

# **COMMUNICATION SCIENCES & DISORDERS**

*Undergraduate Student Handbook 2018 – 2019*



## **BROOKS REHABILITATION COLLEGE OF HEALTHCARE SCIENCES**

### **SCHOOL OF APPLIED HEALTH SCIENCES**

#### **FORWARD**

This Handbook is designed to help the undergraduate Communication Sciences & Disorders (CSD) student:

- Understand the Communication Sciences and Disorders Major; and
- Complete the Bachelor of Science degree in four years.

Information in this Handbook is consistent with University policies but is presented specifically for the CSD Major. This Handbook presents a concise statement of Major requirements, expectations, and outcomes. CSD students are responsible for knowing and complying with all policies and information in this Handbook.

## **PROGRAM OVERVIEW**

The Department of Communication Sciences & Disorders is an integral component of the School of Applied Health Sciences in the Brooks Rehabilitation College of Healthcare Sciences (BRCHS) at Jacksonville University. We are committed to accomplishing the School's mission "to prepare healthcare professionals for careers defined by excellence in practice, community service, and lifelong professional development. Teaching, research, and community engagement serve as our core values."

The Bachelor of Science degree in Communication Sciences & Disorders is designed to provide students with a broad liberal arts education and to prepare them for advanced study in Speech-Language Pathology. The undergraduate curriculum emphasizes the principles and applications of knowledge in both healthy and disordered communication as a natural and social science. The degree prepares the student to enter the work industry at a variety of levels including community and educational positions in speech-language pathology, education, or communication technology. Coursework offered meets the pre-requisite for many master's level programs in Speech-Language pathology.

## **ADMISSION**

The CSD Program values diversity and welcomes with open arms application for the program from qualified people of any race, color, religion, and national or ethnic origin. For direct information regarding admissions for Jacksonville University please visit: <http://ju.edu/admissions/Pages/default.aspx>. Students must complete lower division and/or pre-requisite courses with a grade of "C" or higher prior to enrollment in upper-division CSD courses.

## **CSD FACULTY**

### **Cecilia Brooks, MS, CCC-SLP**

Clinical Assistant Professor

Email: [cbrooks13@ju.edu](mailto:cbrooks13@ju.edu)

Areas of expertise: Aphasia, swallowing disorders, Traumatic brain injury

### **Virginia Chapa, MS, CCC-SLP**

Resource Faculty

Phone: 904-256-7667

Email: [vchapa@ju.edu](mailto:vchapa@ju.edu)

Office Location: BRCHS 201

Areas of expertise: adult communication and swallowing disorders

### **Robin Edge, PhD, CCC-SLP**

Assistant Professor

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Phone: 904-256-8915

Office Location: BRCHS 214

Areas of expertise: stuttering, quality of life, treatment outcomes

### **Ryan Funderburk, AuD, CCC-A**

Clinical Assistant Professor

Email: [rfunder@ju.edu](mailto:rfunder@ju.edu)

Areas of expertise: cochlear implants, vestibular evaluation, diagnostics

**Daniel Furnas, PhD**

Assistant Professor

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Phone: 904-256-7959

Office Location: BRCHS 211

Areas of expertise: aphasia, cognition, technology integration, eye-tracking

**Kristen Izaryk, PhD**

Assistant Professor

Email: [kizaryk@ju.edu](mailto:kizaryk@ju.edu)

Phone: 904-256-7623

Office Location: BRCHS 213

Areas of expertise: social communication, pragmatics, language development, child language disorders, International Classification of Functioning, Disability, and Health

**Dawn Lechwar, MS, CCC-SLP**

Clinical Assistant Professor

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Phone: 904-256-8935

Office Location: BRCHS 216

Areas of expertise: autism, augmentative and alternative communication, pediatric language disorders, low incidence populations, supervision

**Jodi Morgan, MA, CCC-SLP**

Clinical Assistant Professor

Email: [jmorgan17@ju.edu](mailto:jmorgan17@ju.edu)

