M.A. in Speech-Language Pathology (SPLA) Program Handbook

Effective Fall 2019 onwards
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PROGRAM OVERVIEW

The program leading to the Master of Arts degree in \textit{Speech-Language Pathology (henceforth MASLP)} is an academically based, clinically oriented, full-time 2-year program (including intervening winter and summer terms) designed primarily to prepare Speech-Language Pathologists for professional practice. The primary goal of the program in \textit{Speech-Language Pathology} is to provide knowledge about and basic competencies in the communication disorders of speech, language, voice, swallowing, cognition and fluency. The secondary goal is to provide the student with minimal competencies in the measurement of hearing and in the habilitation/rehabilitation of individuals with hearing disorders. While information pertaining to communication disorders comprises the central focus of the degree, education about the typical processes of speech, language, cognition, swallowing and hearing is considered an integral part of the program.

The M.A. program in Speech-Language Pathology contributes substantially to the academic and clinical practicum requirements for the \textit{Certificate of Clinical Competence (C.C.C.)} granted by the American Speech-Language and Hearing Association (ASHA). In order to practice as a Speech-Language Pathologist, almost all employers and jurisdictions require the prospective employee to hold the Certificate of Clinical Competence. Information about additional requirements for the CCC can be obtained at \url{www.asha.org}. The MASLP program at the University of Maryland is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, 800-498-2071 or 301-296-5700.

ADMISSION TO THE PROGRAM

Increasingly larger numbers of students are interested in pursuing careers in Speech-Language Pathology. Admission to the graduate programs in the Department of Hearing and Speech Sciences is on a very competitive basis. The Department usually receives about 250-300 applications for admission to fill approximately 25 available spaces in the M.A. program in Speech-Language Pathology. Successful applicants typically demonstrate an undergraduate GPA of at least 3.5, along with strong GRE scores, well-written letters of intent, and strong letters of recommendation. The Admissions committee evaluates all applications quite carefully, and does consider the applicant’s entire application in a holistic way, rather than scores in any single domain. Potential applicants should visit \url{http://hesp.umd.edu/landing/Graduate} for more information. Additionally they can email (hespadmissions@umd.edu) or call (301-405-4214), the Department office.

Graduate students are admitted to a specific degree program (i.e., M.A. in Speech-Language Pathology, Au.D. or Ph.D. in Hearing and Speech Sciences). Students seeking to pursue a combined degree (i.e., MA-PhD) should apply to the PhD program, as this is their terminal degree intent. Students seeking to switch degree programs must submit a written petition to the Departmental Admissions Committee. This petition will be evaluated against usual departmental standards for admission, and along with the cohort of pending applicants to the semester of intended admission. All applications are subject to program space availability, which is extremely limited for mid-year entry. Applicants for program transfer must apply by the Graduate School deadline for application to graduate degree programs. The Departmental committee will provide a written response to the applicant in a timely fashion.

PRE-REQUISITE COURSE REQUIREMENTS

This is a list of required undergraduate preparatory courses that need to be completed prior to starting the MASLP program. In order to meet ASHA certification requirements, students must complete coursework in basic human communication processes, including anatomy and physiology of communication, the physical and psychophysical bases of communication, and linguistic/psycholinguistic bases of communication. Students are required to take these courses prior to beginning their graduate curriculum (both academic and clinical).
Additionally, at least one course in each of biological, physical, behavioral and/or social sciences and statistics are required for ASHA certification and must be completed prior to commencing your clinical fellowship year (at the latest). See [http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/](http://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/)

<table>
<thead>
<tr>
<th>Course Name &amp; Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Anatomy &amp; Physiology of the Speech Mechanism (HESP 305 or HESP 309)</td>
</tr>
<tr>
<td>2. Anatomy, Physiology &amp; Pathology of the Auditory System (HESP 311 or HESP 309)</td>
</tr>
<tr>
<td>3. Intro to Phonetic Science (HESP 403)</td>
</tr>
<tr>
<td>4. Speech and Language Development (HESP 400)</td>
</tr>
<tr>
<td>5. Introduction to Audiology* (HESP 411) *HESP 606 may be substituted for HESP 311/411</td>
</tr>
<tr>
<td>6. Neurobiology of Speech and Hearing (HESP 313) <em>This could be a stand-alone course or a significant part of another course</em></td>
</tr>
<tr>
<td>7. Aural Rehabilitation and Habilitation (HESP 413)</td>
</tr>
</tbody>
</table>

Typically students complete the pre-requisite courses as part of their undergraduate degree. Students without an undergraduate degree in hearing and speech sciences may complete this sequence of courses through the Hearing and Speech Sciences in the Evening (HESPIE) program offered through the Office of Extended Studies: [https://oes.umd.edu/graduates-post-baccalaureates-professionals/post-baccalaureate-programs/hearing-speech-evening-hespie](https://oes.umd.edu/graduates-post-baccalaureates-professionals/post-baccalaureate-programs/hearing-speech-evening-hespie).

**PROGRAM REQUIREMENTS**

**Length of program**

The expected time frame for completion of the MASLP program is four academic semesters, plus intervening winter and summer terms.

**Determination of full-time status**

The MASLP is a full-time program; part-time students are not accepted. Graduate education in this discipline requires timely and concurrent registration in both academic and clinical experiences. Full-time registration is formally defined by the Department of Hearing and Speech Sciences as enrollment for 12-15 credits per semester in year 1 and 9-12 credits in year 2. In the first year of study, this will typically consist of three to four graduate courses and 2-3 credits of clinical practicum per semester. In the second year, it will typically consist of two graduate courses and three credits of clinical practicum per semester, plus registration in either thesis or candidacy paper research. Full-time commitment and course sequencing are critical because graduate courses are offered only once per academic year and course content is closely tied to clinical practicum assignments. Enrollment in clinical practicum places significant time demands on students during the work week. Students registered for clinical practica should be prepared to devote approximately 20-30 hours per week to the preparation, implementation, and analysis of clinical experiences.

The Graduate school has specific policies regarding registration, and students are encouraged to be familiar with these [policies](#). Of particular relevance are the following:

- **Full-time status for graduate students is a minimum of 48 units per semester (36 units for students who hold a half-time Graduate Assistantship). 600-800 level courses carry 6 units per credit hour and 799 carries 12 units per credit hour.**
- **Graduate students must be registered for courses every one of the academic (fall/spring) semesters of the program.**
- **Students must be enrolled for at least one credit, regardless of credits already accumulated, in the semester of graduation, even for summer graduations. Students may wish to consider this when**
enrolling in variable credit assignments (e.g., thesis, candidacy paper) over more than one semester.

Transfer of graduate credits
The University automatically allows transfer of up to six credits (e.g., two courses) of eligible graduate coursework taken before matriculation, or at another institution, into a graduate program. In special circumstances (e.g., Non-Degree Seeking Student), the Graduate school allows departments to exercise discretion in raising this number to twelve credits (four courses). Students wishing to transfer up to twelve credits must petition the HESP faculty for consideration of these additional credits; it is not common for the department to accept more than 6 transfer credits.

Academic Planning
All students are assigned an academic advisor at the start of their MA program. Students are expected to meet with their advisor at least once per semester to plan their overall program of study, and particularly for the upcoming semester. In addition to discussing specific coursework, your academic advisors can provide guidance to ensure your overall success in the program, including questions about full-time status, capstone requirements, forms for graduation, and academic challenges.

Students are restricted from registering for courses in the upcoming semester unless they have met with their academic advisor.

Satisfactory Progress and Academic standing
It is the student’s responsibility to be aware of departmental and graduate school policies regarding satisfactory progress and academic standing.

Satisfactory Progress
1. The admission of all graduate students is continued at the discretion of the Graduate Director of the program and the Dean of the Graduate School, consistent with the policies and practices of the Graduate School and graduate program. A student must make satisfactory progress in meeting programmatic requirements, must demonstrate the ability to succeed in his or her course of studies or research, and must attain performance minima specified by the graduate program in all or in particular courses; otherwise his or her enrollment will be terminated.
2. For the M.A. program, satisfactory progress is defined as timely completion of all programmatic requirements. That is, all coursework and clinical requirements need to be completed by the end of each semester. Incomplete grades have a limited time window for completion, as discussed in the section below, unless the student has taken an official leave of absence. (see below).

