



Winter 2010 SLPA Student Cohort - ORIENTATION PACKET

Welcome. We are glad you have chosen to take part in the SLPA program here at Chemeketa Community College. Most students have many questions and our hope is that through this orientation you may find most if not all your answers.

Registration

Once students have been listed by the Registrar's office as "IN SLPA PROGRAM" then access should automatically be granted for registering for SLPA program coursework as long as pre-requisite requirements are adhered to. Students can look online or at the Course Schedule each term to determine the CRN (Course Registration Number) uniquely identifying each course for registration. To Add a course, log into "my.chemeketa.edu" and select ADD CLASSES. If there is more than 1 section of a course, you can generally select either one unless told otherwise.

Cohort Model:

Each cohort that is accepted into the SLPA program is organized into a "cohort" or group. Each cohort has a pre-planned outline for taking courses throughout the program to completion. There are several reasons for this. This design ensures that all students will meet the pre-requisite requirements for the courses in the program. The courses are built in a way that a student needs to take SLP 183: Intro to Language Development before being eligible and able to take SLP 184: Language Intervention as an example.

Many many times a student asks " But can I just speed up this program a bit? Can I take that other course that is offered this term with my planned courses?"

The answer to this question is no. The program coursework outline is designed to be as efficient and fast as possible while still ensuring that students will meet competency requirements for licensure as an SLPA. Besides having an impact on student program planning, altering your program plan also affects faculty class assignments and course offerings. We have organized students into cohorts so that we as faculty know what needs to be taught each term, in rare cases when students decided not to enroll in a certain class for the term or enrolled in that course at another time, that course was canceled and not offered which affected another group of students as well as faculty and

program offerings. This is SO IMPORTANT to the SLPA program, that we asked you to sign a list of personal statements included in your application to the SLPA program. Please refer to those signed statements if you have any questions.

We have found that taking 2-3 online courses per term seems to be a manageable load for students with maintaining balance with work, family, and other obligations. If a student were working towards an Associates of Applied Science (AAS degree) degree in Speech Language Pathology Assisting, their coursework load would be supplemented by general education courses to make up a full time load.

Students are encouraged to finish up any general education coursework they may need to complete along with the required SLPA coursework throughout the program.

In rare cases, we have had students who have had emergency situations, in these circumstances; we have made an agreement with the specific student for them to take a reduced or altered coursework load. If you find yourself in this circumstance, please contact the SLPA department for an appointment to discuss the details.

With this cohort, we are exploring offering a 6 credit or 9 credit per term option. You will need to indicate which pathway you wish to pursue. Please understand that you CANNOT jump back and forth and decide to take 6 credits one term with 9 credits another term. Once you commit to a pathway, we would like you to follow that coursework outline. Of course we realize that circumstances change for students and they may need to make adjustments. If this does happen, please contact the program faculty or director for further planning. We will allow students to make changes or drop from the coursework for a period of time with the caveat that not ALL needed coursework may be offered when you return to taking classes. Some of our classes are only offered once or twice a year depending on student planning and needs. If you decide to drop and re-enter the program you may need to wait for your required coursework to be offered. You will be required to complete a form outlining why you needed to drop from the program and how you've made changes (if needed) that will make you more successful.

Please refer to your "Coursework Outline" to show what classes should be registered for each term. A copy is enclosed here for reference throughout the program. This document should also be able to be referenced on the SLPA program website. *If you were accepted in Feb 2010, then you are part of the Spring 2010 COHORT* (students begin taking courses Spring term 2010) We require that you register for the coursework that is assigned to each term throughout the program.

If not already, you will receive a course outline to show exactly what you need

to take each term to finish the SLPA program.

Program Website:

It is our intention that the SLPA program website be used as a reference point for students. We will continue to add updated and new information and resources to this website. We may direct your attention to this site for referencing documents throughout your program. The program website address is: <http://speechpathology.chemeketa.edu>

Textbooks

Most courses in the SLPA program require a textbook. Students may purchase the bookstore from the Chemeketa Bookstore website (to be shipped to them), in person at the bookstore, or any other location that you wish (Amazon, etc). Purchasing used books is just fine as long as the correct edition of the text is purchased. Textbooks can be looked up on the Chemeketa Bookstore website or via the list on the SLPA Program website when available.

