


# COMD 450 - Professional Practices

## Fall 2014

Section 001: B092 JFSB on T Th from 1:35 pm - 2:50 pm

## Course Information

### Materials

Image	Item	Vendor	Price (new)	Price (used)
	Survival Guide for the Beginning Speech-Language Clinician Required by Meyer, Susan Moon Pro ed; Edition 2 (2004-08-30) ISBN: 9780890799819	BYU Bookstore	<a href="#">70.00</a>	<a href="#">52.50</a>

### 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.

### 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

### Grades Percent

A	93%
A-	90%
B+	87%
B	83%
B-	80%
C+	77%
C	73%
C-	70%
D+	67%
D	63%
D-	60%
E	0%

## 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 divided by the total points possible for the semester.

## 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 (see Technology Policy below). 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 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.

## Assignment Descriptions

### Quizzes/Out of Class Writing Assignments (80 pts):

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, however I generally administer 1 quiz per every 2 weeks throughout the semester.

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.

### The Name Game (5 pts):

I want to learn your names, but I'm not getting any younger and our classes are getting larger and larger. I'm begging for your help. For you to earn 5 points on the name game, I must learn your name. Please tell me your name whenever you see me or whenever you talk in class. Stop by my office during office hours, bring me a photo of yourself, wear a name tag to class, do whatever you think will help jog my cognitive processes. I'll award the points when I know your name. But don't panic, if you introduce yourself to me and tell me your name at least 3 times outside of class during the semester, I will award your 5 points whether I can retrieve your name or not.

### PAPERS (200pts):

I will post a document entitled PAPERS. This document will outline the requirements for the major writing assignments due in this class. I will post the document later in the semester and we will review it as a class. I will announce and remind you to bring a copy of the document to class.

### Peer Review (50pts [25 pts. per paper]):

First students assume the role of the editor. All writing needs to go through a rough draft and editing stage before being finalized and turned in for a grade. Often college students skip the rough draft and editing process for a number of reasons (e.g. no time, no “need” for additional writing, “that’s what spell check is for”, etc.). Peers read each other’s work, assess the paper based on a list of criteria that I will provide, and provide feedback to each other in an effort to improve the final draft of the paper. Students are then given time to use the feedback to make changes that will hopefully improve the overall quality of the final draft.

Second when students edit each other’s work they begin to develop an analytical eye that helps them to re-read, re-write and improve their own work.

Students **MUST** attend class on the days we conduct the peer review to earn the points.

### **Midterm Exam (100 pts)/Final Exam (50 pts):**

We will have one midterm and one final exam. The midterm will be worth 100 pts. The final will be worth 50 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.

**XXX pts total divided by the total number of points you earn equals your grade for the semester.**

## **Instructor/TA Info**

### **Instructor Information**

**Name:** Lee Robinson

**Office Location:** 163 TLRB TLRB

**Office Phone:** (801) 422-7650

**Office Hours:** Fri 10:00am-12:00pm

Or By Appointment

**Email:** lee\_robinson@byu.edu

### **TA Information**

**Name:** Caitlin Moizer

**Email:** caitlin.moizer@gmail.com

## **Schedule**

<b>Date</b>	<b>class schedule</b>	<b>readings</b>
Week 1		

T Sep 02 Tuesday	Welcome and Syllabus review, Professional defined, rationale for studying professional issues, Certificate of Clinical Competence, Licensure, ASHA or AAA membership, SLP CF	
Th Sep 04 Thursday	Continue topics from previous lecture, Syllabus review	
Week 2		
T Sep 09 Tuesday	General Assessment Procedures, Standard Procedures, Planning/Clinical Hypothesis, Interviews, Post Diagnostic Conferencing	
Th Sep 11 Thursday	Dr. Blair to present re: choosing a graduate program, be prepared to ask questions.	Should read Chapter 1-2 by today
Week 3		
	Diagnostic Report Writing	
	Working with TAs	
T Sep 16 Tuesday	Case reviews	
	Sally Info.pdf <a href="#">Download</a>	
	PAPERSfall13.doc <a href="#">Download</a>	
Th Sep 18 Thursday	Case review continued	Read the ASHA Code of Ethics ASHA Code of Ethics ASHA Code of Ethics 2010.pdf <a href="#">Download</a>
Week 4		
T Sep 23 Tuesday	Finish Case Review. Start ASHA Code of Ethics and Professional Conduct	
Th Sep 25 Thursday	Continue topics from previous class; Writing Goals	Read Chapters 3-5 by today
Week 5		
		Paper 1 due today in class. Peer review will take place in class today. Hand some