Incomplete grades
An incomplete is a mark that an instructor may award to a student whose work in a course has been qualitatively satisfactory, but who is unable to complete some portion of the work required because of illness or other circumstance beyond the student’s control. In awarding the mark of "I" for graduate courses, instructors must fill out an "Incomplete Contract for Graduate Students" and the work must be completed within 12 months from the beginning of the term that the course was initiated or prior to graduation (whichever comes first). Students are advised to consult the graduate school policies on incomplete grades.

In the M.A. SLP program, incomplete grades may also be assigned for courses that are completed over multiple semesters (e.g., HESP648A, HESP638, HESP799, HESP601). These courses do not require an “Incomplete Contract” as this is not a student exception, but part of the course structure.
Academic Standing

In order to maintain good academic standing, every graduate student must maintain a cumulative grade point average (GPA) of 3.0 (on a 4.0 scale) for all courses taken at the University, including both academic coursework and clinical practica. A student whose cumulative grade point average falls below 3.0 will be placed on academic probation by the Graduate School and has 12 credits/two semesters to achieve a GPA of 3.0 or above. In addition, HESP has department-specific requirements, above and beyond graduate-school requirements:

1. A minimum GPA of 3.0 (on a 4.0 scale) is required for all academic courses taken after matriculation as a graduate student. In other words, A-level work in clinical practica cannot make up for poor academic performance.
2. All clinical practicum students receiving a grade lower than a B- will be reviewed by the faculty to determine eligibility for future practicum placement. Thus, A-level work in academic coursework cannot make up for poor clinical performance.
3. A student on academic probation at the end of the semester is not eligible for Outside Placement the following semester (he/she must register for in-house practicum).

It is the student’s responsibility to calculate his/her GPA and to ensure continued non-probationary status. Instructions on how to calculate GPA can be found at this link: http://registrar.umd.edu/current/Policies/acadregs.html. If a student’s grades fall below minimum levels, he/she is responsible for setting up an immediate meeting with the academic advisor to discuss the situation, prior to receiving any notification from the graduate school or department.

Support

Students who lose their good academic standing or fail to meet program-specific criteria for satisfactory progress are expected to seek guidance from their academic advisor and develop a suitable plan. The campus has numerous support services: https://gradschool.umd.edu/students#student-support-services.

Curriculum requirements

All students seeking the MASLP degree must accumulate a minimum of 35 credit hours of graduate level academic coursework. In addition, students pursuing the MASLP degree fulfill a clinical practicum that is designed to provide clinical training and meet ASHA clinical certification requirements. The following sections describe the curriculum for students pursuing the MASLP degree. In the following sections, academic requirements (coursework and capstone paper [thesis or candidacy paper]) and clinical requirements are described separately. This curriculum does not reflect additional pre-requisite or ASHA-specified coursework, which may be necessary to meet ASHA certification requirements for students coming to the graduate program from non-HESP backgrounds or other undergraduate Hearing and Speech Programs.

ACADEMIC CURRICULUM

The academic curriculum includes a combination of required courses, elective courses and a final scholarly paper. The academic courses and their credits are given in the next Table. The course listings can be found in the course catalog (www.testudo.umd.edu).

Distribution of academic courses and credits

<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Credits</th>
<th>Semester/Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>HESP616</td>
<td>Language Disorders in Preschool Age</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HESP702</td>
<td>Diagnostic Procedures</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HESP610</td>
<td>Language Disorders In Adults</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>HESP613</td>
<td>Autism</td>
<td>2</td>
<td>1Fall/1</td>
</tr>
</tbody>
</table>
### Footnotes to the table:

1. These courses will be offered as a paired sequence in a semester. Each 2 credit course will run for 7 weeks (final exam in the 8th week), followed by the next 2 credit course.

2. This is a three semester course sequence with monthly meetings during the Fall and Spring of Year 1 and Fall of Year 2. Students typically register in the Fall or Spring of their 2nd year.

3. Electives need to be related to SLP, but need not be disorders courses. Students doing a Candidacy Paper require 6 credits of electives, and students doing a Thesis require 2 credits. Depending on which elective courses you take, you might end up taking 7 or 3 credits respectively (most courses are worth 2 credits, but some are 3 credits). **Students are strongly advised to plan early so that they fulfill their elective requirements in a timely manner, especially given that some electives are only offered in the winter term.**

4. Rotating topics. Examples of such courses are Seminar in Interprofessional Collaboration, Medical Speech-Language Pathology, Pediatric Swallowing, Educational Audiology, Traumatic Brain Injury, Instrumentation for SLP, Motor speech disorders in Adults, etc.

5. This is an elective option for students not pursuing the Bilingual Certificate in Speech Language Pathology. For students pursuing the Bilingual Certificate, they need to have courses over and above their MA Coursework, and HESP605 is the signature course for the certificate and does not count as an elective.

6. HESP724: Research Methods. This is optional for students planning on doing a thesis. Students may take this...
course during the Spring semester of their first year in lieu of any one of the other courses typically taken during Spring 1 (they will take this course in Spring 2, e.g., Cognitive Disorders in Adults).

Courses may be taken outside the department, either on the UMD campus (e.g., EDCI 631: Student Assessment in the Second Language Classroom) or at other Universities in the Washington Area Consortium (e.g., Galludet, GWU, Howard University). Students will require permission of academic advisor, and in some cases, a petition must be made to the faculty. The student may need to provide a reason why they are unable to enroll in the electives offered by HESP, and provide evidence that the proposed non-UMD course fulfils one of the core competencies of ASHA’s knowledge and skill outcomes: https://www.asha.org/Certification/2014-Speech-Language-Pathology-Certification-Standards/

Students who choose the candidacy paper option will also take comprehensive examination in Spring of their 2nd year (typically first week of April)

Typical sequence of classes by semester
Courses are typically offered once per year, occasionally once every other year, in the semester indicated. For students pursuing the Thesis option, at least 2 elective credits are required. For students pursuing the Candidacy Paper option, at least 6 elective credits are required. While most elective classes are for 2 credits, there are a few 3 credit options, so you may enroll for 3 or 7 credits of electives instead of the minimum credits (we do not typically offer 1-credit electives, except for HESP 603, which is part of the CLD-EP program).

YEAR 1 – FALL
HESP616 Language Disorders in Preschool Age (2 credits)
HESP702 Diagnostic Procedures (2 credits)
HESP610 Language Disorders in Adults (2 credits)
HESP613 Autism (2 credits)
HESP648A Clinical Practice in Speech: Diagnostic Procedures (1 credit)
HESP648B Clinical Practice in Speech: Therapeutic Procedures (2 credits)

YEAR 1 – WINTER
Elective (e.g., Counseling; Special Topics in SLP; Cultural & Linguistic Diversity) (2-3 credits)
NOTE: We strongly recommend that students take classes during the 3-week winter term. Some electives are offered only at this time, and so it is highly recommended to enroll for winter term classes. This enables students to complete their elective requirements in a timely manner (especially those who are plan on doing a candidacy paper and hence need 7-8 elective credits). For students interested in medical SLP settings as their first outside placement, the Head and Neck Cancer elective is highly recommended.

YEAR 1 - SPRING
HESP602 Neurological Bases of Communication (2 credits)
HESP612 Fluency Disorders (2 credits)
HESP611 Cognitive Disorders in Adults (2 credits)
HESP620 Speech Production Across the Lifespan (3 credits)
HESP648A Clinical Practice in Speech: Diagnostic Procedures (continued from Fall Year 1)
HESP648B Clinical Practice in Speech: Therapeutic Procedures (2 credits)

SUMMER SESSION
HESP625 Dysphagia (3 credits), typically offered in the 1st summer session
HESP627 Alternative & Augmentative Communication (2 credits), typically offered in a blended format (in-class + online) in the 2nd summer session
HESP648A Clinical Practice in Speech: Diagnostic Procedures (continued from Fall Year 1)
YEAR 2 - FALL
HESP624 Voice Disorders (2 credits)
HESP626 Language Disorders in School Age (2 credits)
HESP728 (Outplacement) Advanced Clinical Practice in Speech: Advanced Graduate Laboratory Practicum in Speech-Language Pathology (3 credits)
HESP601 Foundations of Scientific Enquiry (1 credit) (you can register in Fall or Spring)
Thesis option: HESP799 Master's Thesis Research; (1-3 credits; 6 are needed, and may be split across semesters)
Possible elective (2-3 credits)

YEAR 2 – WINTER
Thesis option: HESP799 Master's Thesis Research; (1-3 credits; 6 are needed, and may be split across semesters)
Possible elective (2-3 credits)

