



ACADEMIC HANDBOOK

DOCTOR OF AUDIOLOGY PROGRAM

2020-2021 ACADEMIC YEAR

INTRODUCTION

The purpose of the *UAMS AuD Academic Handbook* is to familiarize you with various department and audiology program guidelines that will be important for you during your program. If you have any questions about these or any other procedures, please do not hesitate to contact your academic advisor. If you do not know who your advisor is, please see the program director.

These guidelines are not all inclusive. You must also be aware of the policies and procedures contained in other publications developed by the department, college (College of Health Professions) and university (UAMS).

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DEPARTMENTAL MISSION STATEMENT

The mission of the Audiology and Speech Pathology (ASP) department is to educate professionals who serve persons with communication, swallowing, and balance disorders at the local, state, national, and international levels. The department is dedicated to excellence in (a) teaching and lifelong learning in a student-centered environment (b) service in a patient-centered environment based on academic excellence, leadership, and the ethic of community responsibility and (c) research that supports communication science and the practice of audiology and speech-language pathology (ASP Strategic Plan, 2018).

ASP STATEMENT OF SOLIDARITY

The UAMS Department of Audiology and Speech Pathology stands in solidarity with Black, Indigenous and People of Color during this time of heightened cultural awakening to years of societal oppression and systemic racism. We support our colleagues, students, clients and patients of color. We join in mourning the unjust deaths of countless Black Americans who have suffered from systemic racism throughout the years. We, as an academic department, commit to examining and re-examining biases within ourselves, our policies and procedures, and metrics aligned with ensuring student access and success. We commit to educating ourselves and our students to ensure increased diversity, equity, and inclusion within our department; and thus, society at large. We commit to learn and change as we actively listen to the lived experiences of persons from oppressed minority groups. We further commit to recognizing, understanding, and educating others about the societal and systemic obstacles facing individual at the intersection of race, ethnicity, sexual orientation, gender identity/expression, ability, culture, religion, and national origin.

UAMS Academic Affairs Policy 2.1.3 – Non-Discrimination Statement

It is the policy of the University of Arkansas Medical Sciences and all of its affiliated colleges and organizations not to engage in discrimination or harassment against any person because of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, veteran status, political beliefs or affiliations, and to comply with all federal and state non-discrimination, equal opportunity and affirmative action laws, orders and regulations, including remaining compliant and consistent with the Civil Rights Act; the Americans with Disabilities Act; the Rehabilitation Act of 1973; and Title IX of the Education Amendments of 1972.

AUD PROGRAM MISSION STATEMENT

- The mission of the Doctor of Audiology (AuD) program is to:
 - recruit and retain excellent students who are committed to the profession of audiology and the delivery of high quality clinical services;
 - provide students with a solid foundation in the science of hearing and balance and the skills to conduct and promote evidence-based clinical practice;
 - develop audiologists who have the diagnostic and rehabilitative clinical skills necessary to fulfill the current scope of practice in a culturally sensitive manner across the lifespan in a wide variety of settings.

GOALS OF THE AUD PROGRAM

The goals of the Audiology Program include producing audiology graduates who will demonstrate the knowledge and skills necessary to:

- competently evaluate children and adults for hearing and balance disorders;
- provide appropriate intervention for children and adults with hearing and balance disorders;
- understand and evaluate research in the field of audiology and/or related areas;
- apply evidence based practice principles in the assessment and treatment of hearing and balance disorders; and
- understand and apply the principles of ethical and professional conduct.

EDUCATIONAL OBJECTIVES OF THE AUD PROGRAM

Students will demonstrate the knowledge and skills to meet the objectives as outlined by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association (ASHA). The doctoral academic and clinical curriculum in audiology must include instruction in the areas of: (a) foundations of audiology practice, (b) identification and prevention of hearing loss, tinnitus, and vestibular disorders, (c) assessment of the structure and function of the auditory and vestibular systems, (d) assessment of the impact of changes in the structure and function of the auditory and vestibular systems, and (e) intervention to minimize the effects of changes in the auditory and vestibular systems on an individual's ability to participate in his or her environment. Students will also demonstrate professional practice competencies, including accountability, integrity, effective communication skills, clinical reasoning, evidence-based practice, concern for individuals served, cultural competence, professional duty, and collaborative practice.

THE PROFESSION OF AUDIOLOGY

Audiologists are health care professionals who are experts in the non-medical management of the auditory and balance systems. Audiologists evaluate hearing and hearing loss; recommend, fit, and verify personal amplification systems; and assist in school-based amplification decisions as well as many other activities. Graduates of this program are prepared for positions in a variety of professional settings including hospitals and private clinics; private practice; community speech, language, and hearing centers; college and university programs; rehabilitation centers; residential institutions; school systems; and industrial settings (see Appendix A for links to the ASHA and AAA Scopes of Practice).

PROGRAM ACCREDITATION

The doctoral (AuD) education program in audiology at the University of Arkansas for Medical Sciences is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

PREREQUISITE COURSES

At least one undergraduate course in each of mathematics (college algebra or higher), a biological science, a physical science (chemistry or physics), a behavioral science, and statistics is required. Although there are no prerequisite courses in audiology or speech pathology, the program requires that all students have one course in phonetics and

one in language acquisition. If these courses are not completed prior to admission, they must be completed during the first four semesters of study for the program.

CURRICULUM

A minimum of 118 semester credits (SC) are required in the program. The following 118 credit sample degree plan demonstrates a program that meets the credit minimum.

UAMS #	Title	SC
Fall (1)		
AUDI 5023	Basic Diagnostic Audiology	3
AUDI 5043	Anatomy and Physiology of the Auditory/Vestibular Systems I	3
AUDI 5053	Acoustics and Psychoacoustics	3
AUDI 5113	Instrumentation in Audiology and Speech Pathology	3
AUDI 5401	Audiology Practicum	1
AUDI 5041	Clinical Laboratory	<u>1</u>
		<i>14</i>
Spring (2)		
AUDI 5073	Advanced Diagnostic Audiology	3
AUDI 5193	Anatomy and Physiology of the Auditory/Vestibular System II	3
AUDI 5183	Outcomes Research and Evidence Based Practice	3
AUDI 5223	Amplification I	3
AUDI 5401	Audiology Practicum	1
AUDI 5041	Clinical Laboratory	<u>1</u>
		<i>14</i>
Summer (3)		
AUDI 5162	Genetics of Hearing Loss	2
AUDI 5222	Professional Issues in Audiology and Speech Path	2
AUDI 5063	Auditory Processing	2
AUDI 5401	Audiology Practicum	1
AUDI 5041	Clinical Laboratory	<u>1</u>
		<i>8</i>
Fall (4)		
AUDI 5153	Pediatric Audiology	3
AUDI 5083	Clinical Electrophysiology	3
AUDI 5013	Research Methods in Communication Disorders	3
AUDI 5253	Amplification II	3
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		<i>15</i>

Spring (5)		
AUDI 5233	Pediatric Amplification and Intervention	3
AUDI 5103	Medical Audiology	3
AUDI 5243	Audiologic Rehabilitation: Adults	3
AUDI 5263	Evaluation and Treatment of the Balance System	3
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		15
Summer (6)		
AUD 5232	Audiology: Practice Management	2
AUD 536V	Directed Research	2
AUD 5401	Audiology Practicum	2
AUD 5041	Clinical Laboratory	<u>1</u>
		7
Fall (7)		
AUDI 5283	Gerontology in Audiology	3
AUDI 5033	Educational Audiology	3
AUDI 5273	Implant Device Technology	3
AUDI 5361	Directed Research	2
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		14
Spring (8)		
AUDI 5192	Cultural Competency in Audiology	2
AUDI 5212	Hearing Conservation	2
AUDI 5173	Counseling in Communication Disorders	3
AUDI 5361	Directed Research	2
AUDI 5401	Audiology Practicum	2
AUDI 5041	Clinical Laboratory	<u>1</u>
		12
Summer (9)		
AUDI 5361	Directed Research (if not complete)*	1
AUDI 5461	Audiology Externship	4
AUDI 5041	Clinical Laboratory	<u>1</u>
		5
Fall (10)		
AUDI 5361	Directed Research (if not complete)*	1
AUDI 5461	Audiology Externship	6
AUDI 5041	Clinical Laboratory	<u>1</u>
		7
Spring (11)		

AUDI 5361	Directed Research (if not complete)*	1
AUDI 5461	Audiology Externship	6
AUDI 5041	Clinical Laboratory	<u>1</u>
		7
TOTAL		118

See the AuD website for [course descriptions](#).

