

**THE DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS
MASTER OF SCIENCE IN SPEECH-LANGUAGE PATHOLOGY PROGRAM
ACADEMIC POLICIES AND PROCEDURES**

I. ACADEMIC ADVISING

A. Tampus Campus Students

All students in the on-campus program will be assigned a First Year Faculty Advisor at new student orientation. During the first two semesters in the program, the student should meet with the First Year advisor at least once per semester to review progress in the program and discuss topics related to thesis and thesis alternative options.

For Core courses and Practicum courses, you are automatically permitted each semester. If there is a need to make an adjustment to the scheduling of your Core courses, you must see your assigned First Year faculty advisor. Students **CANNOT** make adjustments to the scheduling of CORE courses without authorization from the First Year Advisor. All advising related to the clinical portion of the programs is completed by the Center Director. Students **CANNOT** make adjustments to the scheduling of PRACTICUM courses without authorization from the Center Director

Given successful progress in the program, each student will develop a Second Year Plan. This plan involves completion of core courses and practicum, as initially scheduled, and completion of: (a) a Thesis (9-credits) and specialization coursework (9-credits); OR, (b) a Thesis alternative (18 credits). The Thesis Alternative option consists of 9-12 hours of coursework in a Primary Concentration Area of study and 6-9 hours of coursework in a Secondary Concentration Area of study, for a total of 18 hours. It is recommended that students determine whether he or she wishes to complete the Thesis or Thesis Alternative option during the second semester of study, but must do so no later than the third semester of study.

Based on the interests of the student, a Second Year advisor will be assigned. For those students completing a Thesis, the Second Year advisor is the Thesis Advisor. For those students completing a Thesis Alternative, an appropriate Second Year Advisor will be assigned by the Director of the Speech-Language Pathology program or the Department Chair.

The Core courses and Practicum form the basis of the contract between the student and the Department. Once the second year program is approved, it becomes a part of the contract between the student and the Department. Students must successfully complete this program of study prior to graduation (your program of study is your advising form).

B. Suncoast Consortium Students

This program is specifically designed to assist professionals working in one of the school districts in the Suncoast Consortium to complete their Master's degree using a combination of distance and on-site teaching technologies. A limited number of students will be admitted each year and these students will progress through the program as a cohort. As a consequence, all course selections and practicum assignments will be made by the Director of this program.

Like the students on the Tampa campus, you are automatically permitted into your courses and practica each semester. If there is a need to make an adjustment to the scheduling of your courses, you must discuss it with the Program Director. Students **CANNOT** make adjustments to the scheduling of their courses or practica without authorization from the Program Director.

II. PROGRAM REQUIREMENTS

A. THESIS OPTION

To complete the Master's degree, graduate students in Speech-Language Pathology may elect to complete a thesis. A thesis requires the design of a research project with an appropriate literature review, data collection and analysis, a written thesis and an oral defense. The completion of a thesis develops research, writing, and management skills within a specialized area of study, and is an outstanding addition to a professional resume. A student who elects to complete a thesis will take 9 hours of thesis credit and 9 hours of electives within an area of specialization. The thesis is a highly individualized learning process that requires independent effort from the student, guided by the faculty members of the thesis committee. Students develop the ability to bring together numerous facets of the knowledge and skills gained in graduate study and direct them toward the solution of a particular problem.

Students who elect to complete a thesis as a part of their graduate program must be in good academic standing, demonstrate adequate research and writing skills, and obtain approval from the designated academic advisor. The student is then required to select a faculty member to chair the thesis and obtain permission from that individual to select two other committee members to serve on the committee.

Thesis committee members are typically faculty members within the Department of Communication Sciences and Disorders. The chair and at least one member must hold a Doctorate and at least two of the three must be from the Department of Communication Sciences and Disorders. The committee may be larger than three and additional members may be added from outside or inside the Department. The student must assemble a committee prior to defense of their research project.

Students who are interested in writing a thesis should enroll in Directed Research (SPA 6910) for one semester for 01 credit during their first semester's work on their thesis. This enables the student to work closely with the thesis advisor to plan and explore the thesis topic. Furthermore, it enables the faculty to evaluate and advise the student as to his/her potential for successful completion of the thesis. The following semester, the student begins thesis work officially by enrolling in SPA 6971. Students must complete at least 8 additional hours of thesis credit; however, enrollment may occur over several semesters. Also, once registered for thesis, the written project must be completed and accepted by the Graduate School prior to graduation. Students may not withdraw from enrollment in thesis credits beyond the drop deadlines.

