

THE UNIVERSITY OF SCRANTON



# Bachelor of Science, Communication Sciences and Disorders

Academic Year

**2022-2023**

The purpose of this handbook is to orient you to the policies, procedures, and critical information you need as a student in the undergraduate Communication Sciences and Disorders program. The handbook is updated and approved by program faculty annually.

# Student Handbook

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<b>HELPFUL UNIVERSITY LINKS</b>		
<b>NAME</b>	<b>WEBLINK</b>	<b>PHONE</b>
Panuska College of Professional Studies (PCPS) Advising Center	<a href="https://matrix.scranton.edu/academics/pcps/advising/index.shtml">https://matrix.scranton.edu/academics/pcps/advising/index.shtml</a>	570-941-6390
PCPS Dean's Office	<a href="https://matrix.scranton.edu/academics/pcps/dean/index.shtml">https://matrix.scranton.edu/academics/pcps/dean/index.shtml</a>	570-941-6305
Library	<a href="http://www.scranton.edu/academics/wml/index.shtml">http://www.scranton.edu/academics/wml/index.shtml</a>	570-941-7524
Center for Teaching and Learning Excellence	<a href="http://www.scranton.edu/academics/ctle/">http://www.scranton.edu/academics/ctle/</a>	570-941-4038
Career Services	<a href="http://www.scranton.edu/studentlife/studentaffairs/careers/index.shtml">http://www.scranton.edu/studentlife/studentaffairs/careers/index.shtml</a>	570-941-7640
Student Counseling Center	<a href="http://www.scranton.edu/studentlife/studentaffairs/counseling-center/">http://www.scranton.edu/studentlife/studentaffairs/counseling-center/</a>	570-941-7620
Student Health Center	<a href="http://www.scranton.edu/studentlife/studentaffairs/health-services/index.shtml">http://www.scranton.edu/studentlife/studentaffairs/health-services/index.shtml</a>	570-941-7667
Center for Health Education and Wellness	<a href="http://www.scranton.edu/studentlife/studentaffairs/chew/index.shtml">http://www.scranton.edu/studentlife/studentaffairs/chew/index.shtml</a>	570-941-4253
Recreational Sports	<a href="http://athletics.scranton.edu/Recreational_Sports/General_Information">http://athletics.scranton.edu/Recreational_Sports/General_Information</a>	570-941-6203
University Ministry and Mission	<a href="http://www.scranton.edu/ministries/index.shtml">http://www.scranton.edu/ministries/index.shtml</a>	570-941-7419

## **Department Mission**

The Department of Health and Human Performance is dedicated to the scientific inquiry of exercise and health behavior across a spectrum of settings and populations. The faculty is devoted to the lifelong development and improvement of students to become competent and competitive professionals in the field of exercise and health science. The department encourages and supports student growth through the stimulation of intellectual and experiential pursuit of knowledge considering the Jesuit tradition and ideals.

## **Communication Sciences and Disorders Overview**

Careers in communication sciences and disorders (CSD) can be pursued as an audiologist; speech-language pathologist; and speech, language, and hearing scientist. Preparation to become an audiologist entails earning an entry-level clinical doctoral degree with a major emphasis in audiology (e.g., the doctor of audiology [AuD] degree). The master's degree is required to practice as a speech-language pathologist (SLP). A Doctor of Philosophy (Ph.D.) degree is most often required for faculty-researcher careers.

Audiologists are healthcare professionals who provide patient-centered care in the prevention, identification, diagnosis, and evidence-based treatment of hearing, balance, and other auditory disorders for people of all ages. Hearing and balance disorders are complex with medical, psychological, physical, social, educational, and employment implications. Audiologists provide professional and personalized services to minimize the negative impact of these disorders, leading to improved outcomes and quality of life.

Speech-language pathologists (SLPs) work to prevent, assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults. Speech disorders occur when a person has difficulty producing speech sounds correctly or fluently (e.g., stuttering is a form of disfluency) or has problems with his or her voice or resonance. Language disorders occur when a person has trouble understanding others (receptive language), or sharing thoughts, ideas, and feelings (expressive language). Language disorders may be spoken or written and may involve the form (phonology, morphology, syntax), content (semantics), and/or use (pragmatics) of language in functional and socially appropriate ways. Social communication disorders occur when a person has trouble with the social use of verbal and nonverbal communication. These disorders may include problems (a) communicating for social purposes (e.g., greeting, commenting, asking questions), (b) talking in different ways to suit the listener and setting, and (c) following rules for conversation and storytelling. All

individuals with autism spectrum disorder have social communication problems. Social communication disorders are also found in individuals with other conditions, such as traumatic brain injury. Cognitive-communication disorders include problems organizing thoughts, paying attention, remembering, planning, and/or problem-solving. These disorders usually happen because of a stroke, traumatic brain injury, or dementia, although they can be congenital. Swallowing disorders (dysphagia) are feeding and swallowing difficulties, which may follow an illness, surgery, stroke, or injury. Additionally, SLPs provide aural rehabilitation for individuals who are deaf or hard of hearing, provide augmentative and alternative communication (AAC) systems for individuals with severe expressive and/or language comprehension disorders, such as autism spectrum disorder or progressive neurological disorders, and work with people who don't have speech, language, or swallowing disorders, but want to learn how to communicate more effectively (e.g., work on accent modification or other forms of communication enhancement).

Speech, language, and hearing research focuses on the normal functions of human communication, the processes underlying impaired function, and the development of new techniques for assessment and treatment. This research generates the evidence on which clinical practice is based. Speech, language, and hearing researchers may conduct research at or consult with universities, hospitals, and/or government health agencies and industries.

<https://www.asha.org/students/high-school-students/>

## **Communication Sciences and Disorders Program Mission / Overview**

The Communication Sciences and Disorders (CSD) degree program will dedicate itself to providing the highest quality of study in human communication science across the lifespan and its application to the assessment and treatment of a diverse community and society at large who present with communication disorders. Students and faculty alike will uphold the highest standards and be leaders in the search for knowledge through scholarship, dissemination of information through teaching, service, and community engagement, and through creative examination of ideas and beliefs. Critical thinking, application of theory into practice, technology, and scientific writing is the basis for all student academic, clinical, and interprofessional experiences.

The mission of the undergraduate degree program is to provide students with a(n) traditional or accelerated liberal arts and sciences education, by introducing foundational courses of theory, methods, research, ethics, and clinical practice in the communication sciences and disorders. Students are introduced to the core knowledge of basic human communication and swallowing processes, disorders, and differences, including the appropriate biological, neurological, acoustic,



psychological, developmental, and linguistic and cultural bases. The B.S. degree prepares students for graduate study in speech-language pathology and/or audiology and provides background relevant for advanced study in related disciplines such as education, counseling and human services, gerontology, public health, or neuroscience.

The baccalaureate degree program in *communication sciences and disorders* at The University of Scranton targets the basic science of human communication including the biological, physical, social, and linguistic aspects, to develop an understanding of what happens when communication is impaired, while providing a well-balanced liberal arts Jesuit and Catholic education. The degree program spans either three or four academic years (33 to 45 months). The length of the degree program depends upon the student's selection and academic background. Within the 3-year track, the program covers 11 semesters (120 – 120.5 credit hours), including three intersession and two summer sessions. For the traditional full-time 4-year track, the program covers eight semesters (120 – 120.5 credit hours). The prerequisite coursework for admission to a graduate degree program in Speech-Language Pathology or Audiology is incorporated in the proposed plan of study while the overall curriculum is designed to provide a foundational program of study sufficient in depth and breadth to introduce and in some cases achieve the specified knowledge and skill acquisition (KASA) outcomes stipulated in the 2020 Standards for the Certificate of Clinical Competence (CCC) in Speech-Language Pathology or Audiology (CFCC Standards) and the 2023 Standards for Accreditation of Graduate Education Programs in Audiology and Speech-Language Pathology (CAA Standards), while providing the students of The University of Scranton with opportunities to obtain and demonstrate a broad knowledge of human cultures, social formations, and the physical and natural world.

