

**DEPARTMENT OF COMMUNICATION
DISORDERS AND SCIENCES**

**UNDERGRADUATE
STUDENT HANDBOOK**

2013-2014

**WILLIAM PATERSON UNIVERSITY
300 POMPTON ROAD
WAYNE, NJ 07470
WWW.WPUNJ.EDU**

Contents

Introduction.....	3
Department Faculty and Staff.....	4
Admission.....	5
Advising.....	5
Registration.....	5
Academic Standards.....	6
Undergraduate Research.....	6
National Student Speech-Language-Hearing Association (NSSLHA).....	6
Program of Study.....	7
Communicating with Faculty and Staff.....	11
Minor in Communication Disorders.....	11
Enrolling in more than 19 credits per semester.....	11
Speech and Hearing Clinic.....	12
Students with Disabilities.....	12
Enrolling in courses at another institution.....	12
Grades of Incomplete.....	13
Independent Study.....	13
Performance in prerequisite coursework.....	14
Probation/dismissal.....	14
Facilities.....	14

Introduction

Welcome to the Department of Communication Disorders and Sciences at William Paterson University. You have selected an academic program that is both challenging and rewarding.. This handbook has been prepared for you in order to acquaint you with some of your responsibilities in meeting the requirements of your major as well as to introduce you to some of the important and exciting opportunities available to you in the department. Along with this handbook, the William Paterson University Student Handbook and the current William Paterson University Undergraduate Catalog will provide you with the information needed for a successful academic experience. Please obtain a copy of all of the resources to insure familiarity with university and departmental policies and procedures. While the faculty and staff will attempt to provide assistance in every possible manner, it is the responsibility of all students to be familiar with current policies and procedures, their status in the program and their progress toward graduation.

The mission of the undergraduate program is to educate students in the science and practice of speech-language pathology. The undergraduate major in Communication Disorders leads to a Bachelor of Arts degree. Courses in the major offer students basic information about normal and disordered communication. Directed clinical observation and hands-on clinical experience are also offered. This area of study may be attractive to the student who has a strong academic background and who is comfortable in learning how to apply information from the biological, physical, and social sciences to the assessment and management of individuals with language, speech and hearing disorders.

The major prepares students to pursue professional education at the graduate level, providing students the opportunity to assess their interest and aptitude for graduate training in speech-language pathology. A graduate degree is required for entry into the profession; consequently students completing the undergraduate major are not prepared to work as independent professionals. The student who successfully completes the undergraduate major and who wishes to become professionally qualified to seek employment as a speech-language pathologist must complete a course of study leading to a Masters degree. The Masters degree is required for certification by the American Speech-Language-Hearing Association.

We urge you to hold onto this document and continue to use it as a valuable resource for information as you work your way through the major. Information that did not appear to be relevant during your freshman year will certainly have more relevance by the time you are a junior or senior in the major process. You should feel free to ask your department advisor to clarify any of the information that appears in this handbook.

Department Faculty

<u>Name</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Vishwa Bhat, Ph.D., CCC-A Associate Professor	4B	973-720-3351	bhatv@wpunj.edu
Carole Gelfer, Ph.D., CCC-SLP Undergraduate Coordinator/Professor	7B	973-720-2209	gelferc@wpunj.edu
Betty Kollia, Ph.D., CCC-SLP Associate Professor	7D	973-720-2798	kolliab@wpunj.edu
Nicole Magaldi, Ph.D., CCC-SLP Graduate Director/Assistant Professor	7F	973-720-3353	magaldin@wpunj.edu
Christine Natale, M.S., CCC-SLP Clinic Manager	11B	973-720-4993	natalec@wpunj.edu
Jim Tsiamtsiouris, Ph.D., CCC-SLP Chairperson/Assistant Professor	6C	973-720-3355	tsiamtsiouris@wpunj.edu
Kristin Victorino, Ph.D., CCC-SLP Assistant Professor	7C	973-720-3352	victorinok@wpunj.edu
Yan Yu, M.A., CCC-SLP Assistant Professor	7E	973-720-3354	yuy@wpunj.edu