Finally, all students completing a thesis project must be enrolled in at least two hours of SPA 6971 during the term in which they are to graduate (see the Graduate catalog for more detailed information concerning thesis). Upon completion of the written thesis project, two copies are submitted to the Graduate School, one copy to the Academic Program Assistant, and

one copy to each committee member. Each student who is working on a thesis consult the Graduate Studies website for deadlines, writing information, and required forms (http://www.grad.usf.edu/thesis_dissertation.asp).

Guidelines for the Thesis Process

- I. Student indicates an interest in doing a thesis
 - a. The advisor should suggest that the student take their Directed Research hour with their mentor to develop the thesis idea
 - b. Student should enroll in the Research Procedures course as soon as their idea is developed, so that they can begin work on their prospectus.
 - c. Student should select a thesis committee
 - i. Should consist of three members
 1. The Chair should be a PhD faculty member in CSD
 2. The other members can be other academic or clinical faculty within CSD, University faculty members from other departments, or outside personnel who have at least a Master's degree in an appropriate field.
- II. Prospectus
 - a. Each thesis student should prepare a prospectus for approval by their committee prior to the initiation of data collection.
 - b. The prospectus should consist of a Literature Review that provides the background for the project and a detailed Method section.
 - c. The thesis committee should hold a prospectus meeting to approve the proposed project and to make any suggestions to facilitate the completion of data collection/analysis.
 - d. The student should also apply for IRB approval, if necessary.
- III. Data Collection and Analysis
 - a. The student works with their major professor and other pertinent faculty to complete data collection and analysis.
 - b. The student prepares their thesis for presentation to the committee.
- IV. Defense
 - a. The thesis defense must be attended by 3 faculty members. If one committee member cannot attend, then a substitute committee member should be recruited.
 - b. The defense date should be advertised so that interested parties may attend.
 - c. The Defense must be completed prior to submission of the final copy of the Thesis to the Graduate School. Be sure to allow time for the student to make any necessary corrections prior to final submission to the Graduate School.
- V. Registration Requirements
 - a. The student should register for a minimum of 2 credits with their major professor each semester that they are working on their thesis for a minimum of 9 hours of thesis (and directed research) credit over the course of their Master's program.

- b. The student must be registered for a minimum of 2 credits in the semester in which they intend to graduate (i.e., submission of the final copy of their thesis)

VI. Submission

- a. The thesis must be submitted electronically to the Graduate School in accordance with their deadlines. There are very few, if any, extensions given.

B. EXAMINATION

All graduate students are required to pass the departmental comprehensive examination prior to graduation. This requirement will be waived if the student successfully passes the National Examination (NESPA) in their area of specialization prior to the date of graduation. These examinations are given approximately four times a year. It is the student's responsibility to determine when sufficient coursework has been taken to attempt this examination; however, under no circumstances should the examination be taken during the first semester of graduate study. Furthermore, it must be remembered that sufficient time must be allowed following the examination date for the Department to receive the student's test results. The student should anticipate that receipt of test results requires at least **6 weeks**. For this reason, many students elect to complete this examination during the semester prior to the term in which graduation is anticipated. Applications for the NESPA may be obtained in the Testing Office of the Student Services Center (SVC) on the second floor. At the time of the examination, students should request that a copy of their test results be sent to the Department. If such a request is not made, the Department cannot confirm that this graduation requirement has been met.

Students who have not successfully passed the NESPA exam in their specialty area prior to the time of their graduation and when it will not be offered again with sufficient time to receive test results must pass the departmental written comprehensive examination in lieu of the NESPA.

III. GRADUATION REQUIREMENTS

Graduation is not an automatic process that occurs as a result of completing your final course or practicum assignment. It is the student's responsibility to initiate the process by completing the "Application for Graduation" form that is available in the Office of Records and Registration. This application must be on file in that office within fifteen class days after the beginning of the term in which you plan to graduate.

