade of C+ or lower in a clinical practicum enrollment. Each remediation plan is specifically designed for the individual student and implemented during the semester following an assessment of poor performance. Students will not be permitted to begin an outside clinical placement until remediation has been completed and no further major concerns are noted by clinical and/or academic faculty.

Summative Assessment

In a process designed to meet both the University's and the ASHA Council on Academic Accreditation's policies, students nearing the end of the MHS program will undergo a summative assessment to determine whether the student has mastered the knowledge and skills required for the degree and for professional certification. This process will involve a faculty committee review of the student's compiled record, including transcripts, clinical records and evaluations, Praxis II score in speech-language pathology, completed Knowledge and Skills Acquisition (KASA) Summary Form in CALIPSO, and other materials as necessary to document mastery. The MU MHS Program in CSD is designed to provide the opportunity for students to become accomplished in the areas outlined below. The summative assessment process will evaluate each student's success with regard to these learning outcomes.

Successful graduates will be able to:
- find, understand, evaluate, integrate, and apply relevant information
- communicate effectively
- effectively problem-solve
- develop effective professional relationships with clients and with other professionals
- use technology appropriately and effectively
- know and effectively apply information about:
  - normal development of communication across the lifespan
  - normal processes underlying speech, language, and hearing and their interrelationships
  - cultural differences
  - speech, language, and hearing disorders
  - screening, assessment, and treatment methods
  - prevention/conservation approaches
  - professional ethics and other professional issues

Academic Honesty

Academic dishonesty includes (but is not limited to) plagiarism, cheating or sabotage. The SLHS department strongly adheres to University policy regarding academic dishonesty, and any student violating academic honesty regulations will be subject to appropriate disciplinary action. If at any time a student is uncertain about whether something they are doing would violate the academic honesty policy, they should ask a faculty member for clarification. The Standard of Conduct for academic honesty may be found via the Student Accountability and Support website (https://accountability.missouri.edu/university-policies/) at https://www.umsystem.edu/ums/rules/collected_rules/programs/ch200/200.010_standard_of_conduct.

Probation and Dismissal

Any student who fails to maintain a cumulative GPA of 3.0 or fails to achieve a 3.0 for any individual semester (term GPA) will be placed on academic probation. Students on probation must enroll for 12 semester credit hours in a Fall or Spring Semester, or 6 semester credit hours in a Summer Session. They may not enroll in clinical practicum courses. Probationary periods last one semester. To end the probationary period and return to normal status, the student must achieve a B- or better in all courses during the probationary semester and must attain both a term and cumulative GPA of 3.0.

A student in the graduate program will be subject to faculty review and dismissal when any of the following conditions prevails:

- The student has two consecutive semesters with a term GPA below 3.0 each semester (including summer session);

- The student's cumulative graduate GPA falls below 3.0;

- The student has received two grades of C+ or lower in any of the clinical practicum courses; or

- The student, while on probation, has not satisfactorily met the conditions to end the probationary period and return to normal status.

All dismissals from the SLHS department will be the result of a majority faculty vote.

Student Problems/Concerns

Students should be assured that any problems they have while in the MHS program may be taken in confidentiality to the Program Director/Graduate Advisor or the Department Chair. In cases where the student does not feel comfortable seeking counsel within the Department, problems and concerns may be directed to the Dean of the School of Health Professions. Students with problems or concerns also may contact the Council on Academic Accreditation (CAA) at (800) 498-2071, ext. 4142 or sflesher@asha.org.

Student Support

Policy for Students with Disabilities

The Department of Speech, Language and Hearing Sciences (SLHS) recognizes that students with disabilities may need accommodations to successfully complete the undergraduate and graduate programs. Accommodation plans will be designed on an individual basis depending on the needs of the student. Plan design will result from an interactive process including the student, the Department, and the Disability Center. While the Department will strive to make the necessary accommodations, the student will be informed that he or she must be able to attain competency in order to graduate in good standing [see Knowledge and Skills Acquisition (KASA) Summary Form in the Appendix].

