

**University of Florida**  
**College of Public Health & Health Professions Syllabus**  
**Course Number: SPA 4050**  
**Clinical Observation (3 Credits)**  
Semester: Spring 2021  
Delivery Format: On-Campus  
SPA 4050 (20139)  
(8:30AM - 10:25AM)

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Office Hours: Tuesday 10:30-12:30; or by appointment

Preferred Course Communications: Canvas Email

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**Prerequisites:** None

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## **PURPOSE AND OUTCOME**

### **Course Overview:**

One of the most beneficial experiences you can acquire prior to selecting a career within the profession is to observe practitioners of that profession. You get to see what their day is like, what the clients are like, what their working environment is like, etc. Observations can also help you move beyond just learning relevant information for a single test or assignment within the context of a course. When you see the principles and practices that were introduced in a class actually put to use in a clinical situation, your knowledge suddenly takes on greater meaning and value.

Most universities require students to have completed 25 hours of observation before starting their clinical education (seeing patients) and require a letter from your university verifying that you have completed these hours. In order to help you get the 25 hours, we have developed this course Clinical Observation (SPA 4904 and/or 4050), which is required of all CMS majors.

This course is intended to allow you to begin to draw from the knowledge you've gained in other courses in the program, and see these principles implemented in practice with real clinicians and patients.

**Relation to Program Outcomes:**

This course addresses program outcomes that pertain to the following Clinical Certification Standards.

<b>Standard #:</b>	<b>Standard:</b>
Standard IV-C	Knowledge of communication and swallowing disorders and differences including appropriate etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental and linguistic and cultural correlates.
Standard IV-D	Current knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders.
Standard IV-E	Knowledge of ethical conduct
Standard IV-G	Knowledge of contemporary professional issues.

**Methods used to assess Clinical Certification Standards:**

<b>Standard #:</b>	<b>Standard:</b>
Standard IV-C	Grading of Observation Reflection papers and chat/discussion board contributions.
Standard IV-D	Grading of Observation Reflection papers and chat/discussion board contributions.
Standard IV-E	Knowledge of ethical conduct, Code of Ethics discussion board assignment and course chat
Standard IV-G	Grading of Observation Reflection papers and chat/discussion board contributions.

**Course Objectives and/or Goals:**Knowledge Objectives and/or Goals

1. Describe appropriate ethical behavior in clinical practice.
2. Describe at least 3 environments in which speech-language pathologists or audiologists provide clinical services.
3. Describe the core academic and clinical content areas for the profession of Speech Language Pathology (i.e. the "Big Nine").
4. Apply theoretical principles learned within the major to your clinical observation experiences.
5. Describe clinical populations and disorders impacted by speech, language, hearing or swallowing disorders.

## Course Materials and Technology:

- Syllabus
- ASHA and AAA Codes of Ethics (COE)
- Observation policies and guidelines
- Observation log
- [Master Clinician Network](#)

For technical support for this class, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

## ACADEMIC REQUIREMENTS AND GRADING

### Assignments (Points Possible: 1000):

#### (1) PROOF OF HIPPA TRAINING – 25 points

#### (2) SIGNED CONFIDENTIALITY STATEMENT – 25 points

- (3) **CLINICAL OBSERVATIONS – 250 points (10 points per approved observation)** If you intend to do a live observation in a clinic this semester you will need to upload (before attending) a copy of your current immunization record, including proof of varicella vaccination, Hep B series (3 shots) and annual TB test (or documentation from your physician as to why a TB test is contraindicated). Upload these materials to the assignment titled “Required Paperwork for Live Observations and List of Approved Students” under the “Assignments” tab.

### Detailed Information Regarding Your Clinical Observation Hours:

Every student will need to complete a minimum of 25 hours of observation by the end of the semester. You are required to observe only ASHA-certified SLPs and Audiologists (meaning that the clinicians you observe must hold a Certificate of Clinical Competence or CCC).

