

Orientation for New Graduate Students

Governors State University
Department of Communication
Disorders



Revised April 2014

Welcome!

Faculty, Staff, and Resources

College of Health and Human Services

- **Dean: Elizabeth Cada, Ed.D. (708) 534-7295**
- **Departments in the College**
 - Addiction Studies and Behavioral Health
 - Communication Disorders
 - Health Administration
 - Nursing
 - Occupational Therapy
 - Physical Therapy
 - Social Work

Department of Communication Disorders

Degree Programs

- Bachelor of Health Sciences (BHS)
- Master of Health Sciences (MHS)
- **Chairperson: Catherine H. Balthazar, Ph.D., Professor** (708) 534-4592; cbalthazar@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Specialties: School-age Language Disorders, Speech Sound Disorders, Single Subject Research Design

Communication Disorders Faculty

- **Jennifer Armstrong, Ph. D., Associate Professor**
(708) 534-4593; jarmstrong@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Specialties: Child Language and Literacy; African-American Adolescent and Adult Communication Skills and Styles

- **Eileen Brann, Ph. D., Assistant Professor**
(708) 534-4594; ebrann@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Specialties: Fluency, Motor Speech, Research Methods

Communication Disorders Faculty

- **Jessica Bonner, Ph. D., Associate Professor**
(708) 534-4591; jbonner@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Specialties: Neurogenic Disorders in Adults and Children, Dysphagia

- **Lidia Huerta, M. H. S., Senior University Lecturer**
(708) 534-7345; luherta@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Specialties: Child Language, Multicultural Issues

Communication Disorders Faculty

- **Sandra A. Mayfield, Ph.D., Professor and Associate Provost**
(708) 534-4598; smayfield@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (SLP)
 - Specialties: Child Language Disorders

Communication Disorders Faculty

- **Ravi Nigam, Ph. D., Associate Professor**
(708) 534-3191; rnigam@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Specialties: Child Language Disorders, Augmentative/Alternative Communication, Multicultural Issues
- **Judy L. Platt, M.H.S., Director of Clinical Education**, (708) 534-4595; jplatt@govst.edu
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)

Communication Disorders Faculty

- **Kim Prokes, M. A., University Lecturer, Clinical Supervisor**, (708) 955-8000; kazip05@aol.com
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
- **Claire Thompson, M.H.S., M. A., University Lecturer, Clinical Supervisor**, (708-567-2095); clthompson@comcast.net
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
- **M. Eileen Truskowski, M.H.S., University Lecturer, Sign Language Instructor.**

Communication Disorders Adjunct Faculty

- **Michele Johnson, M.S., Adjunct Professor.**
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Clinical Supervisor
 - Courses: Voice/Resonance Disorders, Motor Speech Disorders

Communication Disorders Adjunct Faculty

- **Dawn Mayerak, M.H.S., Adjunct Professor**
 - Certificate of Clinical Competence: Speech-Language Pathology (CCC-SLP)
 - Course: Aural Rehabilitation

Communication Disorders Staff

- Administrative Aide
 - **Brenda Parham** (708) 534-4590; bparham@govst.edu
- The administrative aide is your most important link to the faculty when you cannot reach them directly. She is here to answer questions, provide forms and information needed, maintain student files, and to set appointments for tests and laboratory use. When in doubt about class times, contact her.

Communication Disorders Staff

■ Graduate Assistant

- Individual varies from year to year
 - Hours posted in office and available from administrative aide.
 - (708) 534-7392
 - cdis1@govst.edu
- Graduate assistants are employed 15 hours per week to assist in the operation of classes and other academic activities. They are here to assist you in the laboratory, or in any other ways related to your classes.

Faculty Office Hours

- Office Hours are posted in the department
- Denotes availability of faculty for drop-in consultation and also appointments.
- Appointments are possible during non-office hours.
- Courteous to check with faculty before coming in for office visit.

Communication Between Students and Department

- Student and Faculty Mailboxes
 - Faculty mailboxes are located in the CDIS office.
 - Student mailbox is used infrequently, but faculty may occasionally leave correspondence in the CDIS office for student pick-up.

Communication Between Students and Department

■ E-mail Distribution List

- The department relies on e-mail heavily for important reminders and information.
- Keep your e-mail address up-to-date with the department secretary.
- If you do not give the department an e-mail address, we will use your GSU mail account.
- You should check your GSU mail account regularly, as well as your personal e-mail account.