Departmental Staff

<u>Name</u>	<u>Office</u>	<u>Phone</u>	<u>Email</u>
Sheri Newberger Clinic Secretary	11A	973-720-2207	newbergers@wpunj.edu
Linda Rapp Department Administrative Assistant	6D	973-720-2208	rappl@wpunj.edu

Admission

Students who meet University admission requirements may be admitted provisionally to the BA/MS Program in Communication Disorders and Sciences. However, students admitted to the University as freshmen are required to complete a formal admission process after accumulating 45 total credits and 12 credits within the department. Students admitted as transfers must complete at least one semester at the University as well as 4 courses within the major in order to apply for admission to the BA/MS program. Students should contact the undergraduate advisor for an application.

A minimum overall and major GPA of 3.5 and positive recommendations from departmental faculty are required for admission. Admission to the graduate program will be guaranteed if, once admitted to the BA/MS Program, a student maintains a GPA of at least 3.3. Students may apply to the BA/MS Program only once. Students who do not meet these requirements will not be admitted to the BA/MS program and must change their major. They can, however, complete the minor in Communication Disorders and apply to the graduate program in their senior year.

Advising

Deborah Sheffield (973-720-2441) at the Advisement Center provides advisement to all freshmen who declare Communication Disorders as their major. Students who have earned more than 24 credits are assigned a faculty advisor from the Department of Communication Disorders and Sciences. The advisor serves as faculty representative to the student, primarily to assist in academic planning. Students are expected to make an appointment with their advisors as soon as one is assigned and at least once during each academic semester. During these meetings, the advisor and student will create a plan of study that will meet both the University's Core Curriculum requirements and the department's specific requirements. Advisors will also talk with their student advisees about their general progress in keeping their Grade Point Averages (GPAs) in line with expectations for the university and graduate school admission.

Registration

Prior to Registration, the Registrar sends pertinent information and procedures for Registration to all students. Each semester, you will register for courses that you plan to take the following semester. It is important to select courses properly and carefully with the assistance of your advisor. You must obtain your Alternate PIN number from your advisor each semester at registration time in order to register for courses. To assist your advisor at registration, bring an up-to-date Degree Audit and a possible schedule. Upon completion of the conference, your advisor will approve your schedule. You are then responsible for securing the courses you have scheduled via Web registration. Students who do not register during the advisement period jeopardize the possibility of getting the courses needed.

Academic Standards

A GPA of 3.5 is required for formal admission to the BA/MS Program. This applies to overall GPA as well as GPA in major courses. (Corequisite courses are also counted toward the major GPA.) Once admitted, students must maintain a grade point average of at least 3.3. The University is under no obligation to warn students about academic deficiencies or to alert them in advance when their grade point average falls below the required minimum. A student whose grade point average falls below a 3.3 will be allowed one probationary semester to raise it. Failure to do so may result in expulsion from the program.

Because graduate courses taken in the senior year apply toward the master's degree, the policy with regard to grades of C on the graduate level also applies to the BA/MS program as well. According to that policy, a student cannot graduate with a master's degree with more than six semester hours of C work. Thus, any C grades in graduate coursework earned as an undergraduate will apply toward this 6-credit limit. In addition, for students who do not demonstrate evidence of satisfactory knowledge and skills with regard to graduate student learning outcomes, the department's remediation policy will be enforced.

Undergraduate Research

Undergraduate research involves an educational collaboration between a student and faculty members. There are many advantages to engaging in undergraduate research. You will acquire practical tools for your education and future career as well as enhance your critical thinking skills. As a result, you will increase self-confidence in your abilities as a scholar and a researcher. You will learn to create knowledge by engaging in active learning. You will also take research methods from the classroom and apply them to real-life situations. Undergraduate research experiences may be initiated by a student who seeks out faculty supervision or by a faculty member who involves undergraduate students in her or his research team. Contact your advisor for additional information.