Students should make their career intentions known early in their program of study so they may be guided appropriately and use their electives to achieve their academic goals. It is the student's responsibility to be aware of the specific prerequisites required by their graduate school(s) of interest as prerequisites may differ between universities offering the same program.

All CSD students must submit proof of First Aid and CPR certification prior to completion of the Communication Sciences and Disorders program. Copies of the certifications must be submitted to the Department of Health and Human Performance office (ELH 710) no later than the midpoint of the semester preceding the student's final semester. Minimum requirements include Adult, Child, and Infant CPR with AED and Basic First Aid. Students applying to graduate programs are strongly advised to consult with those programs to identify the certifications suitable to meet their goals. For instance, some graduate programs may only accept certifications if granted by the American Red Cross or the American Heart Association. Recommended certifications include the following: CPR certification - American Heart Association-Health Care Provider, American Red Cross-Professional Rescuer, or Basic Life Support (BLS) for

Healthcare Providers from the American Red Cross; First-Aid Certification - American Heart Association or American Red Cross.

Graduating Communication Sciences and Disorders majors must possess a minimum overall grade point average of 3.0 and a grade point average of 3.0 or higher within the major. All major courses (CSD) and cognate courses must be completed with a minimum grade of "C." Students may progress and take any course within the CSD major provided the pre-requisite course(s) for that course have been completed with a minimum grade of "C."

## **Institutional Learning Outcomes**

Graduates of The University of Scranton will move beyond the possession of the intellectual and practical skills that form the basis of professional competence and inspired by The *Magis* possess the knowledge and ability to address the most significant questions, engaging their colleagues successfully and ethically, and advancing towards positions of leadership in their chosen field of study. Furthermore, our graduates will, through their experience of *cura personalis*, demonstrate that they are persons of character and women and men for and with others, through their devotion to the spiritual and corporal welfare of other human beings and by their special commitment to the pursuit of social justice and the common good of the entire human community.

Upon completion of their program of study, students will be able to:

1. Develop and use the intellectual and practical competencies that are the foundation of personal and professional development and lifelong learning including oral and written communication, scientific and quantitative reasoning, critical analysis and reasoning, and technological competency and information literacy.
2. Exhibit broad knowledge of the human condition, understanding the world in its physical and natural aspects, as well as the philosophical and theological basis for modern thought, faith, and belief.
3. Demonstrate competence in their chosen field of study, using the knowledge and ability to address the most significant questions and advancing towards positions of leadership.

4. Employ their knowledge and intellect to address situations in a way that demonstrates a devotion to the spiritual and corporal welfare of other human beings and by a special commitment to the pursuit of social justice and the common good of the entire human community.

## **Program Learning Outcomes/Objectives - Communication Sciences and Disorders Undergraduate Program**

1. Students will demonstrate knowledge of pre-requisite skills for graduate studies in speech-language pathology, audiology, or a related discipline: statistics and the biological, physical, and social/behavioral sciences.
2. Students will demonstrate an introductory knowledge of basic human communication sciences, disorders, or differences, and the nature of communication and swallowing processes.
3. Students will integrate information pertaining to typical and atypical human development across the life span to clinical practice using oral and written or other forms of communication sufficient for entry into professional practice.
4. Students will describe communication and swallowing disorders and differences, including the appropriate causes, characteristics, and correlates.
5. Students will demonstrate foundational knowledge of processes used in research and of the integration of research principles into evidenced-based practice.
6. Students will demonstrate an understanding of contemporary professional issues to include cultural and linguistic diversity within the field of basic human communication and swallowing.
7. Students will be able to explain entry level and advanced certifications, licensure, and other relevant professional credentials relevant to professional ethics in Speech-Language Pathology and Audiology.

## CSD Program Faculty

**Hope E. Baylow, D.A, CCC-SLP, BCS-S (Assistant Professor)**

**Degrees:** D.A. – Adelphi University – Communication Sciences and Disorders, M.A. – Long Island University – C.W. Post – Speech-Language Pathology; B.A. – Hofstra University – Teacher of the Speech and Hearing Handicapped

**Research Areas:** Assessment practices of Speech-Language Pathologists in persons with swallowing and voice disorders; assessment characteristics of swallowing and voice symptoms in patients with Marfan syndrome.

**Professional Organizations:** American Speech-Language-Hearing Association; Dysphagia Research Society

## ACADEMIC POLICIES AND PROCEDURES

### Communication Sciences and Disorders Curriculum

#### Communication Sciences and Disorders, B.S.

### Communication Sciences & Disorders (4 Year Track Curriculum)

	<i>Department and Number - Descriptive Title of Course</i>	<i>Fall Cr.</i>	<i>Int. Cr.</i>	<i>Spr. Cr.</i>	<i>Sum. Cr.</i>
<b>First Year</b>					
COGNATE ELEC	Cognate Elective	3			
GE FYW	WRTG 107 - Composition or COMM 108 – Essential Writing Skills	3			
GE PHIL	PHIL 120 - Introduction to Philosophy	3			
GE FYS	FYS <sup>1</sup>				
GE FREE ELEC	Free Elective	3			
GE FYDT, FYOC / MAJOR	CSD 100 – Exploring the Communication Sciences & Disorders	3			
GE T/RS	T/RS 121 – Theology I: Introduction to the Bible			3	

GE (S)	PSYC 110 – Fundamentals of Psychology			3	
MAJOR	CSD 103 – Introduction to Phonetics			3	
COGNATE ELEC	Cognate Elective			3	
GE PHIL	PHIL 210 - Ethics			3	
		<b>15</b>		<b>15</b>	
<b>Second Year</b>					
GE (E)	BIOL 110/110L – 111/111L - Human Anatomy and Physiology	4		4	
COGNATE	NEUR 231 – Behavioral Neuroscience	3			
MAJOR	CSD 200 – Foundations of Speech & Language Development and Psycholinguistics	3			
GE FREE ELEC	Free Elective	3			
GE T/RS	T/RS 122 – Theology II: Introduction to Christian Theology	3			
GE (Q) / COGNATE	PSYC 210 – Statistics in the Behavioral Sciences			3	
COGNATE	COMM 109 – G/S/P Skill Set			1	
MAJOR	CSD 203 - Introduction to Developmental Speech & Language Disorders **			3	
GE HUMN	Humanities Elective			3	
		<b>16</b>		<b>14</b>	
<b>Third Year</b>					
GE (EPW) / MAJOR	CSD 300 – Scientific & Professional Writing in CSD	3			
MAJOR	CSD 303 – Principles of Audiology **	3			
GE FREE ELEC	Free Elective	6			
GE (E) / COGNATE	PHYS 120/120L - General Physics I or CHEM 112/112L - General and Analytical Chem I	4/4.5			
COGNATE	NUTR 110 –Introduction to Nutrition			3	
GE COGNATE ELEC	Cognate Elective			3	

GE Elective (D)	GE Elective (D)			3	
GE HUMN	Humanities Elective			3	
GE HUMN	Humanities Elective			3	
		<b>16/16.5</b>		<b>15</b>	
<b>Fourth Year</b>					
MAJOR	CSD 400 – Anatomy & Physiology of the Speech & Hearing Mechanism	4			
MAJOR	CSD 403 – Introduction to Speech & Language Disorders in Healthcare **	3			
GE (D, S) / COGNATE	HPRO 230 – Multicultural Health	3			
GE HUMN	Humanities Elective	3			
MAJOR	CSD 406 – Introduction to SLP & Audiology in the Schools	3			
MAJOR	CSD 409– Speech & Hearing Science			4	
GE T/RS	T/RS (P) ELEC			3	
GE (EPW) / MAJOR	CSD 412 – Introduction to Research Methods in CSD			3	
MAJOR	CSD 415 – Foundations of Clinical Practice and Interprofessional Education			3	
		<b>16</b>		<b>13</b>	
<b>Total: 120 / 120.5 credits</b>					

<sup>1</sup>The selection of a First Year Seminar may fulfill requirements both for the First Year Seminar and a General Education Requirement. Thus, the First Year Seminar will not add to the total credits for the semester. Talk with your advisor if you have any questions.