This course work represents a minimum of 72 credits of classroom courses, 6 credits in a capstone project, 11 credits of clinical laboratory, 13 credits of practicum, and 16 credits of clinical externship during the final academic year.

PERFORMANCE STANDARDS FOR THE DOCTOR OF AUDIOLOGY PROGRAM

Essential Functions of Candidates for Program Continuance

INTRODUCTION

In order to acquire the knowledge and skills requisite to the practice of speech-language pathology or audiology to function in a broad variety of clinical situations, and to render a wide spectrum of client care, students must have essential skills and attributes in five areas: communication, motor/physical health, intellectual-cognitive, sensory-observational, and behavioral-social. These skills enable a student to meet graduate and professional requirements as measured by state and national credentialing agencies. Many of these skills can be learned and developed during the course of the graduate program through coursework and clinical experience. Failure to meet or maintain essential functions may result in action against the student, including, but not limited to, dismissal from the program. The document to be signed can be found in Appendix B.

POLICY

The accredited graduate programs in speech-language pathology and audiology of the University of Arkansas for Medical Sciences (UAMS), Department of Audiology and Speech Pathology (ASP) adhere to the standards set by the American Speech-Language-Hearing Association (ASHA). Within ASHA standards, the AuD program has the freedom and ultimate responsibility for: the selection of students; the design, implementation, and evaluation of the curriculum; the evaluation of student progress; and, the determination of who should be awarded a degree.

The AuD faculty have a responsibility for the welfare of clients tested, treated, or otherwise affected by students enrolled in the program. The department has the responsibility to the public to assure that its graduates can become fully competent audiologists and speech-language pathologists, capable of delivering quality care in a timely manner and preserving the well-being of the clients they serve. Thus, it is important that persons admitted, retained, and graduated possess the intelligence, integrity, compassion, humanitarian concern, and the physical and emotional capacity necessary to practice speech-language pathology or audiology.

The Department of Audiology and Speech Pathology, as part of the College of Health Professions, is committed to the principle of equal opportunity. The University, College, and Department do not

discriminate on the basis of race, color, religion or creed, sex, gender, gender identity, pregnancy, national or ethnic origin, non-disqualifying disability, age, ancestry, marital status, sexual orientation, veteran status, or political beliefs or affiliations. When requested, the University, College, and Department will provide reasonable accommodations to otherwise qualified students with properly certified disabilities. The AuD faculty has responsibility for the welfare of students in the department. In order to fulfill this responsibility, the department has established academic standards and minimum essential function requirements that must be met, with or without reasonable accommodations, in order to participate in the program and graduate.

Essential Functions

Communication

A student must possess adequate communication skills to:

- Use speech, hearing, vision, and the English language to communicate effectively with clients, faculty, staff, peers, and other health care professionals in both oral and written form (i.e. therapy plans, progress notes, diagnostic reports, telecommunications).
- Communicate effectively and efficiently in oral and written forms including classroom projects, presentations, research, and in clinical reports.
- Modify his/her communication style to meet diverse communicative needs.
- Communicate in a succinct, yet comprehensive manner and in settings where time limits may be imposed.
- Assess and effectively communicate all relevant information including the significance of non-verbal responses.
- Assess incoming information to allow for appropriate, well-focused follow-up inquiries.
- Listen responsively and empathetically to establish rapport in a way that promotes openness on issues of concern and sensitivity to potential cultural differences.
- Express his/her ideas and feelings clearly and demonstrate a willingness and ability to give and receive feedback.

Motor/Physical Health

A student must possess adequate motor skills and physical health to:

- Execute movements reasonably required to move from area to area, maneuver in small places, use equipment, materials and technology (i.e. microphones, hearing aids, computers, augmentative/assistive communication devices, etc.) as needed to provide clients with appropriate care.
- Access transportation to clinical and academic placements.
- Provide for his/her own personal hygiene.
- Possess the physical health and stamina needed to carry out the speech-language pathology and audiology programs.
- Have sufficient use of motor skills to carry out all necessary clinical procedures, both those involved in learning the fundamental sciences and those required in the clinical environment.

Intellectual / Cognitive

A student must possess adequate intellectual and cognitive skills to:

- Participate in clinical settings and achieve the levels of competence required by the academic and clinical faculty and off-campus preceptors.
- Solve problems critical to the practice of speech-language pathology and audiology.
- Self-evaluate, identify, and communicate limits of one's own knowledge and skills.
- Identify and use resources to increase knowledge and skills.
- Use detailed written and verbal instruction to make unique and independent decisions.
- Measure, calculate, reason, analyze, synthesize, and create as needed in the academic and clinical arenas.
- Demonstrate the mental capacity to learn and assimilate professional information including the ability to read and comprehend professional literature and reports.
- Solve clinical problems through critical analysis.
- Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.
- Write discipline-specific papers and clinical reports in English. These must be professional and grammatically correct.
- Maintain attention and concentration for sufficient time to complete clinical activities.
- Schedule and prioritize activities.
- Demonstrate the ability to divide attention (i.e. multitask).
- Demonstrate the ability to master information presented in course work in the form of lectures, written materials, projected images, and lab activities.
- Acquire the information presented through demonstrations and experiences in the clinical training portion of the program
- Observe clients accurately and interpret non-verbal communication when performing clinical assessments and treatment activities.

Sensory / Observational

A student must possess adequate senses of vision and hearing to:

- Accurately observe clients and interpret and analyze their behaviors.
- Adequately treat clients and use equipment appropriately.
- Visually monitor client responses and materials.
- Make accurate judgments about speech and/or acoustic signals.

Behavioral / Social

A student must possess adequate behavioral, ethical, emotional, and social attributes to:

- Display mature, empathetic, and effective relationships by exhibiting compassion, integrity, and concern for others.
- Recognize and show respect for individuals of different ages, gender identities/expressions, races, religions, sexual orientations, cultural and socioeconomic backgrounds, and disabilities.
- Recognize and make adjustments when a client's family does or does not understand the clinician's written and/or verbal communication.
- Maintain generally good emotional and mental health to fully use their intellectual abilities and exercise good judgment including prompt completion of all academic and clinical responsibilities. Seek assistance when needed.
- Display good judgment and behave in a professional, reliable, mature, and responsible manner.
- Demonstrate flexibility and adaptability to function in new and stressful environments.

- Evaluate their own performance and be forthright about errors, accept constructive criticism, and look for ways to improve academic and clinical performance.
- Exhibit professional appearance and demeanor by conforming to appropriate standards of dress, appearance, language, and public behavior, including social media.
- Uphold the Code of Ethics of the American Speech-Language-Hearing Association and/or the American Academy of Audiology, the Health Information Privacy and Accountability Act, as well as the departmental Honor Code.

Candidates for the Master of Science in Communication Sciences and Disorders (MS) or the Doctor of Audiology (AuD) who have been accepted for admission will be required to verify that they understand and meet these essential functions. Admission decisions are made on the assumption that each candidate can meet the essential functions and fulfill essential functions without consideration of disability.

