

LONGWOOD UNIVERSITY- PCSD 489: Introduction to
Clinical Practice

PCSD 489 Spring 2026

<p><i>Instructor:</i> Darlene Robke, M.S., CCC-SLP</p> 	<p>Class Begins: January 12th, 2026 Classes End: May 1st, 2026</p> 
<p><i>E-mail:</i> robkedd@longwood.edu Cell: 703.395.9971 (For Emergencies Only)</p>	<p>Last day to Add/Drop: January 22nd, 2026, by 5 p.m. (Full semester undergrad classes)</p> <p>The last day to withdraw with no academic penalty:(all tuition and fee charges will still apply) is April 1st, 2026, by 5 p.m.</p>

Course Description:

Instruction related to clinical methods and practicum experience plus 25 hours of observation with a speech-language pathologist or audiologist. **2 credit hours.**

Course Expectations:

Longwood University credits are awarded on a semester-hour basis. Generally, 1 credit represents a total of approximately 37.5 hours of student engagement.

Since this is a 2-credit course, you should expect 75 hours of student engagement (28 hours of online class content and 47 hours of course related activities)

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Required Resources:

- Reliable, High-Speed Internet
- Microsoft Office (specifically PowerPoint and Word)
- Recording device (phone, pocket recorder)
- Computer with working speakers
- Webcam

CANVAS:

- CANVAS™ will be the venue for this class. All announcements, course documents, assignments, and class discussions will take place on CANVAS - <https://CANVAS.longwood.edu>
 - Privacy Policy: <https://www.canvaslms.com/policies/privacy>
 - Accessibility: <https://www.canvaslms.com/accessibility>

LockDown Browser:

- This course requires the use of LockDown Browser for online assessments
- More information regarding LockDown Browser can be found on CANVAS by clicking on the “LockDown Browser” button on the left hand navigation bar.
- If a violation of the honor code is suspected, consequences will be determined by the instructor based on the severity of the suspected violation.

Required Text: In lieu of textbook, you will need a subscription (\$80) to Simucase <http://simucase.com>

Supplemental reading may be required throughout the semester. Students will be notified through CANVAS announcements of specific titles and accessibility.

Course Objectives:

Upon completion of this course, students should be able to understand and apply foundational clinical methods, demonstrate professional and ethical behavior, and connect academic concepts to real-world practice.

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<u>Objective</u>	<u>Learning Activities</u>
1. Describe the duties and responsibilities of a practicing Speech-Language Pathologist or Audiologist	<ul style="list-style-type: none"> • Observations of clinical practice • Scope of Practice Readings • Evidence -Based Practice & Code of Ethic Readings • Interview an SLP or AUD
2. Demonstrate an understanding of health, safety, and confidentiality issues related to work as a speech-language pathologist or audiologist.	<ul style="list-style-type: none"> • Completion of pre observation paperwork, including HIPAA, bloodborne pathogens and handwashing training, background completion check. • PPTs • Final exam
3. Maintain professional records of clients observed in therapy.	<ul style="list-style-type: none"> • Guided Observation • Completion of pre observation training modules, including HIPAA • Development of a SOAP note and Treatment Plan
4. Discuss materials and techniques used in therapy	<ul style="list-style-type: none"> • Observation of clinical practice • Evidence Based Practice Readings • Diversity assignment • Guided Observation • Interview an SLP or AUD • Final exam
5. Understand various ways in which positive reinforcement	<ul style="list-style-type: none"> • Observation of clinical practice

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can be used to encourage appropriate target behavior	<ul style="list-style-type: none"> • Evidence Based Practice Readings • Diversity assignment • Guided Observation • Final exam
6. Be familiar with types of data collection in tracking outcomes in therapy	<ul style="list-style-type: none"> • Guided Observation of clinical practice • Development of SOAP Note & Treatment Plan • Interview SLP or AUD
7. Demonstrate understanding of health, safety, and confidentiality issues related to work as a speech-language pathologist and/or audiologist	<ul style="list-style-type: none"> • Guided Observation of clinical practice • Diversity Assignment • Final exam

Student Resource Links:

