

**College of Health & Human Development
Communication Disorders and Sciences**

CSUN

CALIFORNIA
STATE UNIVERSITY
NORTHridge

**Department of
Communication
Disorders & Sciences**

**CD 469O: Observation and Professional Writing
in Communication Disorders**

Instructor:

Email:

Telephone:

Office Hours:

Class Schedule:

Location/Link

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1. Course Information

1.1 Course Meetings and Credit

This course is conducted virtually and carries **3 units**. All students must be officially enrolled and are responsible for verifying their registration.

1.2 Course Description (from Catalog)

CD 469O: Observation and Professional Writing in Communication Disorders

Prerequisites: Eligibility for Clinical Privileges (Clinical Phase) and consent of department. Development of entry-level case management fundamentals for prospective speech-language pathologists and audiologists. Students develop preliminary clinical skills for clinical documentation. This course completes 25 observation hours in evaluation and fundamental management of speech, language, voice and hearing disorders. Students must maintain eligibility for clinical privileges throughout the semester. To be taken concurrently with 469A. Three hours of laboratory per week.

1.3 Student Learning Outcomes

At the successful conclusion of this course, students will have met the following objectives:

- Complete 25 hours of supervised clinical observation (ASHA Requirement).
- Demonstrate a working knowledge of the ASHA Code of Ethics as it relates to student clinician experiences.
- Demonstrate the ability to write complete behavioral objectives for a variety of diagnoses, based on observations and class discussions.
- Demonstrate a working knowledge of the fundamental principles of speech and language remediation: baselines, selection of goals and procedures, hierarchically order goals and objectives, documentation on a daily basis as well as for report writing purposes, and reinforcement strategies.

1.4 Course Standards (Knowledge and Skills Analysis - KASA)

This course contributes to four majors in speech-language pathology:

- *Standard III-D. Prevention, Assessment, and Treatment Methodology of:*
 - *Articulation: Assessment and Intervention*
 - *Fluency: Intervention*
 - *Voice and Resonance: Intervention*
 - *Receptive/Expressive Language: Assessment and Intervention*
 - *Cognitive Aspects of Communication: Intervention*
 - *Social Aspects of Communication: Intervention*
- *Standard III-E. Standards for Ethical Conduct*
- *Standard IV-B. Oral and written and other forms of communication*

- *Standard IV-G. Supervised Clinical Experiences or Appropriate Alternative Methods*
Section 3: Interaction and Personal Qualities:
 - 3a. Communicate effectively, recognizing needs, values, preferred mode of communication, and cultural/linguistic background.
 - 3b. Collaborate with others in case management.
 - 3d. Adhere to the ASHA Code of Ethics and behave professionally.

Students will need to successfully complete:

- 25 hours of supervised observation on MCN
- Written observations/assignments on MCN (and Canvas at the discretion of the instructor)
- SOAP Notes and Therapy Plans
- Catalog Review or Audiology Project
- Midterm and Final Examination
- Final Project (at the discretion of the instructor and instead of a Final Examination)

ASHA Observation Hours Documentation and Record-Keeping

- **ASHA Letter:** Upon successful completion of the required 25 hours of guided observations and all associated assignments, students will receive an official **letter** confirming their completion of "ASHA Observation Hours."
- **Electronic Copies:** Students are strongly encouraged to save **electronic copies** of this **letter** and their **MCN Log** in a secure and easily accessible location, such as an external drive. This precaution ensures that these important documents remain accessible in the future, even if students no longer have access to their CSUN Gmail, Canvas, or MCN accounts.

2. Course Materials

2.1 Required for Online Observations (MCN)

- Master Clinician Network (MCN): <http://masterclinician.org>
- Registration Fee: \$54.00 (valid for one year; must cancel to avoid **auto-renewal**)
- Assistance: Ms. Shesna Calkins (Email: admin@masterclinician.org | Phone: (971) 330-7140)
- Technical Note: Google Chrome is the recommended browser for MCN.

The MCN provides peer-reviewed examples of evidence-based clinical practice for observation and critical discourse. Observations will be assigned, and you need to register to access the observations. All students must register no later than **Tuesday, September 2, 2025**, and under **"California State University, Northridge - Residential"** so the class group can be compiled and for students to complete the observations.