The UAMS [ADA/Disability Services](#) office will review a student's request for accommodation and confirm that the stated condition qualifies as a disability under applicable laws.

If an applicant states they can meet the essential functions with accommodation, then the department will determine whether it agrees that the student can meet the essential functions with reasonable accommodation. This determination includes a review of whether the accommodation would jeopardize client safety or the educational process of the student or the institution, including all coursework and internships/ practicum placements deemed essential to graduation. At any time in the course of a student's enrollment in the department, should their needs change, the student can request accommodation through the UAMS [ADA/Disability Services](#) office.

UAMS [ADA/Disability Services](#) and the Department of Audiology and Speech Pathology will jointly decide what accommodations are suitable and possible in terms of reasonable accommodation, and will render the person capable of performing all essential functions established by the program.

Reference: Adapted from the Council of Academic Programs in Communication Sciences and Disorders (2007) Rev. 8-12-09

PROFESSIONALISM

Professionalism in health care and education is based upon values that reflect the very special nature of the interaction between a provider and a patient, client, or family and between a teacher and student. Individuals confronting illness, social disruption, or other life-changing challenges are vulnerable. Individuals learning the knowledge, skills, and attitudes of a profession face many new challenges. Patients and students rely upon professionals to address their needs in an expert, professional manner. All who work with patients and their families and those who work with students are expected to act in accordance with the standards of professional conduct outlined in Appendix C.

There are core values of professionalism that are universal and apply to those in health care professions and in education. These include, but are not limited to, moral values such as honesty, integrity, and trustworthiness; values that are specific to one's profession (*e.g.*, confidentiality), to society (*e.g.*, commitment to excellence), to oneself (*e.g.*, self-reflection), and to humanistic values such as empathy and compassion. Professionalism evaluations are conducted on an annual basis during the AuD program of study.

STUDENT CONDUCT AND DISCIPLINE

All academic work in the UAMS AuD program will be conducted under the CHP Academic Integrity Policy. Academic misconduct in any form will not be tolerated in the UAMS AuD degree program. Students are referred to the *CHP Student Handbook*, 9.2 for this policy.

A *Student Honor Code* is one of the most important assurances signed by each AuD student in the Department of Audiology and Speech Pathology upon entering the graduate program. This assurance can be found in Appendix B. The signed Honor Code will be placed in the student's academic file. The Honor Code pledge verifies the student's understanding and knowledge of the highest ethical standards of their discipline, **as well as agreeing to abide by those standards and the consequences of failing to uphold them.**

ACADEMIC PERFORMANCE/STUDENT PROGRESSION POLICY

The AuD program is committed to successfully educating and graduating new audiologists. We also are committed to excellence in academic, clinical and scholarly activities. The following minimum standards for student performance are designed to reflect that commitment to excellence.

The AuD program faculty advisors continually monitor and document student progress in order to identify deficits in knowledge or skills and establish remediation measures. Students concerned about their progress may request an Advising Session with their faculty advisor at any time to address those concerns. The AuD program also conducts formal reviews of academic and clinical progress. The audiology faculty meets as a committee of the whole to review all students' progress mid-semester, at the end of each semester, and on an as-needed basis. These reviews are supportive in that they are designed to identify academic and/or clinical areas that need remediation for the student to successfully progress through the AuD program.

Expected Performance

Expected performance includes but is not limited to the items below.

Academic

- Students are expected to earn grades of C or better in each course and at a minimum maintain an overall grade point average of 3.00 to remain in good academic standing. Courses in which a grade of D or F is earned will need to be retaken at the next available offering.
- Pass first and second year clinical performance-based evaluations.
- Pass the comprehensive examination.
- Complete all didactic coursework before beginning the externship.
- Complete the required capstone credits and at a minimum data collection, if appropriate, before beginning the externship.
- Complete a full-time clinical externship.

Notes:

- Should an "Incomplete" be needed in any academic or clinical course, the work must be completed by the end of the following semester.
- Consult the *CHP Student Handbook* for information regarding student appeal procedures.

Non-Academic

- Consistently meets professional standards as rated by peers, faculty, staff, and community partners.
- Honors the academic integrity policy.
- Creates an environment that values each individual including patients, classmates, instructors, and staff.

Academic and Non-Academic Performance in Clinical Courses

- Practicum and externship grades are influenced by competency ratings as well as professionalism. Earning less than a B in any practicum or externship clinic course is unsatisfactory. Grades in clinical courses of less than a B will be handled on a case-by-case basis, which may include having to repeat the practicum course for that semester and being placed on probation. No grade change will be approved, which may negatively influence overall GPA. Students on probation will not be permitted to register for practicum courses until they come off probation. A student remediation plan will be developed for the probationary period.

REMEDIATION

The need for a remediation plan can be triggered by several events. An individual instructor may be concerned about a student's performance, the student earns below a C in an individual course, or earns two C's or below in the same semester.

Policies for Academic and Non-Academic Performance

Earning lower than a C in any individual course will result in the development of a remediation plan. The student will remain on a remediation plan until proficiencies of KASA objectives related to that course have been demonstrated. The product of remediation will not affect the previously earned course or clinical practicum grade. Professional behavior and academic integrity which do not meet expectations are examples of areas which may require remediation.

Procedures for Academic and Non-Academic Performance

If at any time an instructor is concerned about student performance, they may refer the student to the UAMS Student Success Center (SSC). SSC personnel will meet with the student and decide on a course of action, as needed. The SSC will keep the program informed about student participation in the process. Non-participation by the student can result in probation and will be decided on a case-by-case basis.

On earning a first grade below a C in an academic course or failure to meet the minimum expected non-academic standards, the course or clinical instructor will notify the student's academic advisor and the program director. The student will then meet with their academic advisor, instructor, and/or program director to devise a remediation plan. Some situations may require consultation with the Associate Dean of Academic Affairs in the College of Health Professions. Decisions about remediation are made on a case-by-case basis.

On earning two C's or below in the same semester, the student will be placed on academic probation and the same procedure for a remediation plan (as above) will be implemented.

PROBATION

Policies for Academic and Non-Academic Performance

Students will be placed on academic probation for:

- Earning a second grade below a C while in the program
- Earning two grades of C or below in the same semester
- A semester GPA below 3.0
- A cumulative GPA below 3.0

Students will be placed on non-academic / non-cognitive performance standards probation for:

- Not participating in Student Success Center activities
- Not fulfilling the remediation plan requirements by the agreed-on date
- Unresolved professional misconduct
- Unresolved academic misconduct
- Unexcused absence(s) at required functions/events

Procedures for Academic and Non-Academic Performance

If any of the above events occur, the academic advisor will notify the student by letter and email. The student's academic advisor and the program director will convene a meeting of the student and other appropriate individuals (e.g., course instructor/s, clinic liaison) to develop a remediation plan for release from probation. Some situations may require consultation with the Associate Dean of Academic Affairs in the College of Health Professions. Decisions about probation are made on a case-by-case basis.

Consequences of Probation

Students on probation will not be allowed to:

- count on-campus practicum hours toward graduation;
- participate in off-campus practicum;
- begin or resume their externship.

Return to Good Standing Status (Release From Probation)

Completion of the probation period is determined on a case-by-case basis. Determination of the student's return to good standing will be based on the recommendations of the program faculty.

Examples of how to return to the status of good standing:

- After retaking coursework, the student improves the earned grade(s) of C to B or better
- The student's earned GPA is 3.0 or better during the next two successive semesters, not to include a C or below
- Demonstrates significant improvement and resolution of non-academic issues
- Resolution of professional misconduct issue and continued exemplary behavior
- Resolution of academic misconduct issue and continued exemplary behavior

Note: Students placed on academic or non-academic probation may be prohibited from beginning or resuming their externship unless they are released from probation.