Textbooks are becoming more expensive, we realize this, and try to use texts when needed that are meaningful and useful. Unfortunately, book publishers change editions much more frequently than we would like, and we are unable to order previous editions once a new edition has been released. We realize the prices are high and a significant expense for our students. When possible we will place a reference copy in the Chemeketa Salem Campus library- however, with this being a distance program, we realize that many of you are not near Salem ☺ .

CRIMINAL BACKGROUND CHECKS:

The SLPA program is requiring that ALL students complete a criminal background check including fingerprinting as part of the program. Information on completing that process is available here as an additional attachment. Students will be responsible for completing this process including paying all associated fees. We realize that some students may have already done this for their place of work, however, we will not be able to accept these results. **Criminal background check documentation needs to be complete and turned into our office by the end of Spring term (June 15th) .**

This information will be utilized by the SLPA Program and practicum placements when requested. In some cases, some practicum placements will additionally require a student to complete a site specific process for fingerprinting and background checks. In some cases, students have had to pay for this additional background check and fingerprinting requested by the practicum site. Please be aware of this possibility, although it is not widespread. We are working with children and vulnerable populations in this field and effort is being taken to protect that population by the SLPA program and practicum sites.

TECHNOLOGY NEEDS:

In order to take part in the SLPA program coursework, we require that students have access to the following technology tools:

- HIGH SPEED INTERNET ACCESS. This will be required to access coursework.
- Videocamera (will be needed in several courses-)
- Camera on your computer for videoconferencing (Skype)
- Microsoft Office Software (Word, Powerpoint,)

For the videocamera, you need to locate a videocamera, not necessarily own one. You will be videotaping therapy sessions, observations, interactions and then submitting those sessions to the SLPA program. We will want you to know how to submit this content directly as a digital file. In several courses, you will upload our video directly for viewing by the instructor to a secure website. This information (video clip) is only available to persons you share a link with.

You have some time to figure this out, but are listing this now so that you can locate or purchase these tools if needed. I have found very reasonable prices on a "Flip" camera at Costco for less than \$100 that has a built in USB drive to upload content.

COURSEWORK:

We have found that in some cases, students were not realistic about the rigor of academic coursework. I would say that this program is not impossible, nor is it grueling. However, I have seen students come in with a perception that this is going to be easy. I can tell you it is not. Not that we set out to make it inherently difficult, but you as a student are learning a technical skill which you need to demonstrate competency. We as faculty try to give you specific feedback on how your work is measuring up and what needs to be improved. Most of you will not have any problem. In my years of leading this program, I have found that I have either "A" or "F" students in many cases. Most students are over the top achievers and already have some natural ability in this area. Others are not doing their best work, submitting work that is very shallow and rushed. I don't discuss this to scare you. However, there is a requirement that you as a student earn a grade of "C" or better in ALL coursework for SLP licensing and within the SLPA program, you must have a "C" or better before you will be allowed to start your practicum placement. If you have failed a course in the past or earned a D, you will be required to re-take that course before enrolling in the practicum coursework and starting a practicum.

Finding subjects to use in assignments

The SLPA Program requires that students "learn by doing" in many cases. We require students to have opportunities to gather observations, do interaction assignments with children of various ages. We will also require you to work with DIFFERENT CHILDREN FOR DIFFERENT ASSIGNMENTS.

We PREFER that you do not use your own children. You are not going to gain an authentic experience in most cases because you have a subjective relationship with your own children. We realize some of you have children who have disabilities. While that information is invaluable to share with others, it is a good idea to gain a broader perception of "typical" development and a wider range of experience with different ages. I can tell you from prior student experience, they wished they had worked with a variety of students before beginning their practicum where it all needs to come together and you'll be working with MANY different students.

