

Communication Sciences & Disorders

Summers-Only Orientation PowerPoint

August 25, 2011

- **Students are held responsible for all information in this document and its links**
- **Policies and procedures are found in the NAU Graduate Student Handbook, the CSD Student Handbook, the CSD website, and this Summers-Only Orientation PowerPoint**
- **Policies & procedures may be changed at the discretion of the university or department. Students will be notified of any changes.**
- **This is a living document.**

Table of Contents

Sequence:

ASHA - alphabetical

CSD – alphabetical

Graduate College - alphabetical

NAU - alphabetical

ASHA

Websites:

- www.asha.org
- www.asha.org > in the search bar, enter “ASHA Standards” > 2005.
- www.asha.org/certification > For Speech-Language Pathology applicants > Frequently asked questions .
- www.asha.org/advocacy/state

Phone number:

- 1-800-498-2071 (ASHA).
- Certification: Marilyn Byrnes (x. 5789) or Ted Barksdale (x. 5787).

Remember, there are 3 governing bodies shaping the number of direct contact clinical hours that you need:

- ASHA
- your State
- NAU

ASHA - Clinical Fellowship Year (CFY)

- www.csd.nau.edu > forms > Standards for Certificate of Clinical Competence in Speech-Language Pathology > Standard VI A-D.
- Further detailed information found at ASHA's website. www.asha.org

ASHA – Code of Ethics

Found on CSD website:

www.csd.nau.edu > forms > 602 & 608 forms >
ASHA Code of Ethics

Further detailed information found at ASHA's website.

www.asha.org

ASHA – Facts and Figures

- **Minimum of 75 semester credit hours**
 - **36 at the graduate level**
 - **NAU requires 63-66 credit hours of graduate level courses; with 4 courses from undergraduate program, total is 75-78**
 - **All course work and clinical practicum must be initiated and completed at a Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA) approved institution**
- **Prerequisite knowledge of the biological sciences, physical sciences, mathematics, and the social/behavior sciences**
- **Clinical experience is total 400 hours**
 - **375 direct contact hours; Evaluation, Treatment, Feedback meetings count towards this**
 - **25 hours observation; not a prerequisite by ASHA to begin clinical rotations but is a prerequisite by NAU; we do not facilitate or sign off on more than 25 hours; no opportunity to be done at NAU by Summers-Only students**
 - **325 of the 400 clock hours must be completed at graduate level; remaining required hours may have been completed at the undergraduate level, but at discretion of the graduate program**
 - **Never less than 25% of total contact must be observed by an ASHA-certified SLP**
- **Evaluation, Intervention, and Interaction/Personal Qualities**
- **Across the lifespan in 9 major content areas**
 - **Adult = 14 years of age or older**
 - **NAU delineates the content areas on the Daily Logs form**

ASHA – Hearing hours

Direct contact hearing hours that are accepted by ASHA

- Only if they are Auditory Processing or Aural Rehabilitation.
- There are situations when a portion of the hearing screening session counts toward the ASHA 375 clinical hours. After a failed screening, count the time spent planning the next course of action and/or explaining the results and implications.
- Think about some of your clients. When applicable, place a portion of your accumulated hours in the Hearing section of your Daily Logs.

Hearing screening hours

- Hearing screenings do not count toward ASHA observation hours.
- Hearing screenings do not count toward the ASHA 375 direct contact clinical hours.
- Document your hearing screening hours on your electronic forms because some states request specific information about hearing screening hours.
- NAU logs have a “line” where screening hours are documented, but you must include documentation of the hours with your Logs.
- If you submit screening hours to the CSD office, you need to submit supporting documentation: date, place, CCC-supervisor’s name, CCC-supervisor’s signature, CCC-supervisor’s ASHA #, and number of hours.

ASHA –Membership

- **Initial Application (submit together)**
 - **Submit together: Application for SLP Certification & Dues and Fees Schedule.**
 - **You must have completed your coursework and practicum/externship experience to apply to ASHA and start your CFY. It doesn't necessarily have to be posted on your transcript, although in most situations, it will appear on your transcript.**
 - **The best time to apply is May through August (best price).**
- **Supplemental Documents - before completing the certification process, you must also submit:**
 - **Passing Praxis exam scores.**
 - **Official graduate transcript.**
 - **Speech-Language Pathology Clinical Fellowship Report and Rating Form.**
- **Applicants applying more than three years after graduation need to follow additional requirements.**

ASHA - Observation Hours

- **It is a requirement for ASHA certification to have a total of 25 observation hours as part of your clinical training in speech-language pathology. NAU requires that these 25 observation hours must be documented and submitted to the CSD office before you are able to register for your first practicum. These hours should represent a variety of clinical disorders and client ages.**
- **The CSD department endorses only 25 required observation hours. We do not facilitate the acquisition or approval of additional hours to meet other licensing/certifying organizations. It is not possible for Summers-Only students to acquire observation hours at the Flagstaff Campus.**
- **You need to complete your 25 observation hours before you start Practicum 1. Turn in your signed forms to Room 301.**
- **If you already have your 25 required observation hours, please submit them to the CSD Office. The paperwork must include the:**
 - **site location (preferably on their letterhead)**
 - **date (exact or approximately)**
 - **Big 9 area (articulation, fluency, voice and resonance, receptive/expressive language, hearing, swallowing, cognitive aspects of communication, social aspects of communication, and/or communication modalities)**
 - **supervisor's signature**
 - **supervisor's ASHA ID#**
 - **total number of hours**

ASHA – Science Requirements (includes Math)

Science/Math Courses required by ASHA

Standard III-A. “The applicant must have prerequisite knowledge of the biological sciences, physical sciences, mathematics, and the social/behavior sciences.”

These courses filled in on the first page of your KASA.

