

# **GUIDE TO THE MASTERS PROGRAM**

**DEPARTMENT OF  
COMMUNICATION SCIENCES  
AND DISORDERS**

**AT**

**THE PENNSYLVANIA STATE  
UNIVERSITY**

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University Park, PA 16802  
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## Welcome

Welcome to the graduate program in Communication Sciences and Disorders at Penn State. The faculty looks forward to meeting new graduate students and embarking upon coursework, clinical practicum, and research programs which lead to professional advancement, personal achievement, and a stimulating meeting of minds.

Most students notice significant differences between undergraduate and graduate study. All of your fellow graduate students have excellent records, so the overall level of academic performance among the student body probably will be higher than you have experienced before. Also, course content and the expected mastery of that content are more advanced than at the undergraduate level. This means more intensive study, sizable reading assignments, preparation of research papers, master's papers or theses, and practicum throughout the degree program. However, probably the biggest difference is the need for the student to exercise initiative, self-pacing independent action, and personal responsibility for his or her own success in the program.

This handbook will act as your guide through the program. You can refer here to find the policies and procedures that are especially pertinent to Communication Sciences and Disorders graduate students at Penn State. **You should reference this frequently during your graduate study.**

Also, it is appropriate to note that many of our policies are dictated by the Graduate School and therefore you should become acquainted with the Graduate School Bulletin (available at <https://gradschool.psu.edu> or 114 Kern Graduate Building), and Graduate School Thesis Regulations (obtained from the Thesis Office, 115 Kern Graduate Building or online at <https://gradschool.psu.edu/completing-your-degree/thesis-and-dissertation-information/>).

If you have questions or concerns, take the initiative to contact the professor in charge of the graduate program (PIC) or your faculty advisor/research mentor regarding your program of study, clinic assignments, or any other matters.

From the professor's viewpoint, the greatest satisfaction comes from seeing his or her students become successful in their academic and professional endeavors. The academic and clinical faculty and staff wish to make your experiences at Penn State as successful as possible.

## Policies

### University Policies

#### Penn State Non Discrimination Statement

<http://equity.psu.edu/communications-marketing/statements>

The University is committed to equal access to programs, facilities, admission and employment for all persons. It is the policy of the University to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the University's educational mission, and will not be tolerated.

Direct all inquiries regarding the nondiscrimination policy to the Affirmative Action Office, The Pennsylvania State University, 328 Boucke Building, University Park, PA 16802-5901, e-mail: [aao@psu.edu](mailto:aao@psu.edu), Tel (814) 863-0471.

#### Penn State Statement on Diversity, Equity, and Inclusive Excellence

<http://equity.psu.edu/diversity-statement>

The Pennsylvania State University is committed to and accountable for advancing diversity, equity, and inclusion in all of its forms. We embrace individual uniqueness, foster a culture of inclusive excellence that supports both broad and specific diversity initiatives, leverage the educational and institutional benefits of diversity, and engage all individuals to help them thrive. We value inclusive excellence as a core strength and an essential element of our public service mission.

At Penn State:

- We will foster and maintain a safe environment of respect and inclusion for faculty, staff, students, and members of the communities we serve.
- We will educate our faculty, staff, and students to be social justice advocates, creatively providing curricula, programs, and environments that reflect the diversity of our communities, and elevate cultural awareness.
- We will ensure fair and inclusive access to our facilities, programs, resources, and services, and ensure that all of our policies and practices are inclusive and equitable.
- We will advance and build our workforce by assessing hiring practices and performance review procedures to attract, retain, and develop talented faculty and staff from diverse backgrounds.
- We will address intergroup disparities in areas such as representation, retention, learning outcomes, and graduation rates.

### Departmental Policies

#### Diversity, Equity, and Inclusion Statement

<https://hhd.psu.edu/csd/about/diversity-and-inclusion>

Communication Sciences and Disorders is committed to the promotion and enhancement of the diversity of the CSD undergraduate and graduate student body. Our department aligns strongly with [Penn State's core values](#) of diversity and inclusion and encourages applications from students from underrepresented groups. In addition, we have [identified key issues](#) to address in support of diversity and equity within the CSD community.

##### *Key Issues*

We, the faculty and staff of the Department of Communication Sciences and Disorders at Penn State, are outraged over the deaths of George Floyd, Ahmaud Arbery, Breonna Taylor, and numerous others. These recent deaths are linked to the disturbingly long legacy of discrimination, prejudice, and racism in our country that has too often gone undocumented and unacknowledged. We are anguished by this

injustice. To our Black students, colleagues, and individuals that we serve, we acknowledge your pain, fear, anger, and sadness, and we stand with you. We are deeply committed to promoting justice, equity, acceptance, and inclusion of Black people.

Beyond our individual roles as citizens, we as professionals and future speech-language pathologists and audiologists have the duty and opportunity to directly combat the inequities that exist for Black people, especially the disparities in accessing education and health care services. As a field, we need to improve representation of Black professionals and we need to ensure the delivery of high-quality services to Black individuals with communication needs and their families.

We must be strong agents for positive change. We see these current events as an urgent call to action to break down the barriers that persist in our country and our field. Throughout this summer and fall, we will work to strengthen our efforts and take clear steps to support diversity and equity in our field, by addressing the following key issues:

1. Recruitment and retention of a diverse student body in Communication Sciences and Disorders;
2. Expansion of our evidence-based curriculum to prepare undergraduate and graduate students to conduct research, deliver high quality services, and support advocacy efforts to improve the lives of Black individuals with communication needs and their families; and
3. Reduction of disparities in the delivery of high quality, evidence-based, consumer-responsive services to Black individuals with communication needs and their families.

As we embark on these efforts, we value greatly the input of our students, our colleagues, and the individuals with communication needs that we serve. We are committed to hearing your voices in order to learn and improve. Together we can make a positive difference.

We adhere to the [Statement for Equitable Treatment](#) in all interactions:

<https://hhd.psu.edu/csd/aboutdiversity/diversity-equity-and-inclusive-excellence>

The Values are as follows:

- **INTEGRITY:** We act with integrity and honesty in accordance with the highest academic, professional, and ethical standards.
- **RESPECT:** We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse and inclusive community.
- **RESPONSIBILITY:** We act responsibly, and we are accountable for our decisions, actions, and their consequences.
- **DISCOVERY:** We seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of our communities, society, and the environment.
- **EXCELLENCE:** We strive for excellence in all our endeavors as individuals, an institution, and a leader in higher education.
- **COMMUNITY:** We work together for the betterment of our University, the communities we serve, and the world.

## CSD Department Mission Statement

<https://hhd.psu.edu/csd/about/csd-strategic-plan-2014-2019>

The mission of the Department of Communication Sciences and Disorders is to:

- enhance and maintain a high quality interdisciplinary research program to address communication development and disabilities across the life span;
- provide excellent undergraduate student instruction;
- prepare graduate students to conduct and become consumers of research, as well as competent professionals; and
- provide outreach to individuals with speech, language, and hearing disabilities in the University and surrounding community, as well as assist relevant private and public agencies.
- promote and sustain a culture of acceptance, diversity, inclusion and global engagement among the students, faculty, staff and clients.

Research, teaching, and clinical practice, as part of a University program in CSD, are all necessary in support of our goals. Included as competent professionals are people who generate new knowledge

which enhances the level of professional competence of the field, practitioners, teachers of practitioners, and program managers.

Research is integrated into all aspects of the CSD program. The Graduate Faculty serve as models for doctoral students who will continue generating research in their professional careers. Doctoral students are required to participate in research, completing research studies prior to their dissertation. Master's degree students are required to complete a research master's paper or thesis.

1. The program at Penn State takes into account the needs of the Commonwealth of Pennsylvania, the program's role at the University, influences from national and state levels, interests of the faculty, and the realities of financial support from general funds and outside sources.
2. Graduates of our master's program enter a wide variety of work settings, including health related settings (e.g., clinics, hospitals, rehabilitation centers) and school settings. Doctoral graduates enter a variety of work settings, including universities and colleges, hospitals, and rehabilitation centers. Private practice is also an alternative placement for some of our graduates.
3. The CSD academic program is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology which specifies the master's degree as the minimum degree of competence in speech-language pathology.
4. Practicum supervised by the clinical faculty is a necessity for professional preparation in CSD, and provided for all graduate students.

The Speech-Language and Hearing Clinic at Penn State is integrally related to the academic and research programs in CSD. It serves a two-part function. First, the clinic serves as a site for ongoing faculty and student research to ensure effective clinical practices. Second, it is the on-campus teaching center for our master's degree students.

## Values and Vision Statement

All children and adults have the right to experience life with functional communication and to experience and participate to their fullest potential in achieving educational, vocational and social goals in a climate that fosters a spirit of respect, optimism and joyfulness. We are change agents who provide the knowledge, skills and tools to transform the lives of children and adults with disabilities, their families and communities through our research, teaching, and outreach services.

## *Undergraduate Program*

The goals of the undergraduate curriculum include:

- Provide students, through general studies and bachelor degree requirements, a sequence of general liberal education courses.
- Instill students with attitudes of inquiry, and desire for high academic and professional achievement in CSD
- Provide student opportunities to acquire a breadth of basic training to prepare for graduate specialization in CSD or for studies in allied fields.
- Allow elective options so students can pursue special interests within CSD or related areas.

We retain a preprofessional undergraduate curriculum. The end result of the undergraduate preprofessional program is a Bachelor of Science degree in CSD. As early as possible in the undergraduate curriculum there is coursework in CSD. There is intensive observation experience to assist students in confirming or changing their career choices before there is a commitment to a degree curriculum. The preprofessional undergraduate curriculum does not have restricted enrollments, except for a minimum academic performance as required by the College or University. We do, however, have course controls on a number of courses to ensure CSD majors of enrollment. Consistent with the requirements of our professional association, we do not recommend students with a bachelor's degree for State certification.

## *Master's Program*

THE GENERAL GOAL OF THE MASTER'S PROGRAM IS TO PROVIDE STUDENTS WITH ADVANCED THEORETICAL BACKGROUND, RESEARCH TRAINING, AND CLINICAL TRAINING IN THE HABILITATION AND REHABILITATION OF PEOPLE WITH COMMUNICATION DISORDERS.

To achieve this goal, the master's degree program should:

1. Prepare students to be consumers of research in CSD during their own professional activities and to participate in research.
2. Make the student eligible for employment as competent professionals, including eligibility for appropriate certificates or licenses, competencies to remediate individuals with speech and language disorders, and with an individual specialization in an aspect of CSD if desired.
3. Encourage students who wish to continue their studies in doctoral programs in CSD or closely allied fields.



# American Speech-Language and Hearing Association (ASHA)

## **Code of Ethics of the American Speech-Language-Hearing Association**

(effective March 1, 2016)

Available at: <https://www.asha.org/code-of-ethics/>

## **Evidence-Based Practice**

### Introduction

The goal of EBP is the integration of: (a) clinical expertise/expert opinion, (b) external scientific evidence, and (c) client/patient/caregiver perspectives to provide high-quality services reflecting the interests, values, needs, and choices of the individuals we serve. <https://www.asha.org/research/ebp/evidence-based-practice/>

### ASHA Evidence Maps

The evidence maps are intended to provide clinicians, researchers, clients, and caregivers with tools and guidance to engage in evidence-based decision making. These maps highlight the importance of the three components of evidence-based practice: clinical expertise, current best evidence, and client/patient perspectives.

<https://www.asha.org/Evidence-Maps/>

## General Comments Regarding Graduate Study in CSD

At Penn State, CSD is a program of the Graduate School, but we also are a Department in the College of Health and Human Development. Our academic program office is located in 308 Ford Building. The graduate program office is located in 308E Ford Building. The Speech and Hearing Clinic office is in 110 Ford Building. The College of Health and Human Development Dean is in 325 Health & Human Development Building and the Graduate School Programs Office is located in 114 Kern Graduate Building.

The Department of Communication Sciences and Disorders offers a master's degree (M.S.) with an emphasis in Speech Pathology and a doctoral degree (Ph.D.) with an emphasis in Speech Pathology or Audiology.

The master's degree requires coursework, practicum, and a thesis or a master's research paper.

The master's degree is a full-time course of study. A full-time student takes a full course load or one that combines a graduate assistantship and academic credits for full-time equivalency.

Faculty advisors encourage students to preplan and to request specific courses and schedules of study, especially after the student has been apprised of minimum requirements and necessary elements of the degree program.

Room 101 Ford is the clinician's room. Each student has been assigned a mailbox in room 101.