Initially, students with a diagnosed disability will be referred to the Disability Center to initiate requests for accommodations. The student will then meet with the Department designees to review the requested accommodations and information attained from the Disability Center. The Department designees will review the accommodation requests to determine if the student can meet the essential skills required for certification through the American Speech-Language-Hearing Association as outlined on the KASA Summary Form. The student, Department, and the Disability Center will work collaboratively to draft a plan to accommodate the student's disability within the confines of these requirements. The Program and Clinic Directors will then meet with the student to review the proposal.   A written plan will be signed by the student and Department designees. All plans will include the expectation that all academic and clinical competencies must be attained, although alternative methods will be allowed.

Internship sites will be informed of the accommodations and the Clinic Director or Outplacement Coordinator will meet with the site supervisors to discuss and design procedures that are acceptable to the site while meeting the accommodations necessary for the student. The student will be asked for input that may benefit both the site and the student.

The student will be assessed at mid-term and end of each semester. Concerns will be addressed and adjustments to the plan will be made if needed. Formative and summative assessment will follow the usual procedures.

MU Disability Center

The MU Disability Center provides services and accommodations that help students to participate fully in the learning experience and be evaluated on the bases of their abilities. To request academic accommodations, students must register with the Disability Center (http://disabilityservices.missouri.edu), S5 Memorial Union, (573) 882-4696. This office is responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements.

Student Health Center

MU maintains a comprehensive Student Health Center (http://studenthealth.missouri.edu/) on campus, providing medical, behavioral health, and educational services to all students. A wide variety of routine health care services are covered by the pre-paid student health fee, and additional services are available for minimal fees. For more information on what the health fee covers, the student health center hours of operation, and a more detailed description of services provided, visit their website; or call (573) 882-7481.

MU Counseling Center

The MU Counseling Center (http://counseling.missouri.edu/) provides free and confidential services to MU students, and in some cases, their spouses. Services provided include: individual, couples, and group counseling; crisis intervention; biofeedback and stress management; and testing. To schedule an appointment, call (573) 882-6601.

Health Insurance

The University of Missouri offers both a Student Accident & Sickness Insurance Plan and a Dental Plan (http://gradstudies.missouri.edu/financials/student-medical-insurance/) to graduate students. Qualifying graduate research and teaching assistants may be eligible for a subsidy (http://gradstudies.missouri.edu/financials/student-medical-insurance/subsidy-program/).

Financial Aid

MHS students may qualify for financial assistance from the Department in the form of teaching assistantships, research assistantships, and/or scholarships.

- Research and teaching assistantships require approximately 10 hours of work per week in the Department. The assistantships are .25 FTE (full-time equivalent) and carry a tuition fee waiver for one full academic year (i.e., one Fall and one Spring Semester, plus one Summer Session) and a monthly stipend paid over a nine-month period. (Note: Continuation of the assistantship past the Fall Semester is dependent upon the student's academic and clinical performance.) The specific nature of the research or teaching assistant responsibilities is determined at the beginning of each semester by the CSD department. Students who receive assistantships should report to the CSD Administrative Assistant on or prior to the first day of class to fill out employment paperwork and to the professor to whom they have been assigned to determine a work schedule for the semester.

- We would like to thank the following for making student financial assistance possible: Roger S. Williams, Irma Green Lafollette, Joann Goodman Gum, and Norma Lee Lucas.

- Additional information about financial aid may be found at the University's Student Financial Aid Office, in 11 Jesse Hall, (573) 882-7506. The Student Financial Aid Office determines eligibility and processes student loans, as well as provides information on other forms of financial aid available to students.

Responsibilities of Graduate Research/Teaching Assistants

Quarter-time, nine-month assistantships

Students on nine-month appointments work a total of 350 hours during the period from the beginning of the Fall Semester until the end of the Spring Semester, including the inter-session between the two semesters; however, students are not expected to work the weeks of Thanksgiving Recess, Spring Recess, and the period of December 25 through January 1 (i.e., students have three weeks off during the nine-month period; this differs somewhat from the campus policy which assumes 390 hours per nine-month appointment). Although the usual expected schedule is 10 hours per week, different schedules for individual weeks may be arranged by mutual agreement of the faculty supervisor and student when appropriate due to the nature of the project or individual needs, as long as the number of hours totals 350.

