COMD 450 - Professional Practices

Fall 2015

Section 001: W140 BNSN on T Th from 1:35 pm - 2:50 pm

Instructor/TA Info

Instructor Information

Name: Lee Robinson
Office Location: 163 TLRB
Office Phone: (801) 422-7650
Office Hours: Fri 10:00am-12:00pm
Or By Appointment
Email: lee_robinson@byu.edu

TA Information

Name: Katy Glenn
Office Location: 123 TLRB
Office Hours: Wed 11:00am-1:00pm
Or By Appointment
Email: byuspeechclinic@gmail.com

Name: Katie Walker
Office Hours: Only By Appointment
Email: katie.lynn33@gmail.com

Course Information

Materials

<table>
<thead>
<tr>
<th>Item</th>
<th>Price (new)</th>
<th>Price (used)</th>
</tr>
</thead>
</table>

Prerequisites

As listed in the COMD undergraduate handbook prerequisites for this course are: COMD 133, 230, 330, 350, 331, 351. If you have not taken these courses you must see me before continuing in the class. ComD Undergraduate Handbook link is provided here for your reference: http://education.byu.edu/sites/default/files/COMD/documents/comd_ugrad_hbk.pdf

Learning Outcomes

Representing BYU and the Church

Students will understand the importance of being positive representatives of BYU and the Church of Jesus Christ of Latter-day Saints and will behave in an ethical and professional manner when interacting with other professionals, clients, caregivers, faculty, staff, fellow students, etc

Applying Professional Behavior and Leadership

Students will look for ways to apply professional behavior and leadership skills in their daily lives to improve their relationships with family, friends, fellow students, faculty, staff, ward members, etc

Worthiness and Gospel Principles

Students will discover for themselves how their personal worthiness and commitment to the principles of the gospel of Jesus Christ will prepare them to be competent and confident professionals

Applying Contemporary Professional Issues

Students will demonstrate knowledge of contemporary professional issues through class discussion, class writings, role-plays, out-of-class writing assignments and other application activities
Editing and Improving Written Communication

Students will write an assessment report and will learn to value the editing process as a means to improve written communication

Grading Scale

<table>
<thead>
<tr>
<th>Grades</th>
<th>Percent</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>93%</td>
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<tr>
<td>A-</td>
<td>90%</td>
</tr>
<tr>
<td>B+</td>
<td>87%</td>
</tr>
<tr>
<td>B</td>
<td>83%</td>
</tr>
<tr>
<td>B-</td>
<td>80%</td>
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<tr>
<td>C+</td>
<td>77%</td>
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<tr>
<td>C</td>
<td>73%</td>
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<tr>
<td>C-</td>
<td>70%</td>
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<tr>
<td>D+</td>
<td>67%</td>
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<tr>
<td>D</td>
<td>63%</td>
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<td>D-</td>
<td>60%</td>
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</table>

Grading Policy

I will base semester grades on total points earned. I will not drop any exam scores. I do not grade on the curve. Semester grades will be calculated by taking the total number of points earned by a student and dividing by the total points possible for the semester. See grade book in Learning Suite for a breakdown of points possible in the class.

Classroom Procedures

In order to create a positive learning environment for each and every student in class I expect each student to be a responsible citizen of the class. A responsible citizen turns off electronic devices before class has started. She also stops talking with classmates and turns her attention to me when I call the class to order. She does not engage in side conversations while I am lecturing and encourages her fellow classmates to pay attention. A responsible citizen of this class behaves like a professional by using her computer only for note taking purposes. She also engages in the role-plays, discussions, in-class writing and
other activities of the class with enthusiasm. She asks thoughtful questions and comes to class prepared to discuss the out-of-class assignments and readings.

**Study Habits**

Exams: I provide students with a study guide for the exams. Follow the study guide and you will do well on the exams.

Quizzes: In-class quizzes are closed note, closed book and they are unannounced. However I try to have 1 quiz per 2 weeks of class. Quizzes cover readings and in-class lecture material.

Email: I rely on email and Learning Suite announcements to keep students updated on what is going to happen in class from day to day. Please pay attention to my emails. I do not check my email on T/Th until late in the day because of my teaching and supervision load. Also I do not check email after 10pm or on the weekends. It is far more effective for students to email my TA with questions/concerns. My TA and I meet regularly to discuss and resolve student concerns.