Master's degree students should plan to spend up to a semester off-campus doing an externship in another facility as assigned by the Coordinator of Externship Placements. Students also need to complete a mini-placement during one of the semesters following their first fall semester (usually the summer following their first year).

The master's paper or thesis should be completed while on campus as part of the continuous registration program of the student. Master's papers must be completed before the student goes on externship, and all Department keys and borrowed Department materials must be returned. Off-campus thesis work with the help from one's advisor requires registration for credit, and may extend into or beyond the externship.

American Psychological Association (APA) style and Graduate School regulations are to be followed for thesis and master's paper preparation.

At the midpoint and end of each semester, the clinical supervisors complete a grading sheet regarding clinical performance; this is shared with the student.

Students will enter practicum clock hours in the Typhon system as directed by their supervisors. Students will be provided with a copy of their clock hours and a copy will be added to their file.

Undergraduate deficiencies and programs requiring special features (such as Teacher certification, certification for another state or a combined area of study) may require additional study time in excess of the minimum usually required for a degree.

Graduate assistants should be aware that their academic credits accumulate at a slower rate than for full-time students; therefore, they may spend a proportionately longer total time in graduate study.

Experiments involving human subjects must be approved through the Office of Research Protections. (Summary of Review Procedures to be followed for the Protection of Human Research Subjects and forms to be completed may be obtained from their website at <https://www.research.psu.edu/irb>)

Students often volunteer as experimental subjects for their fellow students' research. There are frequent

occasions for reciprocal help in this respect.

Students may want to become involved as student members of the American Speech Language Hearing Association (ASHA), Pennsylvania Speech Language Hearing Association (PSHA), National Student Speech Language Hearing Association (NSSLHA), and other special professional groups.

Several times each year special visitors come to campus, conferences are held, or special speakers are arranged. All students are encouraged to participate in these activities as they are made available.

Student parking on campus is very difficult. Commuter graduate students are permitted in one lot. Parking permits and information on parking are available at the University Parking Office, 1 Eisenhower Parking Deck (865-1436). Speech and Hearing Clinic clients may park in one of the designated parking stalls in the parking lot next to the Ford Building. The client must go into the clinic and receive a parking permit which they can attach to their rearview mirror. Illegal parking results in an immediate fine.

In all of their activities as trainees and as professionals, our students are expected to follow the highest standards of ethical practice, as exemplified by the Code of Ethics of the American Speech-Language-Hearing Association, the Pennsylvania Speech and Hearing Association, and of other pertinent professional groups and agencies. Please see the ASHA Code of Ethics on the following page. During clinical practicum all students must wear an identification badge.

### **General Description of the Master's Degree Program**

The Communication Sciences and Disorders (CSD) Program at Penn State offers a Master of Science degree with emphasis in Speech-Language Pathology. The CSD program is accredited by the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA) in the area of Speech-Language Pathology.

The master's degree program in Speech-Language Pathology has as its goal the preparation of individuals competent to make significant contributions in their field for the habilitation and rehabilitation of speech, language, and/or hearing impaired individuals. The program is intended to instill in students a sense of professional responsibility, a desire and potential for continued professional growth, continued active professional participation, and appreciation of and ability to coordinate work with related behavioral, physical, social, and biological sciences.

The typical master's degree graduate might best be characterized as a general practitioner who may also have skills in a specific subject area. By academic preparation, practicum, and externship experiences, graduates are capable of functioning independently but with some initial supervision and guidance.

Master's degree graduates will meet the requirements for ASHA certification (except for the Clinical Fellowship Year and passing the CCC test) and Pennsylvania Licensure. Pennsylvania Teacher Certification can be obtained by completing additional coursework and an externship in the public schools.

The master's program provides:

1. A sequence of professional courses in the areas of Speech-Language Pathology and related areas. (See Typical Speech Pathology Schedule.)
2. Opportunities to observe and conduct diagnostic evaluations and therapeutic procedures for a variety of speech, language, and hearing impairments under supervision at the Penn State Speech and Hearing Clinic and at other selected sites (see Facilities and Clinical Programs).
3. Understanding of the process of working with patients who have speech, language or hearing disorders in relation to the broader aspects of human adjustment, and in various educational and clinical situations.
4. Training and experience in writing professional reports.
5. Experience with the professional literature as exemplified by journals and standard works in

speech pathology, language pathology, hearing impairment, and audiology as well as in areas of related and general interest.

6. Experience working with faculty members on continuing research projects (see Faculty Members).

Specific requirements for the master's program:

1. All students must maintain a cumulative 3.0 grade point average (4.0 scale) at the end of each semester. If the semester GPA drops below a 3.0, the student may be dismissed from the program.
2. All students must complete the specific requirements of their area of study.
3. All students must complete a research paper OR a research (data) based master's thesis.
4. All students must acquire a minimum of 50 credits.
5. All students who desire future ASHA certification in the area of Speech-Language Pathology must acquire more than 375 clock hours of practicum experiences which may include up to 100 hours of CCC-supervised practicum at the undergraduate level.
6. All students must acquire at least 200 clock hours of practicum prior to going on externship.
7. All students must complete a mini-placement for academic credits.
8. All students must complete SARI (Scholarship and Research Integrity) requirements prior to end of first year of study.

### **Admission**

<https://hhd.psu.edu/csd/graduate/masters-degree-communication-sciences-and-disorders/admission-requirements-masters-degree>

Prerequisite courses required for admission to the master's degree include the following courses:

- Introduction to Audiology
- Anatomy & Physiology for Speech & Hearing Mechanisms
- Aural Rehabilitation (Auditory Training, Speech Reading, etc.)
- Clinical Phonetics
- Normal Language Development
- Acoustic Principles in Communication Sciences and Disorders
- Disorders of Articulation and Phonology
- Clinical Management in Communication Sciences and Disorders
- Clinical Observations in Communication Sciences and Disorders
- Statistics
- Six semester credits in the behavioral and/or social sciences
- Three semester credits in the biological sciences
- Three semester credits in the physical sciences

A student may be admitted to the master's program without having completed the courses listed above. However, these courses (or equivalent) must be taken prior to graduation and this may extend the length of the student's program.

### **Transfer Credits Policy for CSD Graduate Students**

The following is Graduate School policy: If a student matriculated in another graduate school as a degree student and took a graduate course, Penn State may accept the credits toward a graduate degree. If, while still an undergraduate at the home school the student took a graduate course, the credits may be counted at Penn State for a degree (a) if the home school verifies that the course was at the graduate level, and (b) if the graduate course was beyond the requirements for the student's baccalaureate.

The Graduate School commissions the student's Penn State department (CSD program) to decide whether or not to accept the course toward a graduate degree. A course transferred this way will appear on the Penn State transcript. Ten credits is the maximum that may be applied to a master's degree. Students will

still need to obtain at least 50 CSD credit hours on the graduate level to meet departmental graduation requirements.

Students wishing to transfer a course should use the appropriate transfer of credit form. The general procedure is that the student and advisor prepare the petition. The student will schedule a meeting with the professor of the Penn State equivalent course. The professor will give feedback on the petition form. The petition is given to the Department Head. The petition may be approved or denied by the Department Head if the case is straightforward. Difficult cases will be referred to the CSD Graduate Faculty for decision.

### **Advising Procedures**

Upon admission to the CSD program, students are contacted by the Professor-in-Charge of the Graduate Program who serves as temporary advisor during their first semester on campus. The Professor-in-Charge of the Graduate Program is available to determine/confirm a plan of study which includes prerequisite coursework, graduate coursework, thesis and research paper options, discuss permanent advisors and site placements (healthcare or educational settings). Students funded on external grants are assigned to the Principal Investigator/Director of the grant as their advisor.

Students identify a research advisor before the end of the first semester of graduate studies. More information on research options can be found on pages 30-35. Once a research advisor is identified, that faculty member also serves as the student's academic advisor.

Initial advising is conducted during the CSD Graduate Student Orientation, which occurs the week before the beginning of the fall semester classes.

Later advising typically takes place at scheduled appointments with advisors during pre-registration periods.

Copies of the student's Program of Study are updated and kept in student folder housed in the Staff Assistant for the Graduate Program Office. Copies are provided to student for their records and students are STRONGLY encouraged to review these records often for accuracy.

Students are also STRONGLY encouraged to keep their own records of exams, papers, accomplishments, course syllabi, and other evidence of instruction and learning. These can be stored on flash drives, CD, etc. for review with advisors.

Copies of material/records of evidence of meeting certification Standards will be provided to the Staff Assistant for the Graduate program prior to graduation in electronic form and added to the electronic graduation folder for each student.

**DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS  
ADVISING SHEET FOR GRADUATION REQUIREMENTS**

Student Name:  
Student ID #:  
Email:  
Advisor:

Dr. Diane L. Williams, Contact Person  
308 Ford Building

<b>PREREQUISITE COURSES</b>	<b>Check</b>	<b>ADVANCED COURSES</b>	<b>Grade(s)</b>
Anat & Phys of Sp & Hrng Mechanisms (3 crs)	_____	CSD 500 Research Methods in CSD	_____
Intro to Audiology (3 crs)	_____	CSD 520 Speech Science	_____
Aural Rehabilitation (3 crs)	_____	CSD 540 Phonological Disabilities	_____
Clinical Phonetics (3 crs)	_____	CSD 541 Voice and Its Disorders	_____
Normal Lang Development (3 crs)	_____	CSD 542 Stuttering	_____
Acoustic Principles in CSD (3 crs)	_____	CSD 543 Cleft Lip and Cleft Palate	_____
Intro to Disorders of Artic & Phonology (3 crs)	_____	CSD 545 Neuromotor Disorders of Speech	_____
Clinical Management in CSD (3 crs)	_____	CSD 546 Language Disorders in Adults	_____
Observations in CSD (25 hrs)	_____	CSD 547 Language Disorders in Children	_____
Statistics (3 crs)	_____	CSD 548 Dysphagia	_____
3 cr in biological sciences	_____	CSD 549 Speech Language Pathologists in Schools	_____
3 cr in physical sciences	_____	CSD 551 Assessment and Intervention in AAC	_____
6 crs in behavioral and/or social science	_____		_____
		CSD 895A Speech Therapy Practicum	_____
		CSD 895C Externship	_____
		CSD 895G Speech Diagnosis Practicum	_____
		CSD 895I Speech Pathology Mini-Placement	_____
		CSD 596/600 Individual Studies/Research	_____
		KASA Standards (progress)	_____
		<b>Academic Advisor-Review/Met/Confirm</b>	_____
		Notes:	_____
		<b>REMEDIAATION COMPLETED=R</b>	_____
			Initials
			_____
			_____
			_____
			_____
			_____
			_____
			_____

**EXIT CRITERIA**

**Check**      **N/A**

1. Completed all prerequisite coursework \_\_\_\_\_
2. Overall GPA of grade of B or better \_\_\_\_\_
3. Grade of C or better in each advanced course \_\_\_\_\_
4. Course in ELL (English Language Learners) \_\_\_\_\_
5. Completed all ASHA clock hours requirements \_\_\_\_\_
6. Completed Externship (school-based teacher cert.) \_\_\_\_\_
7. Completed MS Research Paper or Thesis \_\_\_\_\_
8. SARI ORP Online Training \_\_\_\_\_
9. SARI RCR Education (5 hours) \_\_\_\_\_
10. Passed PRAXIS Test in Fundamental Subjects:  
Content Knowledge \_\_\_\_\_
11. Passed ASHA PRAXIS Exam \_\_\_\_\_
12. Completed all Department requirements for M.S. \_\_\_\_\_
13. Completed all University requirements for M.S. \_\_\_\_\_

# Tentative Program Outline

## Typical Speech Pathology Master's Program

<https://hhd.psu.edu/csd/graduate/masters-degree-communication-sciences-and-disorders/typical-masters-degree-curriculum> (Subject to Change)

### **1<sup>st</sup> Fall Semester**

CSD 500	Research Methods in CSD	3
CSD 540	Phonological Disabilities	3
CSD 545	Neuromotor Disorders of Speech	3
CSD 551	Assessment and Intervention in AAC	3
	Total Credits	12

### **1<sup>st</sup> Spring Semester**

CSD 541	Voice and Its Disorders	3
CSD 542	Stuttering	3
CSD 548	Dysphagia	3
CSD 543	Craniofacial Anomalies: Cleft Lip and Cleft Palate	1
CSD 895A	Speech Therapy Practicum (in house practicum)	1
CSD 895G	Speech Diagnosis Practicum (in house practicum)	1
	Total Credits	12

### **Maymester, Summer I & II**

CSD 547	Language Disorders in Children	3
CSD 895A/I	Practicum	6
	Total Credits	9

### **2<sup>nd</sup> Fall Semester**

CSD 520	Speech Science	3
CSD 546	Language Disorders in Adults	3
*CSD 549	Speech Language Pathologists in the Schools	3
CSD 895A	Speech Therapy Practicum (in house practicum)	2
CSD 895G	Speech Diagnosis Practicum (in house practicum)	1
	Total Credits	12

### **2<sup>nd</sup> Spring Semester**

CSD 895C	Externship in the Public Schools	7
OR		
CSD 895C	Externship in Hospital, Rehabilitation, Medical Settings	7
CSD 596	Individual Studies	2
	Total Credits	9

\*CSD 549 is required only for students who plan on obtaining teacher certification.

