

Course Syllabus

1	Course title	Principles of Clinics Management in Speech Pathology	
2	Course number	1804422	
3	Credit hours	3 hours (Theory)	3 hours (Theory)
	Contact hours (theory, practical)	6 hours (Theory) per week	
4	Prerequisites/corequisites	None	
5	Program title	Bachelor of Hearing and Speech Sciences	
6	Program code	1804	
7	Awarding institution	The University of Jordan	
8	School	School of rehabilitation sciences	
9	Department	Department of Hearing and Speech Sciences	
10	Course level	Undergraduate/ Fourth year	
11	Year of study and semester (s)	1 st semester 2023-2024	
12	Other department (s) involved in teaching the course	None	
13	Main teaching language	Arabic and English	
14	Delivery method	<input checked="" type="checkbox"/> Face to face learning <input type="checkbox"/> Blended <input type="checkbox"/> Fully online	
15	Online platforms(s)	<input checked="" type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....	
16	Issuing/Revision Date	18 th Oct 2023	

17 Course Coordinator:

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Rank	Assistant Professor
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**18 Other instructors:**

Name:

Office number:

Phone number:

Email:

Contact hours:

Name:

Office number:

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Email:

Contact hours:

19 Course Description:

As stated in the approved study plan.

Principles and procedures underlying patient selection, appropriate placement, clinical settings, organizing, administering, and supervising speech, language and hearing programs. Students will be introduced to the various types of clinical settings (hospitals, universities, and schools).

20 Course aims and outcomes:

A- Aims:

The major objectives of this course are to provide the students with a basic knowledge of:

- 1- Principles and procedures underlying patient selection, appropriate placement, clinical settings, organizing, administering, and supervising speech, language, and hearing programs.
- 2- Various types of clinical settings (hospitals, universities, and schools).

B- Student Learning Outcomes (SLOs):

Upon successful completion of this course, students will be able to:

SLOs ↓ SLOs of the course →	SL O (1)	SL O (2)	SL O (3)	SL O (4)	SL O (5)	SL O (6)	SL O (7)	SL O (8)	SL O (9)	SL O (10)	SL O (11)	SL O (12)
1. Learn the basic terminology used in private practice.	×											
2. Identify the historical perspective of the private practice	×											
3. Prepare long-term plans for successful private practices or clinics								×				
4. Gather the relevant information to the different types of private practice, and able to understand the management process that found in clinical settings.										×		
5. Identify principles and procedures of opening and managing their private practice.											×	

6. Determine if they able to manage their private practice without another specialist or they should hire or ask a staff for that issue													×		
7. Know the types of clinical settings, and what the services that they present													×		
8. Determine the necessary equipments and tools (e.g. furniture, disposable materials etc) for clinic use													×		
9. Exceed the legal and financial pitfalls during the establishing of a Private Practice or clinic in the different clinical settings.														×	
10. Know their professional rights and duties															×

1. Demonstrate deep knowledge of the basic human communication processes, as well as the nature of speech, language, and hearing.
2. Identify and apply the basic principles and methods of prevention, assessment and intervention for individuals with communication and hearing disorders.
3. Apply the basic clinical skills in working with individuals with communication and hearing disorders.
4. Formulate specific and appropriate intervention plans.
5. Conduct appropriate diagnostic monitoring procedures, therapy or other actions safely and skilfully.
6. Write professional reports for patient with communication and hearing disorders.
7. Apply principles of evidence-based practice in the assessment and intervention processes.

8. Identify ongoing effectiveness of planned activity and modify it accordingly.
9. Analyze the criteria of each assessment and intervention approach and accordingly choose the best technique for each individual case.
10. Employ time management skills in dealing with caseloads and in delivering intervention for individual cases.
11. Demonstrate commitment to lifelong learning, teamwork, scientific research, analysis, interpretation, has the ability to think critically and solve problems, and uses technology to monitor, manage, analyze, and transfer information to generate knowledge and employ it for future uses.
12. Demonstrate the ability to take responsibilities and exercises their rights and duties within the value system of society and their public morals.