1. Download the Observation Log Sheet from the “Final Observation Log” dropbox under “Assignments.”
2. Complete this sheet after each in person observation session. Be sure that your completed form includes the date of observation, demographic of patient observed (adult/child) type of observation (therapy/diagnostic), and the length of observation (minutes/hours). A clinician with accreditation from the American Speech Language and Hearing Association (i.e. CCC-SLP or AuD) must sign off on each entry and include their license number and indicate the issuing state of their license.
3. The FULLY completed sheet must be uploaded to the assignment tab by 11:59pm April 1, 2021. For each day the log is late, 20 points will be deducted from your total points. There will be **no exceptions** for this deadline so please plan accordingly.
4. Do not submit partially completed hours (i.e. under 25 hours or following each and every observation). Only logs with 25 hours or greater will be reviewed.

5. You may submit this form as soon as you complete all your hours. We would prefer that you get them in early!
6. You may submit observation hours that you completed prior to this semester as long as they are signed and dated. All observations must be documented on the log sheet.
7. Although it is encouraged that you complete as many in-person observation hours as possible, you can also complete observations online through the Master Clinician Network <http://masterclinician.org/>.

### **How do I sign up for Master Clinician Network?**

1. Go to [masterclinician.org](http://masterclinician.org) and click on "Sign Up".
2. Click on "Student Registration".
3. Fill in all of the information (leave registration code blank), read and check the box agreeing to our ethical and privacy standards, and click on "Submit".
4. Enter your credit card information. Be sure to use the name that is on the card and the correct billing address and zip code (this may be different from your current address).

### **What is the cost of a membership in Master Clinician Network?**

The one-year student membership fee is \$35.

### **How do I complete a clinical observation?**

1. Sign in to Master Clinician Network
2. Check your "Office Page" to see if you have been assigned a video to watch  
If you have been assigned a video, click on the name of the video (skip #3 below)
3. Click on the "Clinical Videos" menu  
You can use the drop down menus to search by age, disorder, clinician, patient, etc.
4. Click on a video
5. Click on the "Background" and "Summary" tabs to read information about the client
6. Watch the video
7. Click on the "Observation" tab and complete all of the questions
8. Click on "Submit"  
When you click on the "submit" button, you are affirming that you have watched the complete video and answered the questions independently.

### **How do I send observation reports to a specific faculty member?**

Select the name of the faculty member from the drop-down menu at the bottom of an observation report and click submit. Candice Adams-Mitchell a registered faculty member with Master Clinician.

### **What happens after I submit my observation report?**

1. The name of the video, duration, date submitted, status (pending or approved), and reviewed by, will be listed on your office page.
2. Your name, the video name, date submitted, and status will be listed on your faculty's office page.
3. The total number of observation hours (pending and approved) will be updated on your office page.

Can I revise an observation once it is submitted?

Yes, go back to the observation report (click on the observation tab below the video), make the changes and click on "submit". The report will be updated on your office page and on your faculty's office page.

How do I know if my observations have been approved?

1. Once your observation has been approved the "pending" on your office page will change to "approved" or "resubmit".
2. The total number of observations (pending and approved) on your office page will be updated.

How do I know if I have an observation assignment?

The name of the video, date assigned and name of the faculty who assigned the video will appear under the heading "Assigned Videos" on your office page.

Can I print a copy of my observation reports?

Yes, click on the  icon next to the observation (on your office page) to download a copy of the observation report.

Can I print a summary of my observations?

Yes, click on the "Summary of Observation Reports" button on your office page to download a summary of your observations. The list will include an updated total of your observation hours that have been approved or are pending. You will need to upload this list, along with your "Final Observation Log" to the "Final Observation Log" tab under the "Assignments" tab by the deadline (11:59pm April 1, 2020).

**IMPORTANT NOTE:** Any student applying to graduate school whose hours were obtained via Master Clinician will need to have their Master Clinician PDF signed by Dr. CAM. If you fall into this category you will need to send the PDF electronically to her by April 1, 2020. *Students asking for signatures after this time or after the semester will not be allowable. Please plan accordingly.*

**Grading:**

Requirement	Due date	Points
HIPPA Training	1/13/21	25 Points
Confidentiality Statement	1/13/21	25 Points
Medical Abbreviations Quizzes	Multiple Dates	200 Points
Educational Abbreviations Quiz	TBA	100 Points
Final Observation Log	4/1/21	200 Points
Final Capstone Project	4/12/21	250 Points
Class Participation and In Class Assignments	Ongoing	100 points

Point system used (i.e., how do course points translate into letter grades).