You must have at least one course in each of the following areas:

- **Biological Sciences** - generally has the letters BIO before the course; health and nutrition courses
- **Physical Sciences**
 - anthropology (ANT)
 - astronomy (AST)
 - health (HS)
 - physics science (PHS)
 - physics (PHY)
 - chemistry (CHM)
 - environmental (ENV)
 - forestry (FOR)
 - geography (GGR)
 - geology (GLG)
 - nutrition (NTS)
- **Mathematics** - generally has the letters MAT before the course
- **Social/Behavioral Sciences** - generally has the letters SBS, SOC, or PSY before the course

Here are some extra pieces of information:

- If the university accepts the course, ASHA does
- It must be from a college course
- The course has to be passed
- Refer to your school’s course catalog if you are uncertain

CSD

For USPS:

Communication Sciences & Disorders
Northern Arizona University
P. O. Box
15045
Flagstaff, AZ 86011

NAU corresponds only with your NAU e mail addresses.

For UPS or Federal Express (or fire, police, affiliation agreements)

Communication Sciences & Disorder
Northern Arizona University
208 E. Pine Knoll Drive
Flagstaff, AZ 86011 (no numbers follow the zip, however, a default "0001" sometimes occurs)

CSD website: www.csd.nau.edu

CSD office (Donna):

- 928-523-2969
- csd.nau.edu
- speech@nau.edu
- Room 301

Clinic office (Sara):

- 928-523-8110
- csd.nau.edu/clinic
- shclinic@nau.edu
- Room 327

CSD – Affiliation Agreements

- **Look on CSD website**
 - **Affiliation Agreements: General Information for the Student**
 - **Affiliation Agreements: Information Needed from the Site**
- **Look at “Externship Sites – Additional Information” document included with each SO Newsletter**
- **Database**
 - **E mail your course instructor for already established Affiliation Agreements. Request the state.**
 - **Use the document “Affiliation Agreements: General Information for the Student” to interpret the information.**
 - **Database has information for entire university.**
- **NAU must have an Affiliation Agreement with all Externship sites**
- **Secure your site 9 – 12 months before your rotation.**
 - **Aim for around April 15, for Summer conferred dates.**
 - **Refer to NAU calendar for conferred dates during other sessions.**
- **Your graduation application will be due in the CSD office around April 15 for Summer conferred dates. You need to have registered for CSD 608 prior to your graduation application being processed. Refer to NAU calendar for conferred dates during other sessions.**

CSD - Assessment Room



Located in the side room of the Spa.

Ask the Clinic Office to let you into the room (if it is locked).

Almost all tests & protocols are filed in the lateral file cabinets.

Large tests are filed alphabetically on the bookshelves.

Newly received therapy materials and books are located in the room.

FT students: Utilize the check-out procedure.

SO students: Stay in the room to view. Protocols are for review only.

CSD - Awards

Outstanding Summers-Only Student:

Victoria Sucato

James Case Outstanding Clinician Award:

Stephanie Strom

CSD Outstanding Clinician:

Kelly Palya

Clifford E. White Outstanding Graduate Student:

Stephanie Hearn

Outstanding Graduate Student:

Christy White

CSD - Badges



It is mandatory to wear a Badge when:

- FT students servicing clients in the NAU Clinic
- SO students are present in the building during the summer

Badges are, also, worn during your Externship, unless your site requires you to wear the facility's Badge.

Patricia.Morison-Holmes@nau.edu orders badges. Contact her with your information.

- Allow two weeks for processing
- Provide her with your name and already earned degree letters (i.e. Jane Doe, B.S.; Jane Doe, B.A.; Jane Doe, M.S., Jane Doe, M.A.)
- Pick up your badge in the Spa baskets.
- After your third summer, we would appreciate it if you would return your badge to the Spa baskets.

CSD – Blood Borne Pathogens

Blood Borne Pathogens training is required, annually, by NAU.

Training is done by the Office of Regulatory Compliance.

Training completed at your work site does not meet the NAU requirement.

CSD – Clinical Practica

Clinical Practica: Refer to www.csd.nau.edu > forms >

- Registration Checklist form
- Clinical Practicum form
- Clinical Competency Evaluation
- CSD 602 Guidelines
- Observations at a non-NAU site. Make sure you get your required 25 observation hours before registering for your first CSD 602: Clinical Practicum in Speech-Language Pathology. Use the form on our website: www.csd.nau.edu > forms > Observations at a Non-NAU Site. If you have a different form, it must include the name of the site, date of observation, Speech-Language Pathologist's name (must have CCC), ASHA ID#, and amount of time observed. Once completed, send to the CSD Office for verification. This requirement is stated, also, on the Program of Study and the Registration Checklist.
- Information will be sent directly to your supervisor before your clinical rotation starts
 - Letter of Appreciation
 - Syllabus (with 602 Guidelines)
 - Clinical Competency Evaluation form
- **Previous clinical rotation grade must be posted on your transcript to begin the next rotation!**
- **Clinical rotation dates are designated on your syllabus!**
- **You must be registered for the course to be at the site!**
- **You must be registered for the course to log direct contact hours!**
- **If any item on your Registration Checklist expires while at the site, you may not be present in the site until the CSD office receives your renewal!**
- Advocate for yourself. Make sure you are getting the hours that you need and want to get. Talk to your supervisor.
- This rotation is done in your work setting
- All academic coursework must be completed before your Clinical Practicum rotation
- Review information in the CSD – Graduation section

CSD - Clinician Workroom

- **This room and its printers are available only to Full-Time students who have an assigned client in the clinic.**
- **Students who do not have an assigned client are not allowed to use this room. This applies to both Full-Time and Summers-Only students.**

CSD - Commitment



Old Maine

- **Providing a superior academic education**
- **Providing a superior clinical education**
- **Demonstrating competency in ASHA's designated learner outcomes**
- **Preparing you for passing the Praxis examination**
- **Understanding our national organization, ASHA**
- **Preparing our students to lead in the profession of Speech-Language Pathology**

CSD - Dress Code

- **Dress code – professional as we have clients on the floor**

CSD - Electives

CSD is very accommodating with regard to your individual choice of an elective. Complete the “Request for Pre-Approval to take an Elective” located on the CSD website, www.csd.nau.edu > forms > other forms > Request for Pre-Approval to take an Elective. Please do not request courses in other departments that repeat information presented in this program or are not at the level of difficulty of your Program of Study coursework. E mail the request form to your advisor.