2.2 Required Text

Paul, R., & Simmons, E. S. (Eds.). (2021). *Introduction to clinical methods in communication disorders* (4th ed.). Paul H. Brookes Publishing Co. (Available as a digital e-book on Canvas for the course semester via "BryteWave Course Materials.")

Susan Moon Meyer. (2004). *Survival Guide for the Beginning Speech-Language Clinician* (Second Edition). PRO-ED, Inc. Austin, Texas. (Available at the Matador bookstore. Email = matador@bkstr.com)

Also available from: redshelf.com as a digital e-book with lifetime access for \$59.50. Product #13853. ISBN 0-89079-981-4. You can also find it on Amazon or other bookselling sites.

2.3 Additional Required Readings

- ASHA Code of Ethics (www.asha.org)
- ASHA Scope of Practice Documents for Speech-Language Pathology (www.asha.org)
- Other Readings may be assigned at the discretion of the instructor.

2.4 Recommended Texts and/or Resources

- *Terminology of Communication Disorders: Speech-Language-Hearing. Any Edition.* Lucille Nicolosi, Elizabeth Harryman, Janet Kresheck. Lippincott Williams & Watkins. Baltimore, MD.
- *A Coursebook on Scientific and Professional Writing for Speech-Language Pathology. Any Edition.* M.N.Hegde. Thomson Delmar Learning. New York
- A good Medical Dictionary
- A list of suffixes and prefixes used in Medical Terminology (may be an appendix to your medical dictionary, may be purchased separately)

3. Course Expectations and Requirements

3.1 Attendance and Participation

Regular attendance, punctuality, and active participation are essential components of this course. Participation in discussions related to the Master Clinician Network (MCN) observations is crucial to the learning process. Please note:

- There are no “wrong” answers; thoughtful engagement is valued.
- Students are expected to come prepared each week by reviewing course materials on Canvas, completing assigned readings and clinical observations, and being ready for discussions.

Attendance Policy:

- Points will be deducted for absences and excessive tardiness (three or more times per semester).
- Being late or unprepared can negatively impact your professionalism and class standing.

Professionalism begins now - whether working in schools, medical settings, or private practice, being on time and well-prepared is an expectation. Students should handle personal needs (e.g., restroom breaks, printing assignments, etc.) **before** class begins.

In-person classes: Please remain seated and attentive, especially when guest speakers are presenting, as they are offering their valuable time and expertise.

3.2 Assignment Submission Guidelines (MCN/Canvas)

Weekly assignments will be published on Canvas under the respective week's module on the day of the class meeting (Wednesdays at 4 PM). All assignments must be submitted no later than **4 PM on the following Wednesday**, allowing students **7 calendar days** to complete their work. Observations must be completed within this timeframe to stay aligned with course content and lectures, which are designed to support the development of behavioral objectives.

Submission Process:

- **Master Clinician Network (MCN) Assignments:**
 - Watch the assigned weekly video(s) on MCN (due in **7 calendar days**).
 - Submit responses to the accompanying questions on MCN (due in **7 calendar days**).
 - Re-submit rejected assignments on MCN (due in **3 calendar days** from the day feedback is sent).
 - Upload the MCN observation log to Canvas at the end of the semester or upon completion of the required **25 observation hours**.
- **Canvas Assignments:**
 - Submit responses to the weekly accompanying assignments, such as writing behavioral objectives for therapy (tx) sessions (due in **7 calendar days**).

- Re-submit incomplete assignments on Canvas (due in **3 calendar days** from the day feedback is sent).

Observations must be completed within **7 calendar days** of assignment; otherwise, they will be considered incomplete and cannot be made up. Students are encouraged to submit assignments as early as possible to avoid falling behind.

Evaluation Criteria:

- **MCN Assignments:** Evaluated as "Approved" or "Rejected."
- **Canvas Assignments:** Evaluated as "Complete" or "Incomplete."

If a submission requires revisions, it will be returned with feedback, and students must resubmit the corrected version within **3 calendar days** from the date feedback is provided.

Expectations for Narrative Responses:

When responding to questions or assignments that require a narrative (on MCN and/or Canvas), students are expected to provide concise yet comprehensive answers. Responses should be:

- **Clear and focused:** Address the question directly without unnecessary details.
- **Concise:** Provide essential information efficiently while maintaining completeness.
- **Structured:** Present responses in a logical and organized manner.
- **Relevant:** Stay on topic and avoid unrelated information.