YEAR 2 – SPRING
HESP601 Foundations of Scientific Enquiry (1 credit), if you have not already registered for this
HESP728 (Outplacement) Advanced Clinical Practice in Speech: Advanced Graduate Laboratory Practicum in Speech-Language Pathology (3 credits)
Thesis Option: HESP799 (3 credits, 6 total required)
or  Non-thesis candidacy research: HESP638 Candidacy Paper (2 credits)
Possible elective (2-3 credits),
HESP603 (for the CLD Program)

Capstone paper: Thesis and Non-thesis options
According to the Graduate School of the University of Maryland, College Park, an independent scholarly paper is required for all Masters' degree programs at the university. Students are expected to demonstrate the following skills in their scholarly paper:

- **Scholarly knowledge** (knowledge of relevant information and facts; comprehensiveness of knowledge base)
- **Conceptual rigor** (understanding of important theories and concepts; ability to apply concepts appropriately; developing theoretical and scientific background)
- **Synthesis and analysis skills** (ability to synthesize across different research papers and make connections; ability to analyze and critique existing literature base; critical thinking and logical reasoning)
- **Understanding of research design** (ability to design a research study; understanding of potential confounds; ability to recognize flaws in research studies)
- **Appropriate writing skills** (clarity of argument; conciseness; correct spelling & punctuation; appropriate organizational structure; complete sentences and good transitions; appropriate documentation/citations)

For the MASLP program, there are two options for the scholarly paper: thesis and non-thesis. The thesis and non-thesis options not only differ in what constitutes the scholarly activity, but also in the number of elective course credits and requirement for comprehensive examinations (for non-thesis option only). Typically students choose one of the two options by the end of their first year in the program. Students are encouraged to consult with their academic advisors prior to making their decision.

The Department has produced a writing guide to assist in preparation of candidacy papers, theses and term
papers. Students are strongly encouraged to consult it on the HESP web site.

Quick comparison

<table>
<thead>
<tr>
<th></th>
<th>Thesis</th>
<th>Non-Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credits</td>
<td>6, HESP799 All credits with thesis mentor</td>
<td>2, HESP638 1 credit each with 1st and 2nd readers</td>
</tr>
<tr>
<td>Faculty</td>
<td>Three committee members</td>
<td>Two readers</td>
</tr>
<tr>
<td>IRB Approval</td>
<td>Yes, for human subjects research</td>
<td>No</td>
</tr>
<tr>
<td>Paper Format</td>
<td>Recommended format: journal article</td>
<td>See description of format in a later section</td>
</tr>
<tr>
<td>Other</td>
<td>-</td>
<td>Comprehensive Examination</td>
</tr>
</tbody>
</table>

Thesis option

Graduate school link on thesis requirements
A thesis is excellent preparation for anyone who believes that they would like to pursue a doctoral degree or would like to gain hands-on experience with conducting research. Students who elect the thesis option must register for six semester hours of HESP 799, M.A. Thesis Research. The student is not required to take comprehensive examinations but is required to defend his/her thesis in an oral examination.

The MA thesis is intended to be a demonstration of the student's ability to pose a scientific question, plan and execute scientific enquiry and scholarly writing. Scholarly writing ability is defined by the Dean of Graduate Studies as "the ability to present in a clearly organized paper, with proper scholarly documentation, evaluation". The critical ingredient is that the student must show evidence of original thought, completion of a research project, synthesis of literature and critical analysis.

Timeline & Approval Process
The department does not impose deadlines for each of these stages because there is considerable individual variation depending on factors such as a student’s prior familiarity with a topic, identifying a research question, IRB approval and data-collection procedures. It is strongly recommended that the student work with his/her research advisor to develop a feasible timeline. However, there are deadlines by the Graduate school that need to be completed during the semester of graduation. (see also https://academiccatalog.umd.edu/graduate/policies/masters-degrees-policies/).

The typical stages of pursuing a thesis and a recommended timeline for timely graduation are provided here.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Recommended timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify a research question</td>
<td>Year 1 Spring-Summer</td>
</tr>
<tr>
<td>Write a proposal</td>
<td>Year 1 Spring – Year 2 Fall</td>
</tr>
<tr>
<td>Nominate the examining committee</td>
<td>Year 2 Spring – Year 2 Fall</td>
</tr>
<tr>
<td>Hold a Proposal meeting</td>
<td>Year 2 Summer – Fall</td>
</tr>
<tr>
<td>Obtain IRB approval</td>
<td>Year 2 Summer – Fall</td>
</tr>
<tr>
<td>Conduct the research project</td>
<td>Year 2 Fall- Winter</td>
</tr>
<tr>
<td>Write the thesis</td>
<td>Year 2 Winter – early Spring</td>
</tr>
</tbody>
</table>
1. **Identify a research question.** After formulating a tentative question and perhaps a research design, the student seeks out a member of the graduate faculty who agrees to serve as the primary advisor or chairperson of the thesis committee.
   - *Note: Students are not required to formulate their research question/design independently; in many cases, it is common for a student to approach a potential mentor first, and for them to jointly develop a study in line with the student's interests. However, this works best if the student has some general ideas of the topic areas in which they are interested so that he or she can approach an appropriate faculty member.*

2. **Write a Proposal.** The student prepares a formal written proposal providing relevant background, the rationale for the research project and the procedures to be followed in collecting and analyzing the data. The student revises the proposal based on feedback from the primary advisor. Although there are individual variations, there may be at least 3 drafts of the proposal before it is finalized for distribution to the thesis examining committee. Your advisor may take a minimum of 2 weeks to give you feedback on your proposal drafts, so please plan accordingly.

3. **Nominate the examining committee.** The primary advisor and the student choose at least two other members of the graduate faculty to serve on the thesis committee. Please refer to a later section on Thesis Committee members for eligibility of faculty to serve on committees.

   A committee is not official until it has been nominated and approved by the Graduate School. To do this, you must submit the committee nomination form. The form is found at [https://gradschool.umd.edu/forms](https://gradschool.umd.edu/forms). Here is a deadline each semester for its submission: Please check with the graduate school’s deadlines, posted at [https://gradschool.umd.edu/calendar/deadlines/academic-deadlines](https://gradschool.umd.edu/calendar/deadlines/academic-deadlines).

4. **Hold at least one proposal meeting.** This is to assure that the student and committee members agree on the appropriate grounding of the thesis question and the specific methodology that will be employed. It is thus useful to hold this meeting before obtaining IRB approval, which is required for all projects in this department, even those making use of archived data. Prior to this first meeting and any subsequent to it, the student should distribute a well-articulated background review, hypotheses and methods to the committee members at least ten work days before-hand (approximately two calendar weeks), so that members can read and annotate the proposal and come prepared to discuss issues with the student. *Under no circumstances should a meeting be held if the members have not had sufficient opportunity to read the preliminary proposal.* Members may inform the advisor if they do not believe that the preliminary proposal is sufficiently well-articulated to yet merit a meeting of the committee. The student meets with the Thesis committee to propose the study. The committee members may provide constructive feedback during this proposal meeting. Many committee members are also willing to serve as a resource during the execution of the research project. If the committee determines that the proposal defense is not well-articulated, a subsequent meeting may be held to give the student an opportunity to formulate the project. In all cases, committee members are required to serve on the oral examination committee, which is officially appointed by the Dean of Graduate Studies.

5. **Obtain Institutional Review Board (IRB) approval.** If the research involves human subjects, including de-identified archival data, the University Committee for Research on Human Subjects must approve the
6. **Conduct the research project.** Following the approval of the thesis topic, the student is then permitted to pursue his/her research and write the thesis.

7. **Hold an interim meeting** of the committee if any unforeseen changes in the direction of the thesis/dissertation are expected. We recognize that some alterations (all of which must be approved by the IRB) may be necessary during the execution of a thesis/dissertation project. Such changes should be approved by the committee before being implemented, to avoid “nasty surprises” at the end of the project.

8. **Write the thesis.** After completion of the research project, the student initially submits the thesis to the primary advisor, who may provide constructive feedback. The thesis is typically written in a peer-reviewed empirical journal paper format. After the student and primary advisor have finalized the thesis, the student distributes the thesis to the committee. The student also schedules a date for an oral examination, which is at least seven work days after the thesis was made available to committee members. The student should not make changes to the document at the last minute, and bring revised copies to the oral defense. The committee members may inform the student if the thesis/dissertation does not appear ready for defense. In this case, the defense must be rescheduled and the same time frames listed above apply to revised submissions.