Review calendar information to know when to enroll.

Upon entering NAU, all coursework must be taken through NAU.

NAU offers many courses from many departments. Frequent course prefixes of commonly chosen electives include:
(These are the departments, not the actual courses.)

BME Bilingual Multicultural Education

DIS Disabilities Studies

ECI Education Curriculum and Instruction

EDF Educational Foundations

EDL Educational Leadership

EPS Educational Psychology

ESE Fundamentals of Special Education

ETC Educational Technology Curriculum

CSD - Electives – Positive Behavioral Support certificate

If you are interested in learning about the NAU Graduate Certificate in Positive Behavior Support, please go to:

<http://www4.nau.edu/ihd/PBS/default.asp>.

Read about the AZ PBS project. Read the material carefully and follow all the links **in the text** and **in the column on the left side of your screen** (applicants who read carefully and demonstrate a thorough understanding of the information on the website tend to do better in our online classes).

If you have any questions after reading the website carefully, don't hesitate to send me an email at dpd@nau.edu.

Dan Davidson

CSD – Electives – Institute for Human Development

- Janis.Nicol@nau.edu
- 923-523-6759
- Assistive Technology Center
- When registering for DIS 525, you need to follow a slightly different procedure. E mail Janis Nicol. Let her know that you are a Summers-Only student and that you want to take the course. She will make it possible. This avoids pre-requisite requirements.

CSD - Externship

- Externships: Refer to www.csd.nau.edu > forms >
 - Affiliation Agreements: General Information for the Student
 - Affiliation Agreements: Information Needed from the Site
 - “Externship Sites – additional information” document attached to each SO newsletter provides additional information about “Specific Directives from Sites”
 - Registration Checklist form
 - Externship Information form
 - Clinical Competency Evaluation
 - CSD 608 Guidelines
 - Information will be sent directly to your supervisor before your clinical rotation starts: Letter of Appreciation, Syllabus (with 608 Guidelines), and Clinical Competency Evaluation form
- **Previous clinical rotation grade must be posted on your transcript to begin the next rotation!**
- **Clinical rotation dates are designated on your syllabus!**
- **You must be registered for the course to be at the site!**
- **You must be registered for the course to log direct contact hours!**
- **If any item on your Registration Checklist expires while at the site, you may not be present in the site until the CSD office receives your renewal!**
- Praxis exam: Plan ahead! ETS has specific dates. Taking the exam is a requirement for the completion of 608.
- Advocate for yourself. Make sure you are getting the hours that you need and want to get. Talk to your supervisor.
- You will usually have only one site, but you might have two.
- You will usually have only one supervisor, but you might have two.
- This rotation must be done in a medical/non-school setting.
- Review information in the CSD – Graduation section.
- Your anticipated site must be pre-approved by your course instructor.
- Consider sites elsewhere than your home town.
- Always have a back-up plan.

CSD - Externship – Summers-Only students

- The 12 week requirement may be slightly reduced under pre-approved circumstances, by your advisor.
- If you do not have 12 weeks between your last day of school/work and your first day of school/work, please submit the following to your advisor, prior to contacting the site!
 - 10 - 11 week length externships
 - 1) School calendar/letter required. Highlight your last day and first day.
 - 8 - 9 week length externships
 - 1) School calendar/letter required. Highlight your last day and first day.
 - 2) Letter indicating how you will acquire the additional on-site time that is equivalent to 10 – 11 weeks. Discuss this with your advisor prior to writing the letter.
 - Wait for written approval from your advisor. Written approval in your file is a necessity to be able to register!
(If your school calendar is not yet published, please submit your most recent calendar.)
- Discuss this approved reduced externship length with your potential site supervisor!
- How can some students do an Externship in a non-medical setting (hospital/rehabilitation/nursing home)? Are there some special concerns that relate to this kind of a rotation?
 - They have already accumulated their adult hours in P1 and P2. Their employment may have been in setting with students 14 years and older.
 - They have been assured by the externship site that they will be working with adults.
 - These students need to be very cautious to attain hours in cognition and swallowing.

CSD – Externships - International

For American citizens

This is your resource on this campus:

- http://international.nau.edu/about_cie/index.html

This is ASHA's information:

- <http://www.asha.org/careers/> > Working Abroad
- If you use countries who have signed the Multilateral Mutual Recognition Agreement, you will find that the process will be easier. Canada, United Kingdom, Australia, Ireland, and New Zealand.

For International students

- Before starting any practicum or externship, all International students must have a special Clinical Practice Training (CPT) clearance as part of their visa paperwork. International students must talk with their International Advisor when they first come into the CSD program for information regarding CPT requirements and how long it takes to get the clearance.

CSD – Faculty & Staff

- www.csd.nau.edu > faculty and staff
- Most all mailboxes are in Room 301
- Some mailboxes are in Room 327
 - Dr. Skelton
 - Christina Valencia
 - Michelle Thomas
 - Sara Eby
 - Patti Morison-Holmes
 - Terri Linhart

CSD – Filling in forms

Here's the trick to filling in forms:

- When you go to the forms page, you will notice that the form is listed with the name of the form and in brackets, “MS Word”. Don't click on the name of the document. Click on “MS Word”. If you click on the name of the document, it opens as a PDF file and you will not be able to work on it.
- Save it to wherever you want to save it while you are working on it.

