

Nazareth College
School of Health & Human Services
Department of Communication Sciences & Disorders
Undergraduate Handbook
August 2013

Overview

Welcome to the Nazareth College undergraduate program in Communication Sciences & Disorders. Located in Carroll Hall, this program has been in existence for more than 50 years. Undergraduate programs in this department include the major in CSD and the optional initial teacher certification track (Teacher of Students with Speech & Language Disabilities).

This handbook provides information about CSD programs, expectations, and requirements. Additional information is available in the College catalog on the Nazareth website. Your advisor will also be available to address your questions and concerns. We hope that you find this handbook helpful. If you have ideas about other materials that would be useful to include, please share them with us.

Undergraduate Program Goals are to:

1. provide students with the opportunity to acquire knowledge of the development and use of communication;
2. introduce students to the basic communication disorders that may occur across the life span;
3. provide students with skills for ethical and professional practice; and
4. provide eligible students with optional, supervised practicum experience working with individuals with communication disabilities through the Nazareth College Speech-Language-Hearing Clinic.

Degree Programs

The CSD Department offers the B.S. in Communication Sciences & Disorders and the M.S. in Speech-Language Pathology. New York State initial certification as a Teacher of Students with Speech & Language Disabilities (TSSLD) is also available as an optional track that has additional admission, clinical, and coursework requirements. The bachelor's degree is a pre-professional degree for individuals who seek a graduate degree in audiology or speech-language pathology. A graduate degree in speech-language pathology is required for certification by the American Speech-Language-Hearing Association (ASHA) and for practice in most settings in NYS. Initial teacher certification is required for work in NYS school settings, and a graduate degree in speech-language pathology must be obtained within five years of initial certification.

Declaring the CSD Major

The CSD major is a rigorous one. Newly-admitted first year students may declare the CSD major provided that their high school transcripts indicate strong performance, particularly in math and science. Students may transfer from other majors at Nazareth following a meeting with the CSD chairperson and obtaining departmental permission.

Transferring from other institutions is also possible. Nazareth has articulation agreements with a number of community colleges. Transferring into the major after the sophomore year may require an extra semester of study, particularly if a student is seeking the optional teacher certification. Credit for CSD courses taken at other institutions is assigned when a prior course is comparable to a Nazareth CSD course according to a review of its catalog description or syllabus, when necessary, and when a satisfactory grade (C or better) was achieved.

Advising and Course Registration

All CSD students are assigned an advisor within the department. You will meet with your advisor at least once per semester to discuss your program, plan future coursework, and ask any questions you have. You are strongly encouraged to keep in touch with your advisor throughout the semester; advisors are eager to assist you. While your advisor can help you to monitor degree, teacher certification, and graduate school admission requirements, it is ultimately your responsibility to ensure that you meet these requirements. Your NazNet program evaluation is an excellent tool for this purpose.

First year students register through Academic Advising in the summer prior to their first semester at Nazareth. Ongoing students register for courses through NazNet. CSD advisors post sign-up sheets on their office doors or via email just prior to the advisement period each semester. In order to be allowed to register, you must meet with your advisor, and complete and sign a registration form. You must inform your advisor if you register for courses that were not part of your advisement plan or if you do not register for a course that was part of your plan. Advisors are also available to discuss your questions or concerns.

At the end of the first year of study at Nazareth, CSD students are placed into cohorts that will follow course sequences. These sequences are carefully designed to ensure that students will have pre-requisites and meet requirements in an appropriate manner, as well as to balance section enrollment numbers. Students are placed into cohorts according to their scheduling needs based on sports participation, study abroad, graduation timing, and other factors. Switching cohorts only occurs when there is an important scheduling reason to do so, and is done only with the permission of a student's advisor and the department chairperson.