Phone: 904-345-8987

Areas of expertise: aphasia, cognitive communication, voice disorders

**Albert Villanueva-Reyes, EdD, CCC-SLP**

Associate Professor

Email: to be assigned

Phone: to be assigned

Office Location: BRCHS 228

Areas of expertise: voice disorders, speech sound disorders, linguistics

**Judith Wingate, PhD, CCC-SLP**

Associate Professor, Program Director & Chair

Email: [jwingat2@ju.edu](mailto:jwingat2@ju.edu)

Phone: 904-256-8912

Office Location: BRCHS 204

Areas of expertise: occupational voice problems, singing voice, clinical outcomes in voice therapy, supervision, higher education

**UNDERGRADUATE ADVISOR**

**Ashlea Rieser**

Assistant Director of Enrollment and Advising

Email: [arieser0@ju.edu](mailto:arieser0@ju.edu)

Phone: 904-256-893

## CSD BACHELOR OF SCIENCE DEGREE REQUIREMENTS

### *University Core Requirements*

The University Core requirements (shown below for the CSD Major) consist of 27-28 credit hours. The Core Curriculum supports the University's mission of ensuring student success by helping provide the breadth of knowledge that is essential for the college-educated person. The core provides the liberal arts foundation for all bachelor's degrees. Courses in the core curriculum examine the disciplines that the University faculty deems important to a liberal arts education.

Subject	Course	Credits
Economics	Choose one of the following: Econ 189 Core Seminar in Economics O Econ 201 Principles of Macroeconomics	3
English	ENGL 103 Introductory Writing	3
English Literature	Choose one of the following: ENGL 189 Core Seminar in Literature ENGL 202 American Literary Experience ENGL 203 World Literature ENGL 204 British Literary Experience I ENGL 205 British Literary Experience II	3
Fine Arts	Choose a total of 3 credits from the following disciplines: Art Art History Dance Film Music Theatre Arts	3
Gobal Studies	Choose one of the following Options: Option 1: One foreign language course or equivalent at the 102 level Option 2: One International Studies (IS) course at the 300 level	3
History	Choose one HIST course at the 100 or 200 level	3
Humanities	Choose one HUM course	3
Laboratory Science	Fulfilled in the major	

Mathematics	Choose one of the following courses: MATH 110 Math of Motion & Change MATH 112 Modern applications of Math MATH 114 Discover, Decode, Decide MATH 140 Calculus MATH 189 Core Seminar in Mathematics	3-4
Philosophy	Choose one of the following: PHIL 101 Introduction to Philosophy PHIL 189 Core Seminar in Philosophy PHIL 212 Ethics	3
Social Science	Requirement fulfilled in major	
Technology	CS 150 Personal Productivity Using Technology DSIM 203RI Applied Business & Economic Analysis MUS 150 Intro to Music Technology XXX xx Technology Intensive (TI) course in the major approved by the department as an equivalent	3

- Students must earn a minimum grade of “C-“ in ENGL 103 and should complete this introductory writing course in their 1<sup>st</sup> year of enrollment.
- All students enrolled in ENGL 103 must pass an Exit Exam at the end of the term. Students not passing this exit exam are required to enroll in ENGL 214WI prior to reaching 60 hours. It is not necessary to pass this exam in order to pass ENGL 103. ENGL 214WI counts as an elective course.
- Students not qualified to begin at the ENGL 103 level may be required to take ENGL 101 prior to enrolling in ENGL 103. The hours earned for ENGL 101 will count as elective hours in the degree program.
- It is recommended that students complete Technology, Mathematics, and foreign language (if applicable to degree chosen) requirements by end of their sophomore year.
- Placement in a “Core” Mathematics course assumes the student is qualified beyond the MATH 104 level. If not, students may be required to take MATH 100 and/or MATH 104 prior to enrolling in a higher level Mathematics course. The hours earned for MATH 100 and/or MATH 104 will count as elective hours in the degree program.
- Placement in foreign language is determined by previous college background and/or foreign language placement test.