Communication Between Students and Department

- CDIS Department Web Page

- The department also maintains a web page on the GSU website, where much useful information is available.

<http://www.govst.edu/chhs/dcd/mhs/>

Communication Between Students and Department

■ Telephone

- The department also maintains a database of student phone numbers and addresses. If this information changes, you must notify both the department and the university; the university database is not connected to the department's.

■ Update Forms

- Update forms are available in the office and should be given to the office administrator.

Important University Information and Resources

Scheduling Information

■ Semesters

Effective Fall 2010, GSU has converted from trimesters to semesters.

- Fall semester = 15 weeks
- Spring semester = 15 weeks (plus one week spring break)
 - Fall and Spring CDIS classes typically meet for 3 hours once per week.
- Summer term = 11 weeks
 - Summer CDIS classes typically meet for 3 hours twice each week for the first 7-1/2 weeks of the term.
 - Some CDIS classes meet for 3 hours once per week for the entire 11 weeks.
 - Be sure to read the posted schedules carefully.

Scheduling Information

- To understand all of your program requirements, course information, and registration procedures, and to meet all necessary deadlines, you must regularly consult five sources.
- GSU website <http://www.govst.edu>
 1. GSU Catalog <http://www.govst.edu/Academics/Catalog/>
 2. GSU Schedule of Courses <http://www.govst.edu/registrar/>
 3. Academic Calendar <http://www.govst.edu/academiccalendar/>
- CDIS website at <http://www.govst.edu/chhs/dcd/mhs/>
 1. CDIS Graduate Student Handbook
 2. Department 2-year Schedule

Scheduling Information

- Your advisor will help you mark important checkpoints and deadlines on your study plan grid, and the department and university both post reminders online and through email.
- Program staff and faculty are available to answer questions. However, most questions can be answered by consulting these documents and the department webpage first.

Scheduling Information

- **GSU Catalog**
 - Prerequisites, descriptions, requirements listed for all courses.
 - Program requirements listed.
- **Schedule of Courses**
 - Course offerings, times, and registration schedule listed.

Scheduling Information

- Academic Calendar
 - Session begin/end dates, holidays, deadlines.
- Student Handbook
 - Policies, sequencing.
- Department 2-year Schedule – CDIS only

University Resources

- Library – located on the second floor. In addition to books, the library maintains a catalog, inter-library loan service, journal databases, and all ASHA full-text journals online through the library website.

<http://www.govst.edu/library/>

University Resources

- Computer Laboratory – located on the second floor near the E-wing. Large lab and several computer classrooms.
- My GSU Portal – <https://mygovst.govst.edu/>
Student account services, registration, student e-mail, technical support and login for Blackboard (online program for course delivery and support).

University Resources

- E-mail – Every student is assigned a GSU e-mail account. If you do not check this account and delete items regularly, it will become inactive. We recommend that you forward your GSU e-mail to your preferred external e-mail account.

University Resources

- GSU Webpage – <http://www.govst.edu/>. Access to registration, schedule, catalog, directories, news, and many other useful sources of information.
- Student Services – <http://www.govst.edu/sas/>. Career information, counseling, support for students with disabilities, and many other helpful supports for students.

Information About Your Degree

Overview of Program Requirements
and Professional Credentials

Courses and Sequence

- The program is offered on either a part-time or full-time basis. Currently, about 35% of our graduate students attend part time. On average, part-time students take six graduate credit hours (i.e., two academic courses) per term and complete the program in about three years (including practicum). Full-time students take nine credits (i.e., three academic courses) per term and complete the program in about 2-1/3rd years.

Courses and Sequence

- All academic coursework is completed prior to commencement of practicum.
- Practicum is a full-time experience for all students which takes place during the final year of the program.
- Students should plan not to work during enrollment in practicum.

Courses and Sequence

- Undergraduate course “deficiencies” determined for each individual student.
- 11 three credit graduate courses
- 3 one credit graduate courses
- Qualifying Examinations
- Thesis Option available
- 3 Practicum Placements
 - Practicum in Speech-Language Pathology: Special Populations
 - Practicum in Speech-Language Pathology: Public School
 - Practicum in Speech-Language Pathology: Medical Setting

Professional Credentials

- Students graduating with an MHS from our program will qualify for 3 important credentials:
 - Certificate of Clinical Competence (CCC-SLP), American Speech-Language-Hearing Association (ASHA).
 - Illinois License in Speech-Language Pathology.
 - Illinois Professional Educator License endorsed in Non-Teaching Speech-Language Pathology (formerly the Type 73 School Service Personnel Certificate).