All undergraduate CSD courses have enrollment caps. If you encounter a "closed" section of a CSD course, follow the process for placing your name on the waitlist, and contact your advisor. Your advisor can work with the department chairperson and the Registrar's Office to lift caps when necessary. If you follow the course sequence outlined by your advisor, you should have no difficulty registering for CSD courses.

ASHA Certification Requirements

The American Speech-Language-Hearing Association (ASHA) is the professional, scientific, and credentialing association for more than 150,000 members and affiliates who are audiologists, speech-language pathologists and speech, language, and hearing scientists. Some ASHA certification requirements may be met through undergraduate study. These are not specific Nazareth CSD degree requirements, but students who intend to pursue graduate work in speech-language pathology are strongly advised to obtain this coursework. These include:

Mathematics: Three credits. As of 9/1/14, applicants for the Certificate of Clinical Competence in Speech-Language Pathology will be required to demonstrate knowledge of statistics. Taking a course at the undergraduate level is strongly encouraged.

Biological Sciences: Three credits

Physical Sciences: Three credits

Behavioral-Social Sciences: Three credits

Update on ASHA Science Requirements

The Council for Clinical Certification that sets policy for ASHA certification for speech-language pathologists has developed new regulations that will go into effect in August, 2014. These new regulations will affect anyone who has completed their master's degree and is seeking ASHA certification after that time, which will include current undergraduate students. Please understand that these are not Nazareth College *graduation* requirements, but are standards implemented by a certification organization. The CSD Department wants to assist you in meeting eventual certification requirements.

The new regulation language states that applicants “should” take a biological science course that has content related to human or animal sciences AND a physical science course. The regulation language states that acceptable physical science courses “should” include physics or chemistry. Science courses within the CSD major, such as Anatomy & Physiology and Speech Science, will not count toward these requirements.

We have learned that the CFCC has been intentionally vague, leaving decisions about acceptable biological and physical science coursework up to individual graduate programs. This creates a dilemma for all programs, as well as for students who are making course decisions. Students may take a conservative path by selecting a biology course and a course in physics or chemistry. Students could also choose to take other science courses, understanding that their future graduate program may or may not count other choices as meeting the science requirements. The worst case scenario in this situation is that a student would need to take an additional undergraduate science course as directed by a graduate program. Note that these are certification requirements and are NOT admission requirements.

The Nazareth Graduate Program in Speech-Language Pathology will accept the following courses for fulfillment of the new requirements after 8/2014 for students enrolled in *this* graduate program:

Biological Science: some courses have required labs and/or accompanying workshops.

BIO 109 Human Biology

BIO 112 Essentials of Biology (new course being developed for students in the School of Health & Human Services)

Physical Science: some courses have required labs and/or accompanying workshops.

CHM 140 Molecules, Matter, and Mayhem

PHY 207 Introductory Physics

PHY 251 Fundamentals of Physics I

SCI 101 Integrated Science Inquiry

SCI 105 Earth Science

SCI 115 Cosmology

SCI 131 Nutrition (Note that this is a change from current policy. This change is based on feedback from graduate programs that view this course as chemistry-related. The Nazareth graduate program will accept Nutrition as a biological science for Nazareth undergraduates who have taken it prior to the fall semester of 2013. If you have already taken Nutrition and still need to take another science course, you should take a biological science course.)

SCI 167 Science of Sound

SCI 201 Interrelationships in Science

SCI 207 History of Earth

SCI 235 Environmental Geology

Keep a copy of course descriptions and syllabi to submit to your eventual graduate program to help them determine whether your courses will fulfill their requirements.

Useful Electives

Language, literacy, child development, learning disabilities, foreign languages, among others

Should I double major in CSD and Education?

No, this is not possible or necessary. You can do the optional initial teacher certification track as part of your undergraduate CSD program if you meet admission requirements.

Minors in CSD

The CSD Department offers a Pre-Audiology minor. See Dr. Feuerstein for details. Other popular minors for CSD students are Psychology, Gerontology, Community Youth Development, and Spanish. Several of the new Integrated Sequences have a communication focus and include CSD courses.

