

1	Course title	Principles of Clinics Management in Speech Pathology
2	Course number	1804422
3	Credit hours (theory, practical)	3 Credit hours (theory)
	Contact hours (theory, practical)	3 Contact hours (theory) per week
4	Prerequisites/corequisites	None
5	Program title	Bachelor of science in Hearing and Speech
6	Program code	1804
7	Awarding institution	The University of Jordan
8	School	School of Rehabilitation Sciences
9	Department	Department of Hearing & Speech Sciences
10	Level of course	Undergraduate/ Fourth year
11	Year of study and semester (s)	2018-2019, Second Semester
12	Final Qualification	Bachelor of hearing and speech Sciences
13	Other department (s) involved in teaching the course	None
14	Language of Instruction	English and Arabic
15	Date of production/revision	20/1/2019

16. Course Coordinator:

Name	Mohammad A. Damhoureyeh, MA, SLP
Rank	Instructor
Office number	528
Office hours	Sunday, Tuesday and Thursday: 12-1
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Email addresses	m.damhoureyeh@ju.edu.jo

17. Other instructors:

Name	None
Rank	-----
Office number	-----
Office hours	-----
Phone number	-----
Email addresses	-----

Name	None
Rank	-----
Office number	-----
Office hours	-----
Phone number	-----
Email addresses	-----

18. Course Description:

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).

19. 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- Intended Learning Outcomes (ILOs):	
Upon completing the program, students are expected to:	
1. Program ILO: Demonstrate deep knowledge of the basic human communication processes, as well as the nature of speech, language, and hearing.	
Specific Course ILO(s):	1.1 Learn the basic terminology used in private practice. 1.2 Identify the historical perspective of the private practice.
2. Program ILO: Identify and apply the basic principles and methods of prevention, assessment and intervention for individuals with communication and hearing disorders.	
Specific Course ILO(s):	NA
3. Program ILO: Apply the basic clinical skills in working with individuals with communication and hearing disorders.	

Specific Course ILO(s):	NA
4. <u>Program ILO:</u>	Formulate specific and appropriate intervention plans.
Specific Course ILO(s):	NA
5. <u>Program ILO:</u>	Conduct appropriate diagnostic monitoring procedures, therapy or other actions safely and skillfully.
Specific Course ILO(s):	NA
6. <u>Program ILO:</u>	Write professional reports for patient with communication and hearing disorders.
Specific Course ILO(s):	NA
7. <u>Program ILO:</u>	Apply principles of evidence-based practice in the assessment and intervention processes.
Specific Course ILO(s):	NA
8. <u>Program ILO:</u>	Identify ongoing effectiveness of planned activity and modify it accordingly.
Specific Course ILO(s):	8.1 Prepare long-term plans for successful private practices or clinics.
9. <u>Program ILO:</u>	Analyze the criteria of each assessment and intervention approach and accordingly choose the best technique for each individual case.
Specific Course ILO(s):	NA
10. <u>Program ILO:</u>	Employ time management skills in dealing with caseloads and in delivering intervention for individual cases.
Specific Course ILO(s):	10.1 Gather the relevant information to the different types of private practice, and able to understand the management process that found in clinical settings.
11. <u>Program ILO:</u>	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.
Specific Course ILO(s):	11.1 Identify principles and procedures of opening and managing their private practice. 11.2 Determine if they able to manage their private practice without another specialist or they should hire or ask a staff for that issue. 11.3 Know the types of clinical settings, and what the services that they present. 11.4 Determine the necessary equipments and tools (e.g. furniture, disposable materials etc) for clinic use.

12. Program ILO: Demonstrate the ability to take responsibilities and exercises their rights and duties within the value system of society and their public morals.	
Specific Course ILO(s):	12.1 Exceed the legal and financial pitfalls during the establishing of a Private Practice or clinic in the different clinical settings. 12.2 Know their professional rights and duties.

20. Topic Outline and Schedule:

Topic	Week	Instructor	Achieved ILOs	Evaluation Methods	References
Syllabus discussions, Introduction, and questions.	1 st week	Mohammad A. Damhoureyeh	1.1, 1.2	-Participation. - written test and Quizes. - Project.) Zingeser, L, Stram, S.T, Langsam, J & Paul, D.R (1996): Guide to Successful Private practice in Speech- Language Pathology.
History and attitudes regarding private practice	2 th week		1.1, 1.2		
Avoiding Common Pitfalls	3 th week		12.1		
Avoiding Common Pitfalls (Cont)	4 th week		12.1		
Organizational structure	5 th week		10.1, 11.2, 11.3, 12.1, 12.2		
Speech- Language Pathology Feasibility Study Homework:- Assign team work & project	6 th week		1.1, 8.1, 10.1, 11.1, 11.2, 11.3, 11.4, 12.1, 12.2		
Speech- Language Pathology Feasibility Study (Cont.)	7 th week		1.1, 8.1, 10.1, 11.1, 11.2, 11.3, 11.4, 12.1, 12.2		