9. **Hold the oral defense.** As per the graduate school policy, a final oral examination of the thesis is required after the student has completed the thesis to the satisfaction of the student's advisor, all other requirements for the degree have been completed, and a 3.0 grade point average has been earned. M.A. thesis defenses at HESP are not open to the public. Prior to the defense, the advisor meets with the student to describe what happens in a defense and the order of events. At beginning of the defense, the advisor asks the candidate to leave the room. The committee then reaches consensus that the defense can (or cannot) proceed, and determines the order of questioning (e.g., chapter by chapter, person by person, etc.). The candidate returns and gives a BRIEF (10-15 minute) summary of the thesis, including background, hypotheses, method, findings and implications. Committee questioning ensues and is moderated by the advisor. Following the questioning period, the candidate is asked to leave the room and the committee renders a decision and specifies
   - Whether the oral examination is passable;
   - The exact nature of revisions (if any);
   - Which revisions are required and which are optional;
   - Who will supervise and sign off on the revisions and the timeline;
   - When the committee members sign the thesis approval form.

10. **Make recommended revisions** (if any).

11. **Submit the final thesis** to the committee members and the graduate school. Please also refer to the graduate school’s style guide for electronic thesis and dissertations: [http://www.gradschool.umd.edu/current_students/etd_style_guide.html](http://www.gradschool.umd.edu/current_students/etd_style_guide.html). There are graduate school deadlines each semester for thesis submission if the student wishes to graduate during that semester. Theses submitted to the University through the **ETD process** will also be deposited in the UM Library’s online electronic archive, DRUM (Digital Repository at the University of Maryland). This is a free public
archive of academic work by University faculty and graduate students. The submission of the thesis to the University in fulfillment of degree requirements grants the University the one-time, non-exclusive right to publish the document on DRUM.

12. Understand Policies on University of Maryland’s Thesis

- **The University’s Rights.** The University of Maryland retains non-exclusive distribution, reproduction, and archival rights to doctoral dissertations submitted to the Graduate Faculty in fulfillment of requirements for a graduate degree. Such rights entitle the University of Maryland to reproduce, archive, and distribute dissertations, in whole or in part, in and from an electronic format, as it sees fit. Distribution is subject to a release date stipulated by the student and approved by the University.

- **The Student’s Rights and Responsibilities.** The University of Maryland’s publication rights regarding dissertations are non-exclusive - they offer no explicit restrictions on the distribution of dissertation material by the author. University of Maryland doctoral students retain full ownership rights to and copyright of their dissertations. Students also retain full rights to use all or part of their dissertation in future works, such as books or articles. Students are responsible for ensuring that their thesis or dissertation complies with copyright law. Copyright law gives the owner of a work exclusive rights to reproduce, distribute, display or perform the work publicly and to modify or adapt the work and the exclusive right to grant others permission to exercise any of those rights in the work, subject to certain exceptions. Students are responsible for determining if their use of another’s work requires his or her permission or falls within one of the exceptions. Permission is not required to use a work when:
  - The work never qualified for copyright because, for example, it lacked originality or was created by Federal employees in the scope of employment.
  - Copyright in the work has expired.
  - The use qualifies as a fair use.

Please see the Graduate School policies for more extensive guidance on copyright issues.

**Note on timely graduation:** Students sometimes fear that the thesis option may delay graduation. In fact, some students who undertake theses do not finish them within the two-year span of the typical MA program, and may complete the thesis in the summer (rather than Spring semester of 2nd year). ASHA does not require the MA degree to be awarded in order to start a Clinical Fellowship Year (CFY), only completion of ASHA course work and clock hour requirements. However, various jurisdictions, including DC, Maryland and Virginia DO require CFY candidates to present evidence of an awarded degree before authorizing a temporary license. If graduates will work in other states, they should check local requirements. However, students should be aware that eligibility to begin a CFY does NOT require the MA degree. For students who are planning to work in the schools, the summer graduation still permits you to start a CF on time with typical August public school start dates. If you are able to meet local licensure requirements for CF placements while completing thesis research/writing. At the end of three years of starting their MA program, both thesis and candidacy paper students are at the same point in terms of earning potential and ASHA certification eligibility.

**Thesis Committee members**
The Committee must consist of a minimum of three members, at least two of whom must be Regular Members of the UMCP Graduate Faculty, who are on tenured or tenure-track appointments. The Chair of the Committee is the student’s advisor, who must be a Regular or Adjunct Member of the Graduate Faculty, or, by special permission, has been appointed by the Dean of the Graduate School. Each member of the Committee must be a member of the Graduate Faculty of UMCP. Upon nomination by the Director of the Graduate Program and approval by the Dean of Graduate School, individuals who have been approved for Special membership in the Graduate Faculty may serve on Thesis Examining Committees. These individuals serve in addition to the two required Regular Members. To nominate a Special Member to serve, submit the nominee’s curriculum vitae, a nomination form, and a letter of support from the Director of the Graduate Program. Graduate faculty who
terminate employment at UMCP (and who do not have emeritus status) retain their status as members of the Graduate Faculty for twelve months, and during that time may serve as members and chairs of Thesis Examining Committees. If granted Special Member status, however, they may serve as co-chair. Professors Emeriti and Emeritae may serve on Thesis Examining Committees if they have retained their membership in the Graduate Faculty.

Registration & Forms
The course number is HESP799: Master's thesis research. All six credits will be registered with the Chair of the thesis committee (that is, the primary thesis advisor). There is no restriction on the semester(s) during which the credits are registered for (as long as these are during the semesters during which the student works on any stage(s) of the thesis).

Non-thesis option: Candidacy paper & Comprehensive Examination
Students who choose the non-thesis option must write a formal research paper on a topic of his/her choosing and must pass written comprehensive examinations in Speech-Language Pathology. The student must register for a total of two credit hours in HESP 638 (Research Practicum) across the semesters that the Candidacy Paper is written.

The Candidacy Paper is intended to be a demonstration of the student's scholarly writing ability and his/her competence in performing independent work. Scholarly writing ability is defined by the Dean of Graduate Studies as "the ability to present in a clearly organized paper, with proper scholarly documentation, evaluation". Thus, the Candidacy Paper may not simply be a review of what is known about a given topic. The critical ingredient is that the student must show evidence of original thought and critical analysis. The Candidacy Paper may be an extension of work prepared for graduate level courses. However, Graduate School policy is that the Paper must be written independently of and in excess of academic course requirements.

Timeline
The student must begin working on the Candidacy Paper by the beginning of the semester PRIOR TO the semester of expected graduation. (That is, if a student is graduating in the spring semester, they must begin working on the Candidacy Paper by the start of the fall semester). However, we recommend that students begin thinking about their Candidacy Paper earlier than this, given the time and effort required to identify a topic and identify faculty readers.
1. First month of the semester prior to graduation (September for Spring graduation, February for Fall graduation): The student is expected to obtain approval for the paper topic from the first reader. In addition, the student needs to identify a second reader (with input from the first reader) and obtain consent from the second reader.
2. Second month of the semester prior to graduation: A paper proposal must be submitted to both readers for feedback and approval. Submission of a well-developed proposal is an essential part of the candidacy paper process- it provides an opportunity to receive constructive feedback from your faculty readers. This feedback is crucial for successfully completing your candidacy paper. Failure to submit a proposal by the deadline posted for the semester will result in an inability to register for classes for the subsequent semester. Inability to register for classes will not only delay your graduation, but also jeopardize students’ full-time status for the graduating semester, which is needed for graduate assistantships and other arrangements such as student loans or health insurance.
3. First week of the semester of graduation: The Candidacy Paper is due to both readers.
4. **Six weeks into the semester of graduation:** Revision or resubmission of the candidacy paper must be made by this time if the previous submission was not approved.

5. The Candidacy Paper must be approved by the deadline posted for the semester for the student to be eligible for comprehensive examinations.

Students should allow a minimum two-week turnaround for reader comments at each stage of the Candidacy Paper process. A detailed schedule of deadlines for each academic year is posted on the departmental website. Students must abide by all posted deadlines and obtain final approval of the Candidacy Paper from both readers by the posted deadlines to be eligible to graduate during that semester.

**Readers**

Two members of the HESP faculty must read and approve the Candidacy Paper. The first reader is the primary contact person for advisement on the paper. The student should present a proposal for the paper topic to a faculty member whom they would like to serve as the first reader. Ideally, this faculty member would have interests that are in line with the proposed topic, but most HESP faculty members are able to read papers outside of their own specific research areas. Once a faculty member has agreed to be the first reader, the student should then approach another faculty member to be the second reader.