Internships

Students in the clinical/initial certification track have the potential for two semesters of experience in the Naz Speech & Language Clinic and a student teaching component. There is no requirement that you do an additional internship.

CSD undergrads may only do therapy in settings supervised by Nazareth clinical supervisors. If you are doing observation hours, you must follow the CSD Department's protocol and use the appropriate form for these hours to count. CSD 359 is the course where observation procedures are presented in detail. Please don't contact community SLPs to ask for other clinical experience opportunities beyond observation, and get your advisor's approval before initiating an internship request of any other kind.

Nazareth's internship program outside of the CSD major is open to juniors and seniors who meet GPA requirements, have received their advisors' approval for a non-CSD internship, and who have followed the procedures of the Professional Internship Program Office. These internships are typically three credits and require at least 120 hours of on-site work over a whole semester or 10 weeks in a summer. The preliminary procedures must be done during the semester ahead of the internship. Here's the link for more info: <http://www.naz.edu/internships/students>.

Clinical/Teacher Certification Track

Students may wish to pursue NYS teacher certification as a Teacher of Students with Speech-Language Disabilities (TSSLD). Students must meet GPA and other admission requirements to participate in practicum experience in the Nazareth College Speech & Language Clinic and in community outreach programs supervised by Nazareth personnel. Students begin their clinical experience through guided observation in CSD 359, and should enroll in this course during the second semester of the sophomore year or first semester of the junior year according to their cohort assignment. Fifteen hours of observation must be accrued and documented prior to enrollment in Clinic I. Admission to Clinic I also requires completion of the following coursework:

- CSD 132 Speech & Language Acquisition
- CSD 252 Psycholinguistics
- CSD 232 Speech Science
- CSD 333 Speech Pathology I
- CSD 334 Speech Pathology II (except sophomore & junior transfers who will take this course simultaneously with participation in Clinic I under the "Old Core" sequence guidelines)
- CSD 359 Pre-Clinic Observation

Admission to the Clinical/Teaching Certification track requires a major GPA of 3.0. Enrollment in CSD 465 Student Teaching requires achievement of at least a 3.0 major GPA at the end of the

semester prior to the student teaching semester. You can find your major GPA in your Naznet Program Evaluation in Section 11 Major Requirements.

Students apply for admission to the Clinical/ Teaching Certification track through CSD 359, and submit an application form and essay. A faculty committee reviews applications and decisions are made based on admission standards and previously observed clinical and professional skills. Students who are admitted to the teacher certification track will have the appropriate designation added to their NazNet program evaluations; no additional form is needed. Students in the Clinical/Teaching Certification track must submit their student teaching applications in the spring semester of the junior year.

Grades of B- or better in CSD 360, 361, and two semesters of 362L (Speech Clinic Lab) with grades of Satisfactory are required prior to enrolling in student teaching. 362L may be taken no more than three times. Students may elect to do student teaching as part of a graduate program.

Observation Hours

Prior to doing clinical work, students are required to obtain at least 15 hours observing therapy conducted by ASHA-certified speech-language pathologists. The process for obtaining these hours is presented in CSD 359, and some hours will be accrued in this class. Proper documentation must be obtained for the hours to count toward the minimum required. Failure to achieve the required number of hours by completion of CSD 359 will mean that a student may not begin clinical work during the following semester. You should keep copies of your observation hours as part of your important educational records.

NYS Teacher Certification Requirements

Optional NYS Initial Certification as a Teacher of Students with Speech & Language Disabilities (TSSLD) requires application to the clinical/teacher certification track, successful completion of NYS-required education coursework, two semesters in the Nazareth College Speech & Language Clinic, and student teaching experience.