National Student Speech-Language-Hearing Association (NSSLHA)

Founded in 1972 and recognized by the American Speech-Language-Hearing Association, NSSLHA is the national organization for students interested in the study of normal and disordered human communication. NSSLHA has approximately 13,000 members with chapters at more than 300 colleges & universities. Membership in the William Paterson University Chapter of NSSLHA is free and available to any student interested in the study of communication disorders. For information on the WPU Chapter, you should contact the department secretary and/or attend one of the informational sessions.

Program of Study

Listed below are the undergraduate CODS courses taken by all students in accepted into the BA/MS program in Communication Disorders and Sciences.

Course #	Course Title	Prerequisites
2620	Intro to Communication Disorders (3)	-----
2640	Phonetics (3)	-----
3720	Nature and Development of Language (3)	CODS 2640
3610	Anatomy & Physiology of Speech/Swallowing (3)	CODS 2640
3660	Intro to Language Disorders (3)	CODS 3720
3730	Science & Measurement of Hearing (4)*	PHYS 1100 or 1900
4030	Articulation and Phonological Disorders (3)	CODS 2640
4620	Auditory Rehabilitation (3)	CODS 3730
4650	Clinical Methods (2)	CODS 3660 + departmental permission
4660	Observation Lab (1)	CODS 3660 + departmental permission
4750	Senior Seminar (3)	Senior Standing + departmental permission
4800	Intro to Clinical Practicum (2)	CODS 4650 + departmental permission

Required corequisites:

ANTH 2400	Language Matters**
MATH 1300	Elementary Statistics
PHYS 1100 or 1900	Introduction to Physics/Acoustics & Sound*
PSY 2100	Developmental Psychology
PSY 3750	Cognitive Psychology

* Also counts as Technology Intensive course

** Also counts as Area 4 and Writing Intensive course

The following graduate courses are to be taken in senior year. These 12 credits apply toward both the 120-credit requirement for the bachelor's degree and the 54 credits for the master's degree.

5500	Diagnostic Meth. Comm. Dis. (3)	CODS 366; CODS 465; CODS 403/503
6210	Language Acquisition (3)	CODS 3720
6300	Lang. Disorders in Children: Birth to Five (3)	CODS 6210
6420	Speech Science (3)	CODS 2640; CODS 3610

The following graduate courses are to be taken in the graduate program

5060	Fluency Disorders (3)	-----
6030	Voice Disorders (3)	CODS 6420
6110	Swallowing and Feeding Disorders (4)	CODS 3610
6220	Motor Speech Disorders (3)	CODS 3610
6310	Lang. Disorders: School Age-Adolescent	CODS 6300
6600	Auditory Processing Disorders (2)	CODS 3630
6050	Acquired Language Disorders (3)	CODS 3720
6800	Research Methods (2)	Statistics course
6810	Research Seminar I	Statistics course
6900	Statistical Methods (2)	CODS 6800
6910	Research Seminar II	CODS 6810

Clinical Practicum requirements

5510	Diagnostic Methods Lab I (1)	CODS 366; CODS 465; CODS403/503
6510	Diagnostic Methods Lab II (1)	CODS 5510
6520	Clinical Practicum (WPUNJ Clinic) (4)	CODS 4650/4660
6530	Externship Practicum (6)	Permission of clinic director

3 credits of elective coursework are also required. Current course offerings include:

6100	Cleft Palate and Velopharyngeal Disorders
6250	Teaching Speech to the Hearing Impaired
6700	Counseling in Communication Disorders
6750	Acquired Cognitive Disorders
6760	Autism Spectrum Disorder

William Paterson University
College of Science and Health
Department of Communication Disorders & Sciences
Bachelor of Arts in Communication Disorders
Undergraduate Core Curriculum (UCC) Requirements [40-41 credits]

AREA 1: PERSONAL WELLBEING [3]
 _____ 3 cred.