Notes: I post copies of the powerpoints on BYU Learning Suite to facilitate your note taking. Be aware that the slides I use in class are not always the same as the slides I've posted for you.

TA: Be polite when interacting with my TA. A student who is nice to me but not nice to my TA is not a nice student.

**Exams**

**Midterm Exam / Final Exam:**

We will have one midterm and one final exam. The midterm will be worth 100 pts. The final will be worth 100 pts. Each exam will cover lecture material and assigned readings. You will take the midterm in the testing center on any of the three days listed in the class schedule. You will take the final in the testing center during finals week.

You can take an exam late without penalty only when you provide written proof of serious illness, death in the family, or extenuating circumstance to me. Otherwise, late exams will be penalized 15% per day late. If you need to take a test early you should see me well in advance to make arrangements. I do not grade exams on the curve.
Obtaining 25 observation hours

Master Clinician website:
If you use Master Clinician or any other video I post to this page to earn the remainder of your observation hours—write a brief summary of each observation or session you watch. Record the amount of time you observed on the "pink" sheet (BYU ComD version of our observation hours tracking sheet). Turn your summaries in to me along with the "pink" sheet. I will sign off on the hours.
http://masterclinician.org/

Sima Gerber Visual Reality Videos on YouTub
https://www.youtube.com/playlist?list=PL25410923E953E679

Clinic Confidentiality Policy
Please download, read and sign the Clinic Confidentiality Policy and turn it in to me or to room 160TLRB by Friday September 4th 2015.
Clinic Confidentiality Policy (May 2011).doc Download

Name Game
I want to learn your names. In order to earn an additional 10 points in the class here is what you can do:

Approach me at least 3 times during the semester and introduce yourself to me. I tend to remember students who are more creative so wear a name tag, send me an email with some pictures, or come up with something really silly like a rhyme that might help me remember your name.

At the end of the semester you will self-report through Learning Suite. If you have, in good faith, approached me at least three times to introduce yourself and to help me learn your name then you get the extra credit 10 points.
Thanks and good luck!

Quizzes

Quizzes/Out of Class Writing Assignments:
Eight (8) quizzes and/or class writing assignments will be given throughout the semester. Each quiz/assignment will be worth 10 points. The quizzes must be taken during class time on the day given. If you are absent on the day of a quiz you will not be allowed to make it up (the only exception being official university excused absences). Quiz/assignment questions will come from lectures and readings. Quizzes/assignments will be graded for quality of content, correctness of content, and writing mechanics (spelling, grammar, punctuation). Out of class written assignments must be typed and at least one page in length, double-spaced.

Quizzes are closed note, closed book. The quizzes are unannounced. One quiz grade will be dropped, usually the lowest score. There is one (1) quiz score that I will not allow to be dropped. It is the Ethics writing assignment.

Assignments

Assignment Description

Quiz #4
Due: Friday, Sep 04 at 5:00 pm

Quiz #6
Due: Friday, Sep 04 at 6:00 pm

Quiz #7
Due: Friday, Sep 04 at 6:00 pm

Quiz #8
Due: Friday, Sep 04 at 11:59 pm

Quiz #5
Due: Friday, Sep 04 at 11:59 pm
Quiz #2

Due: Friday, Sep 04 at 11:59 pm

Quiz #1

Due: Friday, Sep 04 at 11:59 pm

Peer Review 1/First Draft of Sally report due today; Ms. Ann Dorias to present on Private Practice

Due: Tuesday, Sep 29 at 2:00 pm

First draft of the Sally report due today in class.
Bring a hard copy (stapled please!) to class so that a peer can review the paper for you.
Remember that in order for you to earn the 25 points for peer reviewing another paper is if you attend class and turn in a peer review. Please plan accordingly to attend this class period.

Quiz #3 Ethics

Due: Friday, Oct 16 at 11:59 pm

Download these two ppts and follow the instructions:
Case Studies 2015.ppt  Download
Quiz 3 Ethical Decision-Making 2015.ppt  Download

Paper 1 Sally report edited draft due in class or 140 TLRB today by 5pm

Due: Monday, Oct 19 at 2:00 pm

Your best draft with revisions completed due today in class. Hard copy (stapled please!) with the TA feedback sheet attached.
Students must turn the paper in to room 140 TLRB by 5pm.