A new set of NYS teacher examinations will be implemented for students applying for initial teacher certification on or after May 1, 2014. The current set of exams is effective for students completing their degrees and submitting their application for initial certification on or before April 30, 2014. Monitor www.nystce.nesinc.com for the content and availability of the new exams. During a teacher candidate's final semester, information on the certification application process will be sent via email. Additional support may be obtained by contacting the Nazareth College Teacher Certification Office at (585) 389-2592 or by email tcert@naz.edu, or www.naz.edu/dept/edu/certification.cfm

All applicants applying for NYS teacher certification must be fingerprinted. Fingerprinting packets with detailed instructions are available in the School of Education~Goliso Academic Center 203 and 285. Online applications are completed through the TEACH website.

Teacher certification in NYS requires two semesters of college-level study of a Language Other Than English (LOTE). American Sign Language (ASL) coursework meets this requirement. If you believe you are proficient in a LOTE, consider taking a CLEP exam to demonstrate this for a waiver of this course requirement.

Education Certification Coursework

To obtain initial certification as a Teacher of Students with Speech & Language Disabilities (TSSLD), additional course requirements are: CSD 359, 360, 361, 362L (taken twice), 465, 468, SPH 204, EDU 475, and PSY 221. EDU 475 Health Ed/Child Abuse/Violence Prevention Workshop should be taken simultaneously with CSD 359 and before clinic to avoid scheduling issues.

CSD Certification Courses: CSD 360, 361, 468. Minimum grade required for initial cert: B-
CSD Clinic/Student Teaching: CSD 362L (2X), 465. Grade required for initial cert: Satisfactory

Other cert courses: SPF 204, PSY 221. Minimum grade required for initial cert: C

Student teaching applications are submitted in the spring semester of the junior year. All other paperwork is completed in CSD 468.

Students who are not seeking NYS initial teacher certification, but who wish to obtain undergraduate clinical hours, may do so by meeting clinical track admission requirements, with the permission of the department.

A combination of essential clinical and professional skills is needed before fieldwork begins. Please see the Professional Skills documents for a list of skills to be demonstrated prior to student teaching. Successful completion of student teaching requires meeting all requirements, achieving scores of at least 3.0 in all sections of the final student teaching evaluation, and achieving any learning objectives set by the Student Teaching Coordinator in consultation with the Cooperating Teacher. Students may be removed from student teaching for failure to demonstrate clinical skills or unprofessional behavior. Consequences for removal are determined on an individual basis and can include a grade of F for CSD 465 and loss of credit.

Record-keeping

All students who participate in CSD clinical work at Nazareth College have a clinic file that contains records of observation, diagnostic/evaluation, and treatment hours. Students should also maintain their own files of all department, clinical, and ASHA forms. Many forms are needed for initial teacher and ASHA certification applications, and you should have complete records of your undergraduate and graduate coursework and clinical experience.

Undergraduate Comprehensive Exam

The Undergraduate Comprehensive Exam is conducted in the final semester and covers material from all CSD professional area courses. Register for comps when you sign up for your last semester of classes. Exam information is distributed to students registered for it early in their final semester.

Academic Support

Your instructors are available to answer questions and to provide help with mastering course material, but you are expected to be proactive in seeking this assistance. You are welcome to solicit assistance via phone, email, or by visiting your instructor during his/her office hours. Instructors will announce their office hours in class and post them on office doors. Please determine with each instructor the best way to contact him/her.

Nazareth College provides support for students through Academic Advising and the Center for Student Success. Peer tutoring at minimal cost is available through these avenues. You are strongly encouraged to consult your instructor and advisor regarding tutoring if you are experiencing difficulty in any of your CSD coursework.

Statement on Students with Disabilities

As per college policy, reasonable accommodations will be made for any student with a documented disability provided the student self-identifies to the instructor, and provides a letter from the Office for Students with Disabilities indicating that appropriate documentation is on file and outlining the academic accommodations to which the student is entitled. Accommodations in a clinical or practicum setting or in student teaching may be different than those provided in academic coursework because of essential function performance requirements.