### ***Major Requirements***

The Major consists of 78 credits toward completion of the University Bachelor of Science degree total of 120 credits. The Major credits are grouped into three categories; lower division prerequisites; upper division requirements; and upper division options. All courses in the Major must be completed with a grade of “C” or better.

### **Lower Division Prerequisites**

The Major consists of 38-39 credit hours of lower division prerequisite courses. These courses serve as the foundation for the upper division CSD courses. These courses must be successfully completed *prior to* beginning the upper division CSD courses.

Course	Title	Credits
CSD 203	Introduction to Clinical Management	3
CSD 204	Phonetics	3
CSD 205	Speech and Language Development	3
CSD 206	Speech Anatomy & Physiology	3
CSD 256	Biophysical Foundations in Health Sciences	3
CSD 257	Sociocultural Foundation in Health Sciences	3
BIOL 215	Human Anatomy & Physiology I	4
BIOL 216	Human Anatomy & Physiology II	4
BIOL 221	Human Nutrition OR PSYC 210 Human Growth	3
CHEM 101	Intro to College Chemistry OR CHEM 103 General Chemistry OR PHYS 111 Principles of Physics I	4
PSYC 201	Intro to Psychology	3

#### **Notes:**

- Students are required to complete the lower division prerequisites prior to beginning the upper division curriculum requirements. They must apply to the CSD major and be admitted to begin any upper division CSD coursework
- A minimum grade of “C” is required in all lower division CSD courses.
- A minimum cumulative GPA of 3.00 is required to begin coursework in the upper division.

### **Upper Division Requirements**

The Major consists of 19 credit hours of required upper division CSD courses.

Course	Title	Credits
CSD 300	Neuroanatomy	3
CSD 302	Acoustics	3
CSD 303	Intro to Language Disorders	3
CSD 307	Intro to Speech Disorders	3
CSD 400	Clinical Observation	1
CSD 403	Fundamentals of Hearing	3
CSD 440WS	Reading/Writing/Research in Health Sciences	3

#### **Notes:**

- A minimum grade of “B” is required in all upper division CSD courses. Any students receiving a grade less than B must retake the course.
- Health Sciences advising sheets list the options courses and the additional prerequisite courses that should be fulfilled for various post-graduate opportunities.
- It is highly recommended students speak with their CSD departmental advisor prior to registering for the “Options” courses.

### **Required Upper Division Electives**

The Major includes 24 credit hours of elective upper division CSD courses as well as courses from other departments. A minimum of 9 credit hours must be CSD courses.

Course Code	Course Title	Credits
CSD 323	Epidemiology in Health Sciences	3
CSD 324	Ethics & Policy in Health Sciences	3
CSD 326	Health Literacy	3
CSD 351	Special Topics	1-9
CSD 387	Independent Study in CSD	1-4
CSD 397/398/497/498	Departmental Honors	1-6
CSD 402	Audiological Rehabilitation	3
CSD 490	Internship in Health Sciences	1-6
EDU 401	Measurement, Evaluation & Assessment in Education	3
EDU 457	Mainstreaming and Classroom Management	3
KIN 322	Psychology of Health Behaviors	3
MKG 331	Advertising Management	3
MKG 333	Sales and Customer Relationship Management	3
NUR 454	A Conceptual Approach to Pathophysiology	3
PSYC 301	Abnormal Psychology	3
PSYC 310	Theories of Counseling and Psychotherapy	3
PSYC 352	Learning and Cognition	3
PSYC 375	Social Psychology	3
PSYC 420	Medical Psychology	3

#### ***General Elective Requirements***

All University baccalaureate degrees require a minimum of 120 credit hours. In order to meet this requirement, students in the Major will need to complete about 10 additional credit hours.

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### ***Experiential Learning Requirement***

The University's experiential learning requirement is fulfilled in the Major by completion of one of the following: Undergraduate Research, Departmental Honors, Research Intensive course, internship, Study Abroad, or a Service learning course. A grade of "C" or better is required in the Experiential learning course.