Excessively long or unfocused responses may result in resubmissions. Strive to balance brevity with clarity in all submissions.

Technical Considerations:

Students using Apple Pages should be aware that documents uploaded to Canvas may appear blank, misaligned, or incorrectly formatted. To avoid issues, it is recommended to convert files to PDF or Word format before submission. If a formatting issue arises, students will be required to resubmit their assignments in an acceptable format.

Timely submission and adherence to these guidelines are crucial for successful course completion.

3.3 Extra Credit Option: Catalog Review or Audiology Project

Students may choose to complete one of the following extra credit projects for up to 50 points, which will be applied toward the 500 total points possible for the semester.

Project options:

- a) Speech and Language: List therapy activities for selected disorders.
- b) Audiology: List materials needed to set up an audiology practice.
- Important dates:
 - a) Assigned:
 - b) Due: 

Commented [kk1]: Extra Credit Option: Catalog Review or Audiology Project

The final project will be several parts that reflect the following areas:

- ASHA Code of Ethics and the Speech Pathology or Audiology Scope of Practice
- Developing therapy plans and activities
- Reflection essay

Extra Credit narrative: Students can opt to complete a Catalog Review or an Audiology Project to receive extra credit of up to 50 points and towards their total points for the semester of 500 points.

3.4 Grading

All students must earn a grade of **B or better** to continue in the Clinical Practica. The following scale is used to assign final letter grades in 4690:

Grading	Points Required
A	450-500
B	400-449
C	350-399
D	300-349
F	< 299

Students are graded on the basis of their performance in the areas of:

- Supervised Observation Experience (minimum 25 hours): Master Clinician Network (MCN)
- Written Log of Observations: MCN Observation Log
- Written Observations reflecting behavioral objectives: MCN (and Canvas)
- Catalog Review or Audiology Project
- Therapy Plan(s) and SOAP Note(s)
- Midterm Examination
- Final Exam
- Participation **CTCPD 2a,2b,3a,3b,3c,4b**

Assignments	Requirements	Due Dates	Points
Supervised Observations (MCN) CTCSLP 1a,1b,2a,2d,2e,3a,3b,5b	• 25 hours of supervised observation experience • MCN observation log (complete and uploaded in Canvas on time). • Online assignments reflecting behavioral objectives and results of observation experience (completed and turned in weekly). • Observations over 1 week late will not be accepted. • All 25 hours of observations and observation log must be completed to get points.	• Clinical Observations will be turned in weekly on MCN, with the last observation to be completed by • MCN Observation Log DueStudents should expect to spend approximately 3 hours of observation of videos each week. • Additional weekly time to complete the assignments will be needed (estimated to be 1-2 hours; exact time can vary depending on the video and student).	250 points
Exams	• Mid-Term Examination CTCPD 2a,2b,3a,3b,3c,4b	• Mid-Term Exam: • Final Exam	100 points 125 points

	CTCSLP 1a,1b,2a,2d,2e,3a,3b,5b Final Exam CTCPD 4b		
Class Participation	- Students are expected to prepare, attend, and participate in class discussions throughout the semester. - Points will be deducted for non-attendance days.	Calculated at the end of the semester.	25 points
Extra Credit: Catalog Review or Audiology Project	- Speech and Language: List therapy activities for selected disorders - Audiology: List materials needed to set up an audiology practice. - To be assigned on	Due on	50 points
Total Points	500 points		

Commented [kk2]: Therapy Plans Will be assigned in class
 Due TBD 50 points
 SOAP Notes Will be assigned in class Due TBD 50 points

Note: All dates are approximate and subject to confirmation and finalization throughout the course.

3.5 Exams and Make-up Exams

The Midterm and Final exams will be virtual unless indicated by the instructor (Note: If exams are to take place in person, then they must be submitted in class).

Make-up exams will only be granted for serious health conditions, such as disabling or infectious illnesses, with proper documentation from a physician. Students with excused absences will be provided with an opportunity to take a make-up exam (Midterm/Final).

Excused absences **do not** include:

- Employment conflicts
- Transportation issues
- Personal travel or events (e.g., weddings)

Unexcused absences will result in a zero for the missed exam or activity.