Quarter-time, twelve-month assistantships

Students on twelve-month appointments work a total of 480 hours during the twelve-month period including the inter-sessions between the semesters. Students are not expected to work the weeks of Thanksgiving Recess, Spring Recess, the period of December 25 through January 1, and one week during the Summer to be agreed upon by the supervisor and the student (i.e., students have four weeks off during the twelve-month period; this differs somewhat from the campus policy which assumes 520 hours per twelve-month appointment). Although the usual expected schedule is 10 hours per week, different schedules for individual weeks may be arranged by mutual agreement of the faculty supervisor and student when appropriate due to the nature of the project or individual needs, as long as the number of hours totals 480.

Outside Employment

Sometimes it is necessary for MHS students to maintain outside employment on top of their clinical and academic responsibilities. Most students will find that they have to schedule outside employment in the evening and weekend hours. In order to assure reasonable progress, it is important to ensure that a part-time job has minimal interference with program requirements.

Professional Certification & Licensure for Speech-Language Pathology

There are three professional credentials that students who plan to work in Missouri need to know about. (Note: Students who plan to work in a state other than Missouri should familiarize themselves with the procedures for licensure and/or certification in that state. Links to state-specific information may be found on the ASHA website (http://www.asha.org/advocacy/state/).

- **Certificate of Clinical Competence** (the CCC-SLP, often called "ASHA Certification")

  This is the only credential in speech-language pathology in the U.S. that is "nationally recognized." The CCC or its requirements are used as the basis of many state-level credentials across the country. The application for this certification is located on the ASHA web site (http://www.asha.org/certification/SLPCertification.htm). At the end of a student's final semester in the program, Program Director, Barbara McLay, will verify that the student has successfully completed all standards listed on the "Verification by Program Director" form. She will then sign the form and give the original to the student for inclusion in the student's application for certification. The application for certification should be initiated upon graduation, but it will not be completed until the end of the Clinical Fellowship Year (CFY). NOTE: Students who have been members of the National Student Speech Language Hearing Association (i.e., National NSSLHA) for two consecutive years will qualify for significant savings on their initial ASHA membership dues with the NSSLHA to ASHA Membership Conversion Discount (https://www.nsslha.org/Membership/Conversion-Discount/).

- **Missouri Professional Licensure in SLP**

  SLPs working in Missouri in most settings must hold a Missouri state license to practice. This credential is required for work in most hospitals, health care agencies, non-school clinics, and for any contract work or private practice. Information about, and applications for, professional licensure can be obtained through the Missouri Division of Professional Registration (http://pr.mo.gov/healingarts-application-forms.asp). Application for a professional state license (http://pr.mo.gov/boards/healingarts/375-0434.pdf) should begin close to graduation, and graduates beginning their clinical fellowship (CF) must apply for and *receive* a state license to practice *prior to* the start of employment. Anyone who works in a setting requiring professional licensure in SLP without a professional license may be barred from further professional practice in Missouri. The Professional License in Speech-Language Pathology must be renewed every two years.

- **Speech-Language Pathology Student Services Certificate**

  This is the credential required for work in the public schools in Missouri. It is issued by the Missouri Department of Elementary and Secondary Education (DESE). (Individuals holding licensure may be able to work on contract with some school districts without holding this certificate.) All certification requests must be made through DESE's online certification system: (https://apps.dese.mo.gov/weblogin/login.aspx). Graduates who wish to complete their CF in the public schools must apply for a Speech-Language

Pathology Initial Student Services Certificate. However, they must first obtain a Missouri License in SLP (see item above) and then use that license along with evidence of their degree and of a passing Praxis II exam score to apply for the Initial Student Services Certificate. This initial certificate is valid for four years. After completing four years of experience in the schools, the individual is eligible for the Career Student Services certificate which is valid for 99 years. Important note: *Maintaining licensure from the Board of Healing Arts is necessary to maintain certification from DESE.*

National Student Speech Language Hearing Association

The Department sponsors a local chapter of the National Student Speech Language Hearing Association (NSSLHA). NSSLHA is a professional organization for undergraduate and graduate students in Communication Science and Disorders and is the only student organization that is affiliated with the American Speech-Language-Hearing Association (ASHA). Graduate students are strongly encouraged to attend local meetings and to become actively involved in the national organization as well. Membership (https://www.nsslha.org/membership/) in the national organization provides numerous benefits including professional journal subscriptions and eligibility for a discount (https://www.nsslha.org/Membership/Conversion-Discount/) on initial ASHA membership dues. The local chapter, MU-NSSLHA, is a service organization that provides students the opportunity to interact and socialize with other SLHS students while taking part in service projects throughout the school year. A major project each year is the Annual MU-NSSLHA Update Seminar, a full-day continuing education event that draws speech-language pathologists not only from central Missouri, but from the Kansas City and St. Louis areas as well. MU-NSSLHA meets once monthly throughout the Fall and Spring Semesters. Meetings are announced via email and flyers posted throughout the Department.

