

Table of Contents

I. Essential Functions.....	3
II.	

I. ESSENTIAL FUNCTIONS

In addition to proven academic ability and other relevant personal characteristics, the M.S. in Speech-Language Pathology (SLP) Program expects all students to possess and be able to demonstrate the skills, attributes, and qualities set forth below, without unreasonable dependence on technology or intermediaries. If you are uncertain about your abilities to meet these technical standards, please consult the Graduate Director of the SLP Program to discuss your individual situation.

Physical health:

Step 2 occurs in the Spring semester of Year 1. An **Advanced Plan of Study (APS)**, specifying the sequence for completing *the remaining required core academic coursework and specialty courses* in Semesters 4-6 and the *clinical practica* for Year 2 (Advanced Practicum, Externship I and Externship II), is developed for each student.

Midway through the Spring semester of Year 1, the MS-SLP Graduate Program Director will request that the students rank their preferences for the *specialty course options* (see *Appendix A*). Students who have not completed an undergraduate course in Aural Rehabilitation will be required to complete this course as a specialty course during Semester 3 (summer). In addition to considering student specialty-course preferences, the completion of remaining *core academic requirements* and assignment of students to second year clinical practica are determinants of the APS. Additionally, students must be advised that offering of specialty courses is dependent on availability of faculty with the specialty areas listed. A sample APS and Tentative Schedule of Specialty Area Courses are listed below.

Sample APS (Year 2)		
Semester 4 Fall (11-cr)	Semester 5 Spring (12-cr)	Semester 6 Summer (9-cr)
SPA xxxx Spec. Course 1 3-cr.	SPA 6559 AAC 3-cr.	
SPA 6571 Ethic Prac 2-cr.	SPA xxxx Spec. Course 3-	SPA 6505EEEx0I
SPA 6505 Extern I 6-cr.	SPA 65050PDV13(S)]TJETQq22	

clinical observation. Up to 50 clock hours at the undergraduate level **may be** applied toward the minimum of 400 clock hours required. The number of hours accepted by the Department will be determined by the Clinic Director. For further information regarding clinical requirements and assignments, please refer to the Clinical Handbook.

VI. OTHER ACADEMIC PROGRAM REQUIREMENTS

A. THESIS OPTION

To complete the Master's degree, graduate students in Speech-Language Pathology may elect to write a thesis. A thesis requires the design of a research project with data collection/analysis or analysis of an existing dataset, an appropriate written document and an oral defense. The completion of a thesis develops research, writing, and knowledge within a specialized area of study. It is an outstanding addition to a professional resume. A student who elects to complete a thesis will work with their thesis advisor to develop a course of study and clinical work that will provide the student with time to complete the thesis and the necessary KASA standards. A thesis student will typically take a partial Advanced Practicum (i.e., 2 hours instead of 4 hours) and one specialty course in addition to their 9 research credits. This way the thesis student takes the same number of hours (i.e., 62 hours) as the non-

the following semester after indicating the desire to participate in a thesis process to develop the thesis idea.

This enables the student to work closely with the thesis advisor to plan and explore the thesis topic. Furthermore, it enables the faculty to evaluate and advise the student as to his/her potential for successful completion of the thesis. In the following semester, the student begins thesis work officially by enrolling in Thesis credits (SPA 6971). Students must complete at least 8 additional hours of thesis credit; however, enrollment may occur over several semesters. The Graduate School requires that a student must register for at least 2 credits for each semester the student is enrolled in thesis. Also, once registered for thesis, the written project must be completed and accepted by the Graduate School prior to graduation. Students may not withdraw from enrollment in thesis credits beyond the drop deadlines. Each student who is working on a thesis should consult the Graduate Studies website for deadlines, writing information (<http://www.grad.usf.edu/ETD-res-main.php>) and the required thesis defense form (ETD Certificate of Approval) (<http://www.grad.usf.edu/student-forms.php>).

- C. Selection of Thesis Committee - At the **end of the semester in which student enrolled in Directed Research**, the student with guidance from the Major Professor will select a thesis committee. See requirements below:
- i. The Thesis Committee must consist of three members
 1. The Chair (1 or 2 – could Co-Chair) as previously specified, should be a tenured or tenure-track Ph.D. or Ed.D. faculty member in CSD, or a Ph.D. or Ed.D. with Graduate Faculty status. (Note – in the case of new instructional faculty who have not yet been determined to have Faculty Affiliate status, please discuss with the Program Director or the Departmental Chair)
 2. The Chair and at least one Committee Member must be from the Department of Communication Sciences and Disorders.