21. Topic Outline and Schedule:

Week	Lecture	Topic	Student Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	Syllabus discussions , Introduction, and questions.	1,2	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	• Sturn, A, Vondette, J, Wishart, K (2014)
	1.2	History and attitudes regarding private practice	1,2	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	. Private Practice: A Guide for

	1.3	Avoiding Common Pitfalls	9	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	<i>Speech-Language Pathologists.</i> <ul style="list-style-type: none"> Zinger, L, Stram, S.T, Langsam, J & Paul, D.R (1996): Guide to Successful Private practice in Speech-Language Pathology. Articles, chapters from another books and websites
2	2.1	Organizational structure	4,5,6,9,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	2.2	Organizational structure (con)	4,5,6,9,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	2.3	Speech-Language Pathology Feasibility Study	1,3,4,5,6,7,8,9,10	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	

Week	Lecture	Topic	Student Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
								tes will be provided during the semester.
3	3.1	Speech-Language Pathology Feasibility Study (con.)	1,3,4,5,6,7,8,9,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	<ul style="list-style-type: none"> • Sturn, A, Vondette, J, Wishart, K (2014) . Private Practice: A Guide for Speech-Language
	3.2	Speech-Language Pathology Feasibility Study (con)	1,3,4,5,6,7,8,9,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	3.3	Locating and equipping a private practice	7,8,9	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	

4	4.1	Locating and equipping a private practice (con)	7,8,9	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	<i>Pathologists.</i> <ul style="list-style-type: none"> Zinger, L, Stram, S.T, Langsam, J & Paul, D.R (1996): Guide to Successful Private practice in Speech-Language Pathology . Articles, chapters from another books and websites
	4.2	Marketing	1,3,4,5,6,7,9	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	4.3	Marketing (con)	1,3,4,5,6,7,9	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	
5	5.1	Management of Referrals and Schedules	4,5,6,7,9	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	5.2	Management of Referrals and Schedules (con)	4,5,6,7,9	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	5.3	Management of Referrals and Schedules (con) Mid-term Exam	4,5,6,7,9	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	
6	6.1	Personnel Management	3,4,5,6,7,9,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	

	6.2	Personnel Management (con)	3,4,5,6,7,9,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	will be provided during the semester.
	6.3	Personnel Management (con)	3,4,5,6,7,9,10	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	
7	7.1	Record Keeping	3,4,5,6,7,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	7.2	Record Keeping (con)	3,4,5,6,7,10	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	7.3	Record Keeping (con)	3,4,5,6,7,10	Blended	Moodle and Microsoft teams	Asynchronous	Homework, Quiz	
8	8.1	Revision, & Discussion.	All SLOs	Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	8.2	Final Exam (Date and time will be announced by registration)		Face to face	Moodle and Microsoft teams	Synchronous	Homework, Quiz	
	8.3			Face to face	On Campus Microsoft teams		Final exam	

22 Evaluation Methods:

Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	SLOs	Period (Week)	Platform
Quizzes and Participation	20	Announced to the class by the instructor	Test the students' learned knowledge	Announced to the class by the instructor	Announced to the class by the instructor
Mid-term Exam	30	Announced to the class by the instructor	Test the students' learned knowledge	The Fifth week	On Campus
Final Exam	50	All topics	Test the students' overall learned skills and knowledge	Announced to the class by the registration	On Campus

23 Course Requirements

Students should have a computer, internet connection, webcam, and account on a specific software/platform (E-learning and Teams).

24 Course Policies:

A- Attendance policies:

- Attendance will be taken periodically throughout the semester.
- Students are expected to attend and actively participate in all classes.
- Students are expected to be on time.
- When the student is unable to attend class, it is a courtesy to notify the instructor in advance using either e-mail or phone.
- Repeated tardiness or leaving early will not be accepted.
- Students who miss class (or any portion of class) are responsible for the content. Any student who misses a class has the responsibility for obtaining copies of notes, handouts, assignments, etc. from class members who were present. If additional assistance is still necessary, an appointment should be scheduled with the instructor. Class time is not to be used to go over material with students who missed class (es).
- An absence of more than 15% of all the number of classes, which is equivalent of (4) classes, requires that the student provides an official excuse to the instructor and the dean.
- If the excuse was accepted the student is required to withdraw from the module.