Class Policies

Students must obtain permission from a course instructor to record lectures in any form unless they have approved accommodations due to a documented disability. Students with documented disabilities who have arranged accommodations through the Office for Students with Disabilities should present their accommodations letters to their instructors at the beginning of each semester.

Religious Observance: The college's policy on religious observance is as follows: "A student who is unable to participate in any class, examination, or assignment due to his or her religious holy day requirements shall not be penalized, provided the instructor has been notified in writing at least one week prior to the absence."

Attendance and grading policies vary by instructor. Make sure that you know the policies of your instructors for each semester.

Grading Practices

Students may view their transcripts and program evaluations via NazNet. Undergraduate grading is on a 4.0 scale with +/- . Please review the college's grading policies in the college catalog and course booklet. The assignment of letter grades is at instructors' discretion.

Undergraduate Comprehensive Examination

All undergraduate CSD majors must pass the undergraduate comprehensive exam in their final semester of study. A description of the exam and the remediation process is available as a related document.

Coursework

Guidesheets with sample course sequences for students entering at various points are attached as an appendix.

Major Courses: All undergraduate CSD students take:

CSD 103 or COMM 207, CSD 132 and 132L, 201, 231, 232, 252, 333, 334, 335, 437, 438, 452, 454W, and 457. CSD 499 is the Undergraduate Comprehensive Exam that all students must take in their last semester of study.

Transfer/Summer Courses

If you wish to take a course at another college or university and apply this course to degree requirements, you must consult your advisor and complete the required form with the Office of Academic Advising. This will include requesting approval from the chairpersons of the departments in which the transfer credit will be located. This must be done PRIOR to taking the course you wish to transfer. Students who have had 60 credits accepted in transfer from a community college may not transfer any further courses from a community college. Please note that undergraduate CSD courses are not offered in summer sessions at Nazareth at the current time.

What to do if you're not doing well in a CSD course

Make sure you're attending, focusing, and participating in class.

Consider different ways to study and master course content.

Prepare for and attend review sessions.

Find a study buddy or form a study group.

Meet with your instructor to ask questions and review areas of difficulty. Ask for help with study strategies or resources that may be useful.

Consult your advisor.

Seek a peer tutor through Academic Advising.

Participate in group tutoring for CSD courses through the Center for Student Success.

Think carefully about the reasons for having difficulty. Is work or an extra-curricular activity schedule interfering with spending enough time on homework?

Repeating a Course

Should you repeat a CSD course? College policy is that you must have achieved a C- or worse in order to repeat a course. The original grade will remain on the transcript and the new grade will figure into the GPA calculation. If you did poorly because of an illness or life event that affected your work during that semester, and that situation has changed, it might be to your advantage to repeat a course if you believe you can improve your performance substantially. Please note that repeating a course means that you must carry at least 12 additional hours to be considered a full-time student and to be eligible for TAP certification and other NYS programs. Loan eligibility may also be affected.

Professional Behavior Review Panel

In addition to academic and clinical requirements, professional behavior is also required of students seeking the CSD degree, participating in clinical practica, student teaching placement and completion. Professional behavior is outlined in the department's Professional Skills document. When inappropriate behaviors are observed in classroom or clinic settings, the Department's Professional Behavior Review Panel may be convened. The Panel is composed of the department chairperson, two other faculty members, and the student's advisor. The student will be advised in writing of the convening of the panel at least one week prior to its meeting. The panel makes recommendations to department faculty and the department chairperson about its findings and consequences. Consequences may include no action, receiving a failing grade for an assignment, failure of a course, dismissal from the clinical track, dismissal from student teaching, and/or dismissal from the major. Students will be informed in writing of the findings of the panel. Students who wish to appeal the findings of the PBRP may appeal to the Dean of the School of Health & Human Services.