DISMISSAL

Policies

Students may be dismissed from the program for:

1. Failure to complete remediation requirements on any remediation plan by the agreed-on date
2. Earning three or more grades below a C, or failing to meet a minimum overall GPA of 3.0
3. Failure to earn a C or above in a repeated course, in which a grade of D or below was earned initially
4. Earning a failing grade in more than one course during one semester
5. A grade below a C in any clinical externship course
6. Demonstrate grave academic or non-academic misconduct
7. Failure to successfully complete the performance-based or comprehensive examinations, including a second and third attempt
8. Failure to demonstrate sufficient change of probationary behavior by the agreed-on date to be removed from non-academic probation
9. Lack of professional conduct and/or any behavioral patterns that may jeopardize the safety or well-being of patients or others
10. Unethical or illegal activity including, but not limited to, academic misconduct or violations of the ASHA Code of Ethics (<http://www.asha.org/docs/html/ET2003-00166.html>), the AAA Code of Ethics (<http://www.audiology.org/publications/documents/ethics/default.htm?PF=1>), HIPAA regulations/law, Arkansas Law or Federal law

Procedures

Decisions about dismissal are made on a case-by-case basis. Recommendation for dismissal requires a majority vote for dismissal by the audiology faculty. In all cases the program director, in consultation with the Chairman of the department, if a different individual, and the Associate Dean of Academic Affairs in the College of Health Professions, will notify the student of the final decision by certified letter and email with receipt and read confirmation.

DEPARTMENTAL GRIEVANCE PROCEDURES

If a student feels that they have been, or are being, treated unfairly in an academic or clinical situation, the student must follow these procedures in voicing their grievance:

1. Consult with your academic advisor to review this policy together.
2. After seeking guidance from your academic advisor, choose one of the following courses of action:
 - a. Contact the faculty member teaching the course or directing the clinical activity. Let this individual know that you are concerned and precisely why. Document your efforts to resolve the situation. If the situation has been resolved, consult your academic advisor about the documentation necessary to protect your interests. Most problems can be resolved at this level.
 - b. Inform your academic advisor that you feel it is not in your best interest to handle the situation directly and that you wish to pursue the matter further. Your academic advisor will assist you in preparing documentation of the problem. Contact the program director to discuss the matter. The program director will consult with the Chair of the Department as needed to help you resolve the issue.

3. If the matter is not resolved with your instructor (either for clinic or academic issues), or if your concern is with your academic advisor or the program director, bring the matter before the Department Chair, or if they are the same person, the Associate Dean of Academic Affairs in the College of Health Professions.

The Chair will resolve the matter in question to the student's satisfaction or direct the student to the CHP Catalog and/or CHP Handbook for information regarding the student appeals process. The formal grievance procedure is detailed in the *CHP Handbook* (<http://healthprofessions.uams.edu/current-students/catalogs-and-handbooks/>).

ADVISING

Initial Assignment

At the time of admission, the Program Director appoints a full-time member of the audiology faculty as the student's academic advisor. The first session will occur during the Fall Orientation for New Students for the advisor and student to get acquainted. At that time, copies of the program policies and documents will be reviewed. The degree plan will be completed and relevant assurances will be signed and filed in the students advising file (see Appendices B and D). Please note that some assurances are subject to change depending on University, College, or Program policies.

Academic Advising

Main Responsibilities of the Faculty Advisor:

1. Be an advocate for the student throughout enrollment in the AuD Program.
2. Monitor student academic and professional progress throughout the curriculum. Assist the student with academic and professional issues as they arise.
3. Be available for scheduled academic advising appointments with the students, which occur at least once at mid-semester. Also, be available for advising and consultation as needed by appointment.
4. Recommend available institutional resources and student services to the student for both academic and non-academic concerns. Refer the student to appropriate services as needed.
5. Advise the student regarding program requirements, policies, protocols, expectations, or concerns that may affect the academic and professional development of the student.
6. Be an active listener to student concerns with objectivity, empathy and understanding.

Main Responsibilities of the Student:

1. Possess a working knowledge of all AuD Program, College of Health Professions, and University policies and procedures.
2. Arrive in a timely manner to all scheduled advising appointments.
3. Actively contribute in the advising appointment in a clear and concise manner to facilitate the advising process.
4. Actively follow up on any academic or professionalism recommendations provided by advisor or instructor.
5. Actively follow up on referrals to any student services including but not limited to Student Health, Wellness Center, Student Success Center, ADA/Disability office, or other offices as needed.

If an advisor is unable to perform advising duties for any reason (e.g., sabbatical leave, illness, absence from campus), a temporary or permanent reassignment will be made by the program director upon notification by either the student or advisor. Occasionally, students choose to change advisors. A student may request a change in advising assignments by contacting the program director in consultation with current and new advisor.

Academic Difficulty

The student is encouraged to meet with the instructor if experiencing academic difficulty as early as possible in the semester as opposed to waiting until examination time. If the student is identified as having academic difficulty, the student should meet with their faculty advisor as soon as possible. This includes addressing personal issues which may impact their academic progress in the program; referral to the Wellness Center or Student Health Services may be beneficial. In certain circumstances the program director and/or department Chairperson may be involved in these meetings. Even though students have been academically prepared to enter the program, the intensive and fast paced curriculum and in depth material can cause new students to feel overwhelmed initially and struggle academically. Many times learning more efficient study skills, time management, and stress management, such as exercise or other activities, is a key component to success in the program. The AuD faculty are available to assist the students in successfully navigating through this process.

GRADUATION REQUIREMENTS

Graduates of the AuD program have successfully completed a minimum of (a) 118 semester credits, (b) 1900 clinical clock hours, and (c) a capstone project. UAMS requires successful completion of the seven Interprofessional Education (IPE) milestones. Graduates will have been assessed for professionalism annually and will have passed performance-based clinical examinations in their 1st and 2nd years. Comprehensive examinations will have been passed during the 3rd year of their tenure as a student and graduates will have completed a capstone project under the guidance of a mentor. Graduates of this AuD program will have met all the knowledge and skills objectives established by the department to meet the current ASHA standards. In order for graduates to be eligible for the Certificate of Clinical Competence in Audiology (CCC-A) from ASHA, the program will provide as many clock hours as possible supervised by individuals with the CCC-A. However, some audiologists have chosen not to have the CCC-A designator but will provide valuable clinical training for our students. The program reserves the right to send students to a non-CCC-A audiologist to obtain clock hours that count toward our graduation requirement but will not count toward the ASHA-required number of clock hours. ASHA's Council for Clinical Certification now allows graduates of accredited programs two years post-graduation to obtain any needed clock hours supervised by an individual with the CCC-A, in order to qualify for that credential.

Prior to graduation, documentation for program requirements are thoroughly reviewed. Students should plan on spending two or three days at the university prior to graduation to complete graduation check-out procedures and the 'clear campus' process. Students complete an exit interview with the program director prior to participating in the hooding ceremony and graduation activities. Each year, select graduating students are recognized by the department for their academic scholarship, clinical excellence, and leadership abilities.

Clinical Experiences

Over the course of the AuD program, students must accrue a minimum of 1900 clinical hours. Details about practicum requirements and externship placements can be found in the *AuD Clinic Handbook*.

Capstone Experience

Each student must complete a Capstone experience, for example a research study, quality improvement project, or systematic literature review. According to Crunkilton et al. (1997)¹, the Capstone should incorporate problem-solving, decision-making, critical thinking, collaborative/professional relationships, oral communication, and written communication. A written document and formal presentation are required for completion. Typically students will present a poster in their third spring semester at the UAMS Student Research Day.

Knowledge and Skills Acquisition

The learning objectives in the UAMS AuD program are known as “KASAs” (Knowledge and Skills Acquisition) and were developed by the Council on Academic Accreditation (CAA), a part of the American Speech-Language-Hearing Association (ASHA). The Council for Clinical Certification, also a division of ASHA, employs the KASAs to ensure program graduates meet the fields agreed-on minimums for practice. The KASAs and related paperwork include the areas listed below:

- Acquisition of knowledge and skills
- Supervised clinical practicum hours
- Progress toward graduation
- Progress toward state and national credentials.