*Eligibility for being a first reader:* Eligible first readers must hold the doctoral degree and hold a half-time or greater appointment within HESP.

*Eligibility for being a second reader:* Any member of the HESP faculty (including both part-time and clinical faculty) may serve as second readers. Under normal circumstances, adjunct faculty do not serve as readers of candidacy papers, although this may be allowed in unusual circumstances, again with approval of the student’s advisor. This is generally only allowable for adjunct instructors who are doctoral-level faculty and have a continuing "presence" in the department; instructors who teach a single course are generally not asked to take on additional responsibilities of this nature.

Please note that time constraints may prevent faculty members from reading an unlimited of candidacy papers in any given semester, and it is incumbent upon the student to ask faculty members to serve as readers in a timely manner. Moreover, we generally encourage faculty to limit the number of candidacy papers they read so as to maintain equity in the department. (That is, we prefer that one faculty member not be on too large a proportion of that cohort’s papers.)

**Approval Process**

Following approval of the topic by the first reader, the student is expected to submit an “Initial Proposal” to both readers. The readers may provide constructive feedback on this initial proposal. The student may meet in person with the first reader. The student is expected to incorporate the feedback in preparation of the Candidacy Paper and submit the Candidacy Paper both readers. Both readers read the paper and provide a joint decision about the paper. There are two possible outcomes: Satisfactory or Fail. Students who Fail the paper are given a maximum of two opportunities to re-submit the paper. The student is expected to consult with the candidacy paper readers before re-submitting the paper. If the paper is re-submitted by the deadline posted for the semester and the student passes this attempt, they are eligible to graduate during that semester. If the student fails the re-submitted paper, then they have one last chance to submit a candidacy paper by the deadline posted in a subsequent semester. A failure of this 2nd attempt will result in termination from the program without earning a diploma. Note that many faculty do not work in the summer (because their contracts are for the academic year), and thus may not be available to review your candidacy paper during summer months.
Format
As mentioned earlier, the candidacy paper is a demonstration of a student’s competence in performing independent work, scholarly writing ability, original thought and critical analysis. The candidacy paper is expected to include a critical analysis of key literature followed by a research proposal.

1. Initial proposal
This submission should provide a well-thought out conceptual framework based on five primary references, followed by a statement of objectives for further study and describe succinctly every major aspect of the proposed project. It is expected that students would have already performed a thorough review of relevant literature before selecting the five key references that are thematic anchors for the paper. One of the factors that will be considered in assessing your initial proposal will be the degree to which these five references are: recent, high quality, empirical, and central to the proposal. Students may include a reasonable number of additional supporting references for background and research methods. This initial proposal is expected not to exceed one-and-half pages (excluding reference list; see instructions below on font and margin specifications). Students are encouraged to take advantage of the library’s research resources https://www.lib.umd.edu/rc.

2. Candidacy Paper
The candidacy paper should include relevant background and a research proposal. The background section will introduce the topic, provide a critical analysis of key literature and the significance and rationale for the research question(s). The research proposal should include specific hypotheses and methods for study. It is expected that the overall length of the candidacy paper will be 7-10 pages, excluding references (Arial or Helvetica font style, 12-point size, with 1.5 line spacing and 1-inch margins). Recommended page limit guidelines for the sections of the candidacy paper as follows.
- Background, including literature and significance/rationale for study – 2 to 3 pages
- Innovation and Research Questions and Hypothesis – 1 to 2 pages
- Research Approach (experimental design, participants, stimuli, procedure, data analysis and statistics, interpretation) – 1.5 to 3 pages
- Conclusions/applications – 1 to 2 pages

The style of the Candidacy paper, including citations and references, should follow those described by the latest edition of the style manual of the American Psychological Association (APA). Copies of the manual are available in McKeldin Library. Students may wish to refer to any ASHA publication for an example of APA style. Students are strongly encouraged to consult the writing resources compiled by the HESP department.

Registration
The course number for the candidacy paper is HESP638: Research Practicum. Of the two candidacy paper credits, one credit each will be under the section number of the first and second readers. There is no restriction on the semester(s) during which the credits are registered for (as long as these are during the semesters that the candidacy paper is written).

Comprehensive examination
The master’s comprehensive examination is a crucial component of the graduate education in Speech-Language Pathology at the University of Maryland for students who pursue the Non-thesis option. It provides the opportunity to integrate the major clinical, research, and professional issues that transcend the various disorders that are within the scope of practice of the profession.

- Students are strongly advised to read the more detailed MA (SPLA) Comprehensive Examination Guidelines (available in the Appendix).
Eligibility

Typically students write the comprehensive examination during Spring semester of their second year if they
- have completed all relevant course work with no Incomplete grades from prior semesters (exceptions may
  apply to HESP728 under special circumstances);
- are in good academic standing (that is, not on academic probation);
- have chosen the non-thesis option.

Format

The comprehensive examination is administered in a single day and involves answering three two-hour
questions. Students who have accommodations involving extended examination time will generally take the
exam over the course of two days (please refer to the detailed guide in the Appendix). There will be a half hour
break between questions. For each two-hour question slot, you will be given two questions that combine
content from the same two courses. The questions may integrate information from any two required courses,
including the basic science courses. The questions may involve clinical case scenarios, clinical, professional and
research issues, and/or research design and interpretation. Details (in the form of a comprehensive examination
guide) are provided at the beginning of the semester during which comprehensive examinations are scheduled
and are also available on the departmental website (see MA Comprehensive Exam Guide).

Date and Location

The date of the comprehensive exam and the re-take date for failed questions is announced at the beginning of
each academic year along with all other graduate deadlines (see the HESP website). Comprehensive
examinations are administered in the College Computer Laboratory and the specific location along with start
time will be announced a few weeks prior to the exam. Students are expected to type responses to
comprehensive examination questions. Students may wish to familiarize themselves with the Open Labs in
Lefrak Hall prior to their comprehensive testing date.

Grading & Final outcome

Each comprehensive exam answer is read by two faculty members with expertise in the relevant question topic
area(s). The readers are generally (but not always) the individuals who taught the relevant courses. Grading is
anonymous. Each question will be graded on a Pass/Fail basis. Within the pass category, a distinction is made
among High pass, Pass, and Low pass.

- Any student who fails one comprehensive examination question may take a make-up question in the same
  topic areas during the same semester on the scheduled re-take date. This re-take date is scheduled to be
  within the Spring semester graduation deadlines. Thus, a student who needs to re-take a single question may
  be able to graduate in the same semester if they pass a re-take of that question.
  - Students who do not pass the re-take question will be judged to have failed the comprehensive
    examination and will have to re-take the entire exam at a later date

- A student who fails two or more examination questions will be judged to have failed the entire comprehensive
  examination and will have to re-take the entire exam at a later date.

- For students who have failed the entire comprehensive examination (either by failing two or more questions,
  or by failing a re-take of a single question), the Comprehensive examination may be offered during exam week
  in Spring semester, at the earliest. This allows for the student to graduate during summer semester.

- Any student may take the entire comprehensive examination only twice. Failure to pass any questions on the
  second full administration of the comprehensive examination will result in termination from the program
  without earning a diploma.
CLINICAL PRACTICUM

In order to be recommended to the American Speech-Language and Hearing Association for Clinical Certification in Speech-Language Pathology, and to comply with standards effective for applications made to the Association after September 1, 2014, a student must accumulate at least 25 hours of supervised clinical observation and a minimum of 375 clock hours of supervised clinical practice. At least 325 hours of graduate level practicum must be obtained under the direct supervision or monitoring of the Department of Hearing and Speech Sciences. Practicum enrollment is concurrent with coursework registration, and carries additional registration charges.

Clinical practicum enrollment

Students interested in obtaining certification/licensure shall participate in clinical practicum each semester of their graduate training, until the minimum number of ASHA clinical clock hours required for the ASHA C.C.C. have been obtained. For the first three semesters of clinical training, all students perform evaluation and treatment activities at the University of Maryland Speech and Hearing Clinics (including LEAP program).

- Registration in HESP 648B (Clinical Practice in Speech Pathology), is for two credit hours per semester.
- Registration in HESP 648A (Clinical Practice in Speech: Diagnostic Procedures) is for one credit hour. Registration for HESP 648A occurs only in the Fall semester of the first year of practicum. All students are assigned a grade of “Incomplete” for this registration and it will be cleared at the conclusion of the first summer semester. The Speech Diagnostic Practicum (648A) may be taken concurrently with or following HESP 702. In no case will students be allowed to register for 648A before they have taken HESP 702.