Prior to filing the "Application for Graduation," students must make an appointment with their assigned Advisor and the Academic Program Assistant to review the program of study and to ascertain that all Department and University Requirements for graduation have been met. At least one semester prior to the end of the final semester, students must make an appointment with the Department's Academic Program Assistant to begin the process of the Certification for Graduation (or Graduation Check). The student must also schedule an appointment with the Academic Program Assistant within 4-5 weeks prior to graduation to assure that the Graduate Program contract and the Certification for Graduation form have been completed. Any course or practicum discrepancies must be resolved prior to certification for graduation and it is the student's responsibility to work with the Academic Program Assistant and the advisor to solve

any discrepancy in the student's program. All of the preceding steps are essential and must be completed to be assured of graduating on the date anticipated. If the student does not complete the "Application for Graduation" within the prescribed time limit, he/she cannot graduate. If the student omits or overlooks either of the Department's check procedures and any problems develop regarding eligibility for graduation, the student will receive a notice, by mail, of ineligibility to graduate. The student will retain that standing until after the beginning of the following term.

VII. COURSE REQUIREMENTS

Specific course requirements for the undergraduate focus, undergraduate/ graduate programs, and the post-baccalaureate graduate programs in each of the Department's tracks are listed in the University Graduate School Catalog under the section designated for the College of Arts and Sciences. The following table lists the department's requirements in Speech-Language Pathology.

All students should be aware that they must earn a "B-" or better in each graduate course. Failure to do so will require that the student repeat the course. Grade forgiveness may not be used at the graduate level in Speech-Language Pathology. Any student who earns a "C+" or less in two courses will be recommended for dismissal from the program.

**COMMUNICATION SCIENCES AND DISORDERS
M.S. DEGREE IN SPEECH-LANGUAGE PATHOLOGY-ADVISING FORM**

Student Name _____	Student No. _____
Local Address _____	Local Phone _____
_____	Permanent Phone _____
Permanent Address _____	Date Admitted _____
_____	Provisional: Yes No
Email: _____	Provision Removed _____

Any grade less than a B- is not considered successful completion and the course must be repeated.

<u>CORE REQUIREMENTS</u> (20 hours required)	<u>CR</u>	<u>SEM</u>	<u>GRADE</u>
SPA 5408 Lang. Lrng in School-Age Year (PR-Phonology)	3	_____	_____
SPA 5552 Diagnostic Principles and Practices	3	_____	_____
SPA 6410 Aphasia (PR-Neuroanatomy)	3	_____	_____
SPA 6559 Augmentative and Alternative Communication	3	_____	_____
SPA 6571 Clinical Practice Issues in Comm. Dis.	1+1	_____	_____
SPA 6805 Research Procedures in Com & Dis	3	_____	_____
SPA 6930 Dysphagia	3	_____	_____

PROFESSIONAL AREAS (min. 18 cr. required). Select 4 courses from primary concentration area and min. of 2 courses from the other. Thesis students select 9 hours from below.

<u>Concentration 1</u>	<u>CR</u>	<u>SEM</u>	<u>GRADE</u>
SPA 5150L Speech Science Instrumentation	3	_____	_____
SPA 6232 Neuromotor Disorders of Speech	3	_____	_____
SPA 6930 TBI and Right Hemisphere Disorders	3	_____	_____
SPA 6930 Aging	3	_____	_____
SPA 6930 Advanced Vocal Disorders**	3	_____	_____
SPA 6930 Neuroanatomy**	3	_____	_____
_____ Other: _____	3	_____	_____

<u>Concentration 2</u>	<u>CR</u>	<u>SEM</u>	<u>GRADE</u>
SPA 6245 Craniofacial Communication Disorders	3	_____	_____
SPA 6401 Pediatric Language Disorders	3	_____	_____
SPA 6403 Language Learning Disabilities	3	_____	_____
SPA 6473 Multicultural Differences in Language Use	3	_____	_____
SPA 6930 African American English	3	_____	_____
SPA 5204 Advanced Clinical Phonology**	3	_____	_____
SPA 6322 Aural Rehabilitation: Children**	3	_____	_____
SPA 6930 Differential Treatment of Fluency Disorders**	3	_____	_____
_____ Other: _____	3	_____	_____