The tracking of this knowledge and these skills is accomplished through the use of the computer program, Calipso. Outcomes have been established by the program to meet all applicable standards (See the ASHA Standards for the Certificate of Clinical Competence in Audiology, which include the [KASA Objectives](#)). These standards are incorporated into coursework, clinical practica, and externships in the form of measurable goals, objectives, or outcomes. Each course has associated with it a number of specific outcomes you will be asked to meet in order to demonstrate knowledge and skills in that content area. The outcomes may be demonstrated via exams, laboratory or homework assignments, written papers, projects, through contact with clients in the clinic, or other measurable ways. Your instructors will provide you with the KASA objectives or course objectives on your syllabus. Earning at least a B in a course provides evidence that all the KASA objectives have been met in that course. If a C or lower is earned, the instructor will develop a remediation plan for the student to meet any needed objectives.

Comprehensive Examination

The purpose of the comprehensive examination is to provide the student an opportunity to demonstrate mastery of discipline-specific knowledge. Thus, all students must pass the comprehensive examination before the student will be placed in a 4th Year Externship. This examination assesses the student’s knowledge of the academic theories and clinical applications deemed essential for entry level into the

¹ From Crunkilton J, Cepica R, Fluker L. Portfolio of capstone courses in colleges of agriculture (USDA award # 94-38411-016). Washington, DC: US Department of Agriculture, 1997.

profession. Students may take the comprehensive examination up to three times (first 2 tries are written; final try is oral). If the student does not pass this examination by the third attempt s/he will be dismissed from the program. See Appendix E for more information regarding the comprehensive examination.

EDUCATIONAL TESTING SERVICES (ETS) PRAXIS EXAM – INFORMATION SHEET AND GUIDELINES

Although the Praxis Examination is not a requirement for graduation, it is a requirement for Arkansas Licensure and many other states as well as for ASHA certification. Students are encouraged to take the ETS Praxis Exam shortly before or after taking the comprehensive exam. The following information is provided for those students who wish to take this examination prior to graduation.

GUIDELINES FOR TAKING THE PRAXIS EXAMINATION

You are required to list the University of Arkansas for Medical Sciences and the University of Arkansas at Little Rock as a facility to receive a report of your score. Be sure to use the Department Code, 0013. DO NOT USE THE UNIVERSITY CODE. This request must be made at the time of initial registration for the exam. If this guideline is not followed, your graduation may be delayed and additional expenses will be incurred for having Praxis scores sent again.

AUD PROGRAM ADMINISTRATIVE POLICIES

Attendance

Professionalism and an attitude of life-long learning are highly valued in the AuD program. One of the goals of our program is to help our students integrate these values. We would like to make clear our expectations regarding your attendance in class, clinic, traineeships and other school-related activities. The official program policy is:

Attendance at all class sessions is expected. Unless arrangements have previously been made for clinical or research externships. Absence is defined as not being present during the assigned class time. Course instructors may deduct points for absences at their discretion.

You are expected to present proper documentation for any absence that you believe may be excused. In all cases of class and clinic, individual faculty members have the latitude to decide whether an absence is excused or not.

1. Classes – In all classes your attendance at each class session is expected. We realize that at times emergencies may arise and you may have to miss a class. Telephoning or emailing your instructor to that effect is a professional courtesy that you should be in the habit of; however, that call or email does not ensure that absence is excused.
2. Clinic – Your attendance is expected for all scheduled on- and off-campus clinics. Should an emergency arise, (e.g., have a fever, vomiting, or are on your way to the hospital) contact your preceptor as soon as possible. It is your responsibility to have your preceptor's contact information readily available.
 - a. If you have a scheduling conflict (e.g., doctor's appointment), you must make arrangements with your preceptor well in advance of the scheduled clinic, and arrange for another student to

- cover your clinic. For any on-campus clinic absence a 'make-up' clinic must be scheduled with your preceptor between semesters. For off-campus clinic absences, consult with your preceptor.
- b. You are expected to be in the clinic at least 30 minutes (or earlier) before your scheduled clinic time. This will allow time for set up and consultation with your preceptor to get ready for your scheduled patients.
 - c. You are expected to stay following the last patient to complete close-out tasks for the day. You are not excused from clinic until all clinic closing tasks have been completed, or at the discretion of the preceptor.
3. Student Worker/Traineeships: When you are paid to perform particular duties you are expected to behave in a responsible manner equivalent to any other paid position. This means you should do the following:
- a. schedule regular work days/times with your supervisor;
 - b. clock in and out as directed;
 - c. arrive 15 minutes before your scheduled work time and work for the full scheduled time;
 - d. there is no sick time or leave time for these positions. If you miss work due to illness or any other reason, this time must be made up.

Blackboard

Blackboard is the UAMS online learning management system for all of the courses in the doctor of audiology program. Individual faculty may choose to post items in Blackboard, such as narrated lectures, syllabus, course outline, lecture modules, assignments and miscellaneous documents and folders. To log in to Blackboard type in the URL address of: <https://uams.blackboard.com/>. Instructors will supply more information as needed.

Any lectures posted in Blackboard are the property of the faculty and guest lecturers. The lectures are available for you to enhance your learning experience. Copies of the lectures are not to be shared with anyone outside of the program or to be used for any personal presentations. Inappropriate use of a lecture presentation is a violation of the Professional Code of Conduct.

Class and Clinic Hours

The AuD program provides classroom study, clinical observation, clinical experience, independent study, and seminars. Based on the student's classification (first year, etc.), individual classes will generally meet one (1) day per week with all classes scheduled on two (2) days per week. In addition there will be clinical meetings, grand rounds, conferences, and clinical and research activities scheduled on the other days. Students should expect to have clinical rotations both within and outside the UAMS College of Health Professions Speech and Hearing Clinic. Students are expected to provide their own transportation to clinical training sites. When necessary, the ASP department reserves the right to adjust class schedules, times and program sequencing, as well as clinical rotations outside of the Little Rock metropolitan area. As a full-time graduate student, you should consider graduate school your first priority.

Classroom Etiquette

Academic freedom is an important component of professional graduate school. Students are transitioning from an educational environment to a professional one and are expected to embrace the expectations placed on them. Individuals are expected to behave in a professional manner at all times and refrain from disruptive or unacceptable behavior which includes:

1. Addressing the instructor in a casual manner and not by their title. Instructors should be addressed as Doctor. Guest lecturers should be addressed by their title as well.
2. Repeatedly arriving late to or leaving early from any educational activity.
3. Leaving cellular phone and pagers on during any educational activity, answering phones or texting. Anyone not complying will be asked to leave the educational activity immediately and will receive a mark for professionalism
4. Using the internet or social media during any educational activity that is not related to the class. This includes emailing, instant messaging, Facebooking, tweeting, blogging, surfing the internet, online shopping and playing computer games.
5. Talking to fellow students during educational activities.
6. Dominating classroom discussion, asking excessive questions or interrupting the instructor or fellow students. This behavior is disruptive to the class, the instructor and the learning environment.
7. Arguing with or openly confronting the course instructor during lecture. Questions should be asked during the break. Concerns should be addressed after class or by appointment with the instructor.
8. Having open beverage containers unless otherwise indicated by an individual instructor.