Students may apply for outside placement (HESP 728) assignment after they (1) demonstrate adequate skills in the University of Maryland Speech and Hearing Clinic, (2) obtain a satisfactory number of hours of clinical experience in HESP 648, and (3) satisfactorily complete appropriate coursework, which should include HESP 625 (Dysphagia). These placements at school/clinic/hospital facilities in the Washington, D.C. or Baltimore metropolitan areas occur during the second year of graduate study and must be arranged by the HESP faculty. A listing of selected outside placement opportunities for HESP students is provided on the following pages. This sample is representative of opportunities available to HESP graduate students, but is subject to change in any given semester.

- Registration for HESP 728 (Advanced Clinical Practice in Speech) is for three credit hours for each semester.

Notes on practicum enrollments

Students should note that admission to the academic degree programs does not guarantee access to the clinical training component of the department. Clinical training is required for eventual ASHA Certification, but is not a requirement of any of the degree programs at the University of Maryland.

Departmental permission is required for registration in clinical practicum (both in-house clinic and outside placements) and is granted only to matriculated students. Thus, students may not complete clinical practicum after receiving their M.A degree.

Students must possess the communicative competencies requisite to satisfactory conduct of usual clinical procedures. Further, as the client population served by this program is predominantly English-speaking, participants in any clinical practicum must be effective speakers of English. Students whose spoken and/or written English is inadequate for provision of clinical services will be recommended for remediation.

All students enrolled in clinical practicum are expected to abide by the ASHA Code of Ethics, provided to each student upon admission to graduate study. Violations of the Code of Ethics may result in permanent dismissal.
from practicum placement opportunities, and may additionally subject the student to dismissal from the academic degree program.

Clinical practicum students are expected to maintain professional dress and demeanor. Unprofessional conduct, or any conduct which compromises the quality of care to clinic patients, may result in dismissal from clinical practicum placements. HESP clinics abide by HIPAA regulations; any student violating HIPAA regulations may be dismissed from clinical opportunities.

All clinical practicum students receiving grades of "B-" or less will be reviewed by the faculty to determine eligibility for future practicum placement. In some of these cases, the clinical faculty may require that an additional semester of practicum training in the campus clinic be performed successfully before progressing to outside placements.

**Notes on outside placements**

A student may not go on outside placement if he/she is on academic probation (GPA below 3.0) or if a clinical practicum grade lower than B- is earned in the immediately preceding semester. Students will receive clock hour credit for hours earned in clinic registrations which receive a grade of B- or better; no hours will be credited for clinic registrations which receive a grade of less than B-.

A student must complete a minimum of 15 hours of academic coursework prior to applying for outside placement. Students who receive a grade lower than B- for an outside placement, or whose outside placements are terminated, must re-register for placement in the University of Maryland Hearing and Speech Clinics (through HESP 648A or B) and earn a final grade of B- or better during the following semester, before being permitted to re-register for outside placement. A minimum of two outside placement assignments must be completed successfully.

**Selected Examples of Outside Placement Sites for HESP MA (SPLA) Students**

**Adult Placements**

Anne Arundel Medical Center
National Military Medical Center
Crofton Convalescent and Rehabilitation Center
Fairfax Hospital
Frederick Memorial Hospital
George Washington Voice Center
George Washington University Medical Center
Georgetown University Medical Center
Holy Cross Hospital
INOVA Fair Oaks Hospital
Johns Hopkins Hospital
Laurel Regional Hospital
Loudoun Hospital Center
National Institutes of Health Clinical Center
National Rehabilitation Hospital
Northern Virginia Training Center
Prince George’s Medical Center
Shock Trauma Center, Maryland Institute for
Emergency Medical Services Systems
Suburban Hospital
University of Maryland Hospital

**Child Placements**

Fairfax County Public Schools
Harford County Public Schools
Hospital for Sick Children
Howard County Public Schools
Ivymount School
Katherine Thomas School
Kendall Demonstration Elementary School - Gallaudet University
Kennedy Krieger Institute and School
Lab School of Washington
Montgomery County Public Schools
Mount Washington Pediatric Center
National Speech-Language Therapy Center
Prince George’s County Public Schools
River School
The Summit School
Treatment and Learning Centers
Wheatley Early Childhood Center

VA Hospital
STUDENT CONDUCT

The graduate school’s policies regarding academics and courses are outlined here:
https://academiccatalog.umd.edu/graduate/policies/academic-record/

Academic Integrity
The University of Maryland is an academic community dedicated to teaching, learning and research. Like other communities, the University can function properly only if its members share an expectation of intellectual honesty. By enrolling at the University of Maryland, students acknowledge their obligation to adhere to the Code of Academic Integrity. As members of the University community, students are responsible for promoting academic integrity. This includes the responsibilities to report cases of academic dishonesty to the Student Honor Council and to cooperate with faculty and the Council in resolving such cases.

Academic dishonesty includes, but is not limited to: cheating (including use of unauthorized materials or study aids in any academic exercise), fabrication, and plagiarism. The Department of Hearing and Speech Sciences considers charges of academic dishonesty very seriously. Violations of the Code of Academic Integrity may result in expulsion of the student from the graduate program.

Student Conduct
Students are expected to abide by the University of Maryland’s policies on student conduct, including sexual misconduct, responsible action, discrimination, lawful activities and ethical use of university property. These policies are outlined here:
http://www.president.umd.edu/sites/president.umd.edu/files/documents/policies/V-100B.pdf

Students are required to follow ASHA’s Code of Ethics in their clinical practicum (more information on this can be found in the Clinical Practicum Handbook): http://www.asha.org/Code-of-Ethics/

HESP Department’s policy regarding Manufacturer-sponsored workshops
Attendance at manufacturer-sponsored or publisher-sponsored workshops and educational programs that are held off-site, for which the student receives either a financial or material incentive for attendance, or receives travel support from the manufacturer or its representatives, is a violation of professional ethical conduct, because it leads to real or perceived conflicts of interest on the part of the student. This issue frequently arises with regards to hearing aid manufacturers' training workshops, in which the company underwrites student travel expenses, attendance costs, food, etc. However, such conflicts also arise when accepting support from any company or organization to which the student may later make clinical referrals or from whom he/she may purchase products. Students are welcome to attend workshops and educational programs offered by manufacturers that take place during a local or national convention sponsored by a professional organization (i.e., at the ASHA Convention, AudiologyNow! Convention MSHA Convention, etc.), or to attend a presentation by a manufacturer’s representative that is held locally, as long as there is no monetary compensation or other benefit (other
than educational) associated with attendance. If a student wishes to petition for an exception to this policy to allow attendance at a particular manufacturer-hosted event or educational opportunity, that petition can be brought to the faculty at a regularly scheduled faculty meeting.

QUESTIONS & GRIEVANCES

If a student has questions regarding departmental policies or experiences interpersonal challenges with a faculty member, the student is advised to first communicate with the faculty member. If the challenges are not resolved, the student may consult with the departmental chairperson, Dr. Rochelle Newman. Students may appeal adverse departmental actions. Appeals should be addressed, in writing, to the Chair, with thorough justification of the grounds for the appeal. Appeals will be reviewed by the faculty, who may, in exceptional cases, waive normal departmental policy. Students should be aware that such waivers are rarely granted.

The student may also meet with the departmental graduate ombudsperson, currently Ms. Kate Skinker, or the Graduate School ombudsperson, whose contact information can be found at http://www.umd.edu/ombuds/. The ombudsperson can be consulted for information regarding departmental/university policies and other problems that cannot be resolved through typical channels. An ombudsperson listens to complaints and offers to resolve them in an independent and impartial manner. Communication with the ombudsperson is confidential.

UMD has formal grievance procedures. Information can be found at https://academiccatalog.umd.edu/graduate/policies/school-policies/ and https://academiccatalog.umd.edu/graduate/policies/policies-graduate-assistantships/#text

The following flowcharts provide an overview of UMD’s grievance procedures for students:
Arbitrary and Capricious Grading in courses

**Informal**
- Discuss promptly with course instructor
- Instructor meets with student within 10 days

**Instructor unavailable**
- Inform Department Chair
- Department Chair meets with students within 10 days

**If grade not resolved**
- Appeal with Dean of Graduate School within 20 days of the next semester (excl summer & winter)
- Formal process initiated by Dean of Graduate School

**Formal Procedure**
- Department’s appeal committee will review the grievance within 10 days, majority decision
- Majority decision (dismiss appeal or forward to instructor)

**If Instructor informed**
- Instructor replies to appeal within 10 days with solution

**If no solution**
- Appeal committee holds a fact finding meeting with student, instructor, any witnesses
- After the meeting, appeal committee decides if grading was capricious, majority decision

**Decision**
- Appeal committee informs student, instructor and Dean of Graduate School within 5 days of meeting
Grievance for Graduate Assistants

- Informal: Discuss with the faculty member/staff/student at the earliest. The student may consult with another advisor or College Assoc Dean or Ombuds Officer.