### **ACADEMIC ADVISING**

CSD students are assigned a BRCHS academic advisor during their first semester in the Major and work with this advisor the remainder of their time in the CSD program. Students should work with their advisor to ensure that they are meeting all requirements for the program.

### **Graduation Application**

Students should meet with the advisor in the first semester of the senior year to complete an application for graduation. The advisor will assist with submission of the application to the Registrar.

### **ACADEMIC POLICIES**

#### ***Academic Standing***

At the end of each semester, students' academic records will be reviewed by the BRCHS advisor to verify GPA and determine academic standing. CSD students must maintain a GPA of 3.0 during their enrollment in core CSD courses. A grade lower than a B will require that the student retake the course. Students that do not meet the minimum 3.0 or higher grade point average will not be admitted to the major. A 3.0 and grades of B or higher must be maintained in upper division courses in order to remain in the major. Students with a GPA below 3.0 will be notified by the School of Applied Health Sciences that they are no longer eligible to continue in the major. This status will continue until the student meets the minimum 3.0 cumulative GPA.

### **COURSE POLICIES**

#### ***Class Attendance***

Class attendance is expected and highly recommended. The Faculty strongly believes that class attendance is necessary for students to learn the assigned material and achieve course objectives.

#### ***Extraordinary Events***

For "extraordinary events" (prolonged illness, funeral, car accident, injury, etc.) the student, prior to missing class (unless unavoidable), must contact the *Faculty Professor* for notification of the absence(s).

If approved by the Faculty Professor, the student will be allowed to make up the missed coursework. The timing of make-up work will be determined by the Faculty professor.

The student is also responsible for notifying the Faculty professor and the University Registrar if he/she withdraws from class(es).

#### ***Late Assignments***

Assignments are to be submitted by the date/time specified in the course syllabus. Late work will be penalized as follows but may be changed according to the Faculty Professor's discretion:

- 10% deduction on the first day (within 24 hours of due date)
- Additional deductions of 5% for each day thereafter

NOTE: Saturday and Sunday count as late days.

#### ***Written Assignments***

Each student is expected to submit written assignments on the date specified in the class syllabus. Permission to turn in written assignments later than the scheduled time must be obtained from the Faculty professor prior to the due date. The Faculty professor has the right to refuse any written assignment submitted past the due date where the student has not obtained prior permission to turn in the assignment late. The Faculty

professor may elect to allow a paper to be turned in late for less than full credit. For all written assignments that are turned in late, 10% of the total points possible will be deducted for the first day late, and 5% of the total points possible will be deducted for each day thereafter. Saturday and Sunday count as two days.

All written assignments must be printed on white paper and/or submitted via Blackboard. Electronic files of written papers may be evaluated for originality via [www.turnitin.com](http://www.turnitin.com) or SafeAssign (Blackboard's built-in plagiarism software). The similarity score represents how much of the student's submission matches content from academic databases. It is at the discretion of the Faculty Professor to decide if a similarity score constitutes plagiarism.

If there is any suspicion of cheating, a similar analysis will be conducted to compare two student papers/assignments. If the comparison reveals evidence of cheating, both parties will be reported for cheating.

Submit your own work. To have someone else write some or all of your paper or project for which you are responsible is academic dishonesty. Presenting someone else's work as your own, whether they are a friend, a paid writer, or such services advertised on a web site, will be treated as academic dishonesty.

All references and documentation used for a written assignment must follow the **American Psychological Association** (APA) bibliographic style. Failure to use proper citation is plagiarism, which is academic dishonesty and grounds for disciplinary action. Any information, idea, concept, statistic, or other data used to complete an assignment in the Major must be properly cited. Plagiarism is academic dishonesty and grounds for dismissal from the Major and/or the University. A copy of the APA style guide is available at the Swisher Library.

Correct grammar, punctuation, word usage, and spelling are required in all written assignments. Credit will be deducted for errors in these areas.

When more than one page is submitted, the pages must be stapled together in the upper left-hand corner.