If you ever encounter a form that allows you to provide information in a restricted space, but when you start typing, everything shifts, do the following:

- Click the Microsoft Office Button (upper left).
- Click Word Options (bottom right).
- In the left pane, click Advanced (mid left).
- Put a check mark in the Use the Insert key to control overtype mode (mid right).
- Click OK.
- Use the “Insert key” on the keyboard to toggle between Insert and overtype mode (on keyboard).

CSD - Forms

- www.csd.nau.edu > forms

CSD – Forms – Clinical Competency Evaluation (CCE)

- **Completed by supervisor at mid-session and end-of-session of all clinical rotations.**

CSD – Forms – Clinical Practicum Information form

- **Needs to be completed prior to each Clinical Practicum rotation**

CSD – Forms - Daily Logs and Summary forms

Filled in daily and submitted at the end of a clinical rotation.

You need to achieve some hours in each of the 9 sections.

On what date do I start entering hours on the Daily Log?

- You start entering dates from the first day of the day indicated on your syllabus.
- You must, also, be registered for the course before you can enter hours on the Daily Log.

Daily Log

The different tabs with this one document provide Log Instructions.

- Daily Log – pages used to document all direct contact clinical minutes accrued
- Pre-practicum form – not used by most students; minutes acquired prior to registering for your first CSD 602 course; 325 of the 400 clock hours must be obtained at the graduate level; undergraduate hours may be accepted at the discretion of the department
- Total Minutes – represents the total minutes for that particular practicum or externship

Summary form

There are 2 versions: first practicum prior to Summer 2008 and first practicum after Summer 2008. Choose the one that applies to you.

- Document all of your hours, not just the ones that are supervised! Your supervisor is required to observe, at a minimum, at least 25%.

CSD – Forms - Externship Information form

- **Needs to be completed prior to Externship rotation**

CSD – Forms - Knowledge and Skills Acquisition (KASA)

- Circle all course numbers that were completed and where that competency was acquired.**
- You need something circled in each category. You will most likely not have every course circled.**
- Circle the same numbers in a group. It saves time.**

CSD – Forms - Registration Checklist for Clinical Experience

- **Needs to be completed before each rotation**
- **Northern Arizona University guarantees each site that the items on the Registration Checklist are current.**
- **A student is not to be present in the facility unless all items on the checklist are current. It is the responsibility of the student to be aware of expiration dates and renew items in a timely manner.**
- **Some sites have requirements that CSD does not require. It is the student's responsibility to meet all site requirements and provide copies of any additional documents to the CSD department.**

The following procedure will be strictly enforced with regard to expiration dates:

- **1st: CSD will send the student an e mail alerting them of an impending expiration date. (This is a courtesy to the student and is not mandatory.)**
- **2nd: If an item becomes expired, the supervisor at the site will be contacted and told that the student is not allowed to be present at the site.**
- **3rd: The student may become administratively dropped from the course.**

CSD - Forms - Synopsis of Arizona Licensure

- www.csd.nau.edu > forms > Synopsis of Arizona Licensure.
- Specifically for Arizona residents.
- Take a close look at the form. Make sure that you are getting the hours that you need in each category. Students from other states should complete the same task, but, with the requirements from their state.
- This form is submitted at the end of CSD 608 with your other required forms.

CSD - Injuries

- **Faculty, staff, students, and other individuals on this floor, should report all injuries, immediately, to Joan Brakefield, Program Coordinator.**

CSD - NSSLHA

- **National Student Speech-Language-Hearing Association**
- **See bulletin board in CSD hall**

CSD – Observations in the NAU Clinic

- **Full-Time students**

Follow the procedure outlined in the Observation 3-ring binder in the Assessment Room.

- **Summers-Only students**

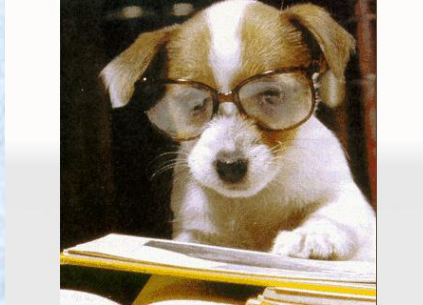
Although you may not accrue observation hours at the NAU Clinic, you may observe particular clients of interest. You will need to obtain pre-approval from the supervisor! If the supervisor approves, follow the information in the 3-ring Observation binder in the Assessment Room. Because these observations are not counted towards your observation hours, you are not required to complete the additional forms that generally accompany observations done by Full-Time students. The supervisor is not required to complete any documentation.

- It is not possible for Summers-Only students to participate in the NAU Clinic. All Full-Time students in the clinic are enrolled in CSD 602. This is not possible for Summers-Only students.

CSD –Performance/Remediation Plans

- **If a student is struggling in a course (less than B), the adviser may formulate a plan for improvement. This plan will be discussed with the student.**
- **Academic Remediation Plans**
- **Clinical Performance Plans**

CSD – Praxis Examination



Studying for Praxis

One of the requirements for completion of the 608 course is to “take” the Praxis exam. (You are not required to “Pass” the exam.)

Based on the experience of past Summers-Only students, a good time to take the Praxis exam is after your 3rd summer courses and during the Fall, when you are having your first clinical practicum.

Go to ASHA’s website: www.asha.org > put “Praxis” in the search box. You will find detailed information.

ASHA has a book to use for the review.

Disability accommodations: <http://www.ets.org/praxis/register/disabilities/>

This must have been obtained no more than 5 years prior to submission of the certification application.

CSD - Pre-requisite Courses

SST 202 Phonetics 3

SST 251 Anatomy/Physiology of Speech & Hearing 3

SST 350 Communication Development in Children 3

SST 375 Speech-Language Science 3

SST 376 Hearing Science 3

SST 405 Neurological Foundations of Speech, Language, & Hearing 3

Or CSD 508, Neurobiology of Communication 3

SST 456 Survey of Audiology 3

CSD – Printers & Copying



- Use printers in the Spa, Room 336. You must supply your own paper.
- Use printers at the south campus computer lab behind Du Bois Center.
- Copying is available at the south campus computer lab behind Du Bois Center.