We also require that your observations and interactions are DONE WITH ACTUAL CHILDREN OR ADULTS in your presence. An observation done while watching a TV show or observing a child on Oprah for example is absolutely inappropriate.

Some assignments will require younger (under 8 or so) children, and others will be from 2-18 or even adult. Please be aware that this is the responsibility of the student. If students find that they don't have these resources available, they are highly encouraged to volunteer in a community Head Start classroom, preschool, elementary school etc. The program cannot be completed without interaction with children and adults.

ACCESSING YOUR ONLINE COURSES:

There are many places on the Chemeketa website with links to your online courses, but generally, you can directly log in via <http://elearn.chemeketa.edu> then use the same login and password as you use with <http://my.chemeketa.edu>

** If the above does not work, go directly to the Chemeketa Online website- <http://online.chemeketa.edu>

There are many additional resources on the ONLINE website- it's a great tool to browse around and get familiar with online learning.

If you are having difficulty logging in, or you forgot your password etc, please contact the IT HELP DESK directly : (503) 399-7899.
The Online Department Website has some other useful tips.

How does and Online Class Work?

We ask that before taking an online class, you familiarize yourself with WebCt so that you may be ready to get going in the course as the term begins. The Online Department has a tutorial located on their main page:
Chemeketa Online Department website: <http://online.chemeketa.edu>

On the lower right hand side, there is a link to "Online Orientation" if you don't see it, here is the direct link to the orientation:

<http://learning.chemeketa.edu/orient/intro/intro.cfm>

** this location may have changed, HOWEVER, the orientation is still on their website.

This orientation has several sections, some self assessments, as well as an orientation to Campus Edition 6 (which is another way of referring to Blackboard (used to be WebCt))

Blackboard is the program software package that the college uses to set up online coursework. You'll become much more familiar with the online course software- I might say you'll develop a love/hate relationship with it! Don't worry, we all feel that way at times. ☺

We require/strongly urge students to spend time with this tutorial.

[Here is a general outline on how the online courses work in the SLPA program.](#)

Each course has its own "website" essentially. This course website contains sections to show the syllabus, coursework calendar, discussion board, assignment folder (submission area), mail system, as well as other links.

[Syllabus:](#) a link to the syllabus may be found on the left sidebar or as a link in the middle screen area

[Learning Modules:](#) This is the area where lectures are organized, as well as assignment directions, assignment templates, and a coursework calendar listing reading assignment by the week as well as other assignments due throughout the term.

[Coursework Calendar:](#) The coursework calendar may change throughout the term, look for an "*updated*" date in the upper left hand corner. As the term progresses, there are many reasons why due dates may be changed, or assignments modified etc. A note is usually posted in "Announcements" to let you know that a change has been made.

[Assignments:](#) This is the "in box" of the course, or the place where students will most likely submit assignment documents for grading. This is the area where the instructor accesses the documents for grading. Since we strive to make this program interactive, you may also be asked to post your assignment on the Discussion Board for sharing with other students/feedback. You will be instructed in the directions where and how to post assignments.

[Discussion Board:](#) This is a "chat board" for the course. Folders may be posted there with specific titles to generate discussion, post assignments, as well as

general questions. This area is monitored by instructors, and we will also take part in the discussion. Often we find that students will try to answer the questions of others. . and before we know it the question has taken off in a tangent or related area. We hope this is a place where we can simulate an “in class” or face to face discussion. Please be aware that students must keep their comments appropriate- (no foul language, no derogatory comments). This is an area where ideas are shared and different opinions are respected. Refer to the college non-discrimination policy for clarification if needed.

Email/Mail: Each WebCT course also has the option of having its own “internal” email system for emailing instructors, other students etc. Some instructors will choose to use this for answering course questions, others will choose to use their general college email (@chemeketa.edu). The syllabus and/or course announcements will let you know the instructor’s preference.