Professional Credentials

- Your course of study will be tailor-made to ensure that you meet the criteria for receiving all three credentials.
- You should apply for, receive, and maintain them all for life, so that you will have the maximum job flexibility.

Professional Credentials

- The **CCC-SLP** is the national level credential, but it does not allow an individual to practice in the state of Illinois.
- In this state, you must also have a **license** from the Illinois Department of Financial and Professional Regulation (IDFPR) to practice in any setting (e.g., hospital, rehabilitation, clinical, school, private practice, or home health).

Professional Credentials

- To practice in an Illinois public school, you must have a **Professional Educator License** from the Illinois State Board of Education (ISBE).
 - You will be prepared for the **Professional Educator License endorsed in Non-Teaching Speech-Language Pathology.**

Professional Credentials

- As part of the educator licensure process, you must achieve passing scores on two examinations. The testing program consists of a test of basic skills (Test of Academic Proficiency, TAP) and a test of content area (*i.e.*, Speech-Language Pathologist: Nonteaching).

Professional Credentials

- Students must pass the Test of Academic Proficiency (TAP) or its equivalent (e.g., ACT, SAT) prior to admission to candidacy in the graduate program.
- Students must pass the content area test (Speech-Language Pathologist: Nonteaching 154) prior to graduation.
- Be sure to discuss these requirements with your academic advisor during the development of your study plan. Students will not be permitted to advance in their coursework after the first two semesters without passing the TAP or its equivalent.

Planning Your Academic Program

What You Need to Know Before
Meeting with Your Advisor

Your Advisor

- To facilitate your progress, you have been assigned a faculty advisor.
- Your advisor is available to help you in all aspects of your academic program, including selecting courses, interpreting program policies, and planning for the future.

Your Advisor

- Consult with your advisor at least once each term. The best time to do this is prior to registration for the upcoming term.
- At this time you should review your Student Study Plan (see below) and review your progress through the program.

Your Advisor

- Go to your advisor with any questions about the program, courses, or policies that are not answered in the Department of Communication Disorders Graduate Student Handbook. The 2014-2015 handbook will be available August 2014.
- Asking fellow students may result in incorrect or confusing information. It is your advisor's intention to ensure your academic and professional progress.

Student Study Plan (SSP)

- The SSP is the formal document specifying what is required for you to complete your degree.
- All students must complete a new SSP when entering the graduate program
- Contact your advisor to begin preparing your SSP.
- Please note that even if you received your bachelor's degree at GSU, you must complete a new Student Study Plan when you enter the graduate program.

Student Study Plan (SSP)

- Only you and your advisor jointly can make changes in your SSP.
- If you have any questions about what is required, you must contact your advisor.
- Failure to complete requirements outlined on the SSP will impede progress toward graduation.

Student Study Plan (SSP)

- You must develop an SSP in consultation with your advisor no later than the first term of enrollment.
- It will specify the amount of transfer credit accepted, the total credit hour requirements for the degree, required courses, and other requirements.

Student Study Plan (SSP)

- Carefully read and follow the instructions provided. Do not hesitate to ask your advisor for assistance.
- Copies of the Student Study Plan and accompanying Student Study Plan Grid are available in the CDIS Office.

Student Study Plan (SSP)

- Submit your SSP and Study Plan Grid to your advisor.
- Transfer credits are subject to faculty review.

Student Study Plan (SSP) Grid

- The last part of the study plan is the Student Study Plan Grid, a term-by-term projection of courses you will take.
- Flexible, must be updated and maintained regularly.

Student Study Plan (SSP) Grid

- Keep current copy of SSP and Grid in an accessible place.
- Submit Grid to Advisor.
- Grids are used to determine who will be authorized to register for courses.

Summary of Process for Student Study Plan (SSP)

- Contact advisor to begin preparing your SSP.
- Develop SSP in consultation with advisor.
- Submit SSP and Study Plan Grid to advisor
- Advisor approves the SSP.
- Copy of SSP and approval letter mailed.
- Update SSP with advisor approval when changes occur.