CSD - Professionalism

- Professional interactions, with faculty, staff, student workers, peers, fellow students, clinical rotation site individuals, and third parties are required by the Communication Sciences and Disorders Department.
- This includes communication that is face to face, by phone, e mails, texts, letters , and other forms of communication.
- Clinical Competency Evaluation form: www.csd.nau.edu > forms > Clinical Competency Evaluation form.
- American Speech-Language-Hearing Association's Code of Ethics: www.csd.nau.edu > forms > ASHA Code of Ethics.
- American Speech-Language-Hearing Association's Standards for Certificate of Clinical Competency: www.csd.nau.edu > forms > Standards for Certificate of Clinical Competence in SLP.

CSD - Program of Study

- **Programs of Study may vary slightly for each entering class of students**
- **The CSD website posts only the POS of the current incoming class.**

CSD - Registration Problems

- 1) Entering the class # for the wrong program track.
- 2) Entering the wrong semester.
- 3) Having a “hold” on your account. If a red circle with a crossbar through it appears at the top of your registration screen, click on that icon to see if your registration is being barred for some reason. If so, you will need to address the problem with the department issuing the “Hold”. Note: the Financial Aid message, “enrolled for too few hours” will NOT stop your registration.
- 4) Registering for a course not on your Program of Study’s sequence.
- 5) Exceeding the unit overload maximum.
- 6) No one will be able to register for CSD 602 or CSD 608 unless they have submitted a) a completed Registration Check List with all supporting documents, and b) a Clinical Practicum or Externship Information Form prior to EACH semester they want to register for the class.
- 7) Look for any “Notes” that may appear on LOUIE for the class in question. If necessary, relate those to the CSD office.

CSD –Registering Myth about Permission Numbers

- **Permission numbers are not required to register for CSD 602: Clinical Practicum or CSD 608: Externship**
- **Rather, the CSD office notifies you, by e mail, once all of your pre-rotation requirements are met and your ID number has been entered into the system. Then, you are able to register.**

CSD - Spa



"The Spa"

Available to

Full-Time and Summers-Only Graduate Students

Room 336

- *running water*
- *microwave*
- *refrigerator*
 - remove expired food*
 - mark your food with your name*
- *computers*

CSD - State forms that require our signature

- **States frequently have forms that you are required to complete and send to them. These forms often need our signature. Please provide as much information as is possible to make the process easier.**
- **www.csd.nau.edu > forms > Synopsis of Arizona Licensure**
When you submit your final logs, include the state form, entirely completed by you, with your packet. Once your grade has been determined, your state form will be checked and signed. Make sure you include a self-addressed, stamped envelope.
- **You are responsible for sending the form to the correct address.**

CSD – Summers-Only Required Documents

The following three documents are required to be in your file:

- 1. A copy of your license/certificate**
- 2. A copy of your supervisor's ASHA membership card**
- 3. A copy of your employment contract indicating**
 - Your employer's name**
 - How many hours/week you work**

Please send/fax/e mail this to the CSD office, prior to the start of Fall session!

Please do not panic if you are ever “between jobs”. Simply inform your advisor of the problem and include your plan to get another job, ASAP.

CSD – Supervision (Standard IV-E)

- **Direct supervision must be in real time and must never be less than 25% of the student's total contact with each client/patient and must take place periodically throughout the practicum.**
- **These are minimum requirements and should be adjusted upward if the student's level of knowledge, experience, and competence warrants.**
- **Supervisors sign off for the 25% time observed and for other hours obtained at the site, although not necessarily observed.**
- **Supervision must be provided by an individual (or individuals) who hold a current Certificate of Clinical Competence in Speech-Language Pathology and/or Audiology.**
- **Supervised externship must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds.**
- **Supervised externship must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.**
- **The student must complete an externship that includes supervised clinical experiences sufficient in breadth and depth in evaluation, intervention, and interaction/personal qualities.**

CSD – T3 Training

- If you were fortunate enough to take Dr. Skelton's Audiology course, you obtained your T3 Certificate. This means that you are qualified to supervise others administering hearing screenings. If you do not have a T3 certificate, you can do hearing screenings, but only when you have T3 supervision.**

CSD - Tracks

- **Full-Time**
 - **6 sessions**
- **Full-Time, Leveler**
 - **Usually 7 sessions**
- **Summers-Only**
 - **10 sessions**

CSD – Transferring Tracks

- Transferring Tracks from Summers-Only to Full-Time

At the time of your acceptance, there was a document titled, “Acknowledgement of Employment Status Information”. Number 5 of this document reads as follows: “If you desire to change your program track from Summers-Only to Full-Time, you must submit another application for admission, during the normal application period, this time specifying your desire to switch to the Full-Time track. Your admission as a Summers-Only student does not guarantee admission into the Full-Time track program.” It is advisable that you, also, look at the current Full-Time Program of Study, and superimpose your coursework on to the Program to gain a better perspective as to your required courses/time frame. All of the same policies/procedures apply in the Full-Time program, especially with regard to course sequence and available sections. Please see your advisor if you have questions.

CSD - Trash

- **We recycle!**
- **Separate your items.**

CSD – Unit Load

- For graduate students: may be approved for between 16 – 21 credits during fall or spring
- Enrollment Limits
Per Arizona Board of Regents policy, students may take a [maximum of 15 - 16 units](#) during the summer term and a maximum of 4 units during the winter term. NAU will not grant unit overloads for the summer or winter sessions. Courses offered during the winter and/or summer sessions are accelerated to fit within the limited time periods. The unit maximums have been established to account for these conditions and are consistent with the regular, 15-week term limits.
- www.nau.edu > Quick Links > G > Graduate College > Student resources > Succeeding > forms > Unit Load Override Approval form
- Summers-Only students may only register for four CSD courses each summer. A fifth course (3-4 credits) is allowed if in a different department.