\*\* Includes a Community-Based Learning Project, coordinated via the department and faculty mentors.

## Communication Sciences & Disorders (3 Year Track Curriculum)

	<i>Department and Number - Descriptive Title of Course</i>	<i>Fall Cr.</i>	<i>Int. Cr.</i>	<i>Spr. Cr.</i>	<i>Sum. Cr.</i>
<b>First Year</b>					
GE COGNATE ELEC	Cognate Elective	3			
GE FYW	WRTG 107 - Composition or COMM 108 – Essential Writing Skills	3			
GE FYDT, FYOC / MAJOR	CSD 100 – Exploring the Communication Sciences & Disorders	3			
GE (E)	BIOL 110/110L – 111/111L - Human Anatomy and Physiology	4		4	
GE FYS	FYS <sup>1</sup>				
GE FREE ELEC	Free Elective	3			
GE PHIL	PHIL 120 - Introduction to Philosophy		3		
GE (S)	PSYC 110 – Fundamentals of Psychology			3	
MAJOR	CSD 103 – Introduction to Phonetics			3	
GE T/RS	T/RS 121 – Theology I: Introduction to the Bible			3	
GE FREE ELEC	Free Elective			3	
COGNATE	COMM 109 – G/S/P Skill Set			1	
GE T/RS	T/RS 122 – Theology II: Introduction to Christian Theology				3
GE HUMN	Humanities Elective				3
		<b>16</b>	<b>3</b>	<b>17</b>	<b>6</b>
<b>Second Year</b>					
GE (E) / COGNATE	PHYS 120/120L - General Physics I or CHEM 112/112L - General and Analytical Chem I	4/4.5			
COGNATE	NEUR 231 – Behavioral Neuroscience	3			
GE (EPW) / MAJOR	CSD 300 – Scientific & Professional Writing in CSD	3			
MAJOR	CSD 303 – Principles of Audiology **	3			
MAJOR	CSD 200 – Foundations of Speech & Language Development and Psycholinguistics	3			

GE HUMN	Humanities Elective		3	3	
GE (Q) / COGNATE	PSYC 210 – Statistics in the Behavioral Sciences			3	
MAJOR	CSD 203 - Introduction to Developmental Speech & Language Disorders **			3	
GE COGNATE ELEC	Cognate Elective			3	
COGNATE	NUTR 110 – Introduction to Nutrition			3	
GE PHIL	PHIL 210 - Ethics			3	
GE T/RS	T/RS ELEC – (P) Theology/Philosophy Elective				3
GE FREE ELEC	Free Elective				3
		<b>16/16.5</b>	<b>3</b>	<b>18</b>	<b>6</b>
<b>Third Year</b>					
MAJOR	CSD 400 – Anatomy & Physiology of the Speech & Hearing Mechanism	4			
MAJOR	CSD 403 – Introduction to Speech & Language Disorders in Healthcare **	3			
GE (D, S) / COGNATE	HPRO 230 – Multicultural Health	3			
GE FREE ELEC	Free Elective	3			
MAJOR	CSD 406 – Introduction to SLP & Audiology in the Schools	3			
GE HUMN	Humanities Elective		3		
MAJOR	CSD 409 – Speech & Hearing Science			4	
COGNATE ELECTIVE	Cognate Elective			3	
GE (EPW) / MAJOR	CSD 412 – Introduction to Research Methods in CSD			3	
MAJOR	CSD 415 – Foundations of Clinical Practice and Interprofessional Education			3	
GE Elective (D)	GE Elective (D)			3	
		<b>16</b>	<b>3</b>	<b>16</b>	



	<b>Total: 120 / 120.5 credits</b>
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<sup>1</sup>The selection of a First Year Seminar may fulfill requirements both for the First Year Seminar and a General Education Requirement. Thus, the First Year Seminar will not add to the total credits for the semester. Talk with your advisor if you have any questions.

\*\* Includes a Community-Based Learning Project, coordinated via the department and faculty mentors.

### Required Courses Within the Major (38 credits)

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- CSD 100 – (FYDT, FYOC) – Exploring the Communication Sciences & Disorders (Level I FYDT & FYOC requirement)
- CSD 103 – Introduction to Phonetics
- CSD 200 – Foundations of Speech & Language Development and Psycholinguistics
- CSD 203 – Introduction to Developmental Speech & Language Disorders
- CSD 300 – (EPW) – Scientific & Professional Writing in CSD (fulfills Level II EPW requirement)
- CSD 303 – Principles of Audiology
- CSD 400 – Anatomy & Physiology of the Speech and Hearing Mechanism
- CSD 403 – Introduction to Speech & Language Disorders in Healthcare
- CSD 406 – Introduction to SLP/AUD in the Schools
- CSD 409 – Speech & Hearing Science
- CSD 412 – (EPW) – Introduction to Research Methods in CSD (fulfills Level II EPW requirement)
- CSD 415 - Foundations of Clinical Practice and Interprofessional Education

### Required Cognate Courses (17/17.5 credits)

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- NEUR 231 - (E) Behavioral Neuroscience
- PSYC 210 - (Q) Statistics in the Behavioral Sciences (fulfills 3 cr. Quantitative Reasoning requirement)
- COMM 109 - G/S/P Skill set
- PHYS 110 - (E) General Physics I/110L or CHEM 112 - (E) General and Analytical Chemistry/CHEM 112L
- NUTR 110 – (E) Introduction to Nutrition
- HPRO 230 – (D, S) Multicultural Health

### GE Requirements (44 credits)

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- FYS – First Year Seminar
- WRTG 107 or COMM 108 – (FYW) Composition or Essential Writing Skills
- T/RS 121 – Theology I
- T/RS 122 – Theology II
- PHIL 120 – Introduction to Philosophy
- PHIL 210 – Ethics
- T/RS (P) - Elective
- BIOL 110/110L - (E) Human Anatomy and Physiology
- BIOL 111/111L - (E) Human Anatomy and Physiology
- HUMN ELEC – (CA, CF, CH, CL, CI)– four courses, 12 credits
- PSYC 110 (S) – Introduction to Psychology
- GE ELEC (D) – Cultural Diversity Elective – one course, 3 credits

### Cognate Elective (3 courses, 9 credits)

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- ASL 101 – (CF, D) American Sign Language
- ASL 102 – (CF) American Sign Language
- BIOL 202 – (E) The ABC's of Genetics
- CHS 112 – Human Services Systems or HADM 112 – Health Systems
- CHS 242 – Counseling Theories
- CHS 322 – Cognitive Disabilities
- CHS 323 – Psychiatric Rehabilitation
- CHS 331 – Health and Behavior
- CHS 333 – (D) Multiculturalism in Counseling and Human Services
- EDUC 142 – (D, S) Exceptional Lives
- EDUC 144 – Foundations of American Education
- ENLT 103 – Children's Literature
- HADM 110 – Introduction to Gerontology
- HADM 218 – Health and Aging
- MATH 109 – (Q) Pre-Calculus Mathematics
- PSYC 225 – (S) Abnormal Psychology
- PSYC 226 – (S) Lifespan Development: Cognitive and Biological
- PSYC 227 – (S) Lifespan Development: Social and Emotional
- PSYC 230 – Sensation and Perception
- PSYC 232 – Psychology of Language

### Free Electives (12 credits)

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**Total 120/120.5 credits**

# Course Descriptions

## **CSD 100 – (FYDT/FYOC) Exploring the Communication Sciences & Disorders**

3 cr.

This seminar will introduce the basic concepts in communication science and disorders of speech, language, and hearing. Emphasis is placed on the analysis of speech production, comprehension, auditory perception, and the cognitive and social dimensions of language. The role of professionals in diagnosing and treating communication disorders is introduced.

## **CSD 103 – Introduction to Phonetics**

3 cr.

This course explores the sounds of American English and provides students with the basis for representing speech sound production using the International Phonetic Alphabet (IPA). The course also covers aspects of articulatory and linguistic phonetics and introduces dialect variation and clinical phonetics with an emphasis on transcriptional phonetics.