**Required Courses -- If not completed at UG level with B- or better, must be taken at the graduate level.

NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION NSSLHA USF Chapter

What is NSSLHA? NSSLHA is a student professional organization for undergraduate and graduate students interested in human communication sciences and disorders. NSSLHA is a national organization with local chapters at universities and colleges. NSSLHA is the student branch of the American Speech-Language-Hearing Association (ASHA). Why Join? There are many reasons to join NSSLHA both at the national and the local level. As a member of NSSLHA, you will receive these fine ASHA publications:

American Journal of Speech-Language: A Journal of Clinical Practice
American Journal of Audiology: Clinical Practice
Journal of Speech, Language and Hearing Research
Language, Speech and Hearing Services in the Schools
ASHA Leader
Contemporary Issues in Communicative Science and Disorders (the NSSLHA Journal)

As a NSSLHA member you will be eligible for reduced fees at ASHA conferences and conventions. NSSLHA members are also eligible for a discount on their first year ASHA dues. At the national level NSSLHA dues are \$45.00 per year. Applications for NSSLHA are available through the USF Chapter. At the local level, the USF chapter offers students the chance to meet with each other and discuss the program, the courses and the opportunities available in the field of communication sciences. Undergraduates have an opportunity to meet with upper level and graduate students who have experience with the courses and the instructors.

Bimonthly program meetings are planned to present topics of interest to students at all levels and are open to all students within the university. Suggestions for meeting topics come from NSSLHA members. Other activities include fund raising, public relations, and social functions. Become a part of a growing number of students who are finding that involvement in NSSLHA leads to a fuller appreciation of the profession and a greater awareness of the issues affecting the field. USF Chapter dues are \$10.00 per year. Mailboxes and lockers are available in the Student Workroom (PCD 2031) to members at a nominal charge. For further information regarding the USF Chapter of NSSLHA and membership application contact your NSSLHA officers or the NSSLHA sponsor.

CAREER RESOURCE CENTER

USF offers a service to students to assist in career placement and planning. The Career Resource Center (CRC) may assist undergraduates and graduates with such tasks as job search strategies, resume writing, and interview skills. Individual appointments are available and group presentations are also available by calling 974-2171.

The CRC is located in the Student Services Building, Room 2088 and the office hours are 8:00 A.M. to 4:00 P.M. An updated recruiting list is available 24 hours a day by calling 974-2200. In addition to coordinating placement activities, the CRC staff presents various job search mini-classes. The Center also holds various special events throughout the year such as the Career Expo, Teacher Job Fair, State Wide Job Fair, Hire a Florida MBA Day, and the Graduate/Professional Day.

C. CERTIFICATION AND LICENSING

1. Speech-Language Pathology

The American Speech-Language-Hearing Association issues Certificates of Clinical Competence to individuals who present satisfactory evidence of their ability to provide independent clinical services to persons who have disorders of communication (speech, language, and/or hearing). An individual who meets these requirements may be awarded a Certificate of Clinical Competency (CCC) in Speech-Language Pathology or in Audiology, depending upon the emphasis of preparation; a person who meets the requirements in both professional areas may be awarded dual Certification.

The Department of Communication Sciences and Disorders is accredited in Speech-Language Pathology and Audiology by the Council of Academic Accreditation of the American Speech-Language-Hearing Association, and as such adheres to the standards set forth in the ASHA Code of Ethics. All of the programs of study within the Department are structured to prepare graduates to meet the **Knowledge and Skills Acquisition (KASA) competencies** established by ASHA in 2005. These competencies are prerequisites to in-field employment in most employment settings. Graduates with a Master's Degree from this program meet all current ASHA requirements for coursework and clinical experience; therefore, the process of applying for ASHA membership and certification are greatly simplified. Students should see their Academic Advisors for additional information prior to the completion of their ASHA application.

The student is responsible for completing the ASHA Certification application and for obtaining the necessary information and signature from the Department Chairperson. The certification forms are found in the current American Speech-Language-Hearing Membership and Certification Handbook for Speech-Language Pathology.

The application including a stamped, self-addressed envelope should be given to the Academic Program Assistant. She will review the application and verify the completion of all clinical and academic requirements. Once the review has been completed, the Department Chair will then and only then, sign the application. **PLEASE NOTE:** The department chairperson does NOT sign for Clinical Fellowship Year papers. The verification of CFY requirements will be made by the CFY supervisor.