Copying Equipment

Students cannot use the office copying equipment on the UAMS Campus. The copying equipment on the UA-Little Rock Campus is to be used for clinic and departmental business only with approval from faculty. Copying equipment for personal student use is available at the UAMS library:

<https://libguides.uams.edu/computers-printers/printing-payment>

Title IX (Harassment)

The education experience should be free from harassment of any type which includes bullying. If a student has concerns about harassment from other students, faculty, staff, mentors, instructors, or clinical preceptors, the student should contact the Program Chair/Director of the program immediately. If the student is on a clinical rotation off campus and a harassment concern arises, the student should contact the Audiology Clinical Education Director or Program Chair/Director immediately. UAMS has a specific policy regarding sexual harassment:

"Title IX of the Education Amendments Act of 1972 is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

UAMS is committed to cultivating a university environment free of harassment, discrimination and violence and will take steps to prevent such conduct, its recurrence and discriminatory effects on members of the UAMS community. The University does not tolerate acts of sexual harassment, sexual assault, gender discrimination, sexual exploitation, domestic violence, dating violence or stalking.

Inclement Weather Policy

The AuD Program abides by the UAMS Inclement Weather Policy. Notifications will be emailed to students, communicated through local media and posted on the front pages of www.uamshealth.com, www.uams.edu, and the UAMS intranet. Please refer to the CHP Catalog for more information.

Leave of Absence

At times it may be necessary for a student to take a leave of absence. A student in good standing who desires a leave of absence should first speak with their academic advisor, then make a written request to the program director. Each request will be handled on a case-by-case basis. A leave of absence can occur only after approval.

Modification of Program Requirements

Requests for modification of academic or clinical requirements should be directed, in writing, to the program director. Any modification will be implemented only upon approval by the program director in consultation with the audiology faculty, Department Chair, and CHP Associate Dean of Student Affairs.

Official Correspondence

The UAMS email account is the official method of electronic communication with students. The program will communicate with students *only* via their UAMS email account. Students should use only their UAMS email account to communicate with off-campus preceptors. Students are expected to check their UAMS email accounts on a daily basis for program information and/or announcements.

At the discretion of individual faculty and students, texting communication may be implemented on a limited basis. Email is the primary method of electronic communication unless the situation requires urgent communication.

Outside Employment

A student's outside employment schedule will not be considered when arranging classes, clinic and other program events. The student's primary responsibility is to first fulfill all school obligations. Students should be aware that responsibilities increase with each year in the program (i.e., students are expected to be in clinic 2-3 days a week during their 3rd year), which will make outside employment more difficult in the later years of the program.

Social Media

The AuD Program recognizes the interest that students have for using social networking sites such as Facebook, Instagram, YouTube, etc. Students are cautioned to use extreme care when using these media platforms. Future employers, clinical preceptors, and faculty members can access your page and information. Certain information could jeopardize future opportunities in the audiology profession. Individuals you have allowed access to your page cannot only post to your site but can take your pictures and information and post them elsewhere on the internet. Students should set high privacy settings, be cautious of what is on their site and manage access to their sites carefully. Remember, once information is on the internet, it is impossible to recall.

Any photos taken of class, clinic, or lab activities are not to be posted on Facebook or any social media site. These are UAMS AuD Program activities and are only to be used by the program. The program has each student sign a waiver and we only use photos of promotional material directly related to the program.

Students are not to use any photos taken with a personal camera or smartphone for personal reasons without permission of the program. In addition, posting any photos to a social media site is infringing on the rights of fellow students and faculty members who have not given permission to use their

photograph. Violation of this rule may result in a Professionalism infraction.

Student Records

The AuD program adheres to the UAMS Academic Affairs Policy #2.1.2 that cites the Family Educational Rights and Privacy Act of 1974 (FERPA). Specifically, students have the right to inspect and review their educational records. Students are asked to submit to the dean's office, the registrar's office, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. This may include records stored by the dean's office, or records stored by the program, including clinical experience records. This policy is published and publicly accessible online *via* the UAMS [Catalog](#), updated annually.

UAMS STUDENT SERVICES

UAMS has instituted several offices designed to assist students, as listed below.

1. Student Health Clinic
4301 West Markham
Central Building, Ground Floor, Room 600
Little Rock , AR 72205
(501) 686-6381
<https://uamshealth.com/university-healthcare/student-health-clinic/>
2. Student Success Center
200 Hooper Drive (inside the UAMS Library)
Little Rock, AR 72205
501-686-5654
<https://studentsuccess.uams.edu/>
3. ADA-Disability Services and Title IX
200 Hooper Drive (inside the UAMS Library)
Andrea L. Neal, Coordinator
ANeal@uams.edu
<https://students.uams.edu/ada-disability-services/>
501-526-5641
4. UAMS Student Wellness Program
227 Jack Stephens Drive
Little Rock, AR 72205
501-686-8408 (7:15 am – 4:30 pm, Mon-Fri)
http://www.uams.edu/student_mentalhealth/
5. UAMS Stocked and Reddie Food Pantry
Behind the Red Cross Building between Monroe and Palm Street
Open Mondays 2:00 pm – 8:00 pm
<https://gethealthy.uams.edu/pantry/>

GENERAL DEPARTMENTAL INFORMATION

Building Hours

CHP Building 5 is open Monday through Friday from 7:30 AM to 5:00 PM and other hours by appointment or class schedule. The clinic, on the UA Little Rock campus, is typically open 8:00 AM to 5:00 PM. Both facilities are locked weeknights and weekends. For afterhours and/or weekend access to the building, please contact faculty or the department Chairperson.

Bulletin Boards

Notices of general and specific interest to students, faculty and staff are posted on the bulletin boards, in the clinic office and in the student study area.

Calendar of Events

Students should refer to the Audiology Program Calendar disseminated by e-mail from the program director for audiology-related events.

Change of Address

In the event of a mid-semester change of contact information, the student is to make this change in GUS or contact the UAMS Registrar, and to contact the ASP Research Assistant.

Computer Availability

Computers for student use are available in the UAMS library: <https://libguides.uams.edu/computers-printers/computer-equipment>

Office Supplies

Students are not to remove supplies or materials from the secretaries' desks, the clinic office, or the office supply closet without permission.

Student Lounge

A student lounge with microwave is available in the UAMS Student Center, in CHP Building 4, and within the UAMS CHP Hearing and Speech Clinic on the UA-Little Rock campus.

Senior Leadership Team

The Senior Leadership Team is comprised of the Chair, AuD Program Director, SLP Program Director, Audiology Clinical Education Director, and Speech Pathology Clinical Education Director. This team meets monthly to improve communication among the different areas of the programs, discuss program issues, and recommend leadership strategies.

Student Focus Group

Each cohort in the AuD and MS programs, and all PhD students as a single cohort, will select an individual to serve as its "Student Representative" to the department. These students will meet with the Senior Leadership Team at least once each semester. The purpose of the focus group is to allow a group of students that represent the entire class to voice any areas of concern in a safe environment. A goal of

the focus group meetings is to recognize strengths of the program and areas for improvement, according to the student perspective.

Student Lockers

Student lockers are located in the UA-Little Rock student work area in the clinic and are available for use only by ASP students enrolled in practicum. Students are required to provide their own locks for the lockers. In May, all lockers must be cleaned out and locks removed. Any student who fails to remove a lock from a locker will have the lock cut off. Locker sharing is required due to the high number of students enrolled in the program.

Student Mailboxes

Mailboxes are provided for all AuD students in the student study area in the clinic and are for distribution of mail, phone messages, notes, notices and returned assignments. **It is important to check your mailbox regularly.**

HEALTH RELATED ISSUES

Immunizations and Tuberculosis Testing

Proof of immunization for tetanus and diphtheria within the last ten years as well as immunizations against measles, mumps and rubella is required of all entering students prior to registration. All students must provide proof of two immunizations against Hepatitis B before the end of the first semester of the program. All students are required to have a PPD (TB skin) test done within one year prior to initial registration as a student at UAMS. Refer to current CHP Catalog for more information.