## **CSD 200 – Foundations of Speech & Language Development and Psycholinguistics**

3 cr.

This course studies patterns of typical language acquisition in children at different developmental levels. Aspects of phonology, morphology, semantics, syntax, and pragmatics are examined along with the cognitive, social, and cultural factors that contribute to language, learning, and literacy. *CSD 100 or permission of the instructor*

## **CSD 203 – Introduction to Developmental Speech & Language Disorders\*\***

3 cr.

This course provides an introduction to developmental communication disorders. Emphasis is placed on disorders of articulation, fluency, and language. Theories, etiologies, and symptoms, as well as the educational and sociocultural impact of these disorders is discussed. *CSD 100 or permission of the instructor*

## **CSD 300 – (EPW) Scientific & Professional Writing in CSD**

3 cr.

This seminar provides an overview of scientific and professional writing skills necessary within the CSD professions. General principles of writing are discussed with techniques to improve style. Benefits of planning and choosing an organizational structure to develop an argument, writing with clarity, and avoiding bias in language are examined. Prerequisite: *WRTG 107 or COMM 108, COMM 109*

**CSD 303 – Principles of Audiology\*\***

3 cr.

This course presents an overview of the profession of Audiology and introduces the principles and clinical practices of audiology. Anatomy and physiology of the ear is presented, and basic related disorders discussed. Types of hearing loss are considered while audiometric procedures, including pure-tone, speech audiometry, and acoustic immittance introduced. *CSD 100 or permission of the instructor*

**CSD 400 – Anatomy & Physiology of the Speech & Hearing Mechanism**

4 cr.

This course is a study of the structures and functions involved in the production and perception of speech including respiration, phonation, resonance, articulation, hearing, and the nervous system. The importance of coordination and integration of these systems for communication is emphasized. *Prerequisites: BIOL 110/110L/111/111L and NEUR 231 or permission of the instructor.*

**CSD 403 – Introduction to Speech & Language Disorders in Healthcare\*\***

3 cr.

This course focuses on the study, of neurogenic communication disorders commonly addressed by speech-language pathologists and audiologists in a healthcare environment. A review of the neuroanatomical aspects of language and the associated linguistic-cognitive symptoms is provided as well as introductory information related to the assessment and treatment of these disorders. *Prerequisites: BIOL 110/110L/111/111L and NEUR 231 or permission of the instructor*

**CSD 406 – Introduction to SLP & Audiology in the Schools**

3 cr.

This course provides foundational information in the organization/management of programs in schools. Well-planned, integrated, coordinated programming is essential for school based educational specialists. This course will review standard-based instructional systems and frameworks that support academic

successes and student social development (e.g., Response to Intervention (RTI), Child Study, Student Assistance). *Prerequisites: CSD 200, 203, & 303 or permission of the instructor*

### **CSD 409 – Speech & Hearing Science**

4 cr.

This course introduces the physiology of speech production, the acoustic characteristics of voice, and the processes by which listeners perceive the sounds of speech. Students gain experience with current technology and instrumentation in the Speech and Hearing Science laboratory. *Prerequisites: BIOL 110/110L/111/111L, NEUR 231, PHYS 120/120L or CHEM 112/112L, CSD 103, and CSD 400 or permission of the instructor.*

### **CSD 412 – (EPW) Introduction to Research Methods in CSD**

3 cr.

This introductory seminar on research methods in speech and language is intended to integrate theoretical and clinical information. Students will develop enhanced critical thinking skills, professional/technical oral/writing skills, and problem-solving skills as they engage in projects that examine/analyze current research and develop empirical studies that focus on communication disorders. *Prerequisite: CSD 300*

### **CSD 415 – Foundations of Clinical Practice and Interprofessional Collaboration**

3 cr.

This course explores the application of theory in communication sciences and disorders both within the CSD professions and related fields. A platform for guided observation and development of clinical skills in SLP/audiology will be provided. Emphasis will be placed on the theoretical framework of clinical practice and interprofessional collaboration. *Prerequisite: CSD 203, 300, and 403 or permission of the instructor*

## **First-Aid and CPR Requirement for Graduation**

All CSD students must submit proof of First Aid and CPR certification prior to completion of the Communication Sciences and Disorders program. Copies of the certifications must be submitted to the Department of Health and Human Performance office (ELH 710) no later than the midpoint of the semester preceding the student's final semester. Minimum requirements include Adult, Child, and Infant CPR with AED and Basic First Aid. Students applying to graduate programs are strongly advised to consult with those programs to identify the certifications suitable to meet their goals. For instance, some graduate programs may only accept certifications if granted by the American Red Cross or the American Heart Association.

Recommended certifications include the following: CPR certification - American Heart Association-Health Care Provider, American Red Cross-Professional Rescuer, or Basic Life Support (BLS) for Healthcare Providers from the American Red Cross; First-Aid Certification - American Heart Association or American Red Cross.

## **Program Entry and Progression**

Students may transfer into the CSD from other Universities or other academic programs at The University of Scranton. Applicants seeking admission to the CSD Program as incoming freshmen are admitted through the University's Undergraduate Admissions Office. Students who change their major to CSD, declare, or transfer from another institution into the CSD Program must complete and submit the appropriate Registrar form(s) to the Panuska College of Professional Studies (PCPS) Academic Services. At that time, students will be assigned a PCPS Academic Services advisor. Students are also encouraged to make an appointment to meet with the CSD faculty member to discuss individual programs of study.

Graduating CSD majors must possess a minimum overall grade point average of 3.0 and a grade point average of 3.0 or higher within the major. All major (CSD) and cognate courses must be completed with a minimum grade of "C." Students may progress and take any course within the CSD major provided the pre-requisite course(s) for that course have been completed with a minimum grade of "C."

## **Academic Code of Honesty**

Please refer to the Student Handbook for University policy regarding the Academic Code of Honesty.

<https://www.scranton.edu/academics/wml/acad-integ/acad-code-honesty.shtml>

Students should be aware of violations (plagiarism, submission of duplicate work, collusion, and unauthorized possession of tests) and subsequent penalties for such violations. The following information is an excerpt from the University Academic code of Honesty.

The University seeks to educate students who have strong intellectual ambition, high ethical standards, and dedication to the common good of society. Academic excellence requires not only talent and commitment but also moral integrity and a sense of honor. Integrity in intellectual activity is an indispensable prerequisite for membership in any academic community, precisely because the resultant trust makes possible the open dialog and sharing of information that are the core of successful academic community.

Plagiarizing papers and cheating on examinations are examples of violations of academic integrity. Academic dishonesty trivializes the students' quest for knowledge and hinders professors from accurately assessing the individual talents and accomplishments of their students.

Plagiarism on the part of a student in academic work or dishonest examination behavior will ordinarily result in the assignment of the grade of "F" by the instructor. The instructor should notify the student of the academic dishonesty and his or her action in response to it, such as a lowered grade for the assignment or course, within five days after action is taken. In addition, all instances of academic dishonesty must be reported to the chairperson of the department involved and to the student's dean within three days of the notification of the student. Upon receiving such notification, the chairperson will distribute a copy of the Academic Code of Honesty to the student within seven days.

## **Attendance Policy**

Per the University's Undergraduate Catalog, "Students are expected to attend all sHPROuled meetings of courses in which they are enrolled. Students are responsible for all materials presented and announcements made during any class." As a component of professional development, the CSD program's attendance policy establishes professional communication between the student and the faculty of all courses. While individual instructors may add to this policy, the attendance policy noted below serves as a minimum standard for attendance in CSD program courses.

Students are expected to attend all classes but are permitted three unexcused absences for a traditional Fall or Spring semester course meeting MWF, two unexcused absences for a course meeting TR, and one unexcused absence for a course meeting once per week. Five percentage points will be deducted from the final grade for every additional unexcused absence. An excused absence must be approved by the instructor >24 hrs. prior to class. In the event of an emergency or sudden, unexpected event occurring <24 hrs. prior to class, the instructor must be informed, preferably via email, prior to class. If notification cannot be made prior to class, this is considered an unexcused absence. Written documentation may be requested (e.g., physician's note) at the discretion of the instructor.