Graduate College

- www.nau.edu > Quick Links > G > graduate college
- www.nau.edu > Quick Links > G > graduate college > student resources > succeeding > forms

Graduate College – Academic Continuation Policy (Probation and Dismissal)

- **Academic Continuation Policy (Probation and Dismissal)(Graduate College policy):** “If you are working toward a graduate degree or certificate, you must maintain a 3.0 grade point average for all courses taken and for all courses required in your plan. No more than 6 units of C grades can be counted on a master's degree. A grade below C does not earn graduate credit. A graduate student with a grade point average below 3.0 is placed on probation. Admission to a program may be revoked for any graduate student who receives unsatisfactory grades. If you have more than 6 units of graduate work with a grade of C or below, you cannot continue in your master's or doctoral plan, regardless of your grade point average.”
- **CSD additional requirements**
 - A student not meeting course learner outcomes or clinical competencies at any time during their program of study may be placed on a remediation or performance plan. These plans are designed to help a student acquire the knowledge, skills and clinical competencies expected from the academic or clinical course. Performance/remediation plans are customized to each student’s needs and delineate how the student will demonstrate mastery of learner outcomes. They may include (a) supplemental oral or written tests or quizzes, (b) written assignments (c) special projects , (d) demonstration of a clinical competency or (e) repeat of the course or practicum. The course instructor sets the conditions of the plan and is responsible for verifying that the learner outcomes or clinical competencies of the class or practicum have been met.
 - A student who has not adequately met course learner outcomes by the end of the semester and receives a grade of ‘C’ typically is required to repeat the course. Policies regarding remediation/performance plans and course repeats are set by each course instructor and stated in each course syllabus. See each course syllabus for the instructor’s policies regarding demonstration of learner outcomes, performance/remediation plans, and course retake requirements.
- www.nau.edu > Quick Links > G > Graduate College > Student resources > Policies > Continuous enrollment policy

Graduate College – Conditional Status

Graduate College policy

- **New students with a GPA of less than 3.0 are accepted with conditional admission.**
- **If you have been accepted on Conditional Status, you must earn, during your first session in the program, at least 9 hours of A/B to remain in the program. Once this has been achieved, you will be moved to Regular Status.**

Graduate College – Continuous Enrollment

- **Continuous enrollment (Graduate College Policy):** “You are expected to pursue your graduate degrees with a minimum of interruption and maintain continuous enrollment. If you are in a master’s degree program and do not enroll for three consecutive semesters (does not include summer), you will be considered withdrawn from the university and must reapply for readmission to resume your degree program.”
- www.nau.edu > Quick Links > G > Graduate College > student resources > succeeding > policies > continuous enrollment policy

Graduate College – Grades of “Incomplete” or “In Progress”

- **Grade of “Incomplete”:** one year to complete course requirements to earn a letter grade (sometimes given in CSD 602 course)
- **“In Progress”:** have more than one year to complete course requirements to earn a letter grade; 6 year time limit to complete the program (sometimes given in CSD 608 course)

Graduate College - Leave of Absence

Leave of absence

- Requires a Petition.
- You are expected to pursue your graduate degree with continuous enrollment.
- If you are in a master's degree program and do not enroll for three consecutive semesters (does not include summer), you will be considered withdrawn from the university and must reapply for readmission to resume your degree program.
- In extenuating circumstances, you may petition for exception to the continuous enrollment policy. The petition form which is available on the graduate college website, must be approved by your adviser, graduate coordinator, and /or department chair and sent to the Associate Dean of the Graduate College for final approval. Your request must be filed and approved before the anticipated absence.
- www.nau.edu > Quick Links > G > Graduate College > Student resources > succeeding > policies > Leave of Absence

Graduate College - Policies

www.nau.edu > [Quick Links](#) > [G](#) > [Graduate College](#) > [Graduate College](#) > [Student resources](#) > [policies](#)

[Graduate Assistantship, Traineeship, and Fellowship Policy Handbook](#)

[Enrolling in Graduate Courses](#)

[Continuous Enrollment Policy](#)

[GPA Requirements](#)

[Class Attendance](#)

[Graduate Course Load Policy](#)

[Course Repeat Policy](#)

[Graduate Transfer Credit](#)

[Second or Concurrent Master's Degrees](#)

[Requirements and Time Limits: Master's degrees](#)

[Requirements and Time Limits: Doctoral degrees](#)

[Academic Integrity](#)

[Graduate Academic Recognition](#)

[Academic Appeal Policy](#) (for issues other than grade appeals)

[Leave of Absence Policy](#)

[Academic Continuation Policy](#)

[Withdrawing from NAU](#)

For other policies see the [Academic Catalog](#)

See also the general [NAU student handbook](#)

Graduate College – Time Limits

- **Time Limits (Graduate College policy):** “You must complete all requirements for your master's degree within a six-year period. If you take courses from other institutions and transfer them to your program at Northern Arizona University, they must also be taken within the six-year period.” CSD, also, requires that once you begin your graduate program at NAU, if you register for an elective, it must be taken through NAU.
Petition of Extension of Time Limit for Master’s Degree:
- www.nau.edu > Quick Links > G > Graduate Collage > Student resources > succeeding > forms > Extension of Time Limit, Master’s