## SARI (Scholarship and Research Integrity)

As research has become more complex, more collaborative, and more costly, issues of research ethics have become similarly complex, extensive, and important. The education of graduate students at Penn State must prepare students to face these issues in their professional lives. The SARI (Scholarship and Research Integrity) program at Penn State is designed to offer graduate students comprehensive, multilevel training in the responsible conduct of research (RCR), in a way that is tailored to address the issues faced by students in individual programs.

Masters students at Penn State are required to complete SARI requirements by the end of their first academic year. The SARI program has two parts:

1. Masters students will complete an online RCR training program provided by the Collaborative Institutional Training Initiative (CITI). The Office for Research Protections (ORP) provides the conduit to this training via the SARI Resource Portal on the ORP web site ([www.research.psu.edu/training/sari](http://www.research.psu.edu/training/sari)).
2. Masters students are required to engage in an additional five hours of discussion-based RCR education. These discussions will encompass both universal and discipline-specific material. The departmentally delivered component of the CHHD SARI program is intended to provide RCR instruction aimed at specific academic disciplines and/or domains of research. This component takes advantage of course content and program requirements that already exist in the CSD 500 course. Up to 3 hours of credit out of the 5 hours required are covered in this CSD course.

Further opportunities to participate in SARI-eligible RCR training can be found at the SARI resource portal. Please give all documentation to the Staff Assistant to the Graduate Program. The Staff Assistant will keep this documentation in your file and it will also be used for reporting to the SARI Program. Once you have completed all the quizzes for the CITI course, you will be given a link to a completion certificate, which you can download for forwarding to the Staff Assistant to the Graduate Program. Please note that you must earn 80% overall for the CITI course to earn credit for SARI.

### **RIGHTS AND SAFETY OF HUMAN SUBJECTS USED IN CSD EXPERIMENTS**

The Federal government requires that all research with human subjects be reviewed by the University's Institutional Review Board before the research is initiated. This involves all student and faculty research.

The review has to do with the protection of the rights and safety of human subjects.

Applications for the Use of Human Participants must be submitted to the Vice President for Research (Office for Research Protections), The 330 Building, Suite 205, Innovation Park. The proposal will be reviewed by a University committee and must be approved before the investigation is started. The application must be submitted through CATS IRB, the "Centralized Application Tracking System" ([cats.psu.edu](http://cats.psu.edu)). More information can be obtained at [www.research.psu.edu/orp/humans](http://www.research.psu.edu/orp/humans).

It is the responsibility of the student to obtain the necessary clearance of the research plan before proceeding. This may mean several weeks of delay in beginning a project, so adequate lead time should be planned before a project can be implemented.

The Office of the Vice President for Research can provide further specific information on this matter, but the student should first discuss this with the advisor.



## Practices Regarding Practicum and Externships

1. At the beginning of each semester, a general meeting among graduate students enrolled in practicum and supervisors is held. At this meeting, procedures for starting the clinical semester are reviewed.
2. Practicum Requirements
  - A. In general, all students will enroll for practicum each semester of study beyond the first semester. First-semester students may, in selected cases, be required to enroll for practicum. Deciding factors will include previous training and experiences, unique practicum opportunities, and overall education plan of the student.
  - B. Typically, 1 credit of practicum requires a certain number of clock hours of effort. This will be distributed among case contact, conferences, lesson plans, and report writing. The more exact distribution of time should be agreed upon by the student and supervisor according to each student's case, contact hour needs, and level of competence. Students may wish to exceed the minimum number of hours by doing more case contact work. However, there should be a reasonable match among number of credits, total clock hours of case contact, and supervisor monitoring.
  - C. Students with previous experience that they wish to have considered in lieu of a specific practicum requirement (e.g., in lieu of a mini-placement) may petition (on the course waiver petition form) for a waiver. The total clock hour requirement for practicum must be met for the master's degree by all students who wish to be recommended for ASHA or State certification.
  - D. Supervisors will have free access to observation. In general, students will be informed if other students are planning to observe. Any student observer must receive authorization in advance from the supervisor; this observation would then be made known to students who are doing therapy. Supervisors will use discretion when scheduling observations.
  - E. Supervisors will inform each student if the practicum hours they accumulate are acceptable for future ASHA certification.
  - F. Students will be required to participate in CSD 895I (mini-placement) for variable credits, with a minimum of 50 clinical hours obtained. Students may participate in additional off campus experiences depending on availability.
  - G. CPR Certification, Child Abuse History Clearance, Criminal Record Check, Mandatory Reporter Training and Student Liability Insurance must be renewed yearly.
  - H. Health Form and Arrest and Conviction Statement need to be completed once, prior to the start of the first fall semester.
3. Course Credits During Practicum
  - A. As a general rule, a student should be registered for the appropriate number of academic credits when having clock hours of practicum experience. Students enroll in therapy (CSD 895A) and diagnostics (CSD 895G) beginning with the second semester at Penn State.

The externship experience (CSD 895C) covers full time 15 weeks when completed in the fall or spring semesters, and 12 weeks when completed during the summer semester. A graduate student who follows Penn State's typical schedule of academic coursework and clinical practicum will complete a 15-week externship during the spring semester, or possibly the fall semester. Students who complete their externship placements during the summer semester are afforded 12 weeks of experience.

- B. The full-time graduate student is required to take at least a minimum full-time course load (including practicum credits) as defined by the University.
- C. Graduate students with assistantships have course loads as published by the University.
- D. The Penn State master's program is designed to require full-time effort by students when they enroll for credits, or for academic credit combined with a graduate assistantship.

The CSD faculty recognizes an obligation to facilitate completion of a student's program in

the usual number of semesters. However, occasionally it is difficult for a student to graduate in a typical number of semesters. Consequently, credit overloads may be scheduled with the following understandings:

- i. Students requesting overloads should realize that an exception must be granted through a petition from the Department Head (with the advisor's approval) to the Graduate School, and that more-than-usual effort on the part of the student is required. Even though all CSD master's degree students have been preselected for high levels of academic competence, the demands upon student time and energy are considerable.
- ii. During times of special requirements such as important examinations, term papers, master's paper due, or travel for practicum or graduate assistant service, overloads probably should be avoided.
- iii. Practicum or graduate assistant clock hours are to be maintained even with credit overloads.
- iv. Overloads are not routine, but are intended to accommodate unusual circumstances.
- v. The student's academic program is assumed to take precedence in planning; personal convenience or optional activities are not valid reasons for overloads.
- vi. Students are urged to plan in advance, with their advisors, their complete program of study so far as possible. Especially, CSD courses and practicum should be planned, and possible overloads should be anticipated. (Advisors may bring unusual cases to faculty meetings.)

#### 4. Graduate Student Mini-Placement / Externship Policies and Procedures

##### **Mini-Placement**

- This typically occurs during the summer between the first and second year of graduate school
- Many of these placements are at health care sites, but specialized schools and clinics are also possible sites.

##### **Externship**

- As a program requirement, all CSD master's degree students who want to be recommended for ASHA certification, Pennsylvania licensure, and/or eligibility for a Pennsylvania Instructional Level I certificate in Speech/Language Impaired must complete an off-campus clinical experience.
  - This typically occurs during the last semester of graduate school, which is generally a spring semester
  - Students who want to be eligible for a Pennsylvania Instructional Level I certificate in Speech/Language Impaired (needed to be a public school clinician in Pennsylvania) must complete a minimum 15-week full-time (spring or fall) externship OR a 12-week full time (summer) externship in a public school setting.
  - If school certification is not being sought, this placement could be in an approved site such as private practice, long term care nursing facilities, rehab centers, acute care hospitals, etc.
- A. The externship is defined as a full-time (40 hours/week) experience for 15 weeks. Some students must complete a 12-week externship (see letter A on previous page) to satisfy the ASHA requirement for clinical hours. Less than a 15-week externship must be approved (through a petition process) by the Department Head (with the externship coordinator's recommendation).
  - B. Early in the students' academic program, the externship coordinator will meet with the students to explain mini-placement and externship policies and procedures.
  - C. The externship coordinators have a listing of mini-placement and externship sites that have previously taken Penn State students. These sites must be in Pennsylvania unless the student is required to be at a specialized site because of grant stipulations.

The mini-placement / externship site will be assigned by the coordinator in

discussion with the student, taking into account the student's practicum needs, academic interests, and other criteria particular to each student. With the permission of the coordinator, students may go on an interview at the assigned site before a commitment is made.

**D. Established rules for students prior to being allowed to go on an externship.**

Students will be allowed to go on externship only if:

- a. They have completed all program requirements, which include all Speech Language Pathology or Audiology courses.
- b. Have a graduate cumulative GPA  $\geq 3.0$  in academic courses and practicum courses. (Students who do not meet this requirement will be discussed on a case-by-case basis by the CSD faculty.); A B- in clinic prior to off-campus placements will likely delay placement at an off-campus placement. Refer to the Remediation Plan section of this guide for more detailed information.
- c. Have successfully passed the master's paper (research or clinical) by the timelines stated in the Guide to the Master's Program in CSD at Penn State; and
- d. Have  $\geq 200$  certified and acceptable hours of practicum recorded by the Coordinator of Clinical Services.

E. Students doing a master's thesis are strongly urged to have the thesis completed prior to externship. However, students may go on externship without having the thesis finished.

F. Students who commit to an externship will be required to complete the entire externship for the length of time that was originally stated to the director at the site.

**G. Established rules for students prior to being allowed to go on mini-placement.**

Students will be allowed to go on mini-placement only if:

- a. Have a graduate cumulative GPA  $\geq 3.0$  in academic courses and practicum courses. (Students who do not meet this requirement will be discussed on a case-by-case basis by the CSD faculty.); A B- in clinic prior to off-campus placements will likely delay placement at an off-campus placement.

I. Students who commit to a mini-placement, will be required to complete the entire placement for the length of time that was originally stated to the director at the site.

J. Students should be aware of the following:

- a. Once the mini-placement / externship site has been agreed upon by all parties involved (the student, the externship coordinator, and the externship site), the student cannot request a change in placement.
- b. The Communication Sciences and Disorders Department encourages students to interview at prospective sites, to determine if the site will offer the optimal clinical learning experience, taking into consideration both the needs of the student and the clinical facility.
- c. Some externship sites may require more than a 15-week externship.
- d. Penn State has many existing mini-placement / externship affiliations. Students are encouraged to utilize one of the many established sites as an externship placement. Students who wish to pursue new affiliations, for which contracts have not been developed, are advised that such affiliations are difficult to establish. A significant amount of additional time is required to negotiate the contractual agreements with these new sites. The possibility exists that the agreement will not be established in time for the student to complete a placement along typical timelines (spring semester of the second year of study). Students who wish to pursue new affiliations may need to extend their programs if contractual language between the two parties (Penn State and the externship site) cannot be negotiated by the time of the scheduled externship.
- e. There may be additional requirements for mini-placement / externship sites, such as new TB testing, site specific HIPAA training, etc.

## **Reporting Practicum Clock Hours**

All student clinicians should complete 25 hours of observation experience before beginning clinical practicum. These hours may be completed at the undergraduate level, or during a graduate student's first semester at Penn State.

Student clinicians must report clinical hours using the Typhon system. For details on how to report hours, see the Clinic Handbook and consult with supervisors. A grade for the practicum will not be reported until these hours are entered. A computer tabulation, updated each semester, will be prepared and distributed to each student clinician. All students should review this computer tabulation for accuracy. Errors should be reported to the Clinic Coordinator immediately, so that corrections can be made.

It is assumed that at the beginning of the semester, students may request (and clinical faculty will facilitate obtaining) appropriate additional clock hours.

Upon graduation, the final clock hour report will be kept in the student's file. A final signed copy of total clock hours will be emailed to the student.