Midterm Exam

Due: Friday, Oct 30 at 10:00 pm
The midterm exam will be taken in the testing center. It will be an essay/short answer test worth 100 points

**Peer Review 2/First Draft of Alex report due today**

Due: Tuesday, Nov 17 at 11:59 pm

First draft of the Alex report due today in class.

Bring a hard copy (stapled please!) to class so that a peer can review the paper for you.

Remember that in order for you to earn the 25 points for peer reviewing another paper is if you attend class and turn in a peer review. Please plan accordingly to attend this class period.

**Dr. Sima Gerber Video Observation**

Due: Friday, Dec 04 at 11:59 pm

Write a one page summary of what you learned from watching Dr. Sima Gerber's video presentation.

**Paper 2 Alex report edited draft due in class or 140 TLRB today by 5pm**

Due: Tuesday, Dec 08 at 2:00 pm

Your best draft with revisions completed due today in class. Hard copy (stapled please!) with the TA feedback sheet attached.

Students may turn the paper in to room 140 TLRB by 5pm today if they wish.

**Name Game Reporting**

Due: Thursday, Dec 10 at 11:59 pm

This is where you will report on your completion of the name game assignment. If you approached Ms. Robinson at least three times to introduce yourself to help her learn your name then you get the extra credit 10 points.

**Final Exam**

Due: Friday, Dec 18 at 8:00 pm
The final exam will be in the testing center. It will be a multiple choice, true/false, fill in the blank format. The test will be available for the entire week of finals.

**Schedule**

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Events</th>
<th>University Events</th>
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<tbody>
<tr>
<td>T Sep 01</td>
<td>Tuesday</td>
<td></td>
</tr>
<tr>
<td>W Sep 02</td>
<td>Read Chapter 2 and 3 for background on interviewing clients and professional writing in ComD. After today Chapter 2 and 3 are fair places for me to find quiz questions and exam questions. Chapter 3 lends itself to quiz questions more than chapter 2. Be sure to pay attention to definitions, tables and bolded information embedded in the text. Note that there is a glossary at the end of each chapter.</td>
<td></td>
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<tr>
<td>Th Sep 03</td>
<td>Thursday</td>
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<tr>
<td>M Sep 07</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>T Sep 08</td>
<td>Tuesday</td>
<td>Arthur Brooks Speaks at Wheatley Forum</td>
</tr>
<tr>
<td>Date</td>
<td>Activity</td>
<td></td>
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<tr>
<td>Th Sep 10</td>
<td>Read chapter 4 for background information on Psychometrics.</td>
<td></td>
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<tr>
<td></td>
<td>After today Chapter 4 is a fair place for me to find quiz questions and exam questions.</td>
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<tr>
<td></td>
<td>Be sure to pay attention to definitions, tables and bolded information embedded in the text. Note that there is a glossary at the end of each chapter.</td>
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<tr>
<td>T Sep 15</td>
<td>Devotional: Elder Ronald A. Rasband, Quorum of the Seventy</td>
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<tr>
<td>Th Sep 17</td>
<td>Read chapter 5 for background information on Audiological Screening and chapter 6 on Oral-Peripheral speech mechanism exams.</td>
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<tr>
<td></td>
<td>After today Chapter 5 and 6 is a fair place for me to find quiz questions and exam questions.</td>
<td></td>
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<tr>
<td></td>
<td>Be sure to pay attention to definitions, tables and bolded information embedded in the text. Note that there is a glossary at the end of each chapter.</td>
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</tbody>
</table>
Read chapter 7 for background information on Articulation Disorders and chapter 8 for background information on preschool age language disorders.