## **Research Reference Styling (Citations)**

All assignments/papers/presentations for any course within CSD must use citation guidelines as indicated by the American Psychological Association, seventh edition (APA). Students are encouraged to purchase the *Publication Manual of the American Psychological Association, seventh edition*. Additional information is available through the APA's website at <http://www.apastyle.org>

## **Academic Advising**

The PCPS Academic Advising Services advises all CSD students. Students are encouraged to make appointments with their advisor early in the semester. It is the student's responsibility to know the requirements for the baccalaureate of science degree in Communication Sciences and Disorders. It is also the students own responsibility to plan and be aware of graduate school prerequisites that may be required depending on the student's career goals.

## **Student Roles and Responsibilities**

- Regularly schedule and keep academic advising appointments.
- Communicate openly and honestly with your academic advisor regarding issues that affect your educational goals and academic performance.
- Maintain a professional relationship with your academic advisor by arriving on time; being prepared for your appointments; and calling if you need to reschedule.



- Take responsibility for your academic success by utilizing the tools provided. Examples include undergraduate catalogues, degree sheets, college and university websites, and academic calendars.
- Maintain a file with relevant academic materials and follow through with your academic advisor's recommendations.

## **Statement of Reasonable Accommodations**

### **Students with Disabilities**

The Center for Teaching and Learning Excellence (CTLE) works with students to provide support they may need to have a rewarding and successful experience at Scranton. The CTLE is home to the University's ADA Committee which determines whether a student is eligible for services and, if so, coordinates appropriate accommodations based on documentation provided by the student and other relevant professionals. We are fully committed to offering our students with disabilities access to programs, facilities, and services on an equal opportunity basis.

With respect to privacy and confidentiality, CTLE reviews and maintains disability-related documentation and information in the most safe, secure, and effective way possible, by employing a widely used software product called **Accommodate by Symplicity**. Disclosures of specific health/learning issues to the CTLE will be held confidential and will not appear on a student's college record.

It is the responsibility of the student to initiate the ADA interactive process by contacting and meeting with a CTLE staff member at the beginning of each semester, or when otherwise appropriate. Students interested in more information about requesting reasonable accommodations are encouraged to start the conversation by emailing [disabilityservices@scranton.edu](mailto:disabilityservices@scranton.edu) or calling 570-941-4038 to make an appointment. The CTLE is in the Loyola Science Center, 5th floor.

For more information, please visit:

<https://www.scranton.edu/academics/ctle/disabilities/index.shtml>

### **Writing Center Services**

The Writing Center focuses on helping students become better writers. Consultants will work one-on-one with students to discuss students' work and provide feedback at any stage of the writing process. Scheduling appointments early in the writing progress is encouraged. To meet with a writing consultant, call (570) 941-6147 to schedule an appointment, or send an email with your available meeting times, the course for which you need assistance, and your phone number to: [writing-center@scranton.edu](mailto:writing-center@scranton.edu). Online appointments are also available – connecting virtually using Google Docs and Google Talk. For more information, please visit: <https://www.scranton.edu/academics/ctle/writing/statementsandgoals.shtml#:~:text=The%20Writing%20Center%20is%20dedicated%20to%20providing%20a,ideas%20and%20engage%20in%20the%20freedom%20of%20inquiry.>

### **Non-discrimination Language**

The University is committed to providing an educational, residential, and working environment that is free from harassment and discrimination. Members of the University community, applicants for employment or admissions, guests, and visitors have the right to be free from harassment or discrimination based on race, color, religion, ancestry, gender, sex, pregnancy, sexual orientation, gender identity or expression, age, disability, genetic information, national origin, veteran status, or any other status protected by applicable law.

Students who believe they have been subject to harassment or discrimination based on any of the above class of characteristics, or experience sexual harassment, sexual misconduct or gender discrimination should contact Elizabeth M. Garcia, Title IX Coordinator, (570) 941-6645 [elizabeth.garcia2@scranton.edu](mailto:elizabeth.garcia2@scranton.edu). The United States Department of Education's Office for Civil Rights (OCR) enforces Title IX. Information regarding OCR may be found at [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html)

### **My Reporting Obligations as a Responsible Employee**

As a faculty member, I am deeply invested in the well-being of each student I teach. I am here to assist you with your work in this course. Additionally, if you come to me with other non-course-related concerns, I will do my best to help. It is important for you to know that all faculty members are required to report incidents of sexual harassment or sexual misconduct involving students. This means that I cannot keep information about sexual harassment, sexual assault, sexual exploitation, intimate partner violence or stalking confidential if you share that information with me. I will keep the information as private as I can but am required to bring it to the attention of the University's Title IX Coordinator, Elizabeth M. Garcia, who, in conversation with you, will explain available support, resources, and options. I will not report anything to

anybody without first letting you know and discussing choices as to how to proceed. The University's Counseling Center (570-941-7620) is available to you as a confidential resource; counselors (in the counseling center) do not have an obligation to report to the Title IX Coordinator.

## **Study Abroad Option**

As a CSD student, the optimal time to study abroad is during the spring semester of the junior year for students following the traditional 4-year track. Prior to making any plans with the University's Study Abroad Program, all CSD students that want to study abroad must meet with the CSD faculty member and complete the CSD Study Abroad Course Sequence Plan form (see Appendices). The original copy of the form must be turned into PCPS Advising and a copy will be kept in your department student file. All other University and College Study Abroad policies must be followed.

## **Community Based Learning Requirement**

As a CSD student, you are required to complete academic community-based learning (CBL) to graduate. Community based learning is required for all PCPS undergraduate students. During your freshmen year, you will complete your initial CBL (10 hrs.) by attending designated presentations and participating in the Blessing of the Books through the PCPS T.A.P.E.S.T.R.Y. program <http://www.scranton.edu/academics/pcps/tapestry/Tapestry-magis.shtml>

As a sophomore, junior, and senior, you will complete a CBL project each year although depending on course sequence, it is possible to have two projects required in the same year or even the same semester. Projects will be determined through the following core courses: CSD 203 (sophomore year/20 hrs.), CSD 303 (Junior year/20hrs.), and CSD 403 (senior year/30 hrs.). The PCPS policies and procedures for timesheets must be followed. A copy of your CBL timesheets for hours and each project will be kept in your department student file. Information on PCPS CBL policies is located at: <https://www.scranton.edu/academics/pcps/service/index.shtml> and at the culmination of your studies you will complete the CBL Senior Essay.

## **Background Clearances**

Background clearances are required for some community-based learning (CBL) projects. The student will be notified by the course instructor if a background clearance is required. The cost of

the clearances and their timely completion before engaging in the project are the responsibility of the student.

The clearances may include the PA State Police Clearance, the PA Child Abuse Clearance, and the FBI clearance (fingerprinting required).

1. The state police clearance can be completed by going to <https://epatch.state.pa.us/Home.jsp>. Click on “submit a new record check” and proceed. The fee should be waived for volunteers. Students must allow time for these to be processed, therefore, it is imperative that students begin to process these clearances no later than the second week of class.
2. The PA Child Abuse Clearance is available at <https://www.compass.state.pa.us/cwis/public/home>. Create a new account to start the process. The fee should be waived for volunteers.
3. The FBI clearance can be obtained by registering through Identogo <https://www.identogo.com/>. Instructions are available at the following: <http://www.scranton.edu/hr/.documents/minors-on-campus/FBI-Fingerprint-Check.pdf>. The code you need to use is 1KG6ZJ.