### **Therapy Experience Clock Hours**

All speech language pathology graduate students typically enroll in CSD 895A, beginning in the second semester of graduate study. Students may enroll for 1 credit of CSD 895A during the fall semester, and typically enroll for 1-2 credits of CSD 895A during the spring semester of their first year. During the summer semester students enroll for 1 credit of CSD 895A, and during the fall of their second year, students should enroll for 2 credits.

During the first semester of CSD 895A (fall or spring of the first year of study), students will learn about Penn State Clinic practices and clinical methods. They may have the opportunity to "shadow" a 2<sup>nd</sup> year graduate clinician, and take part in therapy planning and occasional therapy sessions for clients.

Beginning in the spring semester of the first year of graduate study, students are assigned clients on a semester basis. Each semester, students are assigned new clients to provide them with varied experiences needed to meet ASHA requirements and help them become competent professionals.

Students track their clinical therapy hours through the Typhon computer system.

The applicant for certification in speech-language pathology must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation, and 375 hours must be spent in direct client/patient contact. At least 325 of the 400 clock hours must be completed while the applicant is engaged in graduate study.

Observation hours generally precede direct contact with clients/patients. However, completion of all 25 observation hours is not a prerequisite to beginning direct client/patient contact. The observation and direct client/patient contact hours must be within the scope of practice of speech-language pathology.

Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

### **Diagnostic Experience Clock Hours**

All speech language pathology graduate students should enroll in CSD 895G, beginning in the spring semester of their first year of graduate study. Typically, students sign up for 1 credit during spring (1<sup>st</sup> year), 1 credit during their summer (1<sup>st</sup> year), and 1 credit during fall (2<sup>nd</sup> year). During each of those

semesters, students are assigned to complete Child Diagnostics, Adult Diagnostics, screenings, and/or Augmentative and Alternative Communication Assessments.

Students may also gain diagnostic experience with assigned therapy clients, through pre and post testing measures.

Students track their clinical diagnostic hours through the Typhon computer system.

The applicant for certification in speech-language pathology must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology. Twenty-five hours must be spent in clinical observation, and 375 hours must be spent in direct client/patient contact. At least 325 of the 400 clock hours must be completed while the applicant is engaged in graduate study.

Observation hours generally precede direct contact with clients/patients. However, completion of all 25 observation hours is not a prerequisite to beginning direct client/patient contact. The observation and direct client/patient contact hours must be within the scope of practice of speech-language pathology.

Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities.

### **Policies Regarding Clinical Material of a Sensitive Nature**

In the course of our clinical work, students learn information about clients or others which should not be revealed to unauthorized persons. It is difficult to maintain the security of such information in a training center where many people have access to the files of patients. The following are guidelines in the handling of such material.

- A. All information learned from or about a client must be reported to the supervising faculty member: (a) orally, or (b) in written form (daily log, weekly report, etc.).
- B. Diagnostic reports, end-of-the-semester therapy reports, and any report-type material or letters produced in the Clinic on patients should contain little, if any, material of a sensitive nature. Such material should appear in a report or letter only if it has a bearing on the nature of the patient's problem, therapy received, or response to therapy. Even then, sensitive material should be presented only in general terms with no particulars being given.
- C. Reports from physicians, psychologists, and other clinics cannot be sent to other persons or agencies. Such persons/agencies should be directed to request copies from whomever prepared the original report.

Example: We received a report on Joan Doe from Dr. S. Jones. The family requested a copy of the report. The clinician must inform the family that the report can only be obtained from Dr. Jones.

- D. If a client or family requests a copy of our Clinic evaluation or reports, they must sign a release of information to themselves.

# MASTER'S DEGREE WRITING REQUIREMENTS

## MASTER'S DEGREE IN COMMUNICATION SCIENCES AND DISORDERS WITH THESIS

### **MASTER'S THESIS** **(RESEARCH OPTION I)**

Students enrolled for the MS degree, approved to do a thesis, must take at least 6 credits of research (CSD 600). Approval to do a thesis is recommended by a faculty committee.

These procedures are not intended to supersede regulations of the Graduate School regarding theses and papers. The student should follow pertinent instructions in the catalogs and manuals of the University.

The development of a topic is done by the student in consultation with CSD faculty members. Students are encouraged to discuss areas of investigation with several faculty members and become acquainted with the areas of research in progress. The faculty may be engaged in core projects dealing with major questions, which may be investigated by integrated studies of different aspects of the question.

When a faculty member accepts a student as a thesis advisee, he/she will arrange conferences to assist in the preparation of the project design.

### Thesis Prospectus

The student will prepare a prospectus of the master's thesis to present to a CSD thesis committee (at least two CSD Graduate faculty members) for approval. The committee will be named by the Department Head, with the advice of the student and the student's academic advisor. If the Department Head is a member of the thesis committee, a third member must be added in order to comply with Graduate School requirements.

The prospectus should be descriptive and make clear what the student intends to do. It is to serve as a plan for executing the proposed project. The statement should be titled "Prospectus for Proposed Master's Thesis." Use the following outline, with the specific section headings at the beginning of each section.

- A. Tentative title of thesis
- B. Rationale for selecting this project, or need for the study.
- C. A Literature Review leading to the hypothesis to be tested, experimental questions to be answered, or purpose of the project.
- D. Method
  - a. Number and source of subjects or data
  - b. Experimental techniques and instrumentation
  - c. Plan for analysis of data
  - d. Persons or facilities outside the program from whom help may be asked to supplement our facilities.
- E. Possible outcome of the project, contributions it is likely to make to our field, or suggested interpretations of possible positive or negative finding.
- F. Time schedule for completion of the project.

The thesis prospectus is presented to a committee of at least two members of the CSD Graduate

Faculty. The committee will suggest appropriate revisions in design, if needed, and approve the project before the student is to proceed. The prospectus meeting is not an examination; it is an opportunity for the student to receive the benefit of faculty advice for the benefit of his/her thesis plan. The Department Head of CSD will appoint a thesis advisor for the completion of the project. Although full consideration will be given to the student's preference, and the selected advisor will usually be the faculty member who has assisted with the prospectus, other factors such as distribution of faculty duties will influence the appointment. If circumstances arise that prevent the selected advisor from continuing in that role to the completion of the thesis, another advisor will be selected. Again, the student's preferences will be given full consideration, but in some cases, it may be necessary for the thesis topic to be changed or for the student to complete Research Option II or III instead of a thesis.

After the prospectus has been approved, the student will work directly with the advisor and have periodic conferences regarding the project. The advisor is not expected to plan the work, nor to do the data collecting, but provide guidance throughout the process including the analysis of data, drawing of conclusions, and preparation of the report.

Clearance by the University Institutional Review Board must be obtained before any data collecting is done on human subjects.

The CSD program encourages use of its equipment for projects and will attempt to make necessary apparatus available. However, we cannot provide expendable items such as disks, flash drives, etc., except in isolated instances approved by the advisor.

Contacts with the public, with public and private schools, and former Clinic patients must be approved through the CSD Department Head. Contacts with other Penn State personnel and personnel from other universities must be approved by the project advisor.

Students are cautioned to check deadline dates of the Thesis Office to have their work submitted in time for graduation.

## Evaluation of Thesis

The thesis will be distributed to the committee at least two weeks before the oral defense. The student will schedule the oral defense with his/her advisor and inform the Staff Assistant for the Graduate Program. When a thesis has been accepted by the committee, it will be typed in final form. The thesis must carry signatures of the advisor, the second thesis committee member, and the Professor-in-Charge of the CSD graduate program.

See the current Publication Manual of the American Psychological Association (APA) manual and the Graduate School "Thesis Guide" for matters of style and form. The Thesis Office web site is: [www.gradsch.psu.edu/current/thesis.html](http://www.gradsch.psu.edu/current/thesis.html).

When a thesis is submitted to the Graduate School, it is checked for mechanical correctness (type of paper, margins, general appearance, spelling, etc.), and is reviewed by faculty members from other parts of the University. These readers may call for corrections.

One copy of the completed thesis (including original signatures) must be bound and presented to the Department.

## Publication of Theses or Other Student Papers

- A. It is anticipated that many theses or student research papers will be suitable for publication in one of the professional journals or for presentation through other media. Publication is encouraged to disseminate information and to further professional growth of the student. In addition to regulations established by the University governing publication of theses, the

following policies regarding authorship have been established by the CSD program.

If the student carried the major burden for planning, executing, and writing the paper in its publishable form (with only minimal advisory help from the faculty member), publication should be under the name of the student. A footnote acknowledgment of help given by the faculty member should be included in the article.

- B. If the student executed most of the writing, but received considerable help from the faculty member in various phases, the student and the faculty member should be listed as co-authors with the student's name first.
- C. If the faculty member undertook the major role of preparing the article and carried it through to publication, the faculty member should be the senior author and the student junior author.

The graduate faculty in the Department of Communication Sciences and Disorders are researchers in various areas of communication sciences and disorders and disabilities. The Graduate Faculty are excellent research role models for all students. They are exemplary researchers, editors, and professional writers of grants, manuscripts, and books, with records of scholarly contributions to the field. The faculty have broad areas of interests in communication sciences and disorders but also have developed specialization in many areas of the discipline. Some faculty have multiple interests and expertise. The research requirement will continue to be a cornerstone of the Department's commitment to high quality graduate education.

## Guidelines

A set of guidelines has been approved by the Graduate Faculty to assist students and their advisors in continuous self-assessment of thesis progress and quality. These guidelines are provided on the following pages



Student's Name: \_\_\_\_\_ Evaluator's Name: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

### **MS Thesis Assessment Rubric**

This document describes the qualities of an excellent research paper, and lists some common problems. Advisors and students may use the document for evaluation and improvement of the student's research paper.

Attribute	Excellent	Common problems
Introduction/ Literature Review/Evidence	Introduction grabs interest of reader, presents thorough and relevant background information to develop clearly-stated research question(s); shows thorough research with accurate & relevant evidence from credible sources.	Background information limited or poorly presented; research question(s) unstated or unclear; evidence is weak, or is presented in unclear manner.
Method	All aspects of methods described clearly, in adequate detail for replication.	Some gaps and/or ambiguities in description of methods.
Results	Data analyses are appropriate and conducted correctly; results are described clearly and succinctly; figures and tables enhance understanding of results.	Results are not consistently presented in conventional format; description of results are not entirely clear; figures and tables do not contribute effectively to understanding of results.
Discussion	Discussion is clearly related to research question and results; limitations discussed in a balanced manner; theoretical and clinical implications discussed with insight.	Discussion is not clearly related to research question and results; insufficient consideration of limitations and/or theoretical and clinical implications.
Support of Ideas/Analysis	Critical, relevant, consistent connections made between analysis of evidence and research questions.	Limited connections made between analysis of evidence and research questions; conclusions not well supported.
Organization/Development of Ideas	Clear, logical, mature, thorough presentation and development of arguments; excellent transition between paragraphs and sections.	Development of arguments not always clear and logical; some weak transitions b/w ideas and paragraphs.
Technical aspects of writing	Concise & clear, with consistently appropriate grammar, spelling, punctuation, and paragraphing; consistent and correct APA format and style in both text and references with few or no errors.	Some errors in grammar, spelling, punctuation, and paragraphing; some inconsistent or incorrect use of APA style in text, citation, or references.

Completed in Timely Manner	Meets all required deadlines.	Sometimes late in meeting deadlines.
Revisions Process	Responsive revisions that incorporate faculty feedback; few revisions necessary.	Revisions not responsive to faculty feedback, or mechanical, without considering paper as a whole; many revisions necessary.
Intellectual Contribution	Research question(s) and strategy developed mostly independently, with limited guidance from advisor.	Decisions about research questions and strategy rely heavily on advisor
Oral defense	Clear, sophisticated, and engaging presentation/explanation of project; responses to questions reflect deep understanding of background, data, and interpretation.	Presentation and responses to questions reflect superficial grasp of background, data, and interpretation; presentation not appropriately designed for audience.

## MASTER'S DEGREE IN COMMUNICATION SCIENCES AND DISORDERS WITHOUT THESIS

### **MASTER'S RESEARCH PAPER** **(RESEARCH OPTION II OR RESEARCH OPTION III)**

Students enrolled for the MS degree, who are not doing a thesis, must choose to do Research Option II: Completion of a research paper that includes a heavily documented literature search, or Research Option III: A concise and thorough review of the literature, method section, possible collection of data, analysis of existing or new data, and discussion of the data. The master's research paper must be completed prior to the externship experience.