When students are emailing instructors, Chemeketa REQUIRES students to use their @my.chemeketa.edu email address for making contact via email. Some off site accounts (hotmail, gmail, yahoo) will block emails with attachments or those being sent as part of a list. We encourage you to log into your my.chemeketa.edu account for email. There is a way to forward this email to another account under the “Options” tab within <http://my.chemeketa.edu>

Online Chats/Scheduled Discussions:

Some instructors will schedule time for class discussions online. These are in the evening, and are usually indicated on the syllabus so students can plan ahead. Students will see a link or directions on how and when to access this discussion.

Due Dates:

Within the class course, under “Assignments” or “Assessments” students may find assignments that are posted. Access the link to the directions/document to download through that link. Posting assignments occurs in this same place- access the same folder (for example, Week 2: Autism) and then upload your assignment there. If the submission occurs after the due date, students will either see “Late” next to their submission, or if the time window for submission has passed (depending on the instructor), you may not be able to submit assignments. Please read the syllabus for more information on due dates/assignments. For the most part, the SLPA program faculty tries to give ample time for assignments, usually always including a weekend and up to 7 days to submit assignments.

Places of Interest/Need at Chemeketa

Links for all of the departments listed below can be found off the main college website: www.chemeketa.edu - as well as much more helpful information. We encourage you to become familiar with the college website.

Counseling and Career Services:

<http://www.chemeketa.edu/services/counseling/index.html>

Phone: (503) 399-5120

AAS Degree Students:

SLPA program students PURSUING AN AAS DEGREE (not certificate students) who have questions about general education coursework needed for their degree may see KIM MARTIN for SLPA program general education coursework questions. Kim is our program liaison, and is very helpful and very knowledgeable. An appointment with Kim can be made via the general phone number for Counseling/Career Services (503) 399-5120. Kim can then arrange to meet with you via phone conference, email correspondence or in person. If you DON'T have questions about general education coursework, you DO NOT NEED to meet with Kim Martin.

Certificate of Completion Students:

You do not need to meet with someone in Counseling (or Kim Martin) since the 45 SLPA program coursework is essentially what is needed to earn a Certificate of Completion in Speech-Language Pathology Assisting. You DO NOT NEED to send the college official transcripts UNLESS you are requesting that a prior course taken at another college be considered as "deviation" or replacement for the specific SLPA program course. In that case, there is form for "Deviation of Coursework" that is completed by you, the student, and sent into the SLPA program for consideration. If that course was approved by the SLPA program and the Dean's office, then upon filing for graduation, the Registrar's office would look for the substituted course on your transcripts submitted in order to consider that for meeting all the requirements for the Certificate of Completion in SLPA. If you think you qualify or are going to pursue this, please speak to me directly before you do anything. I can tell you if we would consider recommending a deviation. The course would need to be almost IDENTICAL to what is offered in the program and needs to be taken within the last 5 years.

Why/When do students need to speak to someone in Counseling/Career Services?:

- * Counseling/Career Services (essentially Kim Martin) advises/meets with students regarding questions about their GENERAL EDUCATION coursework.
- * Questions about AAS degree requirements, general education questions

When/why do I speak to the SLPA Department?

- * Students should speak to the SLPA department faculty with questions concerning specific SLPA program coursework, practicum questions, questions about a deviation request or other specific department concerns.

My GAMEPLAN:

Within "my.chemeketa.edu" there is a tab along the top that is titled "My

Gameplan". This is a great tool that has been created for students so that they may be able to track their coursework and project what is coming up in future terms. We highly encourage you to fill in that information, this is viewable by the instructors in the SLPA program, and is a very useful tool for tracking discussions, changes in program outline, as well as other changes. This is a very efficient tool for communication and organization. We strongly encourage you to use it. You can conference with an advisor in Counseling or SLPA program and have those notes recorded here for reference by you and others.

Financial Aid:

The SLPA program does not interact with the Financial Aid department except in cases of verifying course loads or grades. Please contact the department directly in reference to financial aid questions.