Missouri Speech Language Hearing Association

The Department is highly involved with our state organization for speech-language pathologists and audiologists, the Missouri Speech Language Hearing Association (MSHA). MSHA serves as the state association representing speech-language pathologists, audiologists, speech, language, and hearing scientists and related personnel associated with organized speech, language, and hearing education and healthcare settings. More specifically, MSHA provides leadership, performs membership services, advocates for rights of people with communication disorders and serves as the catalyst for practice innovation toward enabling members to better serve public interest and the profession. Graduate students are involved with MSHA through attending and presenting at continuing education opportunities such as the MSHA annual spring convention, participating in the Quest for the Cup (a quiz bowl for CSD students) and advocating for our profession to state and federal legislators. Membership (http://www.showmemsha.org) is optional for graduate students, but necessary for presenting at or participating in the convention.

Miscellaneous Information

Access to Lewis Hall/Security

The front door of Lewis Hall and the SLHS offices are often locked after 5:00 p.m. MHS students are given ID card access to Lewis Hall during the evening/weekend hours, as well as a code to gain entry to the third floor computer labs and clinicians' workroom. Keys for research labs and other offices are given as needed, though a refundable cash deposit of $20.00 is required. The SLHS administrative assistant will distribute and collect keys. All keys issued by the Department must be returned upon completion of the master's program, or when the specific need for a key has passed.

While the west side of campus and Lewis Hall are generally considered to be safe areas, it is wise to use common sense and to take normal safety precautions during the evening hours. A further note of caution should be made regarding possessions such as laptops, purses, and backpacks. Unattended laptops, purses, and backpacks have been stolen from student workrooms and offices in Lewis Hall. Students should be advised to stow away their personal belongings or lock them in an office when they are unable to attend to them. In addition, it is Department policy that all computer labs and workrooms be locked when there is no one in them. If a student has any concerns, the MU Police Department can be reached at (573) 882-7201, 24 hours per day.

Parking

Information on parking at MU can be accessed through the division of Parking and Transportation, 2nd level Turner Avenue Garage (one block from Lewis Hall) or through their web site (http://parking.missouri.edu). Options for student commuters are either to 'pay as you go' in a metered parking space, or to obtain a parking pass for an approved student parking lot (https://parking.missouri.edu/student-permit/). You must be registered for classes to purchase a parking permit, and the earlier you purchase a permit, the better the parking assignment. Parking and Transportation at MU is vigilant about ticketing illegally parked cars on campus, and illegally parked vehicles are often towed.

Email Policy

All University of Missouri students are issued a student email account. New students are given access to their email account when issued their PawPrint and temporary password. Visit the Information and Access Technology Services web site for more information about accessing your account (https://doit.missouri.edu/services/email/student-email/). All official University and Departmental communication will be sent to students' MU email accounts. It is the responsibility of the student to check their email *daily* for important information and announcements and to maintain availability of the account by not allowing the account to exceed storage limits.

Mailboxes

Student mailboxes are a way for SLHS faculty and staff to exchange forms and information with MHS students throughout the school year; therefore, it is important that students check their mailboxes frequently. Mailboxes for all graduate students are located in 305 Lewis Hall. Mailboxes are assigned to all students working in either the MU Speech and Hearing Clinic or the Robert G. Combs Language Preschool. Faculty mailboxes are located in 308 Lewis Hall.

Address and Telephone Changes

Students should notify the SLHS department of any name, address, or telephone changes. In addition, address changes should be updated in Jesse Hall or through *myZou* (http://myZou.missouri.edu).