The graduate faculty in the Department of Communication Sciences and Disorders are researchers in various areas of communication sciences and disorders and disabilities. The Graduate Faculty are excellent research role models for all students. They are exemplary researchers, editors, and professional writers of grants, manuscripts, and books, with records of scholarly contributions to the field. The faculty have broad areas of interests in Communication Sciences and Disorders but also have developed specialization in many areas of the discipline. Some faculty have multiple interests and expertise. The research requirement will continue to be a cornerstone of the Department's commitment to high quality graduate education.

### MASTER'S RESEARCH PAPER

MS without thesis students will do a research paper after they have selected a Master's paper advisor. A student undertaking a research paper will enroll for two credits of CSD 596 typically during the externship semester.

Typical time schedule for Master's Research Paper for "traditional" two-year MS students: (NOTE: actual timeline for submission of research paper sections may deviate from the typical timeline depending on the agreed upon project)

First Fall semester:

1. complete IRB training for participation in research involving human participants
2. determine research paper option to be completed
3. obtain a faculty research advisor
4. develop timeline for submission of research paper section in conjunction with faculty research advisor
5. attend research meetings as directed by the faculty research advisor
6. complete research tasks as assigned by the faculty research advisor

First Spring semester:

1. complete Introduction, Literature review, and/or Rationale for research paper and submit to faculty research advisor
2. complete Method section of research paper and submit to faculty research advisor
3. attend research meetings as directed by the faculty research advisor
4. complete research tasks as assigned by the faculty research advisor

Summer semester:

1. complete revisions suggested by faculty research advisor relative to previously submitted sections of the research paper
2. complete Results section of research paper and submit to faculty research advisor
3. complete Discussion section of research paper and submit to faculty research advisor
4. complete research tasks as assigned by the faculty research advisor

Second Fall semester:

1. complete revisions suggested by faculty research advisor on previously submitted sections of research paper

2. complete references, table of contents, etc.
3. check formatting and proofread carefully. Research papers should adhere to allAPA guidelines.
4. submit drafts of final research paper for feedback from faculty research advisor
5. when faculty research advisor indicates your paper is completed:
  - a. Print three copies of the research paper
  - b. Turn copies into Staff Assistant for the Graduate Program for signature

All research papers must be signed by the faculty research advisor and the Professor-in-Charge of the Graduate Program by the last day of classes in the second Fall semester.

In extraordinary circumstances (to be defined on a case-by-case basis by the Graduate Professor-in-Charge in conjunction with the Department Head and the faculty research advisor), students may ask for an extension of the deadline. This deadline may not exceed the last day of classes in the second spring semester. If granted, this extension may result in a one-semester extension of the student's graduate program. An extension must be requested no later than 2 weeks prior to the last day of classes in the second fall semester, to provide adequate time for revising the externship placement.

Students may not begin their final externship until the research paper is accepted and signed. If an extension is granted, the Graduate Professor-in-Charge will notify the externship coordinator of this extension so new plans for the externship clinical experience can be put into place, if necessary.

Two year MS students who do not complete their research papers within 5 semesters of beginning the MS program (by the end of the Second Spring semester) will be terminated from the program.

#### Three-year MS students:

Timeline for completion of MS research paper should begin when student begins taking MS level classes with their graduation cohort. This would be in the Second Fall semester for a three-year student. Three year students are encouraged (but not required) to identify a faculty research advisor prior to beginning their second Fall semester, and can, if desired, begin working on, or writing, their MS research paper under the guidance of their faculty research advisor.

Three year MS students who do not complete their research papers within 7 semesters of beginning the MS program (by the end of the Third Spring semester) will be terminated from the program.

#### Research credits:

Each student in the MS program in speech-language pathology will earn two-credits for completion of the MS research paper. Each student will be registered for two research credits during their second spring semester (while completing the clinical externship). The grade for the research paper will be assigned by the faculty research advisor at the end of the second spring semester. The grade assigned for these research credits will reflect the sum of the work dedicated to participation in the research process and completion of the research paper over the course of the MS program.

The research paper should be approximately 25-35 pages of text (plus cover page, table of contents, list of references (from 25-40), and appropriate appendices), heavily documented from the primary literature, an integrative critical appraisal of the literature, and have a concluding section that discusses applications of the topic to communication sciences and disorders. The paper should be well written in APA style, represent a serious intellectual effort, be well typed, double spaced, and bound in a suitable cover. The date on the cover page is the date of Degree Conferral. The Departmental copy should be printed on thesis-quality paper. Each paper is to be an independent and original effort by the student guided strongly by faculty research interests and expertise. The student should expect guidance from the

Graduate Faculty advisor assigned by the Department Head. If circumstances arise that prevent the assigned advisor from continuing in that role to the completion of the research paper, another advisor will be assigned. The student's preferences will be given full consideration, but in some cases, it may be necessary for the paper topic to be changed or for the student to complete a different Research Option than originally planned.

The final copy of the paper will be evaluated by the person who advised the student and a grade will be assigned for the CSD 596 research requirement course. Notification to the Graduate School of acceptance of the research paper will be by the Professor-in-Charge of the Graduate Program who will review, and sign the research paper. Three bound copies of the paper should be submitted for signatures. One will be kept in the Department, one will be returned to the advisor, and one will be returned to the student

### *RESEARCH OPTION II:*

Completion of Research Option II includes: a research paper without data collection and analysis. It consists of a heavily documented literature search, including a critical appraisal of the literature, synthesis of important research studies, with appropriate discussion of application to Communication Sciences and Disorders, guided by a faculty member.

Appropriate time lines for completion of written drafts will be set up by students and faculty mentors to comply with the Departmental guidelines for completion of the paper. This paper will follow the format for a thesis set forth by the Graduate School. This paper will be completed in APA style and will be similar to a thesis with the following differences: the cover page will say "Research Report" and the signature page will include the following disclaimer:

"I grant the Pennsylvania State University the nonexclusive right to use this work for the University's own purposes and to make single copies of the work available to the public on a not-for-profit basis if copies are not otherwise available.

I acknowledge that this research report is part of a larger research project directed by (name of faculty member)."

The Thesis Office web site is: [www.gradsch.psu.edu/current/thesis.html](http://www.gradsch.psu.edu/current/thesis.html)

### *RESEARCH OPTION III:*

Completion of Research Option III includes: a concise review of the literature, method section, possible collection of data, analysis of existing or new data, and discussion of the data, guided by a faculty member's current projects and interests.

Appropriate time lines for completion of written drafts will be set up by students and faculty mentors to comply with the Departmental guidelines for completion of the paper. This paper will be completed in APA style and will be similar to a thesis with the following differences: the cover page will say "Research Report" and the signature page will include the following disclaimer:

"I grant the Pennsylvania State University the nonexclusive right to use this work for the University's own purposes and to make single copies of the work available to the public on a not-for-profit basis if copies are not otherwise available.

I acknowledge that this research report is part of a larger research project directed by (name of faculty member)."

The Thesis Office web site is: [www.gradsch.psu.edu/current/thesis.html](http://www.gradsch.psu.edu/current/thesis.html)

### Guidelines

A set of guidelines has been approved by the Graduate Faculty to assist students and their advisors in continuous self-assessment of research paper progress and quality. These guidelines are provided on the following pages.

Student's Name: \_\_\_\_\_ Evaluator's Name \_\_\_\_\_ Semester/Year: \_\_\_\_\_

## MS RESEARCH PAPER ASSESSMENT RUBRIC

This document describes the qualities of an excellent research paper, and lists some common problems. Advisors and students may use the document for evaluation and improvement of the student's research paper.

Attribute	Excellent	Common problems
Introduction/ Literature Review/Evidence	Introduction grabs interest of reader, presents thorough and relevant background information to develop clearly-stated research question(s); shows thorough research with accurate & relevant evidence from credible sources.	Background information limited or poorly presented; research question(s) unstated or unclear; evidence is weak, or is presented in unclear manner.
Method	All aspects of methods described clearly, in adequate detail for replication.	Some gaps and/or ambiguities in description of methods.
Results	Data analyses are appropriate and conducted correctly; results are described clearly and succinctly; figures and tables enhance understanding of results.	Results are not consistently presented in conventional format; description of results are not entirely clear; figures and tables do not contribute effectively to understanding of results.
Discussion	Discussion is clearly related to research question and results; limitations discussed in a balanced manner; theoretical and clinical implications discussed with insight.	Discussion is not clearly related to research question and results; insufficient consideration of limitations and/or theoretical and clinical implications.
Support of Ideas/Analysis	Critical, relevant, consistent connections made between analysis of evidence and research questions.	Limited connections made between analysis of evidence and research questions; conclusions not well supported.
Organization/Development of Ideas	Clear, logical, mature, thorough presentation and development of arguments; excellent transition between paragraphs and sections.	Development of arguments not always clear and logical; some weak transitions b/w ideas and paragraphs.
Technical aspects of writing	Concise & clear, with consistently appropriate grammar, spelling, punctuation, and paragraphing; consistent and correct APA format and style in both text and references with few or no errors.	Some errors in grammar, spelling, punctuation, and paragraphing; some inconsistent or incorrect use of APA style in text, citation, or references.
Completed in Timely Manner	Meets all required deadlines.	Sometimes late in meeting deadlines.

Revisions Process	Responsive revisions that incorporate faculty feedback; few revisions necessary.	Revisions not responsive to faculty feedback, or mechanical, without considering paper as a whole; many revisions necessary.
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## GRADE STANDARDS FOR MASTER'S LEVEL CANDIDATES

It is expected that all graduate students will strive for excellence in academic courses, clinical practicum, and research activities. Mastery of subject matter, clinical procedures, and appropriate writing and research skills should be the goal of each student. Faculty members are aware of the obligation to people with speech, language and hearing disabilities to provide clinicians who are competent to diagnose and treat their problems. Thus, we shall encourage only those students whose performance demonstrates a commitment to this obligation to remain in the graduate program, plus the ability and motivation necessary for mastering both theoretical material and practical applications for the benefit of the communication disabled person.

In order to assure that our graduate students (both degree and nondegree) achieve the desired level of academic performance, as well as to give counseling regarding academic performance quickly and effectively, the following is the practice of our program.

A student must maintain at least a cumulative 3.0 average including academic and practicum courses at the end of every semester. Any time a student's cumulative grade point average drops below 3.0 the student will be dismissed from the program. A student may petition the faculty at that time to have his/her case reconsidered. At the end of the program, a cumulative grade point average of at least 3.0 is required to meet Graduate School regulations.

### Note

Instructors should explicitly state to students the rules for working on out-of-class assignments, and students are expected to follow instructors' guidelines. When students have questions about matters of academic honesty, they are advised to consult the instructor.

A plus/minus grading system was instituted beginning fall semester, 1995. This grading system includes A-, B+, B-, and C+. The grade point equivalents are as follows:

A, 4.00 = 94-100  
A-, 3.67 = 90-93  
B+, 3.33 = 86-89  
B, 3.00 = 80-85  
B-, 2.67 = 77-79  
C+, 2.33 = 74-76  
C, 2.00 = 70-73



## SUPPORTING STUDENT PROGRESS: PRINCIPLES AND PROCEDURES

As stated on page 11, the general goal of the master's program is to provide students with advanced theoretical background, research training, and clinical training in the habilitation and rehabilitation of people with communication disorders. In order to do so, it is essential for faculty and staff members to closely monitor student progress and to take appropriate steps to provide additional support when it is needed. The following steps will be followed to monitor progress, determine a need for support, and provide it.

1. Individual faculty members address concerns directly with students, when possible. Some concerns about students will be readily resolved between the faculty member and the student(s) through discussion and/or remediation within the context of a single course or clinical experience.
  - a. **Course Remediation:** Remediation procedures in academic courses may be of several types. When a student has demonstrated mastery via a remediation procedure the grade for the work will NOT be changed.
    - i. Examples of remediation may include:
      1. Students may retake a test to demonstrate knowledge acquisition.
      2. Students may be required to re-take a portion of an exam.
      3. Students may be required to demonstrate knowledge in a procedure that is different from the original exam or project.
      4. Students may remediate unmet competencies as addressed in either oral or written course comprehensive exam.
      5. Students may remediate unmet competencies as addressed in additional laboratory exercises or activities.
      6. Students may remediate unmet competencies by rewriting an assignment/paper.
      7. Students may remediate unmet competencies as addressed in web-based or on-line learning experiences.
      8. Students may demonstrate a clinical procedure to show mastery of a skill.
      9. Students may remediate unmet competencies through an oral report to academic or clinical faculty.
    - ii. All instances of students completing remediation will be reported by the faculty member to the graduate PIC using the survey (described below).
    - iii. If any student requires 2 or more academic remediations in a semester, the PIC will determine the appropriate next step. This may include a meeting with the PIC, student, and their advisor, or more faculty as appropriate. The purpose of this meeting would be to identify potential problems and determine appropriate solutions.
  - b. **Clinic Remediation:** Remediation procedures in clinical practicum courses are described in detail the clinic manual.
  - c. **Master's Student Research Paper (Option 1 or 2) Remediation:** Students who do not complete their master's student research paper in the Fall of their second year will not be allowed to go on externship placement in the spring.
    - i. Students who do not complete their paper will be expected to extend their program to finish their research paper in the spring semester. They will then work with the externship coordinator to arrange a full externship in the next appropriate semester.
  - d. The student may wish to keep a record of the remediation in their e-portfolio of worksamples.
2. A confidential survey is distributed at least once per semester for faculty to report any concerns or kudos about students. This includes both unresolved and resolved concerns; in the latter case, the resolution is noted. Faculty will document any necessary academic or clinical remediations.
  - a. The PIC reviews the survey responses on a regular basis.
    - i. For unresolved concerns or reports of 2 or more remediations in one semester, the PIC consults the faculty member(s) involved and together they determine if further action is needed. If not, the concern is simply noted.
    - ii. If the PIC and graduate faculty involved decide on further action, the concern is reported to the student's academic advisor and to the Standing Action Committee (SAC).