<http://www.chemeketa.edu/services/financialaid/index.html>

Bookstore:

<http://bookstore.chemeketa.edu/home.aspx>

Students may purchase books online or in person through the Chemeketa Community College bookstore. Students are also welcome to purchase books from other sources if desired. Books can be shipped from the bookstore. Please follow instructions when shopping online or contact the bookstore with questions.

Academic Resources:

Chemeketa has on site Tutoring, as well as a Writing Center with online support. We highly encourage you to utilize the Writing Center as the SLPA program coursework is highly focused on writing.

The website for accessing these services is:

<http://www.chemeketa.edu/services/tutoring/index.html>

Disability Services:

Students with disabilities wishing services and /or accommodations are required to register with the Disability Services Office. Appointments are necessary for all services. Early contact is advised, as late requests may result in a delay of service.

<http://www.chemeketa.edu/services/disabilities/index.html>

As speech-language pathologists, we are very familiar with working with students with disabilities. We encourage students to register and speak with Disability Services if needed. In order to receive accommodations, students MUST be registered with the Disability Services office at Chemeketa Community College. With that said, this is an entirely ONLINE course so traditional accommodations for coursework do not typically apply. However, please be

aware that there are certain skills that are inherent to competently performing the job of an SLPA and gaining successful employment. Students will be required to have good reading, writing, hearing, and communication (verbal, written and articulation skills) in order to perform the scope of practice set forth by the licensing board in Oregon.

Practicum

During the last 2 terms of the SLPA program coursework, students will be required to collect 100 hours total of direct clinical interaction under the supervision of a speech-language pathologist who holds a license from the Oregon Board of Examiners for Speech Pathology and Audiology. These hours need to be collected during the two practicum terms- and not before. Hours collected before will not be accepted by the SLPA program or the licensing board.

Please keep in mind that for the most part, SLPAs are hired in school settings. This means that hours are generally collected between the hours of 8am-3pm Monday-Friday. Occasionally students may find an SLP who is willing to supervise an SLPA in a different setting, however, these hours are still generally collected Monday-Friday between 8-5.

We mention this so that students may plan ahead as the practicum comes closer so make adjustments in work schedules if needed.

Students will be required to take the lead in finding a practicum placement. Students can do this by making connections in the community in which they live to form relationships with schools, SLPs, and volunteer settings in order to facilitate a practicum placement. Some suggestions are volunteering at that site, setting an appointment for an informational interview to ask if they would consider hosting an SLPA practicum student and observing an SLP. In some cases, we already have master agreements in place with some districts regarding student practicum placement and liability. This does not mean that sites will automatically accept SLPA students from the Chemeketa program, but that we've had placements there previously so the initial legwork of setting up a contract has been done. Student will still need to apply and possibly interviewed for practicum placements. Some districts are not able to take SLPA practicum students at this time.

Some students already work in settings where a practicum arrangement has already been made. This is great! However, we realize not all students have made these arrangements, and the student and the SLPA program faculty will together to find possibilities where the student resides.

Making Appointments/Contacting Instructors:

Each individual instructor will list in their syllabus preferences for contacting via phone, email etc.

Ashley Northam- SLPA Program Chair:

I can be contacted via phone at the following:

(503) 766-2046 (Google voice number- I use this to direct calls when I'm off campus. You may get a voicemail, but the system will then send me a text message of your voicemail.

(503) 589-7815 (desk phone).

I **MUCH PREFER** email, ashley.northam@chemeketa.edu . I'm happy to take a look at what you're asking and then make a time to meet via phone for a phone conference appointment or in person. With an email, I can at least start a conversation with you about your question- sometimes I'm answering email later in the evening at a time when a phone call would not be possible. I recognize that many students are not available during the daytime, so there are appointments available in the evenings. I can meet students in person in Salem, or can do a scheduled phone conference to answer questions.

** Please contact the specific instructor directly of the course if you're making an appointment regarding questions about a course. With the program, there are 2 other instructors who are Speech-Language Pathologists as well as instructors in the Education coursework portions of the program.

Please contact me (Ashley) for program specific questions or approvals, or if I'm the instructor of the course you're enrolled in.