Written assignments are not to be submitted for a grade in more than one course. Submitting work multiple times is academic dishonesty and grounds for dismissal from the University and the CSD Program.

All final examinations must be completed by the last day of the term.

Students should maintain a copy of every paper submitted for a grade.

### ***Examinations***

Students are required to take exams on the scheduled day/time as listed in the syllabus. Alternative exams may be scheduled at the discretion of the Faculty Professor.

### ***Extra Credit***

The Faculty professor has the choice to award extra credit in courses for which he/she is responsible. Points given for extra credit cannot exceed five percent (5%) of the total grade and must be available to every student enrolled in the course. If the Faculty professor chooses to offer extra credit, it must be noted in the syllabus that is given to each student at the beginning of the course. Extra credit cannot be issued in order to allow a student to pass the course (i.e. raise a D or F grade to a C) or be applied to the average exam percent score. The Faculty professor, exclusively, makes the decision whether extra credit will be offered.

### ***Digital Etiquette***

The Faculty strongly believe that proper engagement during class is paramount to optimal learning. Therefore, in-class policies regarding phone and laptop use are established to promote an effective classroom environment.

It is disrespectful to visit unrelated Internet sites during class. It prevents you from engaging with the class, and it will distract other students. If you visit a website not relevant to the course or use the internet for a purpose other than that of the class, the Faculty will publicly ask you to turn off your digital device.

Unless instructed to do so, do not send text messages, emails, and/or social media messages during class.

Be sure your phone is turned to silent for the duration of class.

Be advised that the Faculty may ask you to unplug and tune into the class, which means that you should close your laptop and/or put away your phone, and bring your focus to the Faculty professor and/or your classmates.

## **COMMUNICATION**

### ***Email***

Sound communication between the student and the Faculty is imperative. The official means of communication between the Faculty and the student is the JU e-mail system. Therefore, all students should use and regularly monitor their JU e-mail. Students have the option to forward their e-mail to another e-mail account if they desire.

The student is expected/required to develop and use professional e-mail practices. Please embrace the following practices to help our Major thrive:

- Include a descriptive subject line to help the Faculty quickly understand the e-mail
- Always address the e-mail to the Faculty using the term Doctor or Professor (example: Dear Dr. Smith). This is a professional practice and it verifies that the e-mail is being sent to the correct person.
- Share the course and class time that you are in. This also helps the Faculty to quickly understand the e-mail.
- Be clear and concise. Always reread your e-mail before sending it to make sure it is as clear as possible.
- Spell check your e-mails. Always take the extra 30 seconds to use the spell check function to verify that your spelling and grammar are correct.
- Always sign your first and last name so that the Faculty clearly understands who the e-mail is from (example: Thank you, Betty Smith).

### ***Office Hours***

The Faculty will be accessible (i.e., phone, online, in office, by appointment) during the semester. Please check course syllabi for faculty availability.

## **PROFESSIONAL AND ACADEMIC CONDUCT**

Students are to conduct themselves in a professional manner at all times. Any student who is judged to be discourteous, rude, or profane to the Faculty or fellow students will be reported immediately to the BRCHS Dean regarding continuation in the Major. The Faculty will notify the student that the offense will be reported and the student will be given an opportunity to respond in writing. The BRCHS Dean will notify the student of the findings and the Faculty decision.

It is essential that all individuals associated with the Jacksonville University behave with integrity. Failure to guard confidentiality and/or to accurately report and record information may result in disciplinary action. Any violation of academic honesty should be reported immediately to the Faculty.

### ***Plagiarism***

To underscore the importance of truth, honesty, and accountability, students, faculty, and staff in the Jacksonville University Department of Communication Sciences and Disorders must adhere to the following honor code: “I do not lie, cheat, steal, or condone those who do”. Egregious academic misconduct will result in dismissal from the JU/BRCHS/Department of Communication Sciences and Disorders.. JU’s policy on academic honesty is outlined in the Academic Catalog (pages 232-233).