After today Chapters 7 and 8 are fair place for me to find quiz questions and exam questions. Be sure to pay attention to definitions, tables and bolded information embedded in the text. Note that there is a glossary at the end of each chapter.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>T Sep 22</strong></td>
<td><strong>Tuesday</strong> Read chapter 7 for background information on Articulation Disorders and chapter 8 for background information on preschool age language disorders. After today Chapters 7 and 8 are fair place for me to find quiz questions and exam questions. Be sure to pay attention to definitions, tables and bolded information embedded in the text. Note that there is a glossary at the end of each chapter.</td>
</tr>
<tr>
<td><strong>Th Sep 24</strong></td>
<td><strong>Thursday</strong> Peer Review 1/First Draft of Sally report due today; Ms. Ann Dorias to present on Private Practice</td>
</tr>
<tr>
<td><strong>T Sep 29</strong></td>
<td><strong>Tuesday</strong> Dr. Nancy Blair, AuD, CCC-A will present today.</td>
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<td><strong>Th Oct 01</strong></td>
<td><strong>Thursday</strong> Ann Romney Q&amp;A/Book Signing Event</td>
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<tr>
<td><strong>T Oct 06</strong></td>
<td><strong>Tuesday</strong> Devotional: Homecoming Opening Ceremonies</td>
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<tr>
<td><strong>Th Oct 08</strong></td>
<td><strong>Thursday</strong> Ethics and Scope of Practice in SLP/AuD</td>
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<tr>
<td><strong>M Oct 12</strong></td>
<td><strong>Monday</strong> Edited Sally report can be picked up in room 140 as early as 8AM.</td>
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Office closes at 5pm.
If the student sec is not in the office talk to Sandy in room136. She can help you find your paper.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>T Oct 13</td>
<td>Come to class prepared to ask Ms. Robinson questions about your report.</td>
</tr>
<tr>
<td>M Oct 19</td>
<td>Paper 1 Sally report edited draft due in class or 140 TLRB today by 5pm</td>
</tr>
<tr>
<td>T Oct 20</td>
<td>Class topic: Service Delivery/Teaming Models</td>
</tr>
<tr>
<td>Th Oct 22</td>
<td>Class Topic: History of IDEA/RTI/EBP</td>
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<tr>
<td>F Oct 23</td>
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<tr>
<td>W Oct 28</td>
<td>Midterm Exam Opens</td>
</tr>
<tr>
<td>Th Oct 29</td>
<td>Class Topic: History of IDEA</td>
</tr>
<tr>
<td>F Oct 30</td>
<td>Midterm Exam Closes</td>
</tr>
</tbody>
</table>

Devotional: Sterling Hilton, BYU McKay School of Education
Forum: Daphne Barak-Erez, Israeli Supreme Court Justice
Virginia F. Cutler Lecture: David Dollahite
Devotional: Dance Assembly
James M. Kushiner -Wheatley Forum
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>T Nov 03</td>
<td>Tuesday</td>
<td>Devotional: Bishop Dean M. Davies, Presiding Bishopric</td>
</tr>
<tr>
<td>Th Nov 05</td>
<td>Thursday</td>
<td>Class Topic: Inclusive Practices in the Public Schools</td>
</tr>
<tr>
<td>M Nov 09</td>
<td>Monday</td>
<td>Withdraw Deadline (Full Semester)</td>
</tr>
<tr>
<td>T Nov 10</td>
<td>Tuesday</td>
<td>Case Review for Diagnostic Report number 2</td>
</tr>
<tr>
<td>Th Nov 12</td>
<td>Thursday</td>
<td>Class cancelled due to the ASHA Convention</td>
</tr>
<tr>
<td>T Nov 17</td>
<td>Tuesday</td>
<td>Peer Review 2/First Draft of Alex report due today</td>
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<tr>
<td>Th Nov 19</td>
<td>Thursday</td>
<td>Making Sense of Mustangs and Mushroom Clouds: Utah's Public Lands Debate</td>
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<tr>
<td>T Nov 24</td>
<td>Tuesday</td>
<td>Friday Instruction</td>
</tr>
<tr>
<td>W Nov 25</td>
<td>Wednesday</td>
<td>No Classes</td>
</tr>
<tr>
<td>Th Nov 26</td>
<td>Thursday</td>
<td>Thanksgiving Holiday</td>
</tr>
<tr>
<td>T Dec 01</td>
<td>Tuesday</td>
<td>Dr. Brinton to present in class on the advantages of earning a PhD.</td>
</tr>
<tr>
<td>Th Dec 03</td>
<td>Thursday</td>
<td>Devotional: Elder Larry Y. Wilson, Quorum of the Seventy</td>
</tr>
</tbody>
</table>
T Dec 08  Paper 2 Alex report edited draft due in class or 140 TLRB today by 5pm
Tuesday