Summary of Standards for National Certification
For a complete KASA description, go to http://www.asha.org/about/membership-certification/handbooks/slp/slp_standards_new.htm

STANDARD I - Degree

Effective January 1, 2005, the applicant for certification must have a master's or doctoral or other recognized post-baccalaureate degree. A minimum of 75 semester credit hours must be completed in a course of study addressing the knowledge and skills pertinent to the field of speech-language pathology.

STANDARD II - Institution of Higher Education

The graduate degree must be granted by a regionally accredited institution of higher education.

STANDARD III – Program of Study – Knowledge Outcomes

The applicant for certification must complete a program of study (a minimum of 75 semester credit hours overall, including at least 36 at the graduate level) that includes academic coursework sufficient in depth and breadth to achieve the specified knowledge outcomes.

STANDARD IV - National Examinations in SLP and AUD

All applicants must pass the National Examination in the area for which the Certificate is sought. The National Examinations in Speech-Language Pathology and Audiology (NESPA) are designed to assess, in a comprehensive fashion, the applicant's mastery of knowledge of professional concepts and issues to which the applicant has been exposed throughout professional education and clinical practicum. The applicant must pass the examination in the area in which certification is sought. The examination must be passed within 2 years after the first exam administration following the approval of the applicant's coursework and clinical practicum by the Clinical Certification Board.

Further information may be obtained by writing:

NTE Programs
Educational Testing Service
CN 6050
Princeton, N.J.08541-6050

STANDARD V - The Clinical Fellowship for Speech-Language Pathology

After completion of academic coursework and clinical practicum, the applicant must successfully complete a Clinical Fellowship. The Fellowship will consist of at least 36 weeks of full-time professional experience or its part-time equivalent. The Fellowship must be completed under the supervision of an individual who holds the Certificate of Clinical Competence in the area for which certification is sought. This professional experience shall involve primarily clinical activities. The Supervisor periodically shall conduct a formal evaluation of the applicant's progress in the development of professional skills.

The Clinical Fellowship Year must have begun after completion of the academic and clinical program experiences required for the Master's degree in one of the two areas of specialization. Departmental policy is that the Clinical Fellowship Year cannot be entered until a graduation date is officially confirmed.

State of Florida Teacher Certification

Teacher certification is not required for Speech-Language Pathologists and Audiologists in the State of Florida. If you wish to be eligible for employment as a Teacher of the Deaf in any of the public school systems within the State of Florida, you must meet the State Teacher Certification requirements. Courses offered by the College of Education to satisfy the professional educator requirements are listed in the Appendix. Be sure to ask your advisor about these courses. If other courses may be substituted for those listed, the substitutions must be approved by the Student Personnel Office in the College of Education.

Applicants for teacher certification must successfully complete the Florida Teacher Certification Examination. Detailed information on the scope and content of this exam is contained in a 3-volume set called Florida Teachers Certification Examination Bulletins. These bulletins are available in the College of Education.

Summary of Working in the Florida School System

In the Florida Public School System, job requirements for the speech/language clinician differ from those in other job settings. In order to qualify for a position in a school system, a clinician must have (or be in the process of obtaining) a Florida Teaching Certificate and/or a State License in the field of Speech/Language Pathology and/or Audiology. Hiring criteria vary from county to county; however, since July 1, 1989, a Master's Degree in Speech/Language Pathology is considered as the minimal level of certification by the Florida Department of Education. Consequently, criteria for hiring Speech/Language Clinicians in the public schools is more uniform across school districts than was found previously.

If a clinician is interested in pursuing a Florida Teacher's Certificate, certain educational coursework must be completed. In addition, the Florida Teachers' Examination must be passed. To obtain further information on the required coursework and the Florida Teachers' Exam you may write or call:

State of Florida Department of Education

Teacher Certification Section, Collins Building
Tallahassee, Florida 32301
(904) 488-2317

Florida Teachers Certification Examination
P.O. Box 13746
Gainesville, Florida 32604
(904) 392-1715

To work in a school system the state requires that all new teachers (clinicians included) complete a Beginning Teachers Program for one school calendar year. The teacher will be assigned a "Peer Teacher" who functions as a support person and consultant. In addition, school administrators observe therapy skills related to teaching. Plans may be written to help the beginning teacher in mastering needed skills.