Useful Websites

I. **Academic Web Sites**

- SLHS Department Home Page:

  https://healthprofessions.missouri.edu/speech-language-and-hearing-sciences/

- School of Health Professions:

  https://healthprofessions.missouri.edu/

- University of Missouri-Columbia:

  http://www.missouri.edu

- Council of Academic Programs in Communication Science and Disorders:

  http://www.capcsd.org/

- The MU Graduate School:

  http://gradstudies.missouri.edu

- PRAXIS (for registration/information on the Praxis II exam in SLP):

  http://www.ets.org/praxis

II. **Student Support Web Sites**

- MU Student Services:

  http://www.missouri.edu/students/

- MU Diversity Resources:

  http://diversity.missouri.edu/

- Student Financial Aid Office:

  http://sfa.missouri.edu

- U.S. Department of Education Financial Aid:

  http://studentaid.ed.gov

- Counseling Center:

  http://counseling.missouri.edu/

- Student Health Center:

  http://studenthealth.missouri.edu

- Disability Services at MU:

  http://disabilityservices.missouri.edu/

- Information Access and Technology Services at MU:

  https://doit.missouri.edu/

III. Professional Web Sites

- American Speech-Hearing-Language Association:

  http://www.asha.org

- National Student Speech-Language-Hearing Association:

  http://www.nsslha.org

- MSHA (Missouri Speech-Language-Hearing Association):

  http://www.showmemsha.org/

- Missouri Advisory Commission for Speech-Language Pathologists & Audiologists (for Missouri State Licensure):

  http://pr.mo.gov/healingarts-application-forms.asp

- Missouri Department of Elementary and Secondary Education (re: Student Services Certificate to work as an SLP in Missouri schools):

  http://dese.mo.gov/

IV. Community Web Sites

- City of Columbia

  http://www.gocolumbiamo.com

- Columbia, Missouri Convention and Visitors Bureau

  http://www.visitcolumbiamo.com/

- Columbia Daily Tribune

  http://www.columbiatribune.com/

- The Columbia Missourian

  http://www.columbiamissourian.com/

- State of Missouri Tourism

  http://www.visitmo.com/

MHS Class 2019-21   **Typical Plan of Study**

	Course	Section	Hours
Summer Session 2019	8250: Clinical Methods in SLP		3
	8600: Clinical Language Analysis		3
			6
Fall Semester 2019	8020: Develop Lang Disorders		3
	8260: Diagnosis in SLP		3
	8300: Neuro Bases of Speech & Lang		2
	8320: Speech Sound Disorders		2
	8945: Clinical Practice in SLP	Sec 01	2
	8935: Aud Practicum (include 1 sem only)		1
			13
Spring Semester 2020	8200: Motor Speech Disorders		3
	8225: Voice Science and Voice Disorders		3
	8210: Disorders of Fluency		3
	8945: Clinical Practice in SLP (therapy)	Sec 01	2
	8945: Clinical Practice in SLP (diagnostics)	Sec 02	1
			12
Summer Session 2020	8240: Cleft Palate/Craniofacial Disorders		1
	Elective		3
	8945: Clinical Practice in SLP (therapy)	Sec 01	2
	8945: Clinical Practice in SLP (diagnostics)	Sec 02	1
			7
Fall Semester 2020	8430: Augmentative & Alternative Comm		2
	8030: Acquired Lang Disorders		3
	8230: Dysphagia		3
	8500: Issues in Prof Practice		2
	8945: Clinical Practice in SLP (therapy)	Sec 01	2
	8945: Clinical Practice in SLP (diagnostics)	Sec 02	1
			13
Spring Semester 2021	8945: Clin Practice in SLP (Outplacement #1)	Sec 03	6
	8945: Clin Practice in SLP (Outplacement #2)	Sec 04	6
			12

Updated 03/07/2019

Department of Speech, Language and Hearing Sciences
Departmental Guidelines and Procedures for Master's Theses

1. Important note: A master's thesis does not replace the "final examination" in CSD. Although this may be the general policy of the Graduate School, it is not the case in CSD. That is because the PRAXIS II, which serves as the final exam in CSD, is required for ASHA certification.