- If unresolved: Meet with Graduate School Ombuds Officer, who will try to resolve the issue.

- Formal Grievance: Addressed by the Director of Graduate Studies, and then by the Department Chair. If the issue is still unresolved, then:

- Formal Grievance: File grievance with Dean of College who will initiate a grievance process. If the issue is still unresolved, then:

- Appeal Process: File an appeal with the Dean of the Graduate School within 30 days of decision by the Dean of the College. Any of the parties involved may file an appeal.

If students have complaints regarding the department’s compliance with standards of accreditation for audiology or speech language pathology, they may contact the Council on Academic Accreditation [http://caa.asha.org/](http://caa.asha.org/).

**FUNDING & GRADUATE ASSISTANTSHIP POLICIES**

It is expected that students will only commit to 10-hour (also called half-GA) graduate assistantships because a higher time commitment will leave you with insufficient time to devote to your academic and clinical training. The department has a limited number of graduate assistantships. In order to be considered for these assistantships (as positions open up), please fill out the departmental funding request form each year that you are in the program (deadline is typically in January for the upcoming academic year). In order to maintain an equitable distribution of departmental funding sources, students receiving Montgomery County Public School (MCPS) scholarships are precluded from accepting other graduate assistantships and hourly positions at HESP.

**UNIVERSITY AND DEPARTMENTAL DEADLINES FOR GRADUATION**

**Reminder:** Graduate school regulations require all students to carry at least one credit of enrollment during the semester in which graduation is anticipated, regardless of the number of credits already accumulated. Please plan accordingly. Failure to be enrolled for at least one credit during the semester of graduation may prevent timely receipt of your diploma. The University and Department both have strict deadlines which must be followed to ensure timely graduation. Failure to meet either University or Department deadlines will typically result in delay of graduation for one full semester. During that semester, the student will be required to enroll for a minimum of one credit of registration.

Students receiving Montgomery County Public School (MCPS) scholarships have signed a contract indicating that they would begin working in August, and are generally required to submit proof of graduation in early summer. Thus a delay in graduation may not be possible for MCPS students without serious implications for their financial award, such as having to reimburse MCPS for the scholarship amount.
## University deadlines

University deadlines are published each semester in the Schedule of Classes, and are also available at [http://gradschool.umd.edu/calendar/deadlines](http://gradschool.umd.edu/calendar/deadlines)

<table>
<thead>
<tr>
<th>Document</th>
<th>Due Date Description</th>
</tr>
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<tbody>
<tr>
<td>Diploma Application</td>
<td>typically due during the second week of the semester during which graduation is expected</td>
</tr>
<tr>
<td>Approved Program Form</td>
<td>typically due six weeks after the beginning of the semester</td>
</tr>
<tr>
<td>Nomination of Thesis Committee Form (for theses)</td>
<td>typically due six weeks before the scheduled defense</td>
</tr>
<tr>
<td>Report of the Oral Examining Committee (for theses)</td>
<td>typically due three weeks after the beginning of the semester</td>
</tr>
<tr>
<td>Certificate of Completion of MA degree without thesis</td>
<td>typically due three weeks after the beginning of the semester</td>
</tr>
</tbody>
</table>

## Departmental deadlines

Departmental paperwork deadlines are published each semester for current and following semesters at [http://hesp.umd.edu/landing/Graduate](http://hesp.umd.edu/landing/Graduate)

<table>
<thead>
<tr>
<th>Document</th>
<th>Due Date Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of candidacy paper topic and selection of readers</td>
<td>typically due during the first month of the semester prior to graduation</td>
</tr>
<tr>
<td>Candidacy paper initial proposal</td>
<td>typically due during the second month of the semester prior to graduation</td>
</tr>
<tr>
<td>Candidacy paper</td>
<td>typically due during the first week of the semester of graduation</td>
</tr>
<tr>
<td>Final candidacy paper approval</td>
<td>typically eight weeks after the beginning of the semester</td>
</tr>
<tr>
<td>Comprehensive examinations</td>
<td>typically held eleven weeks after the beginning of the semester (usually first Friday in November/April for Fall/Spring graduation)</td>
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APPENDICES

Cultural and linguistic diversity emphasis program

The goal of the CLD-EP is to develop cultural and linguistic competence for the professional practice of speech-language pathology (ASHA Scope of Practice, 2014, ASHA’s Issues in Ethics: Cultural and Linguistic Competence, 2013) and broaden students’ understanding of culture and language in order to minimize disparities in service delivery to CLD populations. Due to changes in the demographic make-up of the US, SLP caseloads include more culturally and linguistically diverse (CLD) clients than ever before. Often, CLD clients’ unique needs are underserved and SLP’s feel unprepared to provide culturally competent services to CLD clients. For the purposes of our program cultural and linguistic diversity is broadly defined. We consider race, ethnicity, nationality, age, sexual orientation and religious preferences as important to the practice of culturally sensitive intervention. To address these challenges, HESP developed the Cultural and Linguistic Diversity Emphasis Program (CLD-EP). Acquisition of cultural competence will be assessed through pre-specified learning outcomes.

CLD-EP Overview

The CLD-EP is completed over the two year MA program. This specialty track includes focused coursework, clinical experiences, scholarly activities, and professional training opportunities for students. The CLD-EP is a limited capacity program to enable effective mentoring and programming for students. An application is required for acceptance into the program. An announcement for applications is offered to admitted students during the summer preceding their first Fall semester. Students will be notified of their admittance to the program around the second week in August. Admitted students will begin the program in the first semester of the MA program. Students will work with their faculty advisor to plan their activities (described below). Students will register for a one-credit course in the spring of year two of the MA program. This course, titled Seminar in Cultural and Linguistic Diversity in Communication Disorders (HESP 603), will appear on the official transcript to demonstrate completion of the program. All CLD-EP coursework will apply towards the elective credit requirements of the MA program.

CLD-EP Learning Activities

The program has four core areas of focus: Coursework, Clinical training, Scholarly research, and Professional participation. The program aims to broaden students’ understanding of culture and language. Hence students (i) are required to include experiences in multiculturalism and/or bilingualism, and (ii) may not limit their experiences to a single culture/language background. All activities should be completed while enrolled as an MA Student. Examples of activities that fall under each of these areas are listed below. Students may explore and identify other activities that fulfil these emphasis areas.

I. Coursework

1. Complete a course that focuses on some aspect of linguistic, cultural or economic variation that is relevant to SLP or AUD. HESP offers two courses related to cultural and linguistic diversity. Students may take these or other courses offered across campus.
   a. HESP 617: Cultural and Linguistic Diversity in Communication Disorders
   b. HESP 605: Assessment and Intervention in Bilingual Populations
   c. Other graduate level courses on gender diversity, economic diversity, and ethnicity.
   d. An Independent Study (3 credits) with a faculty member on a topic related to linguistic or cultural diversity.
2. A 1-credit seminar on Cultural and Linguistic Diversity (HESP603) offered as a 4-semester sequence is required for all students in the program.
II. Clinical Training
Students are required to engage in both diagnostic and treatment activities. For clinical training experiences, clients will be assigned to students to broaden their exposure to CLD. This assignment will also be based on the current CLD caseload in the clinic.
1. Conduct a diagnostic evaluation (as primary clinician) of a CLD client, accommodating the client’s CLD background. This could be take the form of:
   a. An ethnographic assessment, or
   b. A community-based diagnostic evaluation, or
   c. A bilingual assessment
2. Provide intervention services to at least one CLD client, where treatment sessions are designed to take into account the client’s culture or linguistic background.

III. Scholarly Research
1. Conduct original empirical research on a topic related to linguistic, cultural or economic variation in the area of communication sciences and disorders. This may be an independent study, an MA Thesis or a volunteer or paid research assistantship on approved projects.
2. Propose a novel empirical research project on a topic related to linguistic, cultural or economic variation in the area of communication sciences and disorders. This is the MA candidacy paper option.