- D.** Thesis Credits –(minimum 9 credit hours – 1 credit of directed research = 8 credits)
Registration Requirements:
- a. The student must register for a **minimum of 2 credits with their major professor each semester** that they are working on their thesis for a minimum of 9 hours of thesis (and directed research) credit over the course of their Master's program.
 - b. The student must be registered for a **minimum of 2 credits in the semester in which they intend to graduate** (i.e., submission of the final copy of their thesis)
- E. Project Development, Data Analysis, and Defense**
- a. Preparation of Study – Prospectus and IRB Phase
 - i. Each thesis student should prepare a prospectus prior to the initiation of data collection. The prospectus should consist of a Literature Review that provides the background for the project and a detailed Method section.
 - ii. The student should arrange a Prospectus meeting for all the Committee Members to discuss and approve the project prior to its initiation. The student will distribute the Prospectus document (Literature review and Method section) minimally one week prior to the meeting and will present a brief overview of the project to the Committee at the meeting. The Major Professor will insure that any changes suggested by the Committee be made prior to submission for IRB approval. A Thesis Prospectus Approval form will be signed by each Committee Member and filed in the student's academic record file.
 - iii. The student should also apply for IRB approval, if necessary.
 - b. Methodological and Analytical Phase
 - i. The student works with their major professor and other pertinent faculty to complete data collection and analysis.
 - ii. The student prepares their thesis for presentation to the committee.
 - c. Preparation for Defense
 - i. The final document comprising of the literature review, methods, results, and a discussion of the findings must be approved by the Major Professor
 - ii. Format check and preparation for final submission -

- v. The final document is sent to all members of the thesis committee **minimally 1 week prior to the defense date**. Please check the submission dates with the Graduate School, as these dates tend to be earlier than the end of semesters (this is particularly the fact with summer graduates!)
- vi. The thesis defense must be attended by 3 faculty members. If one committee member cannot attend, then a substitute committee member should be recruited.
- vii. The Defense **must be completed prior to submission of the final copy of the Thesis to ProQuest**.
- viii. Major Professors should allow sufficient time for the student to make any necessary corrections prior to final submission to the ProQuest.

F. Submission – Please check electronic submission deadlines:

http://www.grad.usf.edu/ETD_Deadlines.php

- a. Certificate of completion of the thesis must be signed by the Thesis Committee and the Program Director prior to electronic submission.
- b. The thesis must be submitted electronically to ProQuest.

Thesis Timeline

Semester	Step	What to register for
Fall, Spring, or Summer (at latest) *year 1*	<ol style="list-style-type: none"> 1. Select topic for thesis 2. Select Committee and complete Committee form 3. Register for 1 directed research credit 	Directed Research credit
Summer, Year 1 or Fall Year 2	<ol style="list-style-type: none"> 1. Research – writing of literature review and methodology 2. Prospectus meeting 3. Application for 	Thesis credits
Fall, Spring year 2	<ol style="list-style-type: none"> 1. Collect data, analyze data 2. Write results/discussion 	Thesis credits
Spring year 2/ or summer year 2	<ol style="list-style-type: none"> 1. Prepare defense 2. Format check* (*adhere to dates to prevent delays on graduation) 3. Sign certificate of completion 4. Submit thesis electronically via ProQuest 	Thesis credits

B. NON-THESIS OPTION -

As previously mentioned, students not interested in pursuing a thesis project, must be enrolled in 9 credits of specialty courses. These were previously listed in the course requirements section.

II. Academic

A. TAMPA CAMPUS STUDENTS

To assist with the scheduling of the initial and advanced plans of study, core courses and 1st year Practicum assignments are scheduled before students begin their first semester in the graduate program. Core courses are scheduled in a particular student's schedule to insure proper conceptual preparation is completed prior to or at the same time as a related clinical experience. Necessary accommodations necessitate of specific documentation that must be provided by the student to the Program Director. Adjustments (e.g., reduction of course load) is only permitted when0-ction

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This program is specifically designed to assist professionals working in one of the school districts in the Suncoast Consortium to complete their Master's degree using a combination of distance and on-

X. CODE OF ETHICS

All students must read and confirm that they have read the Code of Ethics of the American Speech-Language-Hearing Association (<http://www.asha.org/Code-of-Ethics/>). The Code is available on the Communication Sciences and Disorders Canvas site in the Speech-Language Pathology section and on the ASHA website (www.asha.org). As part of the initial practicum, students will be required to demonstrate their knowledge of the Code and agree to adhere to the Code.

XI. ACADEMIC HONESTY

The USF policy on Academic Integrity and Academic Dishonesty will be followed in all courses within this Department. It can be found in the USF Graduate Catalog. **Any form of cheating on examinations, plagiarism on assigned papers, sharing of lecture notes or papers on websites without permission constitutes unacceptable deceit** **F**, **as well as dismissal from the Program.** For more information on the USF Policy – 6.0021 Code of Student Conduct USF go to: <https://usf.app.box.com/v/usfregulation60021>

XII. PROFESSIONAL ORGANIZATIONS

A. NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION NSSLHA USF Chapter

What is NSSLHA? NSSLHA is a student professional organization for undergraduate and graduate students interested in human communication sciences and disorders. NSSLHA is a national organization with local chapters at universities and colleges. NSSLHA is the student branch of the American Speech-Language-Hearing Association (ASHA). Why Join? There are many reasons to join NSSLHA both at the national and the local level.

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This process must be the assigned date in the semester in which you plan to graduate

Furthermore, the SLP program complies with all applicable laws, regulations, and

Appendix A
UNIVERSITY OF SOUTH FLORIDA
Department of Communication Sciences & Disorders

Speech-

Faculty Endorsement Application