McGILL UNIVERSITY
Faculty of Medicine
School of Communication Sciences & Disorders
Winter 2015

Practicum and Seminar IV
SCSD-684
Number of Credits: 2 Credits
Course Time: Monday, 1:00 pm – 3:00 pm

Instructor:
Kelly Root, M.Sc., S-LP (C)
Office Phone: 514-398-7369
Office Hours: By appointment (set up by phone or by email)
Email: kelly.root@mcgill.ca

COURSE CONTENT:

This is the last course in a series of four practicum and seminar courses. This course will have a
dual focus through which the students can learn through both seminar lectures and practicum
experiences.

LEARNING OBJECTIVES:

Students will:
• Begin a job search in the field of S-LP and prepare for the workforce
• Prepare for their Final Internship
• Continue to develop their ethical reasoning in the clinical setting using case based
  examples
• Explore different professional options, such as working in private practice and working
  with assistants
• Develop their skills in the area of difficult relationships and conflict resolution

INSTRUCTIONAL METHOD:

• Lectures, Seminars, Assignments, and Practicum Experience

COURSE MATERIALS:

• The NEW Clinical Training Manual available online
• All readings assigned by lecturers – see specific course dates for information
ASSIGNMENTS & EVALUATION:

Course Work
- Dealing with Difficult Situations Case Scenario (January 9, 2015)
- OOAQ On-line modules and associated assessments* (Due January 26, 2015 for student attending in class; February 10, 2015 for students completing on-line modules)
- CV and Cover Letter (Due February 7, 2015)
- Ethics Case Scenario (February 23, 2015)
- Working with Assistants Presentation (Presentations March 16 or 23, 2015)
- Presentation on Practicum (April 13, 2015)
- Clinical Outreach Series (date to be determined)
- Interprofessional SIM Centre Activity (January 21, 22, and March 16, 2015; dates and times to be assigned based on practicum schedule)

Practicum
- 12 day practicum placement
- Signed Course Hours
- Summary of Total Clinical Hours (hours since the beginning of the program)

GRADING CRITERIA:

In order to receive a PASS in the SCSD 684 the students must receive a PASS in three areas:

Course Work:
- A PASS on all assignments
- A PASS on attendance. Students must attend all classes. If unable to attend for a valid reason they must inform the instructor and are responsible to obtaining information received in class. No more than one class can be missed without providing a medical note

Group Work
- A PASS on group work. Effective intraprofessional and interprofessional teamwork is essential to the profession of Speech-Language Pathology and to the well-being of patients. To prepare you for the workplace, many of your practical experiences are conducted in pairs or teams. In order for these experiences to go smoothly and fairly, each student in the team must follow a set of established guidelines.

Students are expected to:
- Participate equally in group work;
- Communicate respectfully (both verbally and in writing);
- Respect personal and professional differences among team members;
- Support positive team dynamics;
- Collaborate effectively with other team members;
- Build consensus with your team;
- Respect deadlines and schedule;
- Be available for group work and planning;
- Consider working style and other obligations of team members;
- Communicate with the Coordinators of Clinical Education immediately when issues arise (well before due dates of assignments or evaluations);
- Be open to both positive and constructive feedback from your teammates. Feedback is essential to growth and professional development.
Consistent significant difficulty working in teams may result in FAILURE of the practicum or assignment.

**Practicum**

- A PASS from the Coordinator of Clinical Education based on the CEs weekly feedback, mid and final evaluation, and weekly summaries
- A PASS on ALL Practicum Paperwork.

PASS on Practicum Paperwork will be achieved when the student submits weekly mandatory practicum paperwork according to the guidelines outlined in the Clinical Training Manual
  - Documents must be submitted from the student’s name@mcgill.ca account to practicum.scssd@mcgill.ca by the Sunday at 11:59 the week of completion of the activity. Please note that documents not submitted from a name@mcgill.ca will go to ‘spam’ and will not be retrieved from that box.
  - Documents may only be submitted in .doc(x) (Arial font) or .pdf format.
  - Documents may not be upside down and backwards and must be legible
  - Documents must be signed, dated, and complete.
  - Documents that the CE has signed must be CCed to the CE with a visible CC at the same time that they are submitted to practicum.scssd@mcgill.ca

Students will start with a Grade of 100 on Paperwork, and will lose 5 points each time a document submitted late or submitted incorrectly. If a student’s grade reaches 65 or lower in this area, they will not receive a PASS on his/her Practicum Paperwork

It is the student’s responsibility to check that the documents they are submitting are complete and in the correct format.

The instructor or secretary team may, at times, alert a student as a courtesy that a document has been submitted incorrectly or not been received; however, it is not their mandate to do so. Please respond immediately (within 24 hours) to such alerts.