- Speech-Language Pathology Prerequisites Online: <http://www.longwood.edu/continuingeducation/for-credit-courses/speech-languagepathology-prerequisites-online/>
- Center for Academic Success: <http://www.longwood.edu/academicsuccess>
- Writing Center: <http://www.longwood.edu/academicsuccess/writing-center/>
- Accessibility Resources Office (ARO): <https://www.longwood.edu/accessibility/>
- Digital Education Collaborative (DEC): <http://www.longwood.edu/dec> • User Support Services: <http://www.longwood.edu/usersupport>
- Graduate and Distance Education Student Support: <http://www.longwood.edu/usersupport/student-resources/graduate-and-distance-educationstudent-support/>
- Distance/Online Requirements: This link includes both technical skills, hardware/software requirements, and information regarding web browsers.
<http://www.longwood.edu/dec/distanceonline-education/requirements/>
- Greenwood Library: <http://libguides.longwood.edu/home>
- Financial Aid: <http://www.longwood.edu/financialaid/>
- Advising: e-mail salleysw@longwood.edu or slponline@longwood.edu
- Student Technology Handbook: <http://www.longwood.edu/usersupport/studentresources/student-technology-handbook/>

University and Class Policies:

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- **Honor Code:**

- Students are expected to abide by the Longwood University Honor Code at all times. Suspicion of any violation will be investigated and university policy will be followed. The link for the honor code can be found at: <http://www.longwood.edu/studentconduct/honorcode/>
- Please be advised that future speech-language pathologists and audiologists are bound by the American Speech-Language-Hearing Association (ASHA) Code of Ethics (ASHA is the national accreditation agency). This code of ethics applies to any persons applying for membership to ASHA and should be adhered to by students aspiring to be speech-language pathologists and/or audiologists. The Code of Ethics can be found at:
<https://www.asha.org/Code-of-Ethics/>

- **Accommodations and Accessibility Resources:**

- If you have a disability and require accommodations, please meet with your instructor early in the semester to discuss your learning needs. If you wish to request reasonable accommodations (note-taking support, extended time for tests, etc.), you must register with the [Accessibility Resources Office](#), Brock Hall, (434)395-2391 prior to those accommodations being implemented. The office will require appropriate documentation of disability. All information is kept confidential.
- <http://www.longwood.edu/academicaffairs/syllabus-statements/> (link to actual statement)

- **Mental Health Resources:**

- Stress and anxiety are very typical reactions to college life and many students have experienced significant benefits from participating in counseling. Longwood's [Counseling and Psychological Services \(CAPS\)](#), located in Pierson Hall (2nd floor), is available to all students at no cost. Appointments can be scheduled by phone (434) 395- 2409, during the hours of 8:15 a.m. -5:00 p.m. Monday-Friday. They can also be reached at CAPS@longwood.edu.
- <http://www.longwood.edu/academicaffairs/syllabus-statements/> (link to actual statement)

- **Reporting of Crimes and Sexual Misconduct:**

- In accord with its history and mission, Longwood University believes that each individual should be treated with respect and dignity and that any form of crime or violence is incompatible with Longwood's commitment to the dignity and worth of the individual. Longwood University is committed to providing a healthy living, learning and working environment which promotes personal integrity, civility and mutual respect. If you have been the victim of a crime or sexual misconduct, we encourage you to report this. If you disclose this to a faculty member or employee (with the exception of our Limited Reporting and Confidential Reporting Resources; for example, the [Counseling and Psychological Services \(CAPS\)](#) staff, they are required by law to notify the appropriate University officials. The faculty member or employee cannot maintain complete confidentiality and is required to report the information that has been shared. Please know that all reported information is treated with discretion and respect and kept as private as possible. For more information about your options at Longwood: <http://www.longwood.edu/titleix>
- <http://www.longwood.edu/academicaffairs/syllabus-statements/> (link to actual statement)

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- **Respect for Religious Diversity:**

- The Instructor will accommodate adjustments to due dates that conflict with a student's religious observation, if informed in writing by the end of the first week of class.

- **Adding/Dropping a Course:**

- Students may make schedule adjustments (adds and/or drops) for face-to-face, off-campus, online, and hybrid courses:
 - until 5:00 p.m. on the sixth day of classes for fall and spring full term courses.
 - until 5:00 p.m. on the third business day after the officially stipulated begin date in an abbreviated term, intersession or summer courses of at least three weeks.
 - until 5:00 p.m. of the officially stipulated begin date for any courses which are less than three weeks in duration. If the first meeting time of such a course is after 3 p.m., then a student has until noon of the business day following the officially stipulated begin date to add/drop the course.