1. The SAC consists of the department head, the Graduate PIC, the externship coordinator, and one additional faculty member to rotate annually. The role of the SAC is to review cases presented by the Graduate PIC based on referrals from faculty members, develop an action plan in cooperation with the student and faculty member(s), and to evaluate the results of the action plan.
- b. In developing an action plan, the SAC will consider the following questions.
- i. Is this the first concern for the student? If not, how many other concerns are known and what is their nature--is a pattern apparent?
  - ii. How serious is the concern (academically, ethically, health-wise, etc.)?
  - iii. How urgent is the concern (e.g. does the student need immediate assistance)?
  - iv. Who is or should be involved besides the student (e.g., advisor, instructor, clinical supervisor, externship coordinator, associate dean, CAPS, etc.)?
  - v. Of those involved, what will be their roles in the action plan?
  - vi. What resources are needed to execute the plan?
  - vii. What are the criteria for completion/resolution?
- c. The SAC will include the following components in the action plan.
- i. describe the problem in need of resolution
  - ii. describe the context such as mitigating or exacerbating circumstances
  - iii. describe a satisfactory outcome(s)
  - iv. list the individuals involved in reaching the desired outcome
  - v. describe the role of each individual
  - vi. describe the activities proposed to reach the desired outcome
  - vii. include steps within each activity, as appropriate
  - viii. set a timeline for the steps and for assessment of outcome
- d. The people involved in the action plan will execute the plan and report back to the SAC. The SAC decides if the case is resolved or not. If it is resolved, the action plan and report are documented confidentially. If the case is not resolved, the SAC will determine what further action is needed.
- i. In most cases, action plans will be completed and resolved within the following semester.
  - ii. In some cases, students will require extra training or experiences that extend the length of their program.
    1. This may occur in cases where remediation is required in clinic or for the master's student research paper (option 1 or 2) or thesis.
  - iii. In rare cases, the student may be dismissed from the program. However, the system is designed to minimize the likelihood of this outcome by providing appropriate learning experiences.
    1. Students must remediate (class, clinic, or research paper) until they demonstrate a minimum of a B on that assessment, as determined by the faculty member. Students will have a maximum of 2 attempts to remediate before they will be dismissed from the program.

# STANDARDS OF CONDUCT

(From the Graduate School Bulletin of The Pennsylvania State University)

The Pennsylvania State University recognizes the basic rights and responsibilities of the members of the University and accepts its obligation to preserve and protect those rights and responsibilities. Further, the University must provide for its members the opportunities and protections that best serve the nature of the educational process.

The [Code of Conduct](#) governing the behavior of students of the University must ensure the basic rights of individuals as well as reflect the practical necessities of the community. The code also must prohibit or limit acts that interfere with the basic purposes, necessities, or processes of the University or with the rights of its members. Finally, the code must reconcile the principles of maximum freedom and necessary order.

Allegations of Code of Conduct behavior shall be adjudicated by the discipline system described and implemented by the [Office of Student Conduct](#).

For purposes of this policy, “student” includes all individuals enrolled at the University in residence or online, either full-time or part-time; pursuing undergraduate, graduate, or professional studies, both degree and non-degree seeking; as well as individuals enrolled in non-credit courses and programs. In addition, for purposes for the Student Code of Conduct, Code jurisdiction also includes individuals who have accepted an offer of admission to the University; and students who withdraw after allegedly violating the Student Code of Conduct, who are on leave of absence from the University, or who are not officially registered and/or enrolled for a particular semester but have a continuing relationship with the University. The Office of Student Conduct should be consulted for questions regarding how this would apply in specific cases. There shall be clearly defined channels and procedures for such adjudication and the right of appeal. Sanctions shall be commensurate with the seriousness of the offense and may include temporary or permanent expulsion. Repeated violations justify increasingly severe sanctions.

The Code of Conduct shall be made public in an appropriate manner and may be revised by the University in consultation with the faculty, students, and staff.

## **EXPECTATIONS FOR GRADUATE STUDENT CONDUCT AS A COMPONENT OF SATISFACTORY SCHOLARSHIP**

By virtue of their maturity and experience, graduate students are expected to have learned the meaning and value of personal honesty and professional integrity before entering graduate school. Every graduate student is expected to exhibit and promote the highest ethical, moral, and professional standards as scholars, and as future faculty, professionals, and leaders in their respective fields. Meeting this expectation is a component of satisfactory scholarship for graduate students, in addition to meeting academic standards such as, but not limited to, minimum required grade-point average or grades in required courses for the program. A violation of ethical, moral, and/or professional standards is regarded as a serious offense, raising grave doubt that the graduate student is worthy of continued membership in the Graduate School community, and may result in academic sanctions including suspension or dismissal by the graduate program in which the student is enrolled, from that academic program, and/or by the Graduate School from continued or future enrollment in any graduate program at the University. A violation of ethical, moral, and/or professional standards may not necessarily involve [Code of Conduct](#) behavior, but still may result in academic sanctions including suspension or dismissal by the graduate program and/or the Graduate School, as described above. However, engaging in any Code of Conduct behavior, as determined by the Office of Student Conduct, does constitute a failure to exhibit and promote the highest ethical, moral, and professional standards expected of graduate students, and may result in additional sanctions as described above, in addition to any disciplinary sanctions by the Office of Student Conduct.

## CODE OF CONDUCT - EXCERPTS

(complete Code of Conduct and Student Conduct Procedures are provided at <https://studentaffairs.psu.edu/support-safety-conduct/student-conduct/code-conduct>)

The Code of Conduct (Code) describes behaviors that are inconsistent with the essential values of the University community. Any student or student organization found to have committed, to have attempted to commit, or to have assisted in the prohibited behavior(s) listed in the Code may be subject to the conduct sanctions as outlined in Section VI, G.

- 1. ABUSE/ENDANGERMENT:** Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others.
- 2. SEXUAL HARASSMENT AND MISCONDUCT:** Sexual harassment occurs when a student engages in unwelcome conduct of a sexual or gender-based nature that is sufficiently severe, persistent, or pervasive so

as to substantially interfere with an individual's employment, education, or access to University programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. It also occurs when a student who has power or authority over another engages in unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, and submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual's educational or employment progress, development, or performance. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence (as described in [policy AD-85](#)).

Sexual misconduct refers to attempted or completed unwanted or non-consensual sexual contact or activity, including, but not limited to the following: rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, sexual intercourse (vaginal or anal penetration) without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breasts, anus, or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, and sexual coercion.

**3. HARASSMENT:** Harassment means behavior consisting of physical or verbal conduct that is sufficiently severe or pervasive such that it threatens or substantially interferes with an individual's employment, education or access to University programs, activities or opportunities and such conduct would detrimentally affect a reasonable person under the same circumstances. Harassment may include, but is not limited to, verbal or physical attacks, stalking, graphic or written statements, electronic exploitation, threats, or slurs. Whether the alleged conduct constitutes prohibited harassment depends on the totality of the particular circumstances, including the nature, frequency and duration of the conduct in question, the location and context in which it occurs, and the status of the individuals involved. These behaviors also include when said actions are directed at an individual because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information or political ideas. Additionally, behaviors include engaging in a course of conduct or subjecting a person or group of persons to unwanted physical contact or threat of such.

**4. WEAPONS, EXPLOSIVES AND OTHER DANGEROUS ITEMS:** Possessing, storing, carrying, or using any weapon, ammunition, explosive, or dangerous chemical or gas is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. Possessing, carrying, or using any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations. (Also see policies [SY-08](#) and [SY-12](#).)

**5. FIRE SAFETY VIOLATIONS:** Tampering with fire or other safety equipment or setting unauthorized fires. Exhibiting behaviors that risk health and safety of self or others during a fire related incident. Burning candles, incense or other items in the Residence Halls or other University facilities, whether attended or unattended. (Also see policies [SY10](#), [SY28](#), and [SY30](#).)

**6. ALCOHOL AND/OR DRUGS:** Illegally possessing, using, distributing, manufacturing, selling, or being under the influence of alcohol or other drugs. Supplying alcohol to persons under 21, even by those under 21. Excessive consumption of alcohol occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity. Using, possessing, or distributing beverages containing alcohol in any way that does not comply with the laws of the Commonwealth of Pennsylvania and/or University Regulations. (Also see policies [AD-18](#), [AD-33](#).)

**7. FALSE INFORMATION:** Intentionally providing false or inaccurate information or records to University or local authorities. Providing a false report of an emergency, University policy and/or Code violation. Knowingly providing false statements or testimony during an investigation or University proceeding. Falsely presenting oneself as an official of the University or a local authority. (Also see policy [AD-67](#).)

**8. THEFT AND POSSESSION OF STOLEN PROPERTY:** The taking, or possession of, items belonging to another individual or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**9. DISRUPTION OF OPERATIONS:** Obstruction or disruption of classes, research projects, conduct processes and/or investigations (University or police), University governance proceedings, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. An action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services. (Also see [policy AD-57](#).)

**10. VIOLATIONS OF ACADEMIC INTEGRITY:** Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in

accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others. Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students. (Also see [Faculty Senate Policy 49-20](#) and [G-9 Procedures](#).) Special Procedures are used to address violations of academic integrity (see Section VII).

**11. FAILURE TO COMPLY:** Failing to comply with reasonable directives from University or other officials when directed to do so. This includes, but is not limited to failure to provide identification, to report to an administrative office, to complete sanctions assigned as part of the conduct process or, when reasonable cause exists, failure to leave University-controlled premises (both physical and virtual) or dangerous situations when directed to do so by properly authorized persons, including police and/or University faculty and staff.

**12. FORGERY/ALTERATION:** Making, possessing and/or knowingly using or submitting any falsified official record or University document; altering or forging any University or official document or record, including identification, meal or access cards. This includes but is not limited to forging documents (signing another's name and/or ID number), manufacturing IDs or tickets, altering parking permits, and misuse of forms (e.g., medical forms/letters, letterhead stationery, University forms). This category includes both physical and electronic documents and records.

**13. UNAUTHORIZED ENTRY OR USE:** Unauthorized entry into or use of property or University facilities, including private residences, businesses, offices, residence halls, classrooms, computers, computer networks, virtual University learning spaces and other restricted facilities. Unauthorized entry or use is considered any use or attempt to use without permission to do so (e.g. an unsecured door is not necessarily permission to enter said space). (Also see [policy AD-95](#))

**14. DISORDERLY CONDUCT:** Engaging in disorderly, disruptive, lewd, or indecent conduct, including, but not limited to, creating unreasonable noise; pushing and shoving; creating a physically hazardous condition or a condition that requires restoration or clean-up; inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; or disruption of programs, classroom activities or functions, and processes of the University.

**15. VIOLATIONS OF UNIVERSITY REGULATIONS:** Violating written University policies or regulations contained in any official publications, administrative announcements, contracts (e.g., residence hall contracts or leases) and/or postings, including University websites.

**16. VIOLATION OF LAW:** When it is established that a student or student organization has violated federal, state, or local law and the violation of law affects a Substantial University Interest.

**17. RETALIATION:** Taking adverse action against any individual on the basis of a good faith report made by such individual, or based on said individual's participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct. (Also see [policy AD-67](#).)