### ***Grievances***

The purpose of this policy is to provide a pathway for impartial review of student issues or concerns that have not been resolved through normal informal channels. For the purpose of this policy a grievance is defined as a complaint involving unfair, arbitrary or unwarranted treatment that has not been resolved through normal channels. The following list of issues or concerns have specific University Policies that supersede this grievance process:

- Student Grade
  - <https://www.ju.edu/academics/academic-catalog.php>
- Violations of the code of Conduct
  - <https://www.ju.edu/greenpages/code-of-conduct.php>
- Sexual Harassment
  - <https://www.ju.edu/campussecurity/campussafety/sexual-harassment-policy.php>

### **Steps**

1. Discuss the matter directly with the faculty or staff member involved.
2. If there is not a satisfactory resolution, appeal to the appropriate department Director.
3. If there is not a satisfactory resolution, appeal to the Associate Dean of the School.
4. If there is not a satisfactory resolution, appeal to the BRCHS Dean.
5. If there is not satisfactory resolution an appeals committee will convene.
6. The committee will report the final decision to the Provost for Academic Affairs.

### **Actions**

- Grievance must be filed within 30 days of the incident.
- The unresolved grievance must be submitted to the BRCHS Dean in writing.
- At any point in the process the parties involved may achieve a resolution of the process and stop the grievance process. The written grievance must contain specific details. When appropriate, dates, times, witnesses and facts related to the complaint must be included.
- The written grievance must clearly state and document the evidence of unfair, arbitrary or unwarranted treatment.
- The BRCHS grievance committee consist of a faculty member from each School in the BRCHS. In addition to this standing committee the Dean of Students or designee and three students appointed by the BRCHS Dean will serve on the committee. If a faculty member on the grievance committee is involved in the current grievance the BRCHS Dean will appoint a replacement.
- All relevant documents must be provided to the committee. The Dean of Students or designee will serve as chair. A BRCHS faculty member will serve as recorder and keep minutes of the proceeding.
- The time and date of the hearing shall be provided to each individual in writing at least 10 days prior to the meeting.
- Members of the committee must hold all proceeding information as confidential.
- Members of the committee will have 3 business days to review all documentation
- A private hearing will be conducted
- All involved parties will be allowed to attend all parts of the hearing
- Both parties may have an advisor that is a member of the JU community attend at their own expense. The advisor must not be an attorney.
- Witnesses may be called for information or questions by the committee. Witnesses are only permitted to attend the part of the hearing in which they will be questioned.
- All documentation and minutes of the procedures will be retained by the BRCHS Dean.
- The hearing will be recorded, this recording is the property of the University.
- Committee deliberations will not be recorded.

- All members of the committee are permitted to ask questions of both parties. The chair of the committee will determine procedural questions.
- A majority consensus of the committee towards a resolution will be provided to the Complaining party, other involved parties and the Dean. The decision of the committee is final.

### **Appeals**

Should a student wish to appeal the decision made by the Committee the process is as follows:

- Discuss the matter directly with the Provost/Chief Academic Officer.
- The Provost/Chief Academic Officer will review the case and determine any additional action that should occur based on this review and the recommendation of the appeals committee.

### ***Disability Statement***

Jacksonville University provides reasonable accommodations to students with disabilities who need such assistance under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. Disability categories can include, but are not limited to, visual, physical, hearing, speech impairments, learning disabilities, and other impairments such as cardiovascular and circulatory conditions, psychological disorders, blood serum illnesses, diabetes, and epilepsy. Students who wish to be tested or reevaluated may arrange for testing through the Student Life Office at the student’s expense.

### **GRADES**

The Faculty share a strong passion to help students learn, grow, and prepare for the future. Teaching is our primary method of influence. Our primary responsibility is to provide you with top-notch courses. However, the Faculty cannot make students learn. We can only influence what a student does to learn. Students are responsible for attending class, focusing during class, asking for clarification when needed, studying hard, and conveying their learning to the Faculty. Therefore, learning is the student’s responsibility. Grades are earned based on how students convey their learning to the Faculty. We want you to know that we are here to help you succeed and that we expect you to give your best effort in every course.