- **Withdrawing from a Course:**

- Students may withdraw from individual classes with a grade of "W" (not computed in the GPA) until 5:00 p.m. on the 35th day of regularly scheduled classes. After that date, withdrawals from individual classes are not permitted except for medical or other non-academic emergencies. A student who withdraws, for medical reasons, from a class after the 35th day of regularly scheduled classes must, by noon of the last class day, have a letter sent to the Dean of the student's college by the student's personal physician detailing the nature of the illness and recommending withdrawal for medical reasons. In extenuating circumstances not related to academic performance, the Dean may grant a withdrawal from an individual course if a written request from the student is received by noon of the last class day. If the Dean approves the request, the Dean will send a copy of the request or letter to the Office of the Registrar and all affected grades for that semester will be noted as "W" on the student's transcript. The Dean will notify the student's faculty members of any grade changes.

- **Correspondence:**

- ***E-mail:*** The instructor will try to respond to e-mail questions within 48 hours on weekdays (Monday-Friday). Please note that all e-mail correspondence from the instructor to the student will be sent to the student's Longwood University e-mail address. Therefore, please make sure your Longwood University e-mail address is working, and you can access it regularly or you have it forwarded to an account that is monitored regularly. Not having a valid Longwood University e-mail account will not excuse missed information.
- ***Discussion Board:*** Please post any questions whose answers will benefit the entire class, in the Q&A forum on CANVAS. The instructor will respond within 48 hours on weekdays (Monday-Friday).
 - You are encouraged to follow the rules of "netiquette"
(<http://www.compton.edu/academics/distance-ed/Documents/Info/Netiquette.pdf>)
when interacting on discussion boards or in other communications with classmates and/or the instructor.

- **Policy on Late Assignments:**

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- Work may be submitted late but will be charged a 10% penalty of total possible points for each 24-hour period after the due date until date of actual submission up to a total of 50% of possible points. Work will **NOT** be accepted more than one week late. If you experience technical difficulties while trying to submit an assignment by the deadline, call my cell phone (703.395.9971) and leave a voice mail message or e-mail me stating the time and the nature of the technical problem. Only then will an assignment be considered for late acceptance without a penalty. However, it still must be submitted by 9 am the next day in order to avoid a late penalty.
- **Artificial Intelligence:** ○ Entering client information into Artificial Intelligence third-party service or site (AI generated content) is a violation of HIPAA/FERPA. Submitting work that was completed using AI-generated content creates a false representation of the knowledge and skills competencies that are measured for graduation and ASHA certification. When submitting work that receives a grade or assessment of knowledge and skills, you should be doing that work independently. Using AI-generated content as your own work is plagiarism. Lack of citing the use of AI-generated content would be considered plagiarism as it is not your own unique work. The use of Generative AI tools such as, but not limited to, ChatGPT, is not permitted for use within the Department of Communication Sciences and Disorders unless it is explicitly permitted in writing as part of a specific assignment. The unauthorized use of Generative AI tools is prohibited and will result in an academic integrity violation, which may result in dismissal from the CSD program.
 - You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the Code of Student Conduct and any additional syllabus language. All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and/or unacknowledged collaboration on any work, or the presentation of someone else's work, is plagiarism.
 - Content generated by AI-generated content without proper attribution or authorization is another form of plagiarism. If you are unsure about whether something may be plagiarism or another form of academic dishonesty, please reach out to me to discuss it as soon as possible.
Any allegation of academic dishonesty may be referred to the Office of Student Conduct.
- **References:**
 - References are expected on ALL assignments using the American Psychological Association (APA) 7th edition style. See the Greenwood Library web site for information. Points will be deducted for failure to use APA style.
- **Assurance Statement:**
 - All students are required to review the Honor Code, Code of Ethics, and On-line policies, signing an assurance statement attesting to this fact and assuring they are keeping their virus software up to date. This assurance statement will be posted in the course documents section in CANVAS. Please submit this statement during the first week of class via CANVAS.

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Course Requirements:

All assignments should be submitted with the title of the assignment and your initials as the name of the document. For example, if I were submitting the Parent Interview, I would name the document parentinterview.sws - Please adhere to this policy for the submission of all assignments. For assignments that have multiple parts, please combine all parts into one document with this title format.

More information regarding each assignment (assignment description, rubrics, point values, supplemental documents, etc.) can be found within the assignment on CANVAS

1. Introduction Activities

- a. Syllabus Review
- b. Participation quiz
- c. Assurance Statement
- d. Introduction Discussion Board
- e. CANVAS quiz

2. Discussion boards

- a. Discussion boards will be completed throughout the semester. **Students are required to create an original post and then reply to at least 2 of their classmates to receive full credit for these assignments.**
- b. Topics for the discussion boards will be posted.