Supervision in the school system is one factor to be considered by the new Speech/Language Clinician. It is sometimes possible to have a Speech/Language Clinician from the county serve as both the CFY supervisor and as the Peer Teacher. Awareness of the different requirements in the Florida Public School System may be helpful to the Speech/Language Clinician considering a job in this setting. Contact clinicians for the Florida Public School Systems are listed in the Florida Language Speech and Hearing Association (FLASHA) Directory by county.

E. State Licensure in Speech-language Pathology and Audiology

Specific information concerning State of Florida Licensure in Speech-Language Pathology or Audiology may be obtained by writing to:

Agency for Health Care Administration
Board of Speech-Language Pathology and Audiology
Northwood Centre
1940 N. Monroe Street
Tallahassee, Florida 32399-0778 Telephone: (904) 487-3041

Legislative Intent:

The sole legislative purpose for enacting this rule is to ensure that every Speech-Language Pathologist and Audiologist in this state meets minimum requirements for safe practice in Florida. It is the legislative intent that Speech-Language Pathologists and Audiologist who fall below minimum competencies or who otherwise present a danger to the public health and safety be prohibited from practicing in Florida.

Listed below are some important details regarding Licensure for Speech-Language Pathologists and Audiologists.

1. All Speech-Language Pathologists and Audiologists are required to obtain a License if employed in a setting where fees are charged or if they see patients privately. If a clinician works exclusively in a public school and does not see private clients, a license is not required if the individual holds a valid teacher's certificate.
2. Steps to licensure are as follows:
 - a. File a complete application appropriate for the level at which licensure is being requested (Active, Provisional, Assistant, Inactive, Renewal of Provisional, Renewal of Inactive, Reactivation of license.)
 - b. Submit the appropriate fee.
 - c. Submit appropriate documentation.
 - d. Submit confirmation of graduation.
 - e. Submit the name change documentation.
 - f. Submit a recent photograph.
3. The letter of authorization to practice is issued only after the application is complete, fees have been paid, evaluation is approved, and the application is placed on the next board agenda to be certified as eligible for license.

Levels of Entry into the Profession:

There are several levels of entry to the professions of Speech-Language Pathology or Audiology. These levels are as follows:

1. **Assistant.** A person who is certified under this title may provide services under the direct supervision of an Audiologist or Speech-Language Pathologist. The supervising professional must assume all legal responsibility for the certified assistant. Furthermore, the use of assistants will require the physical presence of a licensed Speech-Language Pathologist or Audiologist for consultation and direction of the certified assistant.
2. **Provisional Licensure.** In Speech-Language Pathology, this step of licensure is most likely the first step upon the successful completion of the Master's Degree. Requirements are: a) Completed Application; b) application fees; c) Master's Degree conferred within the major emphasis area for which the licensure is sought; d) Verification of 400 clock hours in supervised clinical practice and e) verification of employment form completed by the supervisor. The provisional licensee must be supervised by a licensed professional who holds licensure within the same area of practice as the Provisional Licensee. A Provisional license may be renewed for one year.
3. **Active Licensure.** In Speech-Language Pathology, active licensure may be

obtained only after the Master's Degree has been conferred in the area of desired license, verification of 400 clock hours in supervised clinical practice, verification of nine (9) months of professional employment experience, and a copy of the passing score of 600 on the NESPA (sent directly from Educational Testing Service) has been received by the board. Moving from provisional to Active licensure requires the following:

- a) Completed Application
- b) Fees
- c) Copy of the NESPA score showing a 600 or better
- d) Letter from the CFY supervisor verifying successful completion of this experience.

If you already hold a valid Certificate of Clinical Competency from ASHA, you may obtain licensure through endorsement. The following steps must be completed: a) Complete application; b) Submit application fee; and c) Obtain a letter from ASHA verifying current CCC, or Applicants may obtain endorsement if they hold valid license/certification in Speech-Language Pathology or Audiology in another state where the criteria for issuance was substantially equivalent to or more stringent than the licensure criteria which existed in Florida at the time the certification was issued.

Continuing Education is required of all Assistants and Active licensees. Continuing education must be clinically relevant to the area of certification and licensure. It is the responsibility of the licensee to prove that all continuing education requirements have been met.