**18. HAZING OF A PERSON:** Hazing is when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a minor or student into or with an organization, or for the purpose of continuing or enhancing a minor or student's membership or status in an organization, causes, coerces or forces a minor or student to do any of the following:

- Violate Federal, State, or Municipal law or University policy or procedure;
- Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the minor or student to a risk of emotional or physical harm;
- Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements;
- Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment;
- Endure brutality of a sexual nature;
- Endure any other activity that creates a reasonable likelihood of bodily injury to the minor or student.

Hazing shall not include reasonable and customary athletic, law enforcement or military training, contests, competitions or events.

Hazing also includes when a person commits a violation of hazing that results in serious bodily injury or death to the minor or student; and

1. the person acts with reckless indifference to the health and safety of the minor or students; or
2. the person causes, coerces or forces the consumption of an alcoholic liquid or drug by the minor or student.

(Also see [policy AD-98](#).)

### **University Statement of Academic Integrity (Policy 49-20)**

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

### **Violations of Academic Integrity Policy**

Violations of the University's Academic Integrity Policy include the following:

**Cheating:** using crib sheets of any kind, preprogrammed calculators or cell phones, use of notes during a closed book exam

**Copying on tests:** looking at other students' exams, copying with a plan with another student, passing notes during exams; exchanging exams with another student

**Plagiarism:** fabricating information or citations; copying from the Internet of submitting the work of others from journals, articles and papers, or books; submitting other students' papers as one's own. Any material, regardless of length, that is the work of somebody else and who is not given explicit credit by citation, submitted as one's own, is plagiarized material.

**Tampering with work:** changing one's own or another student's work; tampering with work either as a prank or to sabotage another's work

**Acts of aiding and abetting:** Facilitating academically dishonest work by others; unauthorized collaboration on work; permitting another to copy from one's exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited

**Unauthorized possession:** Buying or stealing of exams or other materials; failing to return exams on file or reviewed in class; selling exams; photocopying exams; any possession of an exam without the instructor's permission

**Submitting previous work:** Submitting a paper, case study, lab report, or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor

**Ghosting or misrepresenting:** Taking a quiz or exam or performing a class assignment in place of another student; having another student do the same in one's place; signing in as present in class for another student or having another student do the same in one's place

**Altering exams:** Changing incorrect answers and seeking favorable grade changes when instructor returns graded exams for in-class review and then collects them; asserting that the instructor make a mistake in grade. Other forms include changing the letter and/or numerical grade on a test.

**Computer theft:** Electronic theft of computer programs or other software, data, images, art, or text belonging to another.

### **Students with Disabilities**

Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in a course, contact the office of Student Disability Resources at 814-863-1807 (V/TTY). For further information regarding Disability Resources, please visit their website at <http://equity.psu.edu/student-disability-resources>.

In order to receive consideration for course accommodations, you must contact Student Disability Resources and provide documentation (see the documentation guidelines at <http://equity.psu.edu/student-disability-resources>). If the documentation supports the need for academic adjustments, Disability Resources will provide a letter identifying appropriate academic adjustments.

Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact Disability Resources and request academic adjustment letters at the beginning of each semester.

### **Leave of Absence**

Under certain circumstances (e.g., personal or family health issues), a graduate student may request a leave of absence. The Graduate School policy and procedures for leaves of absence may be found at the following website. <https://gradschool.psu.edu/graduate-education-policies/gsad/gsad-900/gsad-906-graduate-student-leave-of-absence/>

# FACILITIES AND CLINICAL PROGRAMS

## **Research and Academic Facilities**

The Department houses several research labs that provide state-of-the-art technologies. A complete list of research laboratories can be found at: <https://hhd.psu.edu/csd/research/research-labs-and-initiatives/csd-facilities-and-laboratories>

## **Clinical Facilities**

The Penn State Speech, Language, and Hearing Clinic is housed within the Department of Communication Sciences and Disorders. The Clinic sponsors several programs designed to give students clinical experience with a wide variety of communication disorders in subjects of all age groups. Supervision is provided by CSD faculty holding Certificates of Clinical Competence in Speech/Language Pathology and Audiology. The Clinic contains individual and group therapy rooms, audiological suites, and both adult and child therapy rooms. A complete list of therapy services and programs can be found at: <https://hhd.psu.edu/csd/research/research-labs-and-initiatives/csd-facilities-and-laboratories>

## **Key Access Policy**

University building keys are property of the University. Keys are not to be duplicated. Graduate students in the Department may hold a key(s) to authorized areas of the Ford Building as long as they are active graduate students. Each key is to be returned upon request to a designated representative. Keys must be returned before the student leaves the University for externship. A charge of \$20 per key is required if a key is lost or not returned. The Department Head must recommend to the Dean of the Graduate School that the student be granted his/her degree; this approval will be withheld until the key(s) has been returned.



## STUDENT INSURANCE

### Professional Insurance

Recently, there has been an increasing concern about professional liability in nearly all fields, including speech-language pathology and audiology. It appears that all of us, whether faculty, staff, or students are vulnerable to accusations of malpractice and the resulting legal suits.

Students who are off-campus may be liable for the clients they treat, even though practicum is supervised and is part of an approved University program. Every graduate student going on an externship must obtain the coverage. This is required by every externship host.

Liability insurance will be necessary while you are enrolled as a graduate student at Penn State. This coverage can be purchased through a vendor supported by ASHA, which necessitates membership in NSSLHA. The cost to join NSSLHA each year is currently \$60.00. The advantage is that the NSSLHA-to-ASHA Membership Conversion Discount provides a reduction in the initial membership and certification fees for students when they transfer their membership to ASHA (after graduation). Students who qualify for the NSSLHA-to-ASHA Membership Conversion Program Discount receive a \$225.00 savings off the initial fee of \$511.00 for membership and certification in ASHA.

Below are several links that provide more detail regarding NSSLHA membership and benefits.

<b>Benefits of National Membership</b>	<a href="https://www.nsslha.org/membership/">https://www.nsslha.org/membership/</a>
<b>Join NSSLHA</b>	<a href="https://www.nsslha.org/membership/join-or-renew/">https://www.nsslha.org/membership/join-or-renew/</a>
<b>Professional Liability</b>	<a href="https://www.slhadvisor.com/">https://www.slhadvisor.com/</a>

To engage in any clinical activity as a graduate student, you must have current liability insurance. Therefore, you must provide proof of coverage:

- a. When you come to Penn State to start your graduate program (unless you are a 3 year student); this will be collected during the student orientation prior to the first day of classes for the academic year
- b. Prior to the expiration date of your coverage from your first year of graduate school

## PRACTICES FOR ADDRESSING STUDENT CONCERNS

The University outlines the following process for student problems/complaints:

As the Associate Dean of the Graduate School, responsibilities include dealing with graduate student academic complaints, concerns, and grievances (unless they involve routine questions about academic records, scheduling of committees or graduation; these are covered by the Office of Graduate Enrollment Services). If a student wishes to discuss a matter of concern with the Graduate School, please refer him/her to the Associate Dean.

Before coming to the Graduate School, students should attempt to resolve the matter within their graduate program and College. When scheduling appointments with the Associate Dean, the Graduate School staff will ask whether she/he has spoken with her/his program officer, department head and associate dean for graduate studies. On occasion, we have students who wish to bypass channels and get a resolution to a problem by going to 'the top'. In these cases, we will tactfully and politely refer them back to the graduate program. If a matter is not resolved at the program or college level, the Associate Dean is the appropriate person in the Graduate School for the student to contact. Students should be instructed to call the Dean's Office at the Graduate School at 865-2516 about her/his issue in advance to provide her with some background information.

In order to foster a climate of responsibility, develop interpersonal skills, conflict resolution skills and to prepare students for the workplace, the Department encourages students to assume responsibility for problems/complaints. Whether the problem/complaint is peer-to-peer or student-to-faculty, they are advised to first discuss the situation directly with the individual involved. If the issue is still not resolved, they are then encouraged to meet with their faculty advisor who is available to assist if needed. If this course of action does not prove satisfactory, students are then encouraged to meet with the Professor-in-Charge of the Graduate Program and/or the Department Head for resolution. It is understood that it may be difficult for a student to discuss a problem with a faculty member if the student perceives possible implications in terms of grading, etc. For this reason faculty advisors and/or the Professor-in-Charge/Department Head are available to the students. If the student is still not satisfied after having met with the Professor-in-Charge/Department Head, the next step would be for the student to meet with the Associate Dean in the College of Health and Human Development."

In addition, students may also contact the Council on Academic Accreditation in the event that they wish to file a complaint related to the program's compliance with standards for accreditation. All complaints must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850. Complaints will not be accepted by e-mail or facsimile.

### **ACADEMIC FILE RETENTION**

Your academic file will be stored in the Department of Communication Sciences and Disorders for 3 years after graduation. After the 3 year period the file will be destroyed by shredding.

### **VERIFICATION OF MASTER OF SCIENCE DEGREE AND CERTIFICATION REQUIREMENTS**

The Department uses an Advisor's Compliance Graduation Form to verify that all requirements for graduation are being met. This also serves as a means to monitor students' progress in the graduate program. Student accomplishments, academic and clinical grades, deferred grades, and progress toward ASHA certification standards are reviewed and monitored.

The Staff Assistant to the Graduate Program provides a hard copy of the form of the Advisor's Compliance Graduation Form to the academic advisor at the beginning of each semester. After reviewing the form (and meeting with the student when appropriate), the advisor will sign/confirm the Advisor's Compliance Graduation Form and return it to the Staff Assistant to the Graduate Program.

Early in the student's expected term of graduation the form is reviewed by the advisor and student, signed/confirmed and then submitted to the Professor-in-Charge of the Graduate Program and/or the Staff Assistant to the Graduate Program for the final graduation review.

## **TEACHER CERTIFICATION REQUIREMENTS FOR SPEECH/LANGUAGE IMPAIRED**

### **Speech/Language Impaired**

A speech/language pathologist employed in a Pennsylvania school is required to have an Instructional Level I Teacher Certificate in Speech/Language Impaired issued by the Pennsylvania Department of Education (PDE). Admission to the CSD Master's degree program does not guarantee that a student will be approved for PDE Teacher Certification.

### **REQUIREMENTS**

1. Successful completion of the core area courses listed below. Verification of the core area courses is done by the Professor-in-Charge of the Graduate Program in CSD. Students who have taken equivalent courses at another University may petition a substitution of these courses by completing a Course Substitution form available from Lisa Timko, Staff Assistant for the Graduate Program. You will need to attach documentation for each course (e.g. syllabi, textbooks, notes, etc.) from the other institutions.
  - a. SLP in Schools (at PSU this is CSD 549)
  - b. Introduction to Teaching English to English Language Learners (at PSU this is CI 280)
2. Successful completion of a Master's Degree in CSD. The CSD Department Head will recommend to the Penn State Graduate School that a Master's Degree be awarded when the student has successfully completed all of the requirements for a Master of Science Degree in CSD.
3. Successful completion of a 15-week student teaching experience in a school(s) with which the University has established a cooperative relationship, generally requiring a relocation away from the University Park Campus. Student Teaching is arranged by the CSD Coordinator of Clinical Experiences.
4. Approval by the CSD Department Head and the University Certification Officer. The decision as to whether or not a student meets all of the requirements is made by the CSD Department Head and the Office of Pre-Service Teaching Experiences. The College of Education and The Office of Teacher Certification are informed of the decision so that the University Certification Officer may act on the student's application for a Teacher Certificate in Speech/Language Impaired.

### **APPLICATION PROCEDURES**

All students must apply for teacher certification using PDE's online [Teacher Information Management System \(TIMS\)](#) and submit a [PSU Record of Application](#) by the third week of the semester in which the student plans to graduate and/or complete the certification requirements.

The PDE issues an Instructional Level I Teacher Certificate in Speech/Language Impaired upon recommendation of the University Certification Officer and when the PDE determines that the student has met the current clearances. A PDE current clearance requires that a student applying for a Teacher Certificate in Speech/Language Impaired complete all Retention and Exit criteria required in order to successfully complete a Teacher (Educator) Preparation Program. Obtain Pennsylvania Qualifying scores for the PRAXIS Series or PECT tests required by PDE in effect at the time of recommendation by the University for certification. (See the [Teacher Testing](#) information). Pass the Precertification Competency Examination on Educating Students with Disabilities (if completing certification prior to August 2013). This exam is waived for students who completed a Special Education 400 or 444 course with a grade of at least C, or holders of School Psychology or Special Education degrees. Candidates must be of good moral character, possessing personal qualities, professional knowledge, and skills which warrant issuance of a teacher's certificate (School Laws of Pennsylvania, Article XII). Candidates also must be United States citizens, not in the habit of using narcotic drugs in any form or excessive amounts of intoxicating beverages (School Code 1209), and not convicted of a criminal offense nor currently under indictment (Act 34 and Act 151).