A little bit more about reaching me....

I completely realize that at times students feel loads of anxiety about certain issues, or feel like they need an answer VERY SOON if not immediately! I would ask that you select a mode of communication (either email or phone) and then leave a message there. Please wait at least 24 hours before leaving another message, and please don't continue to leave messages on the hour. I will do my very best to get back to you ASAP. However, when my inbox is full of duplicate messages, and my voicemail is full of the same message or a series of hang ups, it just puts me farther behind in getting back to you. If I happen to call you from my home or cell phone (I work at home part of the week), please do not take the liberty of continuing to use that number unless I have given you permission to do so. If I leave a message, I will tell you what number to use when returning my call. If I happen to call you from my cell phone, please don't add me to your contact list. I use these tools to be able to work more flexibly with students, I ask that my privacy be respected. Please see Communication Policy below for more clarification and instruction.

Communication Policy

Here is a copy/summary of the SLPA program communication policy for reference. We hope that by listing out guidelines, it will give guidance on how and when to contact instructors.

SLPA Program Communication Policy:

Expectations:

It is our understanding and desire to communicate clearly and efficiently with students in a timely manner. This document is used as a guideline for expectations of the instructor and student. We live in an age of INSTANT feedback. While this works for many mediums, it is not always possible in an academic environment. Please know that instructors work above and beyond their workdays, but are entitled to not be expected to return an email within an hour that was sent off at 10pm. (often times we do, but realize that we're not "online" 24 hours a day ☺)

Instructor: It is expected that the instructor will follow the guidelines for returning student correspondence in a timely manner. Instructors will make a good faith effort to get back to students as soon as possible and offer an explanation if necessary, or contact of expected return.

Students: It is expected that students will follow the guidelines and chain of contact in order to maintain efficiency and a direct communication style and dialogue with instructors.

Explanation:

The reason for this policy is to help maintain a chain of communication for students. In some cases, instructors have not returned student email or phone calls within a reasonable timeframe, and in other cases, students have left many messages in various formats within a very short period of time. This policy is an effort to limit duplication of effort. For example, if a student leaves a voicemail at 9am, sends of an email at 9:15, calls back to voicemail at 11, then sends another 3 emails between 12-4, then calls the Dean's office to complain at 4:30, the instructor may see that there are several emails and voicemails to return along with a call from the Dean's office. This creates more work than simply following suggested timelines below for awaiting feedback.

We want to give students valuable feedback, answer questions, as well as help them be successful, but need students to recognize that if 30-70 people follow the above format, it becomes something that is out of control. Of course students are free to do as they wish, and contact whomever they wish, but we ask for your cooperation in helping us put this policy in place and try to become more effective at getting back to students.

Chain of Contact:

Email/Voicemail: Instructors will make a good faith effort to return email and

voicemail with 48 hours (2 work days).

*Students also have an opportunity to check the office hour appointments to see if an available slot is open.

For example:

1. Contact instructor (via email or voicemail) -----Monday
* wait 2 business days (Monday, Tuesday)
2. If no contact, Follow Up with another email or voicemail-----Wednesday
* wait 24 hours
3. Follow up with the Building Secretary/Department Office-----Thursday

It is our sincere hope that instructors may be able to return students questions via email/phone sooner than the above example.

Please keep in mind that some instructors work part time, and that voicemail or email may indicate that an instructor is out of the office. Students are free to contact the Department Office whenever they wish. However, please know that we will be following this chain of communication (unless the situation warrants bypassing the instructor). Please try to resolve issues with an instructor first before escalating to the Dean's office. The Dean's office will also inquire if the student has first contacted the instructor and followed the above suggested guidelines.

If an instructor feels that a student is threatening or disrespectful, all communication will be in writing or witnessed by an additional party.

If you have any questions, please contact Ashley Northam, SLPA Program Chair
ashley.northam@chemeketa.edu , (503) 766-2046.

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Chemeketa Community College
Coordinator, SLPA Program