2. Master's thesis research is supervised by a committee of three faculty members who are members of the Graduate Faculty. Two committee members must be from SLHS, and the third member must be from an MU department or area other than SLHS. Students proposing to do a Master's thesis should submit a "Request for appointment of Master's thesis committee" to the Director of Graduate Studies as soon as the general area and relevant faculty are known.

3. Once the thesis committee has been approved within the department, the Request for Thesis Committee (M-2) form must be submitted to the Graduate School. The Request for Thesis Committee form identifies the three faculty members who will read the thesis. The Request for Thesis Committee form, along with all other required forms for the master's degree can be found in this handbook as well as at the Graduate School's web site.

4. The student should prepare a prospectus for the thesis research and obtain approval no later than September 20 of their second year. The prospectus should identify the questions to be addressed, provide enough literature review to clarify the question and its interest, and describe the methods to be used. In most cases, this prospectus will be 7-10 pages in length. Normally a student will submit a draft prospectus to the advisor earlier, and then send out a revised version to the committee in time for them to review it by September 20. The supervisory committee will meet with the student to discuss the prospectus and suggest changes, and sign an "Approval of Master's Thesis Prospectus." This form, along with a copy of the prospectus and a brief memorandum from the thesis director recording any substantial changes that were made in the research plan, will be placed in the student's file. If the thesis director feels a prospectus meeting is not necessary, the student can meet with each committee member individually to discuss the project and obtain the signature. However, in this case it is the responsibility of the student and thesis director to record any substantial changes to the prospectus and ensure that the changes are placed in the student's file.

5. Federal and University of Missouri policy requires that all research projects involving human subjects be submitted to the Institutional Review Board (IRB) for review and approval or exemption prior to initiation of the research (from the Health Sciences Institutional Review Board web site, c2010). Research applications and online forms may be found at: http://www.research.missouri.edu/hsirb/.

Department of Speech, Language and Hearing
Master's Thesis Recording Form

Name of Student: _____

Request for Appointment of Master's Thesis Committee

Thesis Director

    Signature: _____ Date: _____

Committee Member

    Signature: _____ Date: _____

Committee Member

    Signature: _____ Date: _____

Additional Committee Member (optional)

    Signature: _____ Date: _____

Approval by Director of Graduate Studies

    Signature: _____ Date: _____

Approval of Master's Thesis Prospectus

Thesis Director

    Signature: _____ Date: _____

Committee Member

    Signature: _____ Date: _____

Committee Member

    Signature: _____ Date: _____

Committee Member

    Signature: _____ Date: _____

(This form, together with a copy of the prospectus and a memorandum describing any substantial changes that have been made to the research plan, should be given to the Director of Graduate Studies for placement in student's file.)

6. Students may register for a total of six hours of credit in CSD 8090 for work on the thesis. The six hours of CSD 8090 count as elective credits.

7. The format and length of the thesis are guided by the thesis director. In general, students are encouraged to prepare their thesis in the format of a journal article in the appropriate field.

8. Upon completion of the research and preparation of a thesis draft that is approved by the thesis director, a revised version will be prepared and distributed to the committee, and a thesis defense meeting will be scheduled. The student will make a brief presentation of their research, followed by a discussion period. This portion of the defense meeting is public, and other students and faculty are encouraged to attend. It is followed by a closed meeting of the committee to make the final decision concerning the thesis.

9. Deadlines for master's theses and guidelines on submitting the final electronic version of the thesis to the Graduate School are available on the Graduate School's web site. The thesis is submitted to the Graduate School after being successfully defended.

SUMMER SESSION 2019	DAY	DATE
Class work begins at 7:30 a.m.	**Monday**	**June 3**
Independence Day recess (no classes)	Thursday	July 4
8-week session closes at 5:30 p.m.	Friday	July 26
FALL SEMESTER 2019	**DAY**	**DATE**
Class work begins at 8 a.m.	**Monday**	**August 19**
Labor Day Holiday (no classes)	Monday	September 2
Thanksgiving recess begins at close of day*	Saturday	November 23
Class work resumes at 8 a.m.	Monday	December 2
Class work ends at close of day*	Thursday	December 5
Final examinations	Monday - Friday	December 9 - 13