Please note: Approval for PDE Teacher Certification does not guarantee eligibility for other states. Students should check with the state in which they will be employed for that state's requirements.

## **PENNSYLVANIA LICENSURE FOR SPEECH-LANGUAGE PATHOLOGISTS AND AUDIOLOGISTS**

The Commonwealth of Pennsylvania requires that speech-language pathologists and audiologists be licensed to practice their profession in accordance with Act No. 1984-238. The Act (law) stipulates that a license can be obtained if an applicant meets several requirements. The requirements for a speech- language pathologist and audiologist are: (a) a master's degree, (b) one year (minimum 9 months of 30- 40 hr/wk of supervised professional experience) (Clinical Fellowship Year), (c) passing a national examination (test required by ASHA), and (d) be of

good moral character.

It should be noted that a license can be obtained if the applicant meets some other requirements which include holding a valid CCC in speech-language pathology or audiology or being a current practitioner (grandfather clause). Further, it should be noted that speech-language pathologists and audiologists working in a public or private school, physicians, and licensed hearing aid dealers are exempt from licensure.

Master of Science graduates of the CSD program at Penn State will meet the academic and practicum requirements for licensure. However, they will have to complete one year of supervised professional experience and pass an examination before a license is granted.

Further information is available from:

State Board of Examiners in Speech-Language Pathology Audiology  
and Teachers of the Hearing Impaired  
Bureau of Professional & Occupational Affairs  
P. O. Box 2649  
Harrisburg, PA 17105-1753

<http://www.dos.pa.gov/ProfessionalLicensing/BoardsCommissions/Speech-Language Pathology and Audiology/Pages/default.aspx>

## Communication Sciences and Disorders Courses

*Please note: Prerequisites listed may be waived upon consent and permission of instructor.*

- CSD 100 PREVENTING VOCAL ABUSE, MISUSE AND DISORDERS (1) Principles of the voice mechanisms, preventing vocal abuse, and promoting vocal health across the life span.
- CSD 101 PREVENTING HEARING LOSS (1) Assessment intervention, and prevention of permanent hearing loss caused by loud music and recreational and industrial noise.
- CSD 146 INTRODUCTION TO COMMUNICATION SCIENCES AND DISORDERS (3) Classification of speech, language, and hearing disorders, diagnostic and treatment procedures; skills and responsibilities of the speech-language pathologist and audiologist.
- CSD 218 AMERICAN SIGN LANGUAGE I (3) Introduction to sign language; provides basic receptive skills; includes out-of-class practice.
- CSD 230 INTRODUCTION TO AUDIOLOGY (3) Basic measurement and evaluation of hearing loss; educational, social, and vocational problems of hearing-disabled individuals. Prerequisites: CSD 146.
- CSD 269 DEAFNESS AND SOCIETY (3) Explores the economic, social, psychological, and political aspects of the deaf culture and its interaction with the majority hearing culture. Prerequisite: 6 credits in communication sciences and disorders or child development.
- CSD 300 DEVELOPMENTAL CONSIDERATIONS IN THE ASSESSMENT AND TREATMENT OF LANGUAGE DISORDERS (3) Using a developmental framework to interpret problems in child language acquisition.
- CSD 341 ACOUSTICAL PRINCIPLES IN COMMUNICATION SCIENCES AND DISORDERS (3) Explores the fundamental concepts of acoustics as applied to individuals with communicative disabilities; special emphasis is placed on the acoustic analysis of speech.
- CSD 311 CLINICAL PHONETICS (3) Introduction to the description of speech patterns associated with communication sciences and disorders. The laboratory hours include transcription of live and recorded speech samples.
- CSD 318 AMERICAN SIGN LANGUAGE II (3) Review of basic signing, plus continued development of signing skills. Prerequisite: CSD 218.
- CSD 331 ANATOMY AND PHYSIOLOGY FOR SPEECH AND HEARING (3) Structure and function of the physical systems involved in speech and hearing, including respiration, phonation, articulation, perception, and neurology.
- CSD 431 NEUROANATOMICAL AND NEUROPHYSIOLOGICAL FOUNDATIONS OF COMMUNICATION DISABILITIES (3) This course discusses various modes of communication, including speech perception, speech production, reading, writing, and sign language. All levels of language processing are discussed, from the morpheme level (smallest unit of meaning) to the discourse level, including prosody. The major psycholinguistic and neurolinguistic models of and the basic neuroanatomy responsible for the major aspects of linguistic communication are investigated.
- CSD 433 AURAL REHABILITATION (3) Methods for improving receptive skills of persons with hearing impairments; clinical observation and practice. Prerequisite: CSD 230.
- CSD 442 INTRODUCTION TO DISORDERS OF ARTICULATION AND PHONOLOGY (3) Etiology, diagnosis and treatment of articulation disorders. Prerequisites: CSD 146, CSD 311, CSD 331.

- CSD 444 INTRODUCTION TO ORGANIC DISORDERS OF SPEECH AND LANGUAGE (3) Etiology, diagnosis and principles of treatment of stuttering, and of speech-language disorders having organic bases. Prerequisites: CSD 146, CSD 331.
- CSD 451 AN INTRODUCTION TO AUGMENTATIVE AND ALTERNATIVE COMMUNICATION (3) Examination of assessment and intervention issues in augmentative and alternative communication techniques with persons with severe communication disorders. Prerequisite: CSD 146, CSD 300.
- CSD 459W PRINCIPLES OF CLINICAL MANAGEMENT IN COMMUNICATION SCIENCES AND DISORDERS (3) Survey of principles and practices for diagnosing, interviewing, counseling, treatment, reporting, and programming in Communication Sciences and Disorders. Prerequisite: CSD 146.
- CSD 462 CLINICAL BASES OF LANGUAGE DISORDERS (3) Description of pathological language and cognitive development, and principles of assessment and remediation among individuals with communication disorders. Prerequisites: CSD 300.
- CSD 495A SPEECH THERAPY PRACTICUM (1-6) Demonstration and practice in examination, diagnosis, and treatment of speech problems. Prerequisites: CSD 395W, CSD 442.
- CSD 496 INDEPENDENT STUDIES (1-18) Creative projects, including research and design, which are supervised on an individual basis and which fall outside the scope of formal courses.
- CSD 497 SPECIAL TOPICS (1-9) Formal courses given infrequently to explore, in depth, a comparatively narrow subject which may be topical or of special interest.
- CSD 500 RESEARCH METHODS IN COMMUNICATION SCIENCES AND DISORDERS (1) Methodology necessary for understanding and conducting research in communication sciences and disorders. Prerequisite: 15 credits in communication sciences and disorders.
- CSD 520 PHYSIOLOGIC AND ACOUSTIC ISSUES IN SPEECH SCIENCE (3) Seminar in the physiologic and acoustic aspect of normal and disordered speech production. Prerequisite: 12 credits in communication sciences and disorders.
- CSD 540 PHONOLOGICAL DISABILITIES (3) Speech-sound production disorders in children and adults; methods of examination, diagnosis, and treatment. Prerequisite: CSD 442.
- CSD 541 THE VOICE AND ITS DISORDERS (3) Physical, physiological, and psychological bases of voice production; causes, nature, and symptoms of its disorders; current clinical methods in voice improvement. Prerequisite: CSD 444.
- CSD 542 STUTTERING (3) Modern theories of causes of disorders of rhythm, methods of examination, diagnosis, and treatment. Prerequisites: CSD 442, CSD 495A.
- CSD 543 CRANIOFACIAL ANOMALIES: CLEFT LIP AND CLEFT PALATE (3) This course enhances graduate students' understanding of the following topics: 1) velopharyngeal mechanism and function for speech production in individuals with and without cleft palate and craniofacial anomalies; 2) basic embryological development related to the lip and palate fusion process; 3) common genetic syndromes that involve cleft palate; 4) in-depth understanding of resonance disorders; and 5) assessment and treatment of resonance disorders.
- CSD 545 NEUROMOTOR DISORDERS OF SPEECH (3) Etiology and symptomatology of dysarthric and apraxic speech: diagnosis, treatment, and the team rehabilitative program approach to these disorders. Prerequisite: CSD 444.
- CSD 546 LANGUAGE DISORDERS IN ADULTS (3) Nature, etiology, diagnosis, and management of language disorders in adults. Prerequisite: 9 credits in communication sciences and disorders or related fields such as psychology, linguistics, or human development.
- CSD 547 LANGUAGE DISORDERS IN CHILDREN (3) Nature, etiologies, diagnosis, and management of

language disorders in children. Prerequisite: CSD 300.

- CSD 548 DYSPHAGIA (3) Understanding the process of the swallowing mechanism and the management and treatment of swallowing disorders.
- CSD 549 SPEECH-LANGUAGE PATHOLOGISTS IN THE SCHOOLS (3) Topics concerning service delivery in the school setting; legislation related to service delivery, special education enrollment, collaboration, caseload management, special populations.
- CSD 550 SEMINAR IN COMMUNICATION SCIENCES AND DISORDERS (1-6) Advanced study of special problems and new developments in communication sciences and disorders.
- CSD 551 ASSESSMENT AND INTERVENTION IN AUGMENTATIVE AND ALTERNATIVE COMMUNICATION (3) Research results in augmentative and alternative communication (AAC); implications for assessment, prescription of AAC systems, and intervention planning in AAC.
- CSD 596 INDIVIDUAL STUDIES (1-9) Creative projects, including nonthesis research, which are supervised on an individual basis and which fall outside the scope of formal courses.
- CSD 597 SPECIAL TOPICS (1-9) Formal courses given on a topical or special interest subject which may be offered infrequently.
- CSD 895A SPEECH/LANGUAGE INTERVENTION (1-6) Instruction in and application of therapy procedures, including a weekly class and direct therapeutic intervention with individuals across the lifespan.
- CSD 895C SPEECH/LANGUAGE THERAPY EXTERNSHIP (7-15) Full-time clinical experience in speech/language intervention and assessment procedures at an off-campus site.  
Prerequisites: 45 credits in communication sciences and disorders and accrual of >200 clinical hours.
- CSD 895G SPEECH/LANGUAGE DIAGNOSTICS PRACTICUM (1-3) Instruction in and application of assessment procedures, including pre- and post-evaluation meetings and direct assessment with individuals across the lifespan.
- CSD 895I SPEECH PATHOLOGY MINI-PLACEMENT (1-6) Part-time clinical experience in speech/language intervention and assessment procedures at an off-campus site.
- CSD 600 THESIS RESEARCH (1-15)
- CSD 601 PHD DISSERTATION FULL-TIME
- CSD 602 SUPERVISED EXPERIENCE IN COLLEGE TEACHING (1-3 per semester, maximum of 6).  
Prerequisite: 40 graduate credits in CSD. CSD 610
- THESIS RESEARCH OFF CAMPUS (1-15) CSD 611
- PHD DISSERTATION PART-TIME

**The Pennsylvania State University**  
***Department of Communication Sciences and Disorders***  
**Letter of Recommendation**

**Permission to Release Education Record Information**

Name of Student \_\_\_\_\_

I give permission for \_\_\_\_\_ to write a letter of recommendation on my behalf, and for the purpose of \_\_\_\_\_.

**This letter can include the following information:**

**Please check all that apply:**

- Grades
- GPA
- Class rank
- GRE scores

**I waive my right to review a copy of this letter of recommendation now and in the future.**

- Yes       No

**Please send letters of recommendation to:**

**Signature of student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Instructions for the sponsor: Retain a copy of this waiver for your personal files, and mail the original, along with the letter of recommendation, to the above listed address.**

Adapted from the University of Utah website <http://www.sa.utah.edu/regist/FERPA/faculty/documents/msoE7>



## SAMPLE PERMISSION FORM

Sample form for students to grant permission to faculty to discuss academic credentials for letters of recommendations or interviews. This form must be completed before a faculty member can discuss a particular student.

Date \_\_\_\_\_

I, \_\_\_\_\_ give my permission to \_\_\_\_\_  
to discuss my academic credentials and his/her impressions of my academic, clinical and research work to  
individuals who have a valid professional interest in my future endeavors on the telephone, through E-mail or  
in written correspondence.

\_\_\_\_\_  
Signature

THE PENNSYLVANIA STATE UNIVERSITY  
The Department of Communication Sciences and Disorders

CSD Faculty and Staff

A complete listing of all faculty and staff, primary research areas, and contact information can be found on the department's website at: <https://hhd.psu.edu/csd/contact/faculty-staff>