3. HIPAA/Bloodborne Pathogen/Handwashing

You are required to watch the HIPAA, Bloodborne Pathogens, and Handwashing videos that are posted on Canvas. Then, you must complete an assessment with at least 90% proficiency; you must retake these assessments until that criterion is reached.

4. Documentation, Writing Goals and Objectives, & SOAP Notes

- a) You will create a treatment plan based on the evaluation report provided. The treatment plan must include all components: demographics, present level of functioning, goals, treatment rationale, treatment procedures, and client/caregiver education plan.
- b) You will write a SOAP note based on a **treatment session** (*not an evaluation*) that you observed during your Simucase Observations. You will take your own data on the session to the best of your ability as if you are the SLP conducting the session as you develop the Subjective, Objective, Assessment, and Plan sections of the note.

5. Interview assignment

- a) Students will find an SLP or audiologist in their area

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- b) Through observation and interview, students will explore the following:
- i.. what other services SLPs or audiologists provide. Be sure to include all duties: meetings, billing, committee assignments, and other duties.
 - ii. his or her perceptions about working as a professional in this setting.
 1. *What are the major challenges?*
 2. *What are some of the rewards?*
 3. *What changes to professional practice has this professional observed over the course of his or her practice in this setting?*
 4. Feel free to ask any additional questions that you'd like during the interview.
- c) Develop at least a three-page double spaced narrative that discusses the full responsibilities and perception of the professional whom you have interviewed.
Attach the list of all the questions you asked including the ones that are most meaningful to you.

6. Diversity assignment

- a. You will complete a cultural diversity checklist and write at least a 2-page doubled spaced reflection paper on how they felt about their own cultural competence and what they learned from this activity.

7. Simucase Guided Observations

You will be using Simucase located at <https://www.simucase.com/> to complete the 25+ hours of observation required by ASHA. You will register for Simucase on the first day of class.

The 25+ Hours of Observation:

- a. You will obtain at a minimum of twenty-five (25) observation hours by watching clinical videos in the interactive mode on Simucase. **ASHA requires a minimum of 25 hours of observation. You must watch the full video for each session. Your My Learning Activity Transcript must be submitted in Canvas with each set completion.** All videos should be viewed in interactive mode. To ensure your participation is recorded on your Simucase transcript, you must answer all questions and watch each video in its entirety. You may only watch videos that are assigned by me from the Simucase observation “checklist”. These have been divided into 4 “sets”. Due dates for each set of observations are posted on Canvas. You must watch each video all the way through for the completed record to show up in your My Learning transcript. You must submit your transcript in Canvas for each set of videos that you observe.

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- b. Once you have watched ALL the assigned “sets” of videos, you are permitted to attend the Simucase Zoom debrief/meeting through the Simucase portal. Pick a webinar date prior to the assignment due date. There will be several scheduled time slots available throughout the semester. You must register and sign up for a time slot for the Simucase webinar to participate in the guided observation. The registration link is listed here for your convenience. Simucase [SLP Zoom webinar schedule](#).
- c. You must obtain a certificate of participation from Simucase. Please be mindful that you must be certain to complete all the observations and attend the required guided debrief session prior to the final due date for the last set of videos assignment.
- d. If you cannot make the scheduled times offered, you must e-mail observations@simucase.com to reschedule. You MUST ATTEND with your camera on and actively engage in the group discussion during one of these Simucase guided debrief sessions to get credit for your observation hours. You will receive a certificate at the end that verifies your participation and completion of those hours.

8. Final Test

- a. This class includes one test to be completed at the end of the semester and will be administered through CANVAS. The test will be re-offered ONLY for extreme circumstances. If a technical problem (the server is down, computer failure, etc.) prevents you from completing the test by the designated time, email me or call my cell phone **(703.395.9971)** IMMEDIATELY and leave a message on my voicemail stating the time and the nature of the technical problem. b. Respondus Lockdown Browser will be used for the test.