Locating and equipping a private practice	8 th week		11.3, 11.4, 12.1		
Midterm exam (revision, and taking exam)					
Locating and equipping a private practice (Cont)	9 th week		11.3, 11.4, 12.1		
Management of Referrals and Schedules	10 th week		10.1, 11.1, 11.2, 11.3, 12.1		
Marketing	11 th week		1.1, 8.1, 10.1, 11.1, 11.2, 11.3, 12.1		
Personnel Management	12 th week		8.1, 10.1, 11.1, 11.2, 11.3, 12.1, 12.2		
Personnel Management. (cont.)	13 th week		8.1, 10.1, 11.1, 11.2, 11.3, 12.1, 12.2		
Record Keeping	13 th week /14 th week		8.1, 10.1, 11.1, 11.2, 11.3, 12.1, 12.2		
<i>Final Exam</i>	15 th week /16 th week				

21. Teaching Methods and Assignments:

Please pick the approaches that will be used to achieve course and clinical objectives related to the ILOs:

Select if applied	Instructional Methods	Learning Activities (Examples)
√	Direct Instruction	<ul style="list-style-type: none">) Structured orientation lectures) Skills and procedures demonstrations
	Interactive Instruction	<ul style="list-style-type: none">) Clinical conferences and case presentations) Seminars and discussions
√	Experiential Learning	<ul style="list-style-type: none">) Experiential learning in clinical setting) Simulation) Hands-on learning
√	Independent Study	<ul style="list-style-type: none">) Self-directed literature review and synthesis to address problems in a specific case study) Reflective Journaling
√	Blended Learning	<ul style="list-style-type: none">) Combined face-to-face classroom practices with computer-mediated activities regarding content and delivery of course topics
	Evidence Based Practice	<ul style="list-style-type: none">) Integrate research methods & results in the learning process) Reflective assignments & projects
	Other (please specify)	

22. Evaluation Methods and Course Requirements:

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

Exams		
Exam	Date	Grade
Midterm	The 8 th week of the semester 10\3\2018	30
Final	Announced to the class by the registration	40
Project, Attendance and Participations	Announced to the class by the instructor	30 (- Project (20) - Attendance and Participations (10))

Assignments	
Assignment 1: Feasibility study for the supposed speech or hearing clinic.	
Assignment description:	The project is a preparing written feasibility study for the supposed speech or hearing clinic by a student to identify his ability to use all information in this course to establish a successful clinic for long time. At the 6 th week of this semester, the instructor will give the student all information about project and its grades, and determine the deadline date of it at 21\4\2018.
Assignment objective:	The major objectives of this project are to demonstrate the ability of students to:

	<p>1 Identify principles and procedures underlying patient selection, relevant budget, appropriate placement, clinical settings, organizing, administering, and supervising speech, language and hearing programs.</p> <p>2 Identify various types of clinical settings (hospitals, universities, and schools).</p>
<u>Assignment due date:</u>	Identifying the project in the six week of the semester, and determining the deadline at 21\4\2018
<u>Grade:</u>	20 marks
<u>Rubric:</u>	(can be in an appendix)

23. 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 (7) 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.

24. Required equipment:

Equipments that will be used:

- Computer
- Overhead projector
- Speakers

Websites that will be used for readings:

- The University of Jordan website (E-Learning).
- American Speech, Language, and Hearing Association website
- Using audio- visual materials when possible (e.g., power point, DVDs, audio tapes)

Note:

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.

25. References:

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

-) 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:

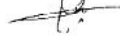
-) Rizzo, S.R & Trudeau, M.D: Clinical Administration in Audiology and Speech- Language Pathology.
-) Articles, chapters from another books and websites will be provided during the semester.

26. Additional information:

Please make sure to check the E- Learning website a day before the lecture

Name of Course Coordinator: Mohammad A. Damhoureyeh Signature: Mohammad Damhoureyeh

Date: 20/1/2019

Head of curriculum committee/Department: Dr. Yaser Al Natour Signature: 

Head of Department: Dr. Yaser Al Natour Signature: 

Head of curriculum committee/Faculty: Professor Ziad Hawamdeh Signature: - Z.H

Dean: Professor Ziad Hawamdeh Signature: - Z.H

Copy to:

Head of Department
Assistant Dean for Quality Assurance
Course File

Rubric of the Project

Content of the project	Grades
1- Vision of clinic	1
2- Mission of the clinic	1
3- Goal of the clinic	1
4- Estimated Budget and distributing it	2
5- Opening cost	1
6- Operational cost	1
7- Operational manual	2
8- Type of clinic	1
9- Characteristic of location, Licensing Laws	2
10- Furniture, equipment and clinical supply	1
11- Independent contractors and Personnel laws and their salaries and Social insurance	2
12- Filing and documentation system	2
13- Marketing plan and professional duties	2
14- Determine the organizational structure according to licensing laws	1
Total	20