**LAB HOURS**

Additionally, students must submit Lab Hours acquired in other courses to practicum.scssd@mcgill.ca once they have received them from the other instructors, as these hours must be tracked and recorded by the practicum team.

**REMINDER:** Students are responsible to keep original copies of signed LAB HOURS and signed CLINICAL HOURS FORMS. Losing them could affect graduation and/or acquiring a license in a regulatory body following graduation.

**USE OF SMART PHONES, TABLETS AND LAPTOPS:**

Students are permitted to use Smartphones, tablets, and computers in class for academic purposes e.g. taking notes, researching relevant information, calendar functions etc. They may not be used for social reasons e.g. texting, Facebook, Twitter, Instagram etc. If students are using technology for non-academic purposes in class they may lose the privilege of using these items in class.

**McGill POLICY STATEMENTS:**

McGill University values academic integrity. Therefore all students must understand the meaning and consequences of cheating, plagiarism and other academic offences under the Code of Student Conduct and Disciplinary Procedures (see www.mcgill.ca/students/srr/honest/ for more information).
In accord with McGill University’s Charter of Students’ Rights, students in this course have the right to submit in English or in French any written work that is to be graded.

Seminar and Practicum IV
SCSD - 684
Lecture Topics and Readings

Please note:
Classes are 2 hours duration, unless otherwise indicated.
Classes are Monday, from 1:00 to 3:00 pm, unless otherwise indicated.

January 5, 2015
Topic: Introduction/ Recap from Last Semester/ Plan for this Semester
Readings: N/A

Topic: Assignments handed out and explained
  i) Dealing with Difficult Situations Case Scenario (January 9, 2015)
  ii) OOAQ On-line modules and associated assessments* (Due January 26, 2015 for student attending in class; February 10, 2015 for students completing on-line modules)
  iii) CV and Cover Letter (Due February 7, 2015)
  iv) Ethics Case Scenario (February 23, 2015)
  v) Working with Assistants Presentation (Presentations March 16 or 23, 2015)
  vi) Presentation on Practicum (April 13, 2015)
  vii) Clinical Outreach Series (date to be determined)

*On-line modules are available in French only. Students who do not complete the modules on-line must attend class on January 26, 2015. Students completing modules on-line do not have to attend class on January 26, 2015.

Friday January 9, 2015 Room 862
Due: Case Scenario Dealing with Conflict and Difficult Situations; submit in word document on MyCourses by 17:00.

January 10, 2015
OOAQ On-line modules access open

January 12, 2015
Topic: Dealing with conflict and difficult situations
Lecturer: Jonathan Elston

January 19, 2015
Topic: Joining a College, Order, or Association
Lecturer: Kelly Root
Reading: To be distributed

January 26, 2015
Topic: OOAQ Modules 4-6
Lecturer: Autodidactic class for students completing on-line modules. For all other students, there is an in class presentation by Kelly Root and Sophie Vaillancourt

Due: OOAQ Modules 4-6 for students who attended in class presentation; submit on MyCourses by 23:59.

February 2, 2015 (To be confirmed)
Topic: Jobs: How to Find the Perfect Job: CVs, Cover Letters, and Interview Skills
Lecturer: Ms. Janice Tester, McGill Career and Placement Services (CAPS)
Readings: To be distributed in class
February 7, 2015
Due: Draft of CV and Cover letter along with Job Ad; submit in a word document on MyCourses by 17:00.

February 9, 2015: Sign up for a time; availabilities between 9-10; 12-17:00
Topic: CV Workshop
Lecturer: Janice Tester, McGill Career and Placement Services (CAPS)

February 10, 2015
Access to on-line OOAQ Modules closed
Due: OOAQ Modules for students who completed it on-line; submit on MyCourses by 23:59.

February 16, 2015
Topic: Joining SAC
Lecturer: Carla Di Gironimo, MS, S-LP(C), CCC-SLP
Director of Speech-Language Pathology and Standards, SAC

February 23, 2015 (to be confirmed)
Topic: Private Practice
Lecturer: Lindsay Lapouquette, S-LP
Readings: To be distributed

Due: Ethics Case Scenario; submit in word document on MyCourses by 17:00.

March 2, 2015- Study Break No Class

March 9, 2015 – 1:00-4:00; Room 862 (to be confirmed)
Lecturer: Professor Jurgen Dewispelaere, Institute for Health and Social Policy
Topic: Ethics
Readings: To be distributed

March 16, 2015
Topic: Class Presentations Working with Assistants
Lecturer: Students

March 23, 2015
Topic: Class Presentations Working with Assistants
Lecturer: Students

March 30, 2015
Topic: Paperwork for Final Internship

April 6, 2015 – Easter Monday No Class

April 13, 2015 12:30-17:00
Topic: Student Presentations of Practicum and wrap up
Lecturer: Students