**Example:**

Points earned	400-373	372-360	359-348	347-332	331-320	319-308	307-292	291-280				
Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E

Please be aware that a C- is not an acceptable grade for graduate students. The GPA for graduate students must be 3.0. in all 5000 level courses and above to graduate. A grade of C counts toward a graduate degree only if a sufficient number of credits in courses numbered 5000 or higher have been earned with a B+ or higher. In addition, the Bachelor of Health Science Program does not use C- grades.

Letter Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E	WF	I	NG	S-U
Grade Points	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0.0	0.0	0.0	0.0	0.0

For greater detail on the meaning of letter grades and university policies related to them, see the Registrar's Grade Policy regulations at:

<http://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

**Policy Related to Make up Exams or Other Work**

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail me within 24 hours of the technical difficulty if you wish to request a make-up.

**Policy Related to Required Class Attendance**

Please note all faculty are bound by the UF policy for excused absences

Excused absences must be consistent with university policies in the Graduate Catalog (<http://gradcatalog.ufl.edu/content.php?catoid=10&navoid=2020#attendance>) and require appropriate documentation. Additional information can be found here:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

**Policy Related to Guests Attending Class:**

Only registered students are permitted to attend class. However, we recognize that students who are caretakers may face occasional unexpected challenges creating attendance barriers. Therefore, by exception, a department chair or his or her designee (e.g., instructors) may grant a student permission to bring a guest(s) for a total of two class sessions per semester. This is two sessions total across all courses. No further extensions will be granted. Please note that guests are **not** permitted to attend either cadaver or wet labs. Students are responsible for course material regardless of attendance. For additional information, please review the Classroom Guests of Students policy in its entirety. Link to full policy:

<http://facstaff.php.ufl.edu/services/resourceguide/getstarted.htm>

## STUDENT EXPECTATIONS, ROLES, AND OPPORTUNITIES FOR INPUT

### Expectations Regarding Course Behavior

1. **Attendance/Participation.** *You are expected to attend each class and, once in class, you are expected to participate. Your questions, comments, and observations make the class lively and interesting and are an intrinsic aspect of professionalism. Personal issues with respect to class attendance or fulfillment of course requirements will be handled on an individual basis.*
  - a. *Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found in the online catalog at:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.*
  - b. *Absences: If you must miss a class or examination due to illness or emergency, you should contact the professor beforehand. Unexcused absences for examinations will be graded as a "0." **Assignments that are submitted late will be lowered one letter grade.***
  
2. **Office Hours.** *If you have in depth questions or concerns regarding the course, you are encouraged to office hours with the TA during the hours listed on the first page of this syllabus. In addition to live office hours, we will also be offering a one-hour weekly online session with the TA where the previous class concepts will be reviewed and student questions can be addressed. This is an option for both online and on campus students, however, it will be important that the online students listen to the posted lecture from the previous lecture before attending the virtual office hour for optimal benefit.*
  
3. **Missed Exam Policy.** *If you must miss a test or quiz due to sickness or emergency, you must call, text or email either Dr. CAM 24 hours before class time that day, or you will not be allowed to make it up. It is your responsibility to schedule a time to take that quiz or test before the next class meeting. No make-up tests will be scheduled any later than 1 week after the missed exam. If you miss a class, it is your responsibility to get the notes from another student. Appropriate documentation is required and will be accepted or rejected at the discretion of the instructor.*

*If you know in advance that you will be missing a class due an excused absence, you must alert the instructor and reschedule your test before the event. Forgetting to come to class or misreading the syllabus are not considered valid reasons for missing a test or other assignment.*