- AREA 2: EXPRESSION [9]**
- Arts/Communication
COMM 1100 Communication in Action 3 cred.
 - Writing
ENG 1100 College Writing 3 cred.
 - Literature
 _____ 3 cred.

- AREA 3: WAYS OF KNOWING [19-20]**
- Philosophical Perspectives
 _____ 3 cred.
 - Historical Perspectives
 _____ 3 cred.
 - Social/Behavioral Science (2 different disciplines)
ANTH 1300 Origins & Diversity 3 cred.
PSY 1100 General Psychology 3 cred.
 - Scientific Perspectives
BIO 1140 Applied Anat. & Phys. 4 cred.
 - Quantitative Thinking
MATH 1350 Algebra, Trig. & Functions 4 cred.

- AREA 4: DIVERSITY & JUSTICE [3]**
- *Must complete 18 credits in UCC prior to taking Area 4*
ANTH 2400 Language Matters 3 cred.

- AREA 5: CIVIC & COMM. ENGAGEMENT [3]**
- *Must complete Area 4 before taking Areas 5&6*
 _____ 3 cred

- AREA 6: GLOBAL AWARENESS [3]**
- *Must complete Area 4 before taking Areas 5&6*
 _____ 3 cred.

- FIRST YEAR SEMINAR [1.5]**
- *Required for 1st year students & transfers with less than 12 credits*
 _____ 1.5 cred.

INTENSIVE REQUIREMENTS
 These courses can be double counted within the UCC, the major, or as free electives. If you are a transfer with an AA/AS degree you are required to take one writing intensive course. Technology intensive courses are not required for transfers.

- WRITING INTENSIVE (WI) *W**
- *The first WI course must be Area 2 ENG 1100 College Writing*
 - *At least one course must be at the 3000 level or above*
ANTH 2400 Language Matters
ENG 1100 College Writing
PSY 3750 Cognitive Psychology
Elective 3 cred

- TECHNOLOGY INTENSIVE (TI) *T**
- CODS 3730 Science & Measurement of Hearing
 - PHYS 1900 Acoustics & Sound

- UNIVERSITY REQUIREMENTS**
FOREIGN LANGUAGE [6]
- _____ 3 cred.
 - _____ 3 cred.

SUGGESTED SEQUENCE OF COURSES FOR THE UNDERGRADUATE DEGREE IN COMMUNICATION DISORDERS AND SCIENCES

1st semester		Credits	2nd semester		Credits
CODS 2620	Intro to Comm. Disorders	3	CODS 2640	Phonetics	3
ENG 1100	College Writing (meets Area 2b)	3	PSY 1100	General Psychology (meets Area 3c)	3
-----	Area 1, 2, or 3 course	3	MATH 1350	Algebra, Trig & Functions (meets Area 3e)	4
-----	Area 1, 2, or 3 course	3	-----	Area 1, 2, or 3 course	3
WPU 1010	First-Year Seminar	1.5	-----	Area 1, 2, or 3 course	3
3rd semester			4th semester		
CODS 3610	Anatomy & Physiology of Speech and Swallowing Mechanism	3	CODS 3660	Introduction to Language Disorders	3
CODS 3720	Nature and Development of Language	3	LANG	Foreign Language II	3
LANG	Foreign Language I	3	COMM 1100	Communication in Action (meets Area 2a)	3
ANTH 1300	Origins and Diversity of Humankind (meets Area 3c)	3	BIO 1140	Applied Anatomy & Physiology (meets Area 3d)	4
-----	Area 4	3	PHYS 1900	Acoustics & Sound	4
5th semester (Junior year)			6th semester (Junior year)		
CODS 3730	Science & Measurement of Hearing	4	CODS 4030	Articulation/Phonological Disorders	3
CSH 1300	Research and Statistics I	3	CSH 2300	Research and Statistics II	3
ANTH 2400	Language Matters	3	CODS 4620	Auditory Rehabilitation	3
PSY 2100	Developmental Psychology	3	CODS 4650	Clinical Methods	2
-----	Area 5 or 6 course	3	CODS 4660	Observation Lab	1
			PSY 3750	Cognitive Psychology	3
7 th semester (Senior year)			8 th semester (Senior year)		
CODS 4800	Intro. to Clinical Practicum	1	CODS 4750	Senior Seminar	3
CODS 6210	Language Acquisition (G)	3	CODS 4800	Intro. to Clinical Practicum (G)	1
CODS 6420	Speech Science (G)	3	CODS 5500	Diagnostic Methods (G)	3
-----	Writing Intensive Elective	3	CODS 6300	Lang. Disorders: Birth to Five	3
-----	Area 5 or 6 course	3	-----	Writing Intensive Elective	3
-----	Free Elective	3			