Student Liability Insurance Coverage

CHP maintains student liability insurance coverage for students enrolled in a practicum or clinical externship during their education and training (see **CHP Handbook Section 10.7.1**). However, additional professional liability insurance coverage for interested students may be available: www.hpsso.com.

LICENSURE

Every state in the United States requires audiologists to be licensed to practice within that state. The UAMS AuD program, by virtue of its accreditation with the CAA, ensures that graduates will be eligible for licensure in all 50 states. See Appendix F for the Arkansas licensure board contact information.

PROFESSIONAL MEMBERSHIPS, DEVELOPMENT AND SERVICE

One key attribute of a professional is participation in associations and societies which influence the direction, education and practice of the members of a profession. In order to develop this aspect of professionalism, the student will be expected to maintain active student membership in at least one appropriate professional association or society during their tenure in the AuD program. Membership in the Student Academy of Audiology, the National Student Speech-Language-Hearing Association, the Student

Academy of Doctors of Audiology, or student membership in the Arkansas Academy of Audiology, or the Arkansas Speech-Language-Hearing Association is strongly encouraged to meet this requirement. Professional participation and leadership experience are highly valued in the field of audiology. Participation in student organizations provides you with cost benefits when seeking certification.

[Arkansas Academy of Audiology \(ArAA\)](#)

[Arkansas Speech-Language-Hearing Association \(ArkSHA\)](#)

[National Student Speech-Language-Hearing Association \(NSSLHA\)](#)

[Student Academy of Audiology \(SAA\)](#)

[Student Academy of Doctors of Audiology \(SADA\)](#)

APPENDIX A SCOPES OF PRACTICE

American Speech-Language-Hearing Association
[Scope of Practice](#)

and

American Academy of Audiology
[Scope of Practice](#)

APPENDIX B ASSURANCES

STUDENT HONOR CODE

Whereas, the degree program in audiology and speech-language pathology is dual purpose – academic and professional – it is designated to produce graduates who are competent both as scientists and clinicians. For the health of the field, it is imperative that its member work in the best interest of the population they serve and for the general society. In order to achieve this goal, members must be trusted to work independently. That is, competent scientists and professionals must work *on their honor*. It follows that students striving to become honorable scientists and professionals must be trustworthy and must be able to perform *on their honor*.

Therefore, I, _____, pledge that I will work *on my honor* in all facets of the program – class work, practicum, research – to accomplish the assignments, tasks, and activities which may be required of me. I understand that academic, scientific, or professional dishonesty will result in my dismissal from the program.

Student _____

Date _____

Please sign ONE of the following Essential Functions statements:

Statement for Students who are NOT Requesting Accommodations

I certify that I have read and understand the Essential Functions of Candidates for Program Admission and Continuance listed above and I believe to the best of my knowledge that I meet each of these standards without accommodation. I understand that if I am unable to meet these standards, I may be dismissed from the program.

Signature of Applicant

_____/_____/_____
Date

Printed Name of Applicant

OR

Statement for Students Requesting Accommodations

I certify that I have read and understand the Essential Functions of Candidates for Program Admission and Continuance listed above and I believe to the best of my knowledge that I can meet each of these standards with certain accommodations. I will contact the *ADA/Disability Services* Office to determine what accommodations may be available. I understand that if I am unable to meet these standards with or without accommodation, I may be dismissed from the program.

Signature of Applicant

_____/_____/_____
Date

Printed Name of Applicant

Audiology Academic Handbook Statement

My signature on this page serves as verification that I have received, read and understand the *UAMS AuD Academic Handbook*. I agree to abide by all of the policies and procedures stated in this manual and understand that failure to do so may jeopardize my progress in the Audiology program. Potential consequences include probation, withdrawal from clinic, and in more egregious cases, dismissal from the program.

Audiology Clinic Handbook Statement

My signature on this page serves as verification that I have received, read and understand the *UAMS AuD Clinic Handbook*. I agree to abide by all of the policies and procedures stated in this manual and understand that failure to do so may jeopardize my progress in the Audiology program. Potential consequences include probation, withdrawal from clinic, and in more egregious cases, dismissal from the program.

Name of Student (Print)

Date

Signature of Student

ASP Confidentiality Statement

I understand that, as a related part of my coursework, supervised observation practicum, and supervised practicum, I will have access to confidential information regarding clients of the UAMS CHP Speech and Hearing Clinic and other facilities.

I promise **NOT** to violate the privacy of any client by:

1. discussing information with persons other than faculty, supervisors, and other student clinicians for the purpose of clinical education.
2. placing confidentiality of information at risk by removing client files from the clinic or failing to implement appropriate procedures for reviewing files*.
3. violating any provision of the Health Insurance Portability and Accountability Act (HIPAA).

I understand that a breach of confidentiality will result in serious penalties as determined by the faculty and administration of the program or sponsoring institutions. Penalties could include dismissal from the UAMS Department of Audiology and Speech Pathology.

My signature below indicates that I have read this statement carefully. In addition, the statement and its ramifications have been explained by a faculty member in the context of either practicum meetings or classes.

Student Signature

Date

Printed Name

*Procedures for reviewing files are posted in the clinic office.

Clinic Waiver

Background on Short-term Practicum Experiences*

Practica are courses in the AuD curriculum. Practica are structured and sequenced to intentionally develop in students a clear understanding of patient care, basic clinical testing, advanced clinical testing, fitting hearing aids and other devices, etc. (Standards 3.1.1A through 3.1.6A.)

The UAMS AuD program is offering students the opportunity to reengage with practica on a limited basis under any restrictions of the practicum site, the AuD Program Director, and the Dean of the UAMS CHP.

Risk Acceptance and Waiver

In choosing to engage in any of these or other volunteer options that may become available, you are also agreeing again to abide by all UAMS and College rules and to conduct yourself in an appropriate manner.

You understand that these activities may increase your risk of exposure to COVID-19 and other illnesses or injuries. COVID-19 is a pandemic virus which could cause you to become ill to the point of permanent harm or death. You accept that risk and understand that the risk of transmission of COVID-19 is high and that it appears to spread through the community easily, potentially putting you and those you come in contact with at risk.

You additionally understand that contact with a known or suspected COVID-19 patient could require that you enter quarantine for at least fourteen (14) days. You further agree to maintain patient confidentiality and comply with all HIPAA and patient privacy rules. Certain risks are inherent to and associated with the various activities, research, and patient care conducted at UAMS.

By choosing to volunteer in these activities:

- You are agreeing to assume all of those risks and to hold harmless UAMS and the Board of Trustees of University of Arkansas, their agents, officers, and employees and to not hold them responsible or liable for any harm or injury, from any cause, relating to or arising from these activities.
- You are agreeing to indemnify and hold harmless the same entities and persons from the claims of other persons arising out of your acts or omissions.
- Also, you understand that any criminal act or intentional tort committed by another person against you is against UAMS policy and outside the scope of that person's employment or relationship with UAMS, and that UAMS is not vicariously liable for such acts.
- Finally, you understand that these conditions and agreements are binding on all of your heirs, executors, administrators, representatives, assignees, successors, and estates.

By completing this form to voluntarily return to an AuD-approved site, you acknowledge that you have read and understand everything above.

YES I agree

No I do not agree

Student Signature

Electronic Signature

*Adopted April 2020 specifically for Covid pandemic

APPENDIX C AUDIOLOGY GUIDE TO PROFESSIONAL CONDUCT

Professionalism relates to the intellectual, ethical, behavioral and attitudinal attributes necessary to perform as a health care provider. Examples of professional behavior are listed in the CHP Student Handbook in the section entitled "Non-Cognitive Performance Standards." These examples should be reviewed by the student; however, professional behavior is not limited to these examples. In addition, the student will be expected to:

Attention

1. Demonstrate awareness of the importance of learning by asking pertinent questions, identifying areas of importance in clinical practice and reporting and recording those areas.
2. Avoid disruptive behavior in class, lab and clinic, such as talking or other activity which interferes with effective teaching and learning.