Devotional: Bonnie Brinton Anderson, Marriott School

Th Dec 10  Last Day of Fall Semester
Thursday (08/31/2015 - 12/10/2015)

F Dec 11  First Day of Fall Exam Preparation (12/11/2015 - 12/12/2015)
Friday

M Dec 14  First Day of Fall Final Exams (12/14/2015 - 12/18/2015)
Monday Final Exam Opens

T Dec 15
Tuesday

Th Dec 17
Thursday

F Dec 18  Final Exam Closes
Friday

University Policies

Honor Code

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all of their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code
standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

**Sexual Misconduct**

As required by Title IX of the Education Amendments of 1972, the university prohibits sex discrimination against any participant in its education programs or activities. Title IX also prohibits sexual harassment—including sexual violence—committed by or against students, university employees, and visitors to campus. As outlined in university policy, sexual harassment, dating violence, domestic violence, sexual assault, and stalking are considered forms of "Sexual Misconduct" prohibited by the university.

University policy requires any university employee in a teaching, managerial, or supervisory role to report incidents of sexual misconduct that come to their attention through various forms including face-to-face conversation, a written class assignment or paper, class discussion, email, text, or social media post. If you encounter sexual misconduct, please contact the Title IX Coordinator at t9coordinator@byu.edu or 801-422-2130 or Ethics Point at https://titleix.byu.edu/report-concern or 1-888-238-1062 (24-hours). Additional information about Title IX and resources available to you can be found at http://titleix.byu.edu.

**Student Disability**

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against on the basis of disability, you may seek resolution through established grievance policy and
procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

**Academic Honesty**

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p.6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim. BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

**Devotional Attendance**

Brigham Young University's devotional and forum assemblies are an important part of your BYU experience. President Cecil O. Samuelson said, "We have special and enlightening series of devotional and forum assemblies...that will complement, supplement, and enrich what will also be a very productive period in your classrooms, laboratories, and libraries. We look forward to being with you each Tuesday...and hope that you will regularly attend and bring your friends and associates with you...A large part of what constitutes the unique 'BYU experience' is found in these gatherings where the Spirit has been invited and where we have the opportunity to discuss and consider things of ultimate worth and importance that are not afforded to the academic community on almost any other campus" (from the address "The Legacy of Learning", 30 August, 2005). Your attendance at each forum and devotional is strongly encouraged.

**Plagiarism**

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action
administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, which may not be a violation of the Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education where all members of the university are expected to acknowledge the original intellectual work of others that is included in their own work. In some cases, plagiarism may also involve violations of copyright law. Intentional Plagiarism- Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote. Inadvertent Plagiarism-Inadvertent plagiarism involves the inappropriate, but non-deliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply not being sufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance. Examples of plagiarism include: Direct Plagiarism-The verbatim copying of an original source without acknowledging the source. Paraphrased Plagiarism-The paraphrasing, without acknowledgement, of ideas from another that the reader might mistake for the author's own. Plagiarism Mosaic-The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source. Insufficient Acknowledgement-The partial or incomplete attribution of words, ideas, or data from an original source. Plagiarism may occur with respect to unpublished as well as published material. Copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

Respectful Environment
"Sadly, from time to time, we do hear reports of those who are at best insensitive and at worst insulting in their comments to and about others... We hear derogatory and sometimes even defamatory comments about those with different political, athletic, or ethnic views or experiences. Such behavior is completely out of place at BYU, and I enlist the aid of all to monitor carefully and, if necessary, correct any such that might occur here, however inadvertent or unintentional. "I worry particularly about demeaning comments made about the career or major choices of women or men either directly or about members of the BYU community generally. We must remember that personal agency is a fundamental principle and that none of us has the right or option to criticize the lawful choices of another." President Cecil O. Samuelson, Annual University Conference, August 24, 2010

"Occasionally, we ... hear reports that our female faculty feel disrespected, especially by students, for choosing to work at BYU, even though each one has been approved by the BYU Board of Trustees. Brothers and sisters, these things ought not to be. Not here. Not at a university that shares a constitution with the School of the Prophets." Vice President John S. Tanner, Annual University Conference, August 24, 2010