SPRING SEMESTER 2020	DAY	DATE
Martin Luther King Holiday (no classes)	Monday	January 20
Class work begins at 8 a.m.	**Tuesday**	**January 21**
Spring Recess begins at close of day*	Saturday	March 21
Class work resumes at 8 a.m.	Monday	March 30
Class work ends at close of day*	Thursday	May 7
Final examinations	Monday - Friday	May 11 - 15

SUMMER SESSION 2020	DAY	DATE
Class work begins at 7:30 a.m.	**Monday**	**June 8**
Independence Day recess (no classes)	Saturday	July 4
8-week session closes at 5:30 p.m.	Friday	July 31
FALL SEMESTER 2020	**DAY**	**DATE**
Class work begins at 8 a.m.	**Monday**	**August 24**
Labor Day Holiday (no classes)	Monday	September 7
Thanksgiving recess begins at close of day*	Saturday	November 21
Class work resumes at 8 a.m.	Monday	November 30
Class work ends at close of day*	Thursday	December 10
Final examinations	Monday - Friday	December 14 - 18

SPRING SEMESTER 2021	DAY	DATE
Class work begins at 8 a.m.	**Tuesday**	**January 19**
Spring Recess begins at close of day*	Saturday	March 27
Class work resumes at 8 a.m.	Monday	April 5
Class work ends at close of day*	Thursday	May 6
Final examinations	Monday - Friday	May 10 - 14

CALIPSO INSTRUCTIONS FOR STUDENTS
https://www.calipsoclient.com/Missouri

Step 1: Register as a Student User on CALIPSO

- Before registering, have available the PIN provided by your Graduate Program Director via e-mail.
- Go to https://www.calipsoclient.com/missouri
- Click on the "Student" registration link located below the login button.
- Complete the requested information, being sure to enter your "school" e-mail address, and record your password in a secure location. Click "Register Account."
- Please note: **PIN numbers are valid for 40 days.** Contact your Clinical Coordinator for a new PIN if 40 days has lapsed since receiving the registration e-mail.

Step 2: Login to CALIPSO

- To login, go to https://www.calipsoclient.com/missouri and login to CALIPSO using your school e-mail and **password that you created for yourself during the registration process (step one.)**
- Upon logging in for the first time, you will be prompted to pay the student fee and to provide consent for the release of information to clinical practicum sites.

Step 3: Enter Contact Information

- Click on "Student Information"
- Click on "Contact Info" and then "Edit" for each corresponding address.
- Enter your local, permanent, and emergency contact info. Enter "rotation" contact info when on externships. Return to this link to update as necessary.
- Click "Home" located within the blue stripe to return to the home page.

Step 4: View Immunization and Compliance Records

- Before each semester, click on "Student Information" and then "Compliance/Immunizations" to view a record of compliance and immunization records.
- Missing or expired records are highlighted in red.
- To create a document to save and/or print, click "PDF" located within the blue stripe.
- An electronic file of the original documents can be accessed, if uploaded by the Clinical Coordinator, by clicking "Files" located within the blue stripe.
- Click "Home" located within the blue stripe to return to the home page.

Step 5: View/Upload Clinical Placement Files

- The file management feature allows you to upload any type of file (e.g. Word, PDF, JPEG, audio/video) to share with your clinical supervisor or clinical administrator.
- Click on "Student Information" and then "Clinical Placement" to upload your own file and/or view a file uploaded by your supervisor or clinical administrator.
- **First, select a folder by clicking on the folder name or create a new folder or subfolder.** To create a new folder or subfolder, type in desired folder name in the "Add folder" field and press "create."
- **Upload a file** by pressing the "Browse" button, selecting a file, completing the requested fields, and clicking "upload." The upload fields will display if you have selected an unrestricted folder. **Set the file permission** by choosing "public" for supervisor and clinical administrator access or "private" for clinical administrator access only.
- **Move files** by dragging and dropping from one folder to another.
- **Rename folders** by clicking the "rename" link to the right of the folder name.
- **Delete <u>files</u>** by clicking the "delete" button next to the file name. **Delete <u>folders</u>** by deleting all files from the folder. Once all the files within the folder have been deleted, a "delete" link will appear to the right of the folder name.

Step 6a: Enter Daily Clock Hours

- Click on the "Clockhours" link located on the lobby page or the "Student Information" link then "Clockhours."
- Click on the "Daily clockhours" link located within the blue stripe.
- Click on the "Add new daily clockhour" link.
- Complete the requested information and click "save."
- Record clock hours and click "save" located at the bottom of the screen. You will receive a "Clockhour saved" message.