## **Faculty References**

All students applying to graduate school will be required to submit letters of recommendation with their applications. Students are encouraged to and welcome to request letters of recommendation from the CSD faculty. Please do this in a timely manner prior to the application deadline (>4 weeks) and do so in a professional manner. When approaching a professor to request a letter of recommendation, it is recommended, students make the request in person and provide the faculty member with a current transcript, a resume, list of extracurricular activities including service and research experiences, and any other information that might assist the faculty member in preparing the letter. A professor with whom you have worked outside of the classroom will be better suited to write a letter of recommendation whereas a professor who only had you in class may only be able to comment on your academic performance. Remember that a letter from an individual with additional knowledge of your personal qualities and attributes can often prepare a more effective letter of recommendation. Additional assistance regarding resume building and graduate applications is available through Career Services: <https://www.scranton.edu/studentlife/studentaffairs/careers/index.shtml>

## **Professional Behavior and Classroom Etiquette**

Students are expected to demonstrate ethical and professional behavior while on-campus, in class, or while representing the University during an internship or service-learning opportunity. Students and student organizations are subject to disciplinary action according to the provisions of the Student Code of Conduct and/or any other applicable University rules or regulations.

Please refer to the Student Code of Conduct:

<http://www.scranton.edu/studentlife/studentaffairs/student-conduct/student-code.shtml>.

While participating or serving in any capacity, both at the University or off-campus while representing the University, students are expected to:

1. Arrive on time.
  - a. Should a student arrive late for class, they should enter the classroom quietly without disrupting anyone.
2. Be courteous and attentive of others.
  - a. Refrain from talking to other students during class while the instructor or another student is addressing the class.
3. Students are expected to attend all sHPROuled meetings. In the event one cannot make a sHPROuled appointment, the student must notify that individual beforehand.
  - a. Should a student miss a class, students are responsible for all materials presented and announcements made during any class. Please refer to the attendance policy noted above as well as the attendance policy included in course syllabi.
  - b. Students are expected to use their University emails (...@scranton.edu) for correspondence with faculty members and to receive class notifications including assignments and class cancellations.
4. Turn off cell phones and other electronic devices before entering the classroom unless otherwise directed.
5. Sit as close to the front of the classroom as possible.
6. Be prepared and willing to contribute to the class discussions. Please attempt to limit questions regarding course material through email. Try to ask these questions during class since your peers may have similar questions and this may promote learning for the group.
7. Do only work in class pertaining to that class.
8. Be sensitive and supportive of individual differences among students, such as race, gender, ethnic background, religious preference.
9. Dress appropriately as directed for meetings, internships, class presentations, and designated events.
10. Address faculty/staff members using the proper prefix (Dr/Mr/Mrs/Prof/etc.). Do not use first names or last names only.

11. Use proper salutations, signatures, and grammar when emailing faculty/staff members. Do not use “hey” to address others either in-person or through email.
12. Do not leave class early unless prior arrangements have been made with the instructor.
13. All questions regarding grades (exams or course grades) should be addressed as soon as possible. Questions should be asked in-person as inquiries through email may not be addressed.
14. Final Exam times are pre-determined. The University of Scranton policy states if you have three (3) finals on a day, one final may be moved. However, classes that are NOT within your major should be moved first.
15. Please refrain from using profanity.

### **Guidelines on the Use of Technology**

1. There are NO electronic devices of any kind allowed to be used during class time unless you are using a laptop for note-taking purposes. When you enter an in-person class, please put your cell phone on silent and put it away so it will not distract you. In a remote learning environment, your webcam is expected to be on, your microphone should be off unless you are speaking, it is recommended you set yourself up in a quiet environment free from distractions, and you should not be engaging in private chats. Please note, private chat messages may or may not be addressed by the instructor during class time. Group chat should be limited, and verbal participation is recommended and encouraged. Please prepare in advance.

2. EMAIL: So that the sender’s identity is clear, all email must be sent from your university account. Email is supposed to be used sparingly and is not meant to replace classroom discussion and interactions. If you have a question regarding the lecture material, you should bring it up in class for the group to participate in and benefit from the learning experience. In fact, several students might have the same questions on the same topic. Questions or other issues relevant to class material sent by email may be given to the student sender in class for them to present to the group for class discussion.

Email is not a forum for debate or tutoring. You should speak to the professor directly if you still need to discuss the question further. Unless you have made SPECIAL individual arrangements with your professor, emails are not for editing purposes or for sending papers or other class projects.

For those circumstances (e.g., personal issues, scheduling appointments, etc.) in which email may indeed be useful and practical, please do not expect a reply from your professor on WEEKENDS or HOLIDAYS.

3. PHONE CALLS: Use your discretion. Phone calls (just like email) are a very practical way to contact your professor, however; sometimes your professor may not be able to return your call right away. Please DESCRIBE the reason for your call in your message. Unless it’s an emergency, your professor has the OPTION to return the call by email to your university email account. Some

calls do not need to be returned (e.g., being late to class, can't make it to class, etc.). Also, ask class-related questions during lecture time and make an APPOINTMENT if your concerns need a longer session, etc.

4. **ELECTRONIC POSTINGS:** Students may not electronically post (e.g., YouTube, Facebook, email, Instagram, etc.) course-related activities without written permission from the course instructor.

5. **INTELLECTUAL PROPERTY:** Under no circumstances may any student record (e.g., video, auditory) any portion of this course without the permission of the instructor. If you are a student with a disability and are allowed to record course lectures as an accommodation it is still your responsibility to inform the instructor of such practice.

## **CO-CURRICULAR ACTIVITIES AND OPPORTUNITIES**

### **Student Research**

Students are encouraged to participate in research. As such, students may participate as research assistants in faculty led research projects or they may develop their own research ideas in collaboration with a faculty mentor and take a more active role in the research process. Students interested in research should consult with a CSD faculty member. Any CSD student engaged in research in the Speech and Hearing Science Lab should be working with a faculty mentor. Before using any lab equipment independently, students must be trained by a supervising faculty member who will then document this training in the student's departmental file. The CSD Administrative Assistant will maintain the documentation of student training and the equipment/testing procedures for which the student is trained. Please be aware, the use of all lab equipment must be sHPROuled in advance.

### **Faculty Student Research Program**

A significant part of the educational experience can occur through the "hands-on" inquiry that takes place by participating in research and other creative projects with faculty mentors through the Faculty/Student Research Program. The Faculty/Student Research Program (FSRP) is a university-wide opportunity for all undergraduate students in good academic standing. Although the FSRP program is offered on a non-credit basis, students receive transcript recognition for their participation. Students need to secure a faculty mentor and should expect to devote seven to eight hours per week on the research activity. Students can enroll in this program through

the Office of Research Services. Additional information is available at <http://www.scranton.edu/academics/provost/research/student-research.shtml>

## **Student/Faculty Teaching Mentorship Program**

The principal purpose of the Student/Faculty Teaching Mentorship Program (SFTMP) is to offer students the opportunity to be involved in faculty instructional activities. The SFTMP allows students to learn about college-level teaching in ways that transcend the traditional roles of faculty and students. The program is university-wide and covers all academic departments. Participation is open to undergraduate and graduate students in good academic standing. Although this program is offered on a non-credit basis, students will receive transcript recognition for their participation. The SFTMP is administered by the Center for Teaching and Learning Excellence (CTLE) and the Registrar's Office. Additional information is available at <http://www.scranton.edu/academics/ctle/student-faculty-teaching-mentorship-program/index.shtml>

## **President's Fellowship for Summer Research**

The University of Scranton will offer six undergraduate student summer research grants for 2022. The Office of Research and Sponsored Programs will administer the program. The \$3,000 stipends are offered to provide students with the opportunity to engage in a research project with a full-time faculty mentor during a ten-week period. In addition to the \$3,000 student award, \$500 is allocated for materials and/or student travel. Student awardees will have a residence hall bed assigned free of charge during the research period.

Additional information is available at:

<https://www.scranton.edu/academics/provost/research/sub%20pages/Presidents%20Fellowship%20for%20Summer%20Research.shtml>

## **National Student-Speech-Language-Hearing Association (NSSLHA) Club**

The National Student Speech Language Hearing Association (NSSLHA) is the only national student organization for pre-professionals studying communication sciences and disorders (CSD) recognized by the [American Speech-Language-Hearing Association](#) (ASHA). Established in



1972, NSSLHA supports 11,700+ members and 340+ chapters at colleges and universities nationwide. <https://www.nsslha.org/?msclkid=169100f7c7bc11ec98112dc05d53c9d4>.