### ***Grading Scale***

Letter grades earned for each CSD course are assigned based on the following percentage breakdown:

Grade	Percentage Breakdown		
A	93.00	-	100.00
A-	90.00	-	92.99
B+	87.00	-	89.99
B	83.00	-	86.99
B-	80.00	-	82.99
C+	77.00	-	79.99
C	73.00	-	76.99
C-	70.00		72.99
D	60.00	-	69.99
F	0.00	-	59.99

### ***President’s Honor Roll***

To qualify for the President’s Honor Roll, a student must earn at least 12 credit hours of “A” grades during a fall or spring semester, receive no grades lower than “A”, and have no incomplete or missing grades on his/her transcript for the semester.

### ***Dean's List***

To qualify for the Dean's List, a student must earn at least 12 credit hours during a fall or spring semester, attain or surpass a 3.50 GPA for the semester, and have no incomplete or missing grades on his or her transcript for the semester.

## **GRADUATION**

### ***Application for Graduation***

Students should apply for Graduation one calendar year before their expected date of completion. This will allow time to receive a letter from the Registrar's Office updating the student and the Faculty on progress towards completing the University Core, the Major and General Elective requirements.

You may apply for Graduation by printing the Graduation Application and submitting it to the Registrar's Office. A pdf of the Graduation Application can be accessed at: <https://www.ju.edu/registrar/graduation-application.php>

### ***Exit Interview***

Exit interviews must be scheduled with the Faculty one month prior to graduation. At this time, the Faculty will verify completion of University and the Major requirements and that the student has demonstrated attainment of knowledge and skills in the field of Communication Sciences and Disorders at a level appropriate for graduation. The students will also be required to complete an exit survey.

### ***Letters of Recommendation***

The Faculty are happy and proud to write letters of recommendation for CSD students, but reserve the right to refuse. The Faculty use the following guidelines when writing a letter of recommendation for a student:

- The Faculty feels confident that he/she is able to write a **strong** letter of support for the student.
- The recommendation requested should be for a specific position, graduate program, or scholarship (The Faculty will not write a letter "for your records").
- The student received an A, A-, or B in all courses with the Faculty.

It is expected that the student request the letter of recommendation at least one (1) month prior to the due date, and that the student provides all necessary details for the letter (due dates, addressed envelopes, resume, etc.) within one (1) week (after the Faculty agrees to write the letter).

## **NSSLHA**

The National Student Speech Language Hearing Association (NSSLHA) is the national organization for students studying communication sciences and disorders and is recognized by the American Speech-Language-Hearing Association (ASHA). The Jacksonville University chapter of NSSLHA strives...

- To encourage professional interest among college and university students in the study of human communication sciences and disorders
- To provide continuity to the dissemination of professional knowledge
- To provide a vehicle for student representation in matters of professional concern

For more information, contact the NSSLHA faculty advisor: Dr. Kristen Izaryk ([kizaryk@ju.edu](mailto:kizaryk@ju.edu)).

## **BRCHS BUILDING POLICIES**

### ***Building Hours***

Monday-Friday	7:00 am – 9:00 pm
Weekends	Closed; prior arrangements can be made for students via the Faculty with Campus Security

### ***Children***

The Faculty and staff recognize that on rare occasions, young children may need to accompany the student to the BRCHS buildings. On such occasions, the child must remain in the direct physical care of the student and must be removed immediately if disruptive or other students object to the child's presence. At no time should the child/children be left unattended, in the care of a babysitter, or brought to a formal classroom environment unless discussed and given consent by the Faculty prior to class.

**BROOKS REHABILITATION**  
**COLLEGE OF HEALTHCARE SCIENCES**  
**SCHOOL OF APPLIED HEALTH SCIENCES**

**STUDENT CONSENT**

I have reviewed the 2018-2019 Communication Sciences & Disorders Student Handbook and I understand that I am responsible for reading, understanding, and abiding by all of the policies contained within the Handbook.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_