Graduate College - Transferring Credits

- Fill out the form and give to your adviser.
- Pay close attention to the guidelines on the second page.
 - accredited institution
 - grade A or B
 - earned within the six-year period required for completing your master's degree at NAU
 - be applicable to a graduate degree at the institution where the credit was earned
 - meet the Arizona Board of Regents' requirement for credit
 - the number of hours you transfer from other institutions cannot exceed twenty-five percent of the total minimum credit hours required for your master's degree (5 courses)
- Some additional bits of information
 - separate form for each university
 - must be graduate level classes (usually designated as 500 & 600 courses)
 - continuing education classes are not transferable
 - NAU course transfers do not require a petition
 - allowed to transfer two, 400 - level classes, if within NAU, but still follows the 6 year limit; proof required that wasn't on undergraduate program of study; petition not required
 - dates will be looked at carefully and a course taken while an undergraduate will usually be denied unless you can present an undergraduate Program of Study showing that the course was not on the undergraduate POS
 - course may not be taken at another school after you enter this program
 - need to attach an original transcript unless you are positive that you sent an original already; highlight the course
 - may need to attach a syllabus or course catalogs description if the title is not adequately descriptive
 - when Petition is approved/denied by Grad College, they notify the student/department at the same time
 - Second Master's Rule: are allowed to transfer up to 9 hours, with department approval, from master's program, even with coursework having been applied to that degree; no time limit rules; no petition necessary; all remaining hours must be taken at NAU
 - transferred course grades are not figured in to your GPA
- www.nau.edu > Quick Links > G > Graduate College > student resources > succeeding > forms > transfer credit, petition for

NAU

- www.nau.edu
- **Quick Links**
 - A to Z list**
 - i.e. pick “C” to find our department (one way)
 - i.e. pick “G” > Graduation
- **Quick Links (Louie, BB Learn)**

NAU – Bursar/Student and Departmental Account Services

- www.nau.edu/bursar
- Rates increase with each category:
 - Resident Graduate Extended Campus >
 - World Wide University (WWU) Graduate >
 - Non-Resident Graduate Extended Campus
- Bursar's office > Tuition & Fees > appropriate session > Graduate >
 - Resident Graduate Extended Campus or
 - WWU Graduate
- World-Wide University Tuition and Fees (WWU)
www.nau.edu/bursar >
 - Extended campuses > Financing your education > Tax Breaks/Special Plans and Tuition Rates
- Summers-Only students pay in-state tuition in the summers. During the Fall and Spring, they pay either in-state tuition or WWU rate.
- Financial Aid
In order for a student to receive financial aid, the student must be registered for 6 credits during one session. During the academic school year, you may register for your two electives in the same session to get the discount, however, CSD recommends taking only one at a time.
- Information from the Bursar's office takes precedence over all other information.

NAU - Calendars

www.nau.edu > Quick Links > R > Registrar > Calendars

www.nau.edu > Quick Links > G > Graduate College > student resources > succeeding > dates & deadlines

www.extended.nau.edu/ > view calendar (at the very bottom of the page)

NAU - Disability Resources



- **Makes it possible for accommodations.**
- **Student must initiate all contact. Contact nau.edu/dr or 928-523-8773.**
- **Ponderosa Building – corner of Riordan Road & Riordan Ranch Street.**
- **After review of information provided to DR by the student, it is possible that the student receives a DR Letter of Accommodations.**
- **It is at the discretion of the student to provide the letter to any professor or the CSD department.**
- **Letters are only valid for one session.**
- **Accommodations are provided, by the professor, only from the date that the student presents the letter to the professor.**
- **Only accommodations listed on the letter are provided to the student.**

NAU - Graduation

Your degree will be a MS in Clinical Speech-Language Pathology.

Please refer to the following websites for any questions pertaining to Graduation:

- www.nau.edu > Quick Links > G > Graduation > Commencement Exercises.
- www.nau.edu > Quick Links > G > Graduate College > File for Graduation > Master's & Doctoral degree
 - Students graduating in the summer need to have their graduation application in to the CSD office by April 15! That means you, also, need to have secured your Externship site, submitted your Registration Checklist form, submitted your Externship Information form, and registered for 608!
 - You are allowed to change your expected graduation date only by moving it forward one session. Inform the CSD department (speech@nau.edu) and Graduate College (Lucinda.Topham@nau.edu) of the change. If you decide to change the date, again, a completely new graduation application must be submitted to the CSD department!
 - Summers-Only students do not have to submit a copy of their Program of Study. CSD uses the one in the office.
- www.nau.edu > Quick Links > G > Graduate College > Graduate Coordinator Manual > V. E. (graduation) and V. D. (degree posting).

Refer to NAU calendar dates to make sure that you know your anticipated “conferred degree date”! Your paperwork requirements are generally due on the last day of finals. This may vary depending upon when you started your Externship.

After you graduate, a packet is sent to you from the CSD department:
Letter, KASA, Logs, and Observation hours (if accrued at NAU)

NAU - Graduation – CSD Reception

- **CSD Reception (either before or after the NAU ceremony)**
- **Everyone welcome!**
- **Short speech from one Summers-Only student**
- **Short speech from one Full-Time student**
- **Awards given**
- **Hooding**
- **Slide show presentation.**
 - **Take pictures with your clients/patients during 602 and 608**
 - **You must have their written permission**
 - **Be prepared to submit photos when requested**

NAU - Graduation - Regalia

- Order your Master's cap, gown, and hood from the NAU bookstore. If eligible, with a 3.9 GPA or higher, order an honor cord, too. Use the GPA last documented on your transcript at the time of ordering.
bookstore.nau.edu > graduation ordering information. 928-523-4041.
Make sure you request for: College of Health & Human Services.
Speech-Language Pathology. Master's degree. (Your gown will be black. Your hood will be gold with a lemon tassel.)
- Inform Patricia.Morison-Holmes@nau.edu that you are graduating with distinction.
- NAU Graduation Program (distributed at NAU Graduation ceremony) – may be ordered by e mailing Lucinda.Topham@nau.edu, at least one week after the ceremony.

NAU - Information Technology Fee

- www.nau.edu/bursar > tuition and fees > Information Technology Fee
- **“Information Technology Fee”**
Mandatory fee approved by The Arizona Board of Regents in March 2006. It enhances the university's student learning environment and increases NAU's capacities to meet digital environment expectations. This fee will help support a wide array of technologies that are increasingly critical to NAU students' higher education experience. This fee is refundable if classes are dropped before the first day of the applicable term.”
- According to the Bursar’s office, this fee makes it possible, for NAU to provide services like the Computer Lab’s services and the LOUIE system.
- Hours for the Computer Labs--- call ITS – 523-1511
South campus (behind Du Bois):
North Lab (in union):
- The printers in the Spa are not covered by the Information Technology Fee.