Communicating with Faculty and Staff

William Paterson University is committed to offering a quality educational experience. You can expect prompt attention to your concerns and requests from the administrators and faculty of this program. Our faculty holds office hours weekly. Hours are posted on each faculty member's office door. In addition, faculty responds to email and phone requests. Communication is critical throughout the program. The most successful students in this program are those who are proactive. You will need to take responsibility for seeking out solutions to any problems.

Official University announcements and department information are communicated through the university email system, so please check it often. It is University policy that all communication with faculty and staff goes through the University e-mail system. Therefore, students must use that account when sending e-mail to faculty and staff.

Minor in Communication Disorders

The minor in Communication Disorders is appropriate for undergraduate students who intend to pursue graduate work in this field and have not been accepted into the BA/MS Program or students who want to major in another area.

The minor consists of the following 18 credits of coursework in Communication Disorders:

- CODS 2620 Intro to Communication Disorders
- CODS 2640 Phonetics
- CODS 3720 Nature and Development of Language (prerequisite – CODS 2640)
- CODS 3610 Anatomy and Physiology of the Speech and Swallowing Mechanism
- CODS 3660 Intro to Language Disorders (prerequisite – CODS 2720)
- CODS 4030 Articulation and Phonological Disorders (prerequisite – CODS 2640)

Students from any major may register for these courses as early as their freshman year. A minimum grade of C- is required for a course to be counted toward the minor.

Enrolling in more than 19 credits per semester

Students who wish to enroll in more than 19 credits in a semester must obtain permission from the Department Chairperson and Dean during the registration period. The student must have a 3.0 cumulative grade point average to qualify.

Speech and Hearing Clinic

As part of the BA/MS Program, students observe and provide treatment to clients in the Speech and Hearing Clinic. Students are legally and ethically responsible for maintaining confidentiality regarding the clients whom they treat or even observe. The fact that a client is receiving services through the clinic is, in itself, confidential, as is all information in the client's file and all information obtained during the evaluation and/or treatment of the client. Do not discuss confidential information about clients by name (or in any way that could reveal their identity) outside the clinic, or in public areas (rest rooms, waiting rooms, hallways, etc.) within or outside the Clinic.

Along with this handbook, the Clinicians Handbook will provide you with the information needed for a successful clinical experience. Please obtain a copy of this handbook to insure familiarity with clinical policies and procedures. While the faculty and staff will attempt to provide assistance in every possible manner, it is the responsibility of all students to be familiar with current policies and procedures, their status in the program and their progress toward graduation.

Students with Disabilities

William Paterson University is committed to providing equal access to all programs, courses, services, employment, activities, awards, facilities, and related benefits of its educational programs for all individuals, without discrimination on the basis of physical/mental disability or perceived disability.

The University believes in a total educational/employment experience and, as such, mainstreams individuals with disabilities into its regular programs and activities and adapts the programs, methods of evaluation, and service delivery to meet the individualized and unique capabilities of the person. Individuals are encouraged to participate in the diverse activities of the campus community.