Registration – Authorization

- The department maintains a **Course Authorization Book** in the CDIS office.
- Course Authorization Book
 - Located in CDIS office.
 - Binder with sections for each term.
 - Sections contain sign-up sheets for each graduate course.
 - You must sign up in order to be authorized.

Registration – Authorization

- Each term the department authorizes the registration of graduate students into all graduate-level courses, including practicum.
- The number of courses you may be authorized for is determined by your status as a part-time or full-time student.
- Your letter of admission informs you of your status.

Registration – Authorization

- If you were admitted as a **part-time student**, you can be authorized for a **maximum of two graduate-level courses** (i.e., 6000-level and 7000-level courses).
- If you were admitted as a **full-time student**, you can be authorized for a **maximum of three graduate-level courses**.

Registration – Authorization

- This course maximum policy **does not include**
 - undergraduate courses (3000-level and 4000-level) and
 - 8000-level graduate courses.

Registration – Authorization

- After your advisor has approved your SSP, including the Study Plan Grid, enter your sequence in the Course Authorization Book.
- Do not sign up for academic courses in the authorization book which already have 25 students listed.
- Your approved study plan grid should match your requests in the authorization book.

Registration – Authorization

- By signing up for your courses in the Course Authorization Book, you are reserving a place in that section of the graduate course.
- If you wish to make changes to your approved study plan grid, you are required to have your changes approved by your academic advisor. These changes then must be reflected in the course authorization book.
- Authorization will permit you to register, it does not replace your registration.

Registration

Once authorized, you still
need to register!

Registration Options

- Please see the GSU Catalog and the Schedule of Classes, published each term, for a detailed explanation of registration procedures.
- All registration is now online.

Registration Options

- Do not attempt to enroll concurrently in a course and its prerequisite. Special permission from the instructor is required for this.
- It is important to remember that undergraduate CDIS courses are not authorized. **You must register as early as possible in order to ensure a space in the course.**

Checklist of Steps to Complete M.H.S. Degree Requirements

- ✓ View Orientation Slide Show
- ✓ Schedule Advising Appointment
- ✓ Develop SSP and Grid with Advisor
- ✓ Optional: Attend GSU Orientation for Transfer and Graduate Students on **Wednesday, July 9, 2014** or **Thursday, August 21, 2014**. This is strongly recommended for students new to GSU.
- ✓ Required: Attend CDIS Orientation and Practicum Information Session on **Friday, August 29, 2014**.

Checklist of Steps to Complete M.H.S. Degree Requirements

- ✓ Submit your Practicum Request Form and Student Resumes to Director of Clinical Education.
- ✓ Complete any undergraduate deficiencies early in your program. It is a requirement for graduate candidacy.
- ✓ Complete CDIS 6100 and CDIS 6200 early in your graduate program.
- ✓ Apply for candidacy after you have completed a minimum of 9 graduate credits in CDIS courses.

Checklist of Steps to Complete M.H.S. Degree Requirements

- ✓ Enroll in CDIS 8100 Professional Issues Seminar.
- ✓ Submit Request to Take CDIS 8300 Qualifying Examinations.

Checklist of Steps to Complete M.H.S. Degree Requirements

- ✓ Register for, take, and pass CDIS 8300 Qualifying Examinations.
- ✓ Complete pre-practicum requirements and submit to Director of Clinical Education.
- ✓ Register for and begin practicum.

Checklist of Steps to Complete M.H.S. Degree Requirements

- ✓ Complete and present single-subject project during one of your practicum experiences.
- ✓ Attend practicum seminars (two per term) while enrolled in any practicum experience.

Checklist of Steps to Complete M.H.S. Degree Requirements

- ✓ Submit Graduation Application by the required deadline (typically, the first week of classes of the term in which you intend to graduate). The program will inform you of the deadlines for submission of your graduation application.
- ✓ Submit completed KASA to Department Chairperson at the time of the last practicum seminar of the program. The KASA (Knowledge and Skills Acquisition) will be discussed further at orientation.

Items for Immediate Action

- Schedule an appointment with your advisor in May or June.
- Sign up for classes in the authorization book.
- Register for Fall 2014 classes.
- Plan to attend the mandatory Orientation Session on **Friday, August 29, 2014.**

Thank You!

- You will hear more useful information at the fall orientation session for new graduate students, and can direct any questions you have to your advisor before that time.
- Thank you for attending to this presentation, and again, welcome to GSU and the Department of Communication Disorders.