Assignment Summary:

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<u>Requirement (Due by 11:59 PM EST)</u>	<u>Point Value</u>	<u>Due Date</u>
Introduction activities	40	Thursday, January 21st, 2026
Discussion boards	60	See course schedule
Video Observation Sets & Certificate of Participation	150	See course schedule
HIPPA, Bloodborne Pathogens, & Handwashing (100 each)	200	Friday, January 30th, 2026
<u>Documentation:</u>	50	Friday, April 3 rd , 2026
Treatment Plan	50	Friday April 10th, 2026
SOAP Note	50	Friday, 17 th , 2026
Interview with an SLP or Audiologist	50	Friday, 17 th , 2026
Diversity assignment	50	Friday, April 24 th , 2026
Final Exam	50	Friday, May 4th, 2026
TOTAL	POINTS 700	

Grading Scale:

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Grades are earned, not gifts. The instructor does not give grades; rather the student earns the grade through organization, diligence, planning, and execution. Students are expected to assume individual responsibility for the quality, presentation, and timeliness of their own work.

- Grades are assigned based on how the student's overall performance aligns with the established rubrics. **Therefore, it is imperative that students review the grading rubrics before submitting assignments.**
- Individual requests for extra credit will not be honored. Any extra credit opportunities offered at the discretion of the instructor will only be offered to the entire class as optional credit opportunities.
- The grading scale below reflects the grade that will be earned based on the percentage of total points earned.

A	94-100%	C	73-77.9%
A-	90-93.9%	C-	70-72.9%
B+	88-89.9%	D+	68-69.9%
B	83-87.9%	D	63-67.9%
B-	80-82.9%	D-	60-62.9%
C+	78-79.9%	F	0-59.9%

Tentative Course Schedule:

Please be advised this course schedule may change at the discretion of the instructor, but students will be notified of all adjustments.

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<i>Module</i>	<i>Assignment</i>
<p>Introduction Activities</p> <ul style="list-style-type: none"> · CANVAS & Participation Quiz · Assurance Statement · Introductions <p>Located in the “Modules” button on CANVAS within the “Introduction Activities” module.</p>	<ol style="list-style-type: none"> 1. Introduction Discussion Board 2. Assurance Statement 3. Participation Quiz 4. CANVAS Quiz <p>Due: Thursday, January 22nd, 2026</p>
<p>Introduction to the Profession (January 14th – January 30th, 2026)</p> <ul style="list-style-type: none"> · Who are we and what do we do? · Scope of Practice <p>(Review PPTs & Readings)</p>	<ol style="list-style-type: none"> 1. Scope of Practice Discussion Board <p>Due: Friday, January 30th, 2026</p>
<p>Professionalism (January 31-February 13th, 2026) (Review Required Videos)</p> <ul style="list-style-type: none"> · Professional appearance · Professional behavior 	<ol style="list-style-type: none"> 1. HIPPA, Bloodborne Pathogens, & Handwashing Quiz Due: Friday, 6th, 2026 2. Simucase Guided Observation Set 1 Due: Friday, February 13th, 2026,
<p>Code of Ethics & Evidence Based Practice (February 14th -, March 6th, 2026)</p> <ul style="list-style-type: none"> · Review PowerPoint · Review Required Readings 	<ol style="list-style-type: none"> 1. Code of Ethics Discussion Board Due: Friday, February 20th, 2026 2. Evidence-Based Practice Discussion Board Due: Friday, February 27th, 2026

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	<p>3. Simucase Guide Observation Set 2 Due: Friday, March 6th, 2026</p>
<p>Clinical Skills & Assessment (March 7th-27th, 2026)</p> <ul style="list-style-type: none"> · Skilled versus Unskilled · Professional skills · Problem solving skills · Technical skills · Interpersonal skills · Assessment 	<p>1. Clinical Skills & Assessment Discussion Board Due: Friday, March 20th, 2026</p> <p>2. Simucase Observation Set 3 Due: Friday, March 27th, 2025</p>
<p>Documentation & Interview (March 28th- April 24th, 2026)</p> <ul style="list-style-type: none"> · Treatment Plan · SOAP Notes · Interview 	<p>1. Treatment Plan: Due: Friday, April 3rd, 2025</p> <p>2. SOAP Note: Due: Friday, April 10th, 2025</p> <p>3. Interview: Due: Wednesday, April 17th, 2025</p>

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**Diversity & Clinical Practicum Requirements
(April 18th-May 4th, 2026)**

- Diversity Assignment
- Simucase Guided Observation Webinar
- Final

1. Diversity assignment
Due: April 24th, 2026
2. Simucase Observation Set 4
Due: April 30th, 2026
3. Simucase Guided Observation
Webinar & Certificate of
Participation
Due: Friday, May 1st, 2026
4. Completed Clock Hour Log
Due: Friday, May 1st, 2026
5. Final Exam
**Due: Friday, Monday, May
4th, 2026**