  To add clock hours for a ***different*** supervisor, clinical setting, or semester:
  - Repeat above steps to enter additional clock hours gained under a different supervisor, clinical setting, or semester.

  To add additional clock hours to the ***same*** record:
  - Click on the "Daily clockhours" link located within the blue stripe.
  - Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click "Show."
  - Click the "Copy" button located next to the date of a previous entry.
  - Record the new clock hours (changing the date if necessary) and click "save" located at the bottom of the screen. You will receive a "Clockhour saved" message.

- To **view/edit** daily clock hours, click on the "Daily clockhours" link located within the blue stripe.
- Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click "Show."
- Select the desired entry by clicking on the link displaying the entry date located along the top of the chart. Make desired changes and click save.
- Please note: Supervisors are not notified and are not required to approve daily clock hour submissions.

Step 6b: Submit Clock Hours for Supervisor Approval

- Click on the "Daily clockhours" link located within the blue stripe.
- Select the record you wish to view (posted by supervisor, semester, and course) from the drop-down menu and click "Show."
- Check the box (located beside the entry date) for all dates you wish to submit for approval then click "Submit selected clockhours for supervisor approval." Clock hours logged for the dates selected will be consolidated into one record for supervisor approval. The designated supervisor will receive an automatically generated e-mail requesting approval of the clock hour record.
- Please note: Daily entries cannot be edited once approved. However, if you delete the entry from the "Clockhour list" link prior to approval, daily hours may be resubmitted.
- View consolidated clock hour entries by clicking "Clockhours list" located within the blue stripe.

Step 7: View Clinical Performance Evaluations

- Click on "Student Information" and then "Evaluations."
- As clinical performance evaluations are completed on you by your supervisors, the evaluations will automatically post to this link.
- View a desired evaluation by clicking on the "current evaluation" link highlighted in blue.

Step 8: View Cumulative Evaluation

- Click on "Student Information" and then "Cumulative evaluation" to view a summary of your clinical competency across the 9 disorder areas.
- Upon graduation, you must demonstrate competency for all clinical competencies listed on the form.
- Please make note of any areas of deficiency which are highlighted in orange.

Step 9: View Performance Summary

- Click on "Student Information" and then "Performance summary" to view a summary of your clinical performance across all clinical courses to date.

Step 10: View My Checklist

- Click on "Student Information" and then "My Checklist" to view your progress in meeting the clinical requirements for graduation.
- Upon graduation, all requirements should have been met, represented with a green check mark.

Step 11: Complete Self-Evaluation

- At the completion of each clinical course or as directed by your Clinical Coordinator, complete a self-evaluation.
- From the lobby page, click on the "Self-evaluations" link.
- Click on "New self-evaluation."
- Complete required fields designated with an asterisk and press "save."
- Continue completing self-evaluation by scoring all applicable skills across the Big 9 using the provided scoring method and saving frequently to avoid loss of data.
- Once the evaluation is complete, check the "final submission" box and click "save."
- Receive message stating "evaluation recorded."
- Please note: you may edit and save the evaluation as often as you wish until the final submission box is checked. Once the final submission box is checked and the evaluation saved, the status will change from "in progress" to "final".
- To view the evaluation, click "Evaluations list" located within the blue stripe.

Step 12: Complete Supervisor Feedback Form

- At the completion of each clinical course or as directed by your Clinical Coordinator, complete feedback for each clinical supervisor.
- From the lobby page, click "Supervisor feedback forms."
- Click "New supervisor feedback."
- Complete form and click "Submit feedback."
- Your completed feedback form will be posted for Clinical Coordinator approval. Once approved, feedback will be posted for the clinical supervisor to view. Until approved, the feedback may be edited by clicking on "View/edit."

Step 13: View Site Information Forms

- The "Site Information Forms" link located on the lobby page displays pertinent information on the sites/facilities that your school affiliates with for clinical placements.
- To view available information, identify the desired site and click "View" located in the fifth column under submitted.
- Please note: "In progress" forms are not accessible to students; only "submitted" forms are accessible to students.