

CDS Sc 331 Syllabus Addendum
Spring 2013
Supervisor: Cynthia Hawk, M.S., CCC-SLP

Monday, January 28 or Wednesday, January 30	Individual conferences will be held to discuss your client's case history, previous therapy, pertinent testing, recommended goals for the semester, possible objectives for the first session, materials, professional guidelines as established in the manual and general questions. In addition, we will review how to clock clinical hours and key points regarding Universal Precautions. (Remember: Tables and chairs should be wiped down with Clorox wipes and earpieces should be wiped with an alcohol swab.) An additional conference time may be scheduled to finalize your lesson plan for the first session.
Monday, February 4 or Wednesday, February 6	First therapy session.
Friday, February 15	First draft of your Therapy Plan is due. This is the graded copy. The report must be emailed to me no later than 4:00 p.m. on this date.
Thursday, February 28	Finalized Therapy Plans are due. This means that all of the revisions have been made and that we have signed the report. The report may be printed back-to-back.
Weeks of March 4 and March 11	Mid-semester formative conferences will be scheduled.
Weeks of March 4 and March 11	You will conduct a conference with the client and/or client's parent(s) to discuss the Therapy Plan. Please see me prior to this conference.
Week of March 18	No Clinic-Spring Break
Friday, April 12	First draft of your Progress Report is due. This is the graded copy. The plan must be emailed to me no later than 4:00 p.m. on this date.
Weeks of April 15 and April 22	The final therapy session for my clinicians will be on Monday, April 15 or Wednesday, April 17. Make-up sessions will be held April 22-25. If you were absent, you MUST offer a make-up session.
Thursday, April 25	Finalized Progress Reports are due. This means that all of the revisions have been made and that we have signed the reports. You must submit two signed and stapled copies. You may print the reports back-to-back.

Weeks of April 22 and April 29

Final summative conferences will be scheduled.

Therapy Plan:

Therapy Plans are due to me on Friday, February 15. Your report must be carefully proofed. Please use the editing checklist that can be found in your clinic manual. The date on all Therapy Plans must be **February 28, 2013**.

Reports should be submitted to me via email, but you **MUST** remember to maintain client confidentiality. This means that no identifying information can be emailed. Emailing identifying information will result in a reduction of points on your mid-semester evaluation.

Refer to your clinic manual for specific guidelines for writing a Therapy Plan. This is an amazing resource, please use it!

Progress Report:

Progress Reports are due to me on Friday, April 12. As with Therapy Plans, you are required to carefully proof your report. Use the editing checklist that is found in your manual.

Submit your report via email. Again, please remember to maintain confidentiality when emailing the report. Points will be deducted from your final evaluation if you email any identifying information. The date on all Progress Reports should be **April 25, 2013**.

Conferences:

We will have two formal conferences (formative and summative) during the semester. These conferences are a requirement.

At the **Mid-Semester or Formative Conference**, we will discuss your clinical skills (strengths and weaknesses) and set goals for you for the remainder of the semester. Prior to this meeting, you will be required to complete a self-evaluation. You will receive a copy of this form the week before we meet. These conferences will be scheduled during the weeks of March 4 and March 11. The specific dates will be announced.

At the **Final or Summative Conference** (held during the weeks of April 22 and April 29), we will do the following:

- review your summative evaluation
- sign three copies of the green Supervised Clinical Experience: Semester Summary sheets.

Lesson Plans:

You will need a pocket folder or 3-ring notebook for your lesson plans. All lesson plans and all data sheets must be kept in this folder. I will write specific comments on your lesson plans during each session. If you

have questions about my feedback, please email, see, or call me. In addition, you should maintain a daily activity log and keep it in this folder. Feel free to email lesson plans to me if you want feedback prior to your sessions (remember NO identifying information should be emailed). Lesson plan folders should be given to me prior to each session. When your session is over, please pick-up your folder.

For specific information about writing a detailed lesson plan, please refer to your clinic manual.

Data Sheets:

As was previously mentioned, all data sheets must be kept in your lesson plan folder. This includes completed data sheets from your previous sessions and a copy of the one that you will use during that night's session.

Clinical Hours:

You are responsible for tracking your clinical hours. This should be updated on a weekly basis and kept in your lesson plan folder.

Clinic Manual:

This is a phenomenal resource so PLEASE read it!

Grading:

Grading procedures will follow the guidelines established in the clinic manual.

Availability:

On most Mondays and Wednesdays, I will be at the clinic from 4:00-4:30 to answer any questions that you may have. In addition, I am available to answer questions by phone. I am also more than glad to schedule an appointment with you at another time so that we will have ample time to discuss your questions or concerns. If you prefer, we can also communicate via email.

Home: 585-346-3532

Cell: 585-490-0079 (call this number in the event of an emergency cancellation)

Email: chawk47@gmail.com

Notes:

Use IPA fonts. This will enable you to print your report with phonetic symbols (see page 57 in your manual).

SUNY Geneseo will make reasonable accommodations for persons with documented physical, emotional, or learning disabilities. Students should consult with the Director in the Office of Disability Services and their individual instructor regarding any needed accommodations as early as possible in the semester.