Participation

1. Complete assigned work and prepare for class, laboratory, and clinical objectives prior to attending.
2. Participate in formal and informal discussions, answer questions, report on experiences, and volunteer for special tasks and research.
3. Initiate alteration in patient care techniques when appropriate via notification of instructors, supervisors and preceptors.

Dependability and Appearance

1. Attend and be punctual and reliable in completing assignments with minimal instructor supervision.
2. Promote a professional demeanor by appropriate hygiene, grooming and attire.

Communication

1. Demonstrate a pleasant and positive attitude when dealing with patients and co-workers by greeting them by name, approaching them in a non-threatening manner, and setting them at ease.
2. Explain procedures clearly to the patient.
3. Ask patients how they feel and solicit patient comments regarding the patient's overall condition.
4. Communicate clearly to other professionals regarding patient status, using appropriate charting, oral communication and the established chain of command.
5. Demonstrate a pleasant and positive attitude when interacting with co-workers, instructors, faculty, supervisors and preceptors.

Organization

1. Display recognition of the importance of interpersonal relationships with students, faculty, and other members of the health care team by acting in a cordial and pleasant manner.
2. Work as a team with fellow students, instructors, supervisors and preceptors in providing patient care.
3. Organize work assignments effectively.
4. Collect information from appropriate resources.
5. Devise or suggest new techniques that promote patient welfare or increase efficiency.

Safety

1. Verify identity of patients before initiating therapeutic action.
2. Interpret written information and verbal directions correctly.
3. Observe and report significant changes in patient's condition promptly to appropriate person(s).

4. Act to prevent accidents and injury to patients, other personnel and self.
5. Transfer previously learned theory and skills to new/different patient situations.
6. Request help from faculty/staff when unsure.
7. Comply with university and off-campus site guidelines for performance.

Examples of critical errors in professional conduct and judgment include but are not limited to:

1. Failure to place the patient's welfare as first priority.
2. Failure to maintain physical, mental, and emotional composure in all situations.
3. Consistent ineffective, inefficient use of time in clinical setting.
4. Failure to be honest with patients, faculty, and colleagues.
5. Academic misconduct in any form.

APPENDIX D ADVISING DOCUMENTS

**GRADUATE ADVISING FILE CHECKLIST
(DOCTOR OF AUDIOLOGY, AUD)**

NAME _____

ADVISOR _____

SECTION 1: ADMISSION INFORMATION

- _____ PROGRAM ADMISSION LETTER
- _____ APPLICATION MATERIALS/CSDCAS

SECTION 2: ASSURANCES

- _____ HIPAA TRAINING
- _____ CITI (HUMAN SUBJECTS RESEARCH) TRAINING CERTIFICATE
- _____ SIGNED HONOR CODE
- _____ SIGNED ESSENTIAL FUNCTIONS STATEMENT
- _____ SIGNED HANDBOOKS STATEMENT

SECTION 3: ADVISING DOCUMENTS

- _____ DEGREE PLAN
- _____ UNDERGRADUATE COURSE REVIEW

SECTION 4 : GRADUATION DOCUMENTATION

- _____ 1ST YEAR PERFORMANCE BASED EXAM RESULTS
- _____ 2ND YEAR PERFORMANCE BASED EXAM RESULTS
- _____ COMPREHENSIVE EXAM REPORT (COPY TO CHP)
- _____ CALIPSO DOCUMENTS
- _____ SIGNED FINAL CLOCK HOUR SUMMARY FORM
- _____ COMPLETED KNOWLEDGE AND SKILLS ASSESSMENT FORM
- _____ FINAL KASA VERIFICATION FORM
- _____ COPY OF SIGNATURE PAGE FOR CAPSTONE
- _____ IPE MILESTONES CHECK SHEET
- _____ PROGRAM DIRECTOR LETTER ASSERTING COMPLETION OF DEGREE REQUIREMENTS
- _____ FINAL COPY OF UAMS TRANSCRIPT (WITH DEGREE)

SECTION 5 : MISCELLANEOUS

- _____ OTHER DOCUMENTATION, INCLUDING REGISTRATION FORMS, WORKING TRANSCRIPTS, CERTIFICATES, ETC.

Degree Plan

NAME _____ Program of Study Audiology

AWARD: A.S. B.S. CERTIFICATE OTHER AuD

DATE PLAN PREPARED _____ CATALOG USED _____ SC ACCEPTED IN TRANSFER _____

This plan is provided to the student as a guide to planning work toward a degree. It is based upon, but does not supersede, the student's official records. Students are strongly urged to carefully review the prerequisites, as well as for the student's program of study, set forth in the appropriate college catalog.

At least one undergraduate course in each of mathematics (college algebra or higher), a biological science, a physical science (chemistry or physics), a behavioral science, and statistics is required. Although there are no prerequisite courses in audiology or speech pathology, the program requires that all students have one course in phonetics and one in language acquisition. If these courses are not completed prior to admission, they must be completed during the first four semesters of study for the program.

Phonetics Course Title _____ Semester _____

University _____

Language Course Title _____ Semester _____

Acquisition University _____

Frequent communication between the student and advisor should be maintained during the period covered by this plan. For this plan to remain valid, all requirements must be completed within six (6) years from the date on this document, unless exceptions are made and with approval of the College of Health Professions.

Withdrawal from the college, school or program prior to completion of professional coursework invalidates this plan.

PROGRAM REQUIREMENTS

I understand that to receive my AuD degree, I must complete the following:

 Earned Bachelor's degree in any field

 Completed prerequisites (math , biological , physical , behavioral , statistics)

 Complete CSD coursework (if applicable)

 Complete all requirements for Doctor of Audiology degree and with a minimum of 118 credit hours

I understand and agree to the stipulations of this degree plan.

Student: _____ Date: _____

Advisor Signature: _____ Date: _____

IPE Milestones

Check when completed

Date completed

___ Exposure Workshop (#1)

___ Exposure Bridge (#2)

___ Immersion Quadruple Aim Project (#3)

___ Immersion Simulation (#4)

___ Competence Workshop (#5)

___ Competence Practice Activity (#6)

___ Competence Student Educator (#7)

APPENDIX E COMPREHENSIVE EXAMINATION

1. The examination is required of all doctoral degree candidates prior to graduation.
2. Students taking this examination must have earned at least a cumulative GPA of 3.00 in department graduate courses.
3. The examination is offered during the spring semester of the third year of the student's graduate training. Additional testing opportunities will be made available if the student does not pass the first examination.
4. Comprehensive exams will be administered on a single day.
5. The examination will be held in a room large enough to accommodate all students being examined. The examination will be proctored at all times.
6. The answers to individual questions may require synthesis and application of information from multiple knowledge and skill areas.
7. The examination is administered via Blackboard. During grading, anonymity of student answers is maintained until after scores have been computed and discussed. Within 10 working days after the last day of the comprehensive examination, there will be a faculty meeting in which the faculty will recommend high pass, low pass, or fail for each student
8. Each student will receive official notification of high pass, low pass, or fail on the examination in writing by email from the department chair. At the student's request, a letter will be placed in the student's mailbox or mailed to their home address. Student scores will be kept confidential; however, students who fail may review their examination with their academic advisor. All scores of both students who pass and who fail will be maintained by the department chair.
9. Passing the comprehensive examination is a prerequisite to beginning the fourth year externship.
10. If a student fails the examination, they will be required to retake the examination. If a student does not successfully complete the examination within three attempts, the student will be terminated from the program.

APPENDIX F ARKANSAS LICENSURE INFORMATION

State Licensing Agency

Arkansas Board of Examiners for Speech Pathology & Audiology

101 E. Capitol

Suite 211

Little Rock, AR 72201

Voice: 501-682-9180

Fax: 501-682-9181