- If the excuse was rejected the student will fail the module and mark of zero will be assigned as suggested by the laws and regulations of the University of Jordan. Please refer to pages 133, 134 of the student handbook.

B- Absences from exams and handing in assignments on time:

- The instructor will not do any make-up exams.
- Exceptions for make-up exams and late submission of class assignments will be made on a case-by-case basis for true personal emergencies that are described as accepted by the regulations of UJ (e.g., documented medical, personal, or family emergency).
- Make-up exams will be arranged if justifications for missing the exam satisfy the above. It is the student's responsibility to contact the instructor within 24 hours of the original exam to schedule a make-up session. A make-up exam should be taken within a week from the original exam date, unless the student can provide documentation that makes meeting that deadline impossible; otherwise, the recorded score for that exam for the student will be a zero.
- Late assignments will not be accepted and submission of assignments (due to unjustified absence from class) by other students will not be accepted regardless of how much work the student put into its preparation.

C- Health and safety procedures:

- Students **will not** be in direct contact with patients during this course.
- Students are **not expected to use any heavy tools or equipment that might impose health and safety issues during this course.**
- Students should work safely, including being able to select appropriate hazard control and risk management, reduction or elimination techniques in a safe manner in accordance with health and safety legislation.
- Students should understand the importance of and be able to maintain confidentiality.
- Students should understand the importance of and be able to obtain informed consent.
- Students should know the limits of their practice and when to seek advice or refer to another professional

D- Honesty policy regarding cheating, plagiarism, misbehavior:

- Students are expected to observe all University guidelines pertaining to academic misconduct.
- Any work submitted by a student for academic credit must be the student's own work. Submission of work taken directly from another source (e.g., book, journal, internet, clinic forms, or another student work) will be considered plagiarism and the student/group will get a zero grade for that work if part of an assignment. In addition, if copying occurred, both the student who copied the work and the student who gave material to be copied (if applicable) will receive a zero for the assignment.
- Students are expected to do work required for assignments on their own. Asking other instructors at the JU clinic or the staff, or other students to assist in or do any part of the



assignment for them will negatively affect their grade on that assignment. The course instructor is the person the student needs to talk to if s/he has any difficulties pertaining to an assignment or project and is strongly encouraged to schedule an appointment with the instructor if such difficulties arise during the semester.

- Course materials prepared by the instructor, together with the content of all lectures and review sessions presented by the instructor are the property of the instructor. Video and audio recording of lectures and review sessions without the consent of the instructor is prohibited.
- Any forms of academic misconduct will be handled according to the University of Jordan guidelines.

E- Grading policy:

Grading for this course will be determined based upon the accumulation of points for variety of assignments and exams. All work will be evaluated on completeness, organization, clarity of information, and the integration and application of the material.

F- Available university services that support achievement in the course:

The University of Jordan provides many services to support social, health, and mental well-being of students in general and students with disabilities in specific. Students are advised to visit the Faculty of Students Affairs to learn more about those services. If you are a student with a disability for which you may request accommodations, please notify the staff of Services for Student with Disabilities (Faculty of Students Affairs) as soon as possible. Please also contact the instructor as soon as possible (email is acceptable) so the appropriate accommodations for this course can be made.

25 References:

A- Required book (s), assigned reading and audio-visuals:

- Sturn, A, Vondette, J, Wishart, K (2014). *Private Practice: A Guide for Speech- Language Pathologists*.
- Zingeser, L, Stram, S.T, Langsam, J & Paul, D.R (1996): *Guide to Successful Private practice in Speech- Language Pathology*.

B- Recommended books, materials, and media:

- Articles, chapters from another books and websites will be provided during the semester.



26 Additional information:

Please make sure to check the E- Learning website a day before the lecture, download and print the worksheets or the reading material uploaded for the session, and activate the Microsoft teams.

Name of Course Coordinator: Dua Qutishat, PhD Signature: Dua Qutishat Date: 18th Oct 2023

Head of Curriculum Committee/Department: Dr. Khader Judeh Signature: Dr. Khader Judeh

Head of Department: Dr. Khader Judeh Signature: Dr. Khader Judeh

Head of Curriculum Committee/Faculty: Prof. Kamal A. Hadidi Signature:KAH

Dean: Prof. Kamal A. Hadidi Signature: KAH