T Sep 30 Tuesday	Special Education Law, History of Idea	take place in class today. Hard copy, stapled and submitted to me. Please remember to put your name on the paper. This assignment is considered late if it is not turned in by the end of the class period. 5 points will be deducted for each day an assignment is late.
Th Oct 02 Thursday	Service Delivery, Teaming Models, RTI	
Week 6		Paper 1 returned to students today with feedback from WF TA.
T Oct 07 Tuesday	Behavior Management; Social Services Referrals	
		Chapter 9
Th Oct 09 Thursday	Ann Dorais to discuss private practice	
Week 7		Chapter 8
T Oct 14 Tuesday	Continue Topics	
Th Oct 16 Thursday	Multicultural issues	
Week 8		
T Oct 21 Tuesday	Continue topics	Paper 1 final draft due today. Include previous drafts so that the TA has a context regarding the feedback they gave the student.
		Students may turn the paper into the student secretaries in room 140 TLRB by 5pm today.
W Oct 22 Wednesday		Midterm opens today at the testing center
Th Oct 23 Thursday	Class cancelled for midterm.	Midterm this week, don't forget to take it in the testing center
F Oct 24 Friday		Midterm closes at the end of testing center hours today

## Week 9

T Oct 28  
Tuesday

Start case review for Paper 2 in class today.

Paper 1 returned to students today.

Th Oct 30  
Thursday

Continue case review for Paper 2 in class today.

## Week 10

T Nov 04  
Tuesday

Finish Case Review

1st half the class meets today to discuss writing. Focus on the discussion is diagnosis and treatment goals and the discussion section of the paper.

Th Nov 06  
Thursday

Finish Case Review

2nd half the class meets today to discuss writing. Focus on the discussion is diagnosis and treatment goals and the discussion section of the paper.

## Week 11

T Nov 11  
Tuesday

Continue topics

Th Nov 13  
Thursday

Paper 2 rough draft due today. Peer review in class today.

Chapter 10

## Week 12

T Nov 18  
Tuesday

Paper 2 returned to students today.

ASHA inside and out

Th Nov 20  
Thursday

Continue topics

Rough draft of paper 2 turned back to students today with edits and comments from TA

## Week 13

T Nov 25  
Tuesday

**Friday Instruction**

W Nov 26  
Wednesday

**No Classes**

Th Nov 27  
Thursday

**Thanksgiving Holiday**

Thursday

Week 14

T Dec 02 Dr. Brinton to present in class on the advantages  
Tuesday of earning a PhD

Th Dec 04 Continue topics  
Thursday

Week 15

T Dec 09 Women and working  
Tuesday

Final Draft Paper 2 due today. Include previous drafts, etc.

W Dec 10  
Wednesday

Review for the final

Th Dec 11 Final Exam:  
Thursday 251 TNRB

2:30pm - 5:30pm

Week 16

M Dec 15  
Monday

Final Exam available in the Testing Center

T Dec 16  
Tuesday

Final Exam available in the Testing Center

W Dec 17  
Wednesday

Final Exam available in the Testing Center

Th Dec 18  
Thursday

Final Exam available in the Testing Center

F Dec 19  
Friday

Final Exam available in the Testing Center

# 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 my own 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 Harassment**

Title IX of the Education Amendments of 1972 prohibits sex discrimination against any participant in an educational program or activity that receives federal funds. The act is intended to eliminate sex discrimination in education and pertains to admissions, academic and athletic programs, and university-sponsored activities. Title IX also prohibits sexual harassment of students by university employees, other students, and visitors to campus. If you encounter sexual harassment or gender-based discrimination, please talk to your professor or contact one of the following: the Title IX Coordinator at 801-422-2130; the Honor Code Office at 801-422-2847; the Equal Employment Office at 801-422-5895; or Ethics Point at <http://www.ethicspoint.com>, or 1-888-238-1062 (24-hours).

## **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