4. **Feedback/Course Evaluation.**

*Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.*

- 5. Clinical certification standards:** *If you perform below expected levels on an assignment that is used to assess your attainment of a clinical certification standard, you will be asked to complete remedial work to demonstrate your competency in the particular area. The remedial work may take place after the course has been completed and your performance on the remedial work will be related to your overall attainment of the critical knowledge and skills objectives that are used in determining your suitability for clinical certification.*
- 6. Clinical observation complaints:** *Failure to meet site-specific regulations (including dress code, behavior, no shows etc) will automatically result in a course letter grade drop and the student will not be able to accrue any more in-person observation hours from the point at which the complaint was filed. If you are sick, you must notify your supervisor, in writing, that you will not be observing as scheduled. Please cc the instructor on this communication.*

### **Communication Guidelines**

Please see Communication Preferences on Page 1 of this document.

### **Academic Integrity**

Students are expected to act in accordance with the University of Florida policy on academic integrity. As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge:

**“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”**

You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied:

**“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”**

It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For additional information regarding Academic Integrity, please see Student Conduct and Honor Code or the Graduate Student Website for additional details:

<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>

<http://gradschool.ufl.edu/students/introduction.html>

Please remember cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

### **Online Faculty Course Evaluation Process**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times



when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>

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## SUPPORT SERVICES

### Accommodations for Students with Disabilities

If you require classroom accommodation because of a disability, it is strongly recommended you register with the Dean of Students Office <http://www.dso.ufl.edu> within the first week of class or as soon as you believe you might be eligible for accommodations. The Dean of Students Office will provide documentation of accommodations to you, which you must then give to me as the instructor of the course to receive accommodations. Please do this as soon as possible after you receive the letter. Students with disabilities should follow this procedure as early as possible in the semester. The College is committed to providing reasonable accommodations to assist students in their coursework.

### Counseling and Student Health

Students sometimes experience stress from academic expectations and/or personal and interpersonal issues that may interfere with their academic performance. If you find yourself facing issues that have the potential to or are already negatively affecting your coursework, you are encouraged to talk with an instructor and/or seek help through University resources available to you.

- The Counseling and Wellness Center 352-392-1575 offers a variety of support services such as psychological assessment and intervention and assistance for math and test anxiety. Visit their web site for more information: <http://www.counseling.ufl.edu>. On line and in person assistance is available.
- You Matter We Care website: <http://www.umatter.ufl.edu/>. If you are feeling overwhelmed or stressed, you can reach out for help through the You Matter We Care website, which is staffed by Dean of Students and Counseling Center personnel.
- The Student Health Care Center at Shands is a satellite clinic of the main Student Health Care Center located on Fletcher Drive on campus. Student Health at Shands offers a variety of clinical services. The clinic is located on the second floor of the Dental Tower in the Health Science Center. For more information, contact the clinic at 392-0627 or check out the web site at: <https://shcc.ufl.edu/>
- Crisis intervention is always available 24/7 from:  
Alachua County Crisis Center:  
(352) 264-6789  
<http://www.alachuacounty.us/DEPTS/CSS/CRISISCENTER/Pages/CrisisCenter.asp>

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Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

**Inclusive Learning Environment**

Public health and health professions are based on the belief in human dignity and on respect for the individual. As we share our personal beliefs inside or outside of the classroom, it is always with the understanding that we value and respect diversity of background, experience, and opinion, where every individual feels valued. We believe in, and promote, openness and tolerance of differences in ethnicity and culture, and we respect differing personal, spiritual, religious and political values. We further believe that celebrating such diversity enriches the quality of the educational experiences we provide our students and enhances our own personal and professional relationships. We embrace The University of Florida's Non-Discrimination Policy, which reads, "The University shall actively promote equal opportunity policies and practices conforming to laws against discrimination. The University is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information and veteran status as protected under the Vietnam Era Veterans' Readjustment Assistance Act." If you have questions or concerns about your rights and responsibilities for inclusive learning environment, please see your instructor or refer to the Office of Multicultural & Diversity Affairs website: [www.multicultural.ufl.edu](http://www.multicultural.ufl.edu)