Non-Discrimination Policy/Statement of Respect and Diversity

The CSD Department affirms and adheres to Nazareth College's policies regarding discrimination and sexual harassment, as well as its statement of respect and diversity, in matters concerning faculty, staff, students, and clients served in our clinics. These may be found in the Undergraduate Catalog.

Complaints/Grievances

If you have a concern or complaint about a specific faculty member, you should first address it with the faculty member in question. If you feel unable to do this or are not satisfied with the results of your discussion with the faculty member, you may bring your concern to the department chairperson. If the chairperson cannot resolve the problem, the matter may be referred to the Dean of the School of Health & Human Services. Students may also appeal decisions made by the chairperson to the Dean if they wish. Matters being appealed to the Dean should be submitted in writing. If the Dean is unable to resolve the issue, students may submit their complaint to the Assistant Vice President for Academic Affairs.

What can I do with a bachelor's degree in CSD?

The undergraduate degree in CSD exposes you to the academic study of communication and its disorders. This degree can help to prepare you for graduate study in speech-language pathology, audiology, or in other areas, such as education. With its emphases on critical thinking, communication, and collaboration, it can also be preparation for graduate education and careers in many other fields.

What can't I do with a bachelor's degree in CSD?

Completing the optional clinical/teacher certification track earns you the credential that allows you to work in NYS schools as a Teacher of Students with Speech and Language Disabilities for five years while you complete your master's degree in speech-language pathology. Working in any other setting requires the master's degree. A master's degree is required for national certification and state licensure. You cannot ethically or legally do clinical work as a speech-language pathologist without the appropriate certification/licensure.

The website of ASHA, the American Speech-Language-Hearing Association, is valuable for investigating the scope of practice and career possibilities in these fields.

Admission to Graduate Programs

The undergraduate CSD program can be preparation for graduate work in speech-language pathology, audiology, and other areas. Graduate work in speech-language pathology can lead to ASHA certification as an SLP and state licensure. Graduate work in audiology, AuD programs, can lead to ASHA certification as an audiologist, as well as state licensure.

The Nazareth Graduate Program admissions process includes review of applicants' GPAs, GREs, essay, transcripts, and letters of recommendation. Each applicant is considered individually; there is no "quota" of candidates from our undergraduate program. Your chances of admission are very much related to the quality of the credentials of the pool of applicants during each admission cycle. A strong record in other areas can potentially compensate for less-than-stellar performance in one area.

Admission to graduate programs in speech-language pathology is quite competitive nationally. Currently, many graduate admission committees do not even review files from applicants with less than 3.0 undergraduate GPA's, and successful applicants may have much higher GPA's. This means that you should be very serious about your academic performance from the beginning of your college studies, and be mindful of the impact of your curricular and extracurricular activities on the credentials you will present to graduate programs for consideration.

Letters of Recommendation

Faculty members and cooperating teachers are happy to write letters of recommendation for students they can write positively about and who ask for letters in a timely way. To request a letter for graduate school admission or employment, ask the faculty member if he/she is willing/able to write a strong letter for you, and about their requirements. You will need to provide the appropriate forms, and may need to provide a resume, transcript, or other information for your writer. Please use the appropriate forms for graduate school admission or credential file letters for employment. Most letter writers prefer that you waive your right of access.

How can I be more involved in the CSD Department?

Join CSDA. Participate in events. Become a volunteer and/or officer.

Visit faculty members during office hours.

"Friend" the CSD Department on Facebook.

Professional and Student Organizations

Communication Sciences & Disorders Association (CSDA): student-run organization for CSD majors
Genesee Valley Speech-Language-Hearing Association (GVSLHA): regional professional association invites student members.

New York State Speech-Language-Hearing Association (NYSSLHA): Statewide professional association. Student memberships available.

National Student Speech-Language Hearing Association (NSSLHA): student association of ASHA
American Speech-Language-Hearing Association (ASHA): national professional association