## **Zeta Phi Eta Honor Society**

Zeta Phi Eta (ZΦH) is a national professional fraternity for persons engaged in the Communication Arts and Sciences. Application for membership is currently under development.

## **Professional Associations and Memberships**

Students are encouraged to join a professional association related to the Communication Arts and Sciences. Students may obtain student memberships designed to enhance a student's understanding of CSD based content and professional opportunities available in the chosen field.

National Student Speech Language Hearing Association (NSSLHA):  
<https://www.nsslha.org/membership/>

Benefits of National NSSLHA Membership:

### Discounts

#### 1. NSSLHA to ASHA Conversion

Join National NSSLHA for the last two years of your master's or doctoral program to be eligible for \$225 off the initial dues and fees of ASHA membership and certification through the NSSLHA to ASHA Conversion Discount.

#### 2. Reduced Convention Registration

Receive a significantly reduced registration rate for the ASHA Convention and ASHA Connect.

#### 3. Discounted ASHA Special Interest Group (SIG) Membership

Join SIGs for just \$10 per SIG each year.

#### 4. Product Discounts

Receive product discounts on NSSLHA and ASHA products and publications through the ASHA Store.

### Insurance

1. Access life, long term care, pet, disability, dental and professional liability insurance through Mercer Consumer, and car insurance through GEICO.

### Lifestyle Products & Discounts

1. Receive special offers for movies, concerts, sports and leisure, travel, food, and office supplies.

#### Subscriptions & Services

1. Networking
2. Network with your peers through the NSSLHA Member Community.

#### NSSLHA Updates E-newsletter

1. Stay updated on what's happening with National NSSLHA, NSSLHA chapters, and your fellow NSSLHA members.

#### ASHA Journals

1. Access ASHA's Scholarly Journals—American Journal of Audiology; American Journal of Speech Language Pathology; Journal of Speech, Language, and Hearing Research; and Language, Speech, and Hearing Sciences in Schools.

2. The ASHA Leader (Print Edition)

Receive a subscription to the print edition of The ASHA Leader.

#### ASHA Technical Assistance

1. Ask National NSSLHA and ASHA staff about any subject—the professions, clinical fellowships, ethics, and more! To receive technical experience, contact ASHA's Action Center.

#### Member Opportunities

1. Members Honors
2. Be eligible for NSSLHA Member Honors, which recognizes outstanding National NSSLHA members' accomplishments.

#### Scholarships

1. Be eligible for 10 undergraduate scholarships through National NSSLHA and graduate-level scholarships through the ASHFoundation.

#### Student Leadership

1. Be eligible to volunteer at the national level—hone your leadership skills, work with mentors in the professions, and make a positive contribution to CSD students across the country.

## **Work Study Opportunities**

Work study opportunities exist in the Department of Health and Human Performance and are coordinated by the department secretary. Students may inquire about available opportunities

through the department secretary and must follow University procedures and apply through the Financial Aid Office. Additional information is available at <http://www.scranton.edu/financial-aid/ws-univ-work-study.shtml>

## **Essential Functions in Communication Sciences and Disorders**

The B.S., CSD degree program requires the student to engage in diverse, complex, and specific experiences essential to the acquisition and practice of speech-language pathology and/or audiology. Unique combinations of cognitive, affective, psychomotor, physical, and social abilities are required to satisfactorily perform these functions. In addition to being essential for the completion of the requirements for the B.S. CSD degree, these functions are necessary to ensure the health and safety of patients/clients, fellow candidates, faculty, and other providers.

The essential functions required for successful admissions and continuance by candidates for the Bachelor of Science in Communication Sciences & Disorders program at The University of Scranton include but are not limited to the following abilities:

### *Essential Function Domain 1 - Communication*

A student must possess adequate communication skills (with or without accommodations) to:

- Communicate proficiently in both oral and written or other forms of communication in English.
- Possess reading and writing skills sufficient to meet curricular and clinical demands.
- Perceive and demonstrate appropriate non-verbal communication for culture and context.
- Modify communication style to meet the communication needs of clients, caregivers, and other persons served.
- Communicate professionally and intelligibly with patients, colleagues, other healthcare professionals, and community or professional groups.
- Communicate professionally, effectively, and legibly on patient documentation, reports, and scholarly papers required as a part of course work and professional practice.
- Convey information accurately with relevance and cultural sensitivity.
- Express ideas clearly and freely, including giving and receiving feedback.
- Complete reading assignments, writing assignments, search and evaluate the literature, and maintain written records in a timely manner.

### *Essential Function Domain 2 - Motor*

A student must possess adequate motor skills (with or without accommodations) to:

- Sustain the necessary physical activity level in required classroom and clinical activities.
- Respond quickly to provide a safe environment for clients in emergency situations (e.g., fire, choking, CPR)
- Access transportation to clinical and academic placements.

- Participate in classroom and clinical activities for the defined workday.
- Efficiently manipulate testing and treatment environment and materials without violation of testing protocols and with best therapeutic practice.
- Manipulate patient equipment (e.g., durable medical equipment to include AAC devices, hearing aids) in a safe manner.
- Access technology for education and clinical management (e.g., billing, charting, therapy programs).
- Elicit information from patients by palpation, auscultation, and other evaluative procedures.
- Demonstrate adequate gross and fine motor movements, balance, manual dexterity, and kinesthetic awareness to safely perform speech-language pathology procedures.

### Essential Function Domain 3 – Intellectual / Cognitive

A student must possess adequate intellectual and cognitive skills (with or without accommodations) to:

- Comprehend, retain, integrate, synthesize, infer, evaluate, and apply written and verbal information sufficient to meet curricular and clinical demands at a level deemed appropriate by the CSD profession.
- Identify significant findings from history, evaluation, and data to formulate a diagnosis and develop a treatment plan.
- Solve problems, reason, and make sound clinical judgments in patient assessment, diagnostic, and therapeutic planning and implementation.
- Self-evaluate, identify, and communicate limits of one's own knowledge and skill to appropriate professional level and be able to identify and use resources to increase knowledge.
- Use detailed written and verbal instruction to make unique and independent decisions.
- Use sound judgment, prioritize therapeutic interventions, and measure and record outcomes.
- Use the computer for searching, recording, storing, and retrieving information.

### Essential Function Domain 4 – Sensory / Observational

A student must possess adequate sensory skills of vision, hearing, tactile and smell (with or without accommodations) to:

- Visually and auditorily identify typical and atypical fluency, articulation, voice, resonance, respiration characteristics, oral and written language in the area of semantics, pragmatics, syntax, morphology and phonology, hearing, swallowing, cognition, and social interaction related to communication.
- Identify the need for augmentative and alternative modalities of communication.
- Visualize and discriminate anatomic structures and imaging findings (e.g., MBSS, FEES).
- Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests (e.g., acoustic and aerodynamic analysis).
- Recognize when a client and/or client's caregiver(s) does or does not understand the clinician's written and/or verbal communication.

### Essential Function Domain 5 – Behavioral / Professional / Social

A student must possess adequate behavioral, professional, and social attributes (with or without accommodations) to:

- Display mature empathetic and effective professional relationships by exhibiting compassion, collaboration, responsibility, integrity, and concern for others.
- Recognize and show respect for individuals with disabilities and for individuals of different ages, genders, race, religions, sexual orientation, and cultural and socioeconomic backgrounds.
- Conduct oneself in an ethical and legal manner, upholding the ASHA Code of Ethics and university and federal privacy policies.
- Maintain general good physical and mental health and self-care in order not to jeopardize the health and safety of self and others in the academic and clinical setting.
- Adapt to changing and demanding environments (which includes maintaining both professional demeanor and emotional health).
- Manage the use of time effectively to complete professional and technical tasks within realistic time constraints.
- Accept appropriate suggestions and constructive criticism and respond by modification of behaviors.
- Dress appropriately and professionally.
- Engage in patient care in all clinical settings.
- Deliver care to all client/patient populations.