Disability Services will provide reasonable and appropriate accommodations, upon request, to enable students to promote their participation in the life of the campus community, unless doing so imposes an undue hardship on the University's operations.

General questions pertaining to accessibility and accommodations of students and employees, as well as suggestions as to how William Paterson University can more effectively assist individuals with disabilities are welcome and should be addressed to the Coordinator of Disability Services.

Additional information can be found at the following website: <http://www.wpunj.edu/disabilityservices/>

Enrolling in courses at another institution

In order to enroll in a course in another institution and receive course credit at William Paterson

University, the student must:

1. Obtain a Visiting Student Request Form from the Department Chairperson.
2. Have form signed by: a) Department Chairperson at the other university that is offering the course; b) WPU Chairperson of Communication Disorders; c) WPU Dean of College of Science and Health.
3. Obtain a grade of C or higher in the course
4. Have an official transcript sent to the Registrar's Office upon completion of the course. The credits will transfer but the grade will not be computed into the student's grade point average.

Note: Students must take their last 30 credits at William Paterson University. If a student has only 30 credits remaining to finish the degree, then enrolling in courses at another institution will not be allowed for transfer credit towards the degree. Therefore, students should enroll in courses at another institution early in their degree work at William Paterson University.

Grades of Incomplete

For various reasons, a student may receive an incomplete (IN) in lieu of a letter grade. It may be granted when the student has not completed the assigned work in a course because of illness or other reasons satisfactory to the instructor. Under no circumstances should an incomplete be assigned when, through negligence or with no acceptable excuse, a student fails to take and examination or to submit required work on time. The grade of IN is assigned only at the discretion of the instructor. Grades of IN may be assigned only with an agreement of mutual understanding between the faculty member and the student on an Incomplete Form. A copy of this agreement must be signed by the faculty member and student and approved by the Department Chair, with copies to the Dean of the College and the Registrar, when the grade of IN is submitted.

University regulations require the removal of the incomplete within thirty days of the beginning of the next semester; otherwise, it converts to a grade of F. Completion of the assigned work to remove the IN will be required in order to take the subsequent course in a sequence.

Note: Students must have the opportunity to meet with their instructor to resolve questions or problems when completing "Incompletes." However, we cannot guarantee the possibility of such meeting during summer and winter breaks.

Independent Study

A student may identify an area of interest that he or she wishes to pursue in depth on an individual study basis. The proposal for independent study must be developed with the faculty member who has agreed to provide supervision. The proposal should be submitted to the Chairperson for approval by the middle of the

term preceding the one in which the independent study will be pursued. The proposal must be signed by the faculty member supervising the project. The form will then be forwarded to the Dean for approval. A signature from the Dean will constitute permission for the student to register for the independent study.

Performance in prerequisite coursework

A grade of C- is considered the minimum acceptable grade in order to continue in the second course in a sequence. Being unable to continue with the next course may preclude continuing in or completing the program.

Probation/dismissal

Once a student is admitted to the BA/MS program, s/he must maintain a GPA of 3.3. Should the GPA fall below the minimum required, students will be permitted one semester to improve their GPA. Students who are unable to do so may not take graduate courses in their Senior year and will be required to apply formally to the graduate program. The latter also applies to students who are already Seniors. They will, however, graduate with a BA in Communication Disorders but will not be granted automatic admission to the graduate program.

Facilities

There is a dedicated computer lab for students in the program in Communication Disorders (Wing 6A). In addition, there are a variety of support services that are available to students. The University offers the Center for Academic Support, the Writing Center and the Office of Disability Services. Students seeking accommodation due to a disability should consult with the Office of Disability Services to determine eligibility. The College of Science and Health maintains a Science Enrichment Center which is available to students enrolled in our program. The department offers an academic assistance program whereby qualified graduate assistants are available for tutoring in various subject areas.