NAU – Office of Academic Assessment

- <https://www4.nau.edu/assessment/>
- The Office of Academic Assessment monitors student learning. It requires that every department have a Plan on file with the university and submit a Report annually. The CSD Plan and Report can be found at:
- <https://www4.nau.edu/assessment/main/degree/plansandreports.asp>.
- The mission of the university can be found at: <https://www4.nau.edu/assessment/about/index.htm>.
- The CSD department submits a comprehensive Plan and Report to the Office of Academic Assessment, each November.
- The CSD department's Plan includes the sharing of all analyzed data with faculty, students, and staff, annually, via e mail.
- The Plan and Report are discussed, annually, at the CSD January Retreat.
- Written feedback is provided to the faculty after each session.

NAU – Office of Regulatory Compliance

- <http://www.research.nau.edu/compliance/orc/>

The Office of Regulatory Compliance (ORC) was formed in 2006 to coordinate the oversight of all matters of Biological, Chemical, Radiation, and Environmental Programs as well as components of the Loss Prevention Program for NAU. The ORC provides leadership in working with the campus community to ensure a safe and healthful working learning environment.

- Blood Borne Pathogens presentations are required to be completed, annually, by all faculty, staff, and students exposed to potential pathogens.
- The CSD department has an on-site evaluation annually.

NAU – Police Department

- **Call 523-3000.**
- **Mace is allowed on the campus.**
- **Escort service is provided: 928-523-3611.**

NAU - Post Office

- **Lower level of bookstore**
- **Du Bois**

NAU - Registrar

- www.nau.edu > Quick Links > R > Registrar

or

- www.nau.edu/registrar
 - Name change
 - Drop/Add
 - Dropping/Withdrawing after deadlines
 - Transcripts/Verification
 - Withdrawals

NAU – Student Handbook

- <http://home.nau.edu/studentlife/handbook.asp>

Table of Contents

- [History and Traditions](#)
- [Academic Policies](#)
- [Support Services](#)
- [Student Activities](#)
- [Student Government](#)
- [Student Organizations](#)
- [Mission and Goals of Residence Life](#)
- [Rules and Regulations](#)

Appendices

- [Appendix A: Family Educational Rights and Privacy Act \(FERPA\)](#)
- [Appendix B: Policy on Off-Campus Speakers](#)
- Appendix C:
 - [Student Code of Conduct](#)
 - [Student Disciplinary Procedures \(Hard Copy available at Student Life and Cline Library\)](#)
 - [Student Conduct Record Retention Policy](#)
 - [Disclosure of Student Disciplinary Records](#)
- [Appendix D: State Law on Campus Disorder](#)
- [Appendix E: Student Grievance System](#)
- Appendix F: [Classroom Disruption Policy](#)
- [Appendix G: Academic Dishonesty](#)
 - [Policy for Appeal of Charge of Academic Dishonesty](#)
- [Appendix H: Policy for Grade Appeal](#)
- [Appendix I: Standards of Residence - Residence Life Judiciary Handbook](#)
- [Appendix J: Fraternity and Sorority Organizational Sanctions](#)
- [Appendix K: Hazing Policy](#)
- [Appendix L: Statement Regarding Assembly](#)
- [Appendix M: Safe Working and Learning Environment Project](#)
- [Appendix N: Drug Free Schools](#)
- [Appendix O: Residency and Financial Assistance Eligibility Policy](#)
- [Appendix P: Institutional Excuse Form](#)

NAU – Safe Working and Learning Environment (SWALE)

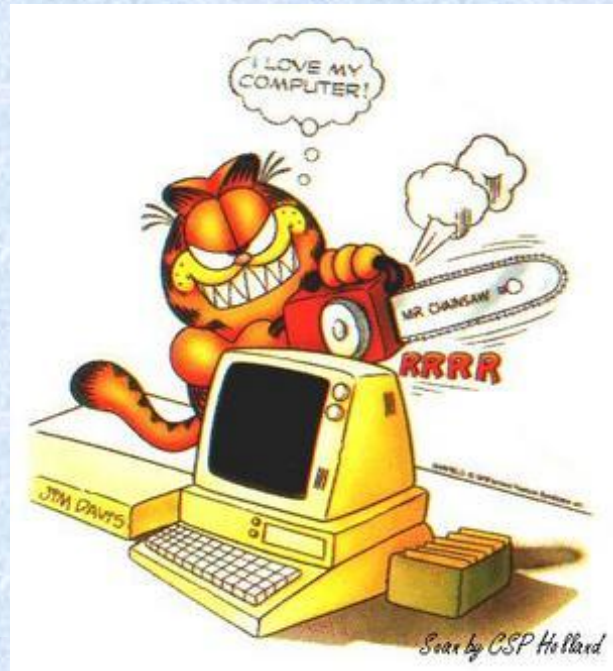
- www.nau.edu > Quick Links > A > Affirmative Action > SWALE Policy

NAU – Some information about Flagstaff

- **Flagstaff founded in 1882 and NAU founded in 1899**
- **738 acres of campus**
- **Population of Flagstaff: 60,222**
- **Elevation: 7,000 feet**
- **Sustainable green practices all around the campus**
- **School colors: blue, sage green, and gold**
- **School mascot: Louie the Lumberjack**
- **Largest Ponderosa Pine forest in United States**
- **100 inches of snow per year**
- **276 days without precipitation**
- **Navajo, Hopi, Havasupai, and Yavapai reservations**
- **Flagstaff Convention Bureau**

www.flagstaffarizona.org

NAU – Student Technology Center



928-523-9294