If a student requires assistance to demonstrate any of the above stated skills and abilities, it is the responsibility of the student to request accommodation through the Center for Teaching and Learning Excellence (CTLE). The University and the Department of Health and Human Performance will provide reasonable accommodation as long as it does not fundamentally alter the nature of the program offered or impose an undue hardship such as those which cause a significant expense, difficulty, or are unduly disruptive to the educational process.

### **Student Complaints/Grievances**

Federal legislation (the Higher Education Opportunity Act of 2008 (HEOA, as amended) and regional accreditation requirements require that institutions make available to student's information regarding filing a complaint with the regional accreditor, state and other agencies, and that it makes available "Policy and methods used in handling and tracking student grievances and complaints. Include public disclosure(s) of the policy/policies for student grievances and complaints (URLs, catalog, handbook, or other public location of this information)."

The University of Scranton makes every effort to address student academic and student life concerns in a timely fashion through existing administrative and academic channels. Information

regarding the handling of formal student grievances and complaints are available in the following resources:

[University Student Handbook - University of Scranton - 2019-2020 Student Handbook](#)

[Student Rights and Confidentiality of Information: FERPA Policy - Student Rights and Confidentiality of Information - University of Scranton - Acalog ACMS™](#)

[Student Code of Conduct: Complaint Procedures and Conduct Process Information - Student Code of Conduct | Office of Student Conduct | Student Affairs \(scranton.edu\)](#)

[Sexual Harassment and Sexual Misconduct Process: Reporting, Support and Resources - sh-sm-policy.pdf \(scranton.edu\)](#)

[Student Disability Accommodations: Support, Resources, and Grievances - Center for Teaching and Learning Excellence | Academics \(scranton.edu\)](#)

Each resource above outlines how complaints are handled and resolved. Resources are provided to students throughout the process either as evidenced in the ability to have a University support person and/or by measures provided by the Dean of Students. Other offices, including the office of the Academic Dean, Registrar, and the Office of Equity and Diversity, also offer student resources and guidance regarding the above policies.

Should complaints be received by the institution from MSCHE, PDE, or SARA, they are forwarded to the Provost and/or the relevant administrator responsible for that area or issue. In the case of MSCHE, this includes the ALO; in the case of SARA, this includes the Vice Provost for Enrollment Management and External Affairs.

*Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.*

## **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your creditworthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) for an explanation of dispute procedures
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

•**Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

•**Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

•**You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

•**You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

•**You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

•**Identity theft victims and active duty military personnel have additional rights.** For more information, visit [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:**

TYPE OF BUSINESS and CONTACT:

1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates

Consumer Financial Protection Bureau  
1700 G Street, N.W.  
Washington, DC 20552

b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:



Federal Trade Commission: Consumer  
Response Center – FCRA  
Washington, DC 20580 (877) 382-4357

2. To the extent not included in item 1 above:

a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks

Office of the Comptroller of the Currency  
Customer Assistance Group  
1301 McKinney Street, Suite 3450  
Houston, TX 77010-9050

b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending

companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act

Federal Reserve Consumer Help Center  
P.O. Box. 1200  
Minneapolis, MN 55480

c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations

FDIC Consumer Response Center  
1100 Walnut Street, Box #11  
Kansas City, MO 64106

d. Federal Credit Unions

National Credit Union Administration Office of Consumer Protection  
(OCP) Division of Consumer Compliance and Outreach (DCCO)  
1775 Duke Street  
Alexandria, VA 22314

3. Air carriers

Asst. General Counsel for Aviation  
Enforcement & Proceedings  
Aviation Consumer Protection Division  
Department of Transportation  
1200 New Jersey Avenue, S.E. Washington, DC 20590

4. Creditors Subject to the Surface

Transportation Board  
Office of Proceedings, Surface Transportation  
Board  
Department of Transportation  
395 E Street, S.W. Washington, DC 20423

5. Creditors Subject to the Packers and Stockyards Act, 1921

Nearest Packers and Stockyards  
Administration area supervisor

6. Small Business Investment Companies

Associate Deputy Administrator for Capital  
Access  
United States Small Business Administration  
409 Third Street, S.W., 8th Floor  
Washington, DC 20416

7. Brokers and Dealers

Securities and Exchange Commission  
100 F Street, N.E.  
Washington, DC 20549

8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and

Production Credit Associations

Farm Credit Administration  
1501 Farm Credit Drive  
McLean, VA 22102-50909.

9. Retailers, Finance Companies, and All Other Creditors Not Listed Above

FTC Regional Office for region in which the creditor operates or  
Federal Trade Commission: Consumer Response Center – FCRA  
Washington, DC 20580  
(877) 382-4357

ACKNOWLEDGMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate document entitled DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize and consent to the obtaining of “consumer reports” by The University of Scranton (the “School”) at any time after receipt of this authorization and throughout my participation in the educational program or clinical, experiential, residency, or other education or degree requirements, if applicable. I further authorize and consent to the obtaining by the School, and inclusion in these reports, at any time after receipt of this authorization and throughout my participation in the educational program or clinical, experiential, residency, or other education or degree requirements, if applicable, of my immunization records and other applicable health information to be used for purposes of evaluating my application for participation in an educational program with the School or for participation in clinical, experiential, residency, or other education or degree requirements at a health care facility or clinical program. To this end, I hereby authorize and consent to, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, data or record repository, to furnish any and all background information requested by a third-party consumer reporting agency and/or the School. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

**Residents of New York only:** Upon request, you will be informed whether or not a consumer report was requested by the School, and if such report was requested, informed of the name and address of the consumer reporting agency that furnished the report. You have the right to inspect and receive a copy of any investigative consumer report requested by the School by contacting the consumer reporting agency identified above directly. By signing below, you acknowledge receipt of Article 23-A of the New York Correction Law

**Residents of New York City only:** By signing this form, you further authorize the School to provide you with a copy of your consumer report, the New York City Fair Chance Act Notice form, and any other documents, to the extent required by law, at the mailing address and/or email address you provide to the School.

**Residents of Washington State only:** You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

**Residents of Minnesota and Oklahoma only:** Please check this box if you would like to receive a copy of a consumer report if one is obtained by the School.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## DISCLOSURE REGARDING BACKGROUND INVESTIGATION

The University of Scranton (the “School”) may obtain information about you from a third-party consumer reporting agency for purposes of evaluating your application for participation in an educational program with the School or for participation in clinical, experiential, residency, or other education or degree requirements at a health care facility or clinical program, which may be deemed to be “employment purposes” under the Fair Credit Reporting Act (“FCRA”). Thus, you may be the subject of a “consumer report” which may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, or other background checks. These reports will also include immunization records and other applicable health information to be used for the above stated permissible purposes, specifically verifying your compliance with health care facility requirements for accessing the facility and participating in clinical, experiential, residency, or other education or degree requirements at the facility.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you and to request a copy of your report. These searches will be conducted by a third-party consumer reporting agency. The scope of this disclosure is all-encompassing, however, allowing the School to obtain from any outside organization all manner of consumer reports throughout the course of your participation in the educational program or clinical, experiential, residency, or other education or degree requirements to the extent permitted by law.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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## Communication Sciences and Disorders Student Handbook Verification Form

Your signature on this form indicates that you have read and understand your responsibilities regarding policies, procedures, and curricular information set forth in this handbook. Please complete this form and the two forms on the previous two pages. You may sign these forms electronically or print out these three pages, sign them, and scan them. Please email them to the Department of Health and Human Performance secretary [maryann.capone@scranton.edu](mailto:maryann.capone@scranton.edu). Please do not return hard copies to the main office.

- I understand that I am subject to the policies described in the Communication Sciences and Disorders Student Handbook
- I understand that I am subject to all other policies described in The University of Scranton's Student Code of Conduct.
- I understand that the provisions of this handbook are not to be regarded as an irrevocable contract between the student and the Department of Health and Human Performance.
- I understand that Department of Health and Human Performance reserves the right to change any provision or requirement at any time within my term of attendance.

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Student Name (printed)

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Student's Current Year (based upon credits earned: First-Year, Sophomore, Junior, Senior)

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Student Signature

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Date