4. Academic Policies

4.1 Requests for an Incomplete (I)

Requests for an incomplete grade must align with University policies and will only be granted to students who are demonstrating **passing performance** in the course.

Note: Students with outstanding observations that are more than **two weeks late** will not be considered as passing the class.

4.2 Medical Withdrawals

Medical withdrawals must go through the Student Health Center for approval. The Department does not approve Medical Withdrawals.

4.3 Accommodations for Students with Disabilities

Students requiring accommodations should register with the appropriate office:

- **Disability Resources and Educational Services (DRES):** Bayramian Hall 110, (818) 677-2684
- **National Center on Deafness (NCOD):** Jeanne Chisholm Hall, (818) 677-2611

If you require accommodations, please contact the instructor to discuss your needs. Students authorized for sign language interpretation or real-time captioning are permitted **preferential seating** in class (in-person instruction).

4.4 Professionalism

Professionalism in the fields of audiology and speech-language pathology encompasses a set of core values and behaviors that are essential for clinical success. Externship supervisors and employers seek clinicians who are responsible, ethical, team-oriented, and possess strong communication, interpersonal, and problem-solving skills. Professional clinicians are expected to:

- Demonstrate respect, compassion, and integrity.
- Maintain responsiveness to the needs of clients and society above self-interest.
- Uphold accountability to clients, society, and the profession.
- Commit to excellence and ongoing professional development.

These qualities collectively define professionalism (McGill, 2007).

Key Aspects of Professionalism:

According to Chial (1998), professionalism is characterized by the following behaviors (*Audiology Today*, 10(4), p.25):

- Showing up consistently and on time.
- Being fully prepared for assigned tasks.
- Maintaining an appropriate mindset for professional responsibilities.
- Dressing appropriately for the professional setting.

- Understanding that expectations regarding timeliness, preparedness, and conduct are set by the nature of the task, the situation, or others (e.g., supervisors).
- Prioritizing professional duties and responsibilities over personal convenience.

Speech-language pathologists (SLPs) and audiologists recognize their responsibilities extend beyond individual clients. ASHA's Code of Ethics emphasizes the collective responsibility to advocate for and educate the public about communication disorders.

Clinical Training and Professional Development:

Students in speech-language pathology and audiology programs are required to participate in supervised clinical experiences to develop their clinical competencies. These experiences provide valuable opportunities to cultivate compassion, respect, and professional relationships with clients, peers, mentors, and other healthcare professionals.

Clinical educators serve as role models, demonstrating professional attributes that students are expected to adopt. Although student supervision is a professional responsibility required of SLPs and audiologists, it is also an altruistic endeavor undertaken for the benefit of the broader community of individuals with communication challenges. It is expected that students will learn these values alongside technical skills during their clinical training (Burrus & Willis, 2022).

4.5 Health Insurance Portability and Accountability Act of 1996 (HIPAA)

The ASHA Code of Ethics mandates that the privacy and confidentiality of patient healthcare information is safeguarded. In the healthcare field, this responsibility falls under the Health Insurance Portability and Accountability Act (HIPAA). All students in the Communication Disorders and Sciences program are required to strictly adhere to HIPAA regulations, whether engaging in clinical activities virtually or in person.

Virtual setting:

- Students must ensure that all discussions involving clients (including current clinic clients, family members, or those observed on the Master Clinician Network) occur in a **private and secure environment**. Discussions should not take place in shared spaces, public areas, or through unsecured digital platforms.
- Avoid mentioning identifiable client information in emails, discussion boards, or online platforms outside of secure university-approved systems.
- Screen sharing during virtual meetings must be conducted cautiously to prevent unintended exposure of confidential information.

In-person setting:

- Conversations about clients should never take place in public areas such as clinic waiting rooms, hallways, restrooms, or classrooms where unauthorized individuals may overhear.
- Discussions should be confined to designated private spaces within the clinic under supervision.

- Students must be mindful that bystanders may not distinguish between general discussion and confidential patient information.

General confidentiality guidelines:

- No copies of clinic documents should be removed from the clinic premises or stored on personal devices. This includes photocopies, photographs, or any written materials containing client information.
- Client files must be accessed only in approved areas, such as the Materials Room or designated clinical spaces, and under the supervision of a faculty member or clinical supervisor.
- If unsure about a confidentiality issue, students should always err on the side of caution and seek guidance from their instructor or clinical supervisor.

Violation of HIPAA regulations is considered a serious offense and may result in disciplinary action, including the loss of clinical privileges.

4.6 Academic Honesty

Every member of the academic community at California State University, Northridge is expected to act with honesty and trustworthiness. Acts of cheating, plagiarism, misrepresentation, or other forms of dishonesty are not tolerated. Student academic dishonesty will result in penalties ranging from a failing grade on an assignment or examination, to a failing grade in the course, to referral to the Office of Student Affairs for a determination of suspension or dismissal from the University, as described in the University Catalog.

Use of Generative AI in Academic Work

In alignment with CSUN policy, students are expected to complete all coursework with honesty and integrity. Generative AI tools (e.g., ChatGPT) may only be used in this course **when explicitly permitted by the instructor** and must never replace a student's own critical thinking and original effort.

If AI tools are permitted for an assignment, students are required to:

- **Disclose** which tool(s) were used and how (e.g., brainstorming, outlining, grammar checking).
- **Cite** AI-generated content according to academic standards.
- **Include a brief statement** at the end of the submission describing how the tool was utilized (e.g., "I used ChatGPT to help generate an outline using the prompt: ...").

Undisclosed or unauthorized use of AI will be treated as a violation of CSUN's Academic Dishonesty Policy. Students are responsible for seeking clarification if uncertain about appropriate AI use (<https://libguides.csun.edu/ai/generative-ai-and-academic-integrity>). 🤖

Commented [kk3]: Please note that AI-detection software is not fully reliable and will not be used as the sole evidence of misconduct.

ASHA Code of Ethics and Scope of Practice

In addition, students in the ASHA-accredited Communication Disorders and Sciences major must also conform to the ASHA Code of Ethics and Scope of Practice documents (www.asha.org), as well as the State of California Speech Pathology and Audiology License Board (www.speechandhearing.ca.gov) regulations.

4.7 Civility in the Classroom and in the Clinic

Students must maintain a high standard of civility and professionalism in both virtual and in-person settings. In the Monterey Hall building, community members seek assistance for various speech and language disorders, developmental delays, and neurocognitive conditions such as Alzheimer's disease. It is essential to treat all individuals with respect and sensitivity, as it may not always be evident who is a client, visitor, student, or faculty member.

Professional conduct expectations:

Regardless of the setting, students are expected to interact with assigned clients, peers, clinical office staff, instructors, and supervisors with the utmost respect and professionalism. Any form of disrespect toward faculty, staff, or fellow students will not be tolerated and may result in immediate removal from the classroom or clinic.

Virtual setting:

- Maintain a professional demeanor in all online interactions, including virtual classes, meetings, and discussion boards.
- Ensure a quiet, distraction-free environment during virtual sessions.
- Use respectful and professional language in written and verbal communications.
- Follow appropriate virtual meeting etiquette, such as muting when not speaking and using video appropriately.

In-person setting:

- Treat all shared spaces with respect, understanding that the building serves as a professional healthcare environment.
- Refrain from bringing food or beverages into classrooms or carpeted areas to maintain cleanliness and preserve the facility.
- Be mindful of noise levels and avoid disruptive behavior in hallways and waiting areas.

General expectations:

- Students are responsible for maintaining a clean and organized learning environment. Please dispose of trash properly and leave workspaces tidy.
- Compliance with these expectations fosters a professional atmosphere conducive to learning and client care.

Your cooperation in maintaining a respectful and professional environment is essential to the success of our program and the well-being of our clients and colleagues.

CD 4690 OBSERVATION COURSE
Linking Document

CTCPD (Program Design)

Standard 2a – I:8, A:8
Standard 2b – I:8, A:8
Standard 3a – I:8, A:8
Standard 3b – I:8, A:8
Standard 3c – I:8, A:8
Standard 4b – I:8, P:8, A:8

CTCSLP

Standard 1a – P:8, A:8
Standard 1b – P:8, A:8
Standard 2a – P:8, A:8
Standard 2d – P:8, A:8
Standard 2e – P:8, A:8
Standard 3a – P:8, A:8
Standard 3b – P:8, A:8
Standard 5b – I:8, A:8