IV. Professional Activities
These activities are designed by CLD-EP faculty and may vary depending on campus and community activities. Activities may include:
1. Attend scientific presentations on language or cultural diversity at professional conferences.
2. Present on a professional topic related to cultural or linguistic diversity to students, professionals or a community group (e.g., departmental seminar, state convention).
3. Initiate, instruct, or participate in a vocational group in another language (e.g., ASL).
4. Complete ASHA continuing education activities related to issues in cultural or linguistic diversity (e.g., Perspectives publication of Special Interest Division 14 as well as some special issues of SIDs or journals).
6. Develop assessment or educational materials (e.g., brochures) or specific language or cultural groups.
7. Compile or develop clinical resources that may be used in the assessment, treatment, counseling or referral of culturally or linguistically diverse clients and their families. Examples of such projects are:
   a. compiling a list of local and national resources relevant to a CLD group (e.g., Spanish or Vietnamese speaker)s and their families with a specific condition (e.g., hearing loss or head injury)
   b. create culturally and linguistically appropriate educational materials (audio tapes, video tapes, brochures) on communication disorders to address the needs of a CLD group
   c. develop a reading list of "cultural considerations" to be used in educating parents on language facilitation techniques for young children
   d. develop a portfolio that explores in depth the cultural and linguistic characteristics and heterogeneity of a particular cultural or linguistic group.
8. Volunteer to work with a group of non-native speakers of English through a local community group or campus organization (e.g., working with adults learning to read, tutoring children, or working with a social group or athletic team).

Bilingual Certificate in Speech-Language Pathology
Curriculum
The Certificate in Bilingual Speech-Language Pathology was developed with the goal of providing students with the academic knowledge and clinical skills that are fundamental to working with bilingual
populations. This program builds on content of the Cultural Linguistic Diversity Emphasis Program (CLD-EP) in the Speech-Language Pathology Master’s program, which began in the fall 2016 semester. The CLD-EP is a specialty track within our Master’s program, which was developed as a means of educating students on issues related cultural and linguistic diversity in the field of speech-language pathology. Students in this track participate in clinical practicum experiences, seminars, and clinical discussions that emphasize the role that diversity plays in professional practice. The Certificate Program in Bilingual Speech-Language Pathology is intended to provide a greater focus on linguistic diversity, more specifically, by training students to become bilingual service providers. Students in the proposed program will participate in all of the activities required of the CLD-EP track, but will also participate in additional training specifically related to bilingual speech-language pathology.

Students enrolled in the Certificate in Bilingual Speech-Language Pathology are required to take specific coursework in order to meet the requirements of the program, in addition to all courses required in the master’s program. All academic coursework is to be delivered using traditional face to face instruction, not online. Enrolled students will be required to take a signature course on assessment and treatment in speech pathology (HESP 605). HESP 603 and 617 are required for students in the CLD-EP, and will be required for students in the Certificate in Bilingual Speech-Language Pathology as well. Both HESP 648 and 728 are already required by students in their master’s program, but students enrolled in the Certificate in Bilingual Speech-Language Pathology will be required to participate in clinical activities that necessitate providing services in their target language. Students will be given the opportunity to provide services to bilingual clients during both their on-campus and off-campus clinical experiences.

<table>
<thead>
<tr>
<th>Coursework</th>
<th>Credits</th>
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<tbody>
<tr>
<td>HESP 605 Assessment and Intervention in Bilingual Populations</td>
<td>3</td>
</tr>
<tr>
<td>HESP 603 Cultural and Linguistic Diversity Seminar</td>
<td>1</td>
</tr>
<tr>
<td>HESP 617 Cultural &amp; Linguistic Diversity</td>
<td>2</td>
</tr>
<tr>
<td>HESP 728 Advanced Clinical Practice in Speech: Advanced Graduate Laboratory Practicum in Speech-Language Pathology</td>
<td>3</td>
</tr>
<tr>
<td>HESP648A Clinical Practice in Speech: Diagnostic Procedures</td>
<td>1</td>
</tr>
<tr>
<td>HESP648B Clinical Practice in Speech: Therapeutic Procedures</td>
<td>2</td>
</tr>
<tr>
<td>Total</td>
<td>12</td>
</tr>
</tbody>
</table>

1 HESP605 cannot be counted as an elective for the MA program for students who are enrolled in the Bilingual Certificate
2 Part of the CLD-EP, and can be used as electives for the MA program for students who are enrolled in the Bilingual Certificate
3 Requirement of the MASLP program

Clinical Competency
In order to ensure that graduate students sufficiently develop required bilingual clinical skills, enrolled students will be required to demonstrate acquisition of specific clinical competencies, based on expectations outlined by ASHA. Students will be evaluated in each competency area throughout their clinical practicum experiences, via a Clinical Competency Skills Assessment. In order to successfully complete the program, all clinical competencies must be met by the last semester of graduate study. In order to develop competencies, students are required to accrue 50 clock hours providing services to clients with communication/related disorders in their target language. These clock hours should consist of a combination of both treatment and diagnostic services, and will be accrued during both the on-campus and off-campus clinical practicum courses, HESP 648A, 648B, and 728. During the on-campus clinical practicum, the goal will be to develop underlying clinical skills related to working with bilingual clients, while the off-campus placement (HESP 728) is intended to be language-specific. For their off-campus placement, students will be provided with the opportunity to work with a client population in
their target language. Supervision will be provided by a licensed and certified speech-language pathologist with knowledge and skills related to working with linguistically diverse individuals. All efforts will be made to find students an appropriate off-campus placement site that provides a sufficient opportunity to work with their target population.

**Language Proficiency**

Per ASHA standards, all bilingual service providers are required to demonstrate native or near-native language proficiency across all domains of language (i.e. vocabulary, grammar, phonology, reading, and writing). In order to meet this standard, all students must receive a passing grade on the ACTFL Oral Proficiency Interview assessment (computer version) (https://www.actfl.org/professional-development/assessments-the-actfl-testing-office/oral-proficiency-assessments-including-opi-opic). An ACTFL score of “intermediate-mid” is considered to be a passing score. This assessment takes roughly 40 minutes, and must be taken on campus and proctored by a staff or faculty member in Hearing and Speech Sciences. It is strongly recommended that the OPI be completed at the beginning of the fall semester of the first year of graduate study, but students have up until the end of the fall semester to complete this. Students who do not successfully complete this assessment will not be allowed to continue in the Bilingual Certificate Program.

An important component of this program is the clinical aspect of working in a language other than English, which is achieved through the off-campus placement (HESP 728). Though the goal is to provide every student with an opportunity to participate in a practicum placement using his or her target language, it is possible that finding local supervision for a given language may prove to be extremely difficult. Other resources may be available to our department in some instances. For example, there are a number of modern language departments at the university, which potentially offer access to speakers of those languages. This provides access to resources for many, but not all, languages in which our student clinicians may wish to practice. For this reason, acceptance into the program would depend on the student and faculty jointly developing a solution, such as an off-campus placement in another region or country.

**Thesis/Candidacy Paper**

Students enrolled in the Certificate in Bilingual Speech-Language Pathology are expected to write their thesis or candidacy paper on a topic relevant to cultural and linguistic diversity. Specific topics should be discussed with the academic advisor. Students are expected to complete their thesis/candidacy paper in the spring semester of their second year of graduate study.

**Comprehensive Examination- Further Information**

The master’s comprehensive examination is a crucial component of the graduate education in Speech-Language Pathology at the University of Maryland. The comprehensive examination is a UMD requirement for students pursuing the non-thesis option and is also required in many M.A. SLP programs nationwide. It provides the opportunity to integrate the major clinical, research, and professional issues that transcend the various disorders that are within the scope of practice of the profession. Preparing for the comprehensive examination presents a learning opportunity in itself because it requires the student to take a bird’s eye view of information covered in various courses, while still keeping sight of the details.

In what follows, we have attempted to provide information that will orient you to the process and content of the exam and to help you to best prepare yourself for it.

**What is the format of the exam?**

The comprehensive examination is administered in a single day and involves answering three two-hour questions. There will be a half hour break between questions. Each question will be an integrative
question that will combine information from any two of your required courses (e.g., Language Disorders in Adults and Dysphagia). For each two-hour question slot, you will be given two question options (both from the same two course combinations), from which you will choose one to answer.

The typical schedule is as follows:
8:15-8:30 – Instructions and set up
8:30-10:30 – Question 1
10:30-11:00 am – Break
11:00am – 1:00pm – Question 2
1:00-1:30 – Break
1:30-3:30pm – Question 3

What kinds of questions should I expect?
The content for all questions comes from required courses (disorders and basic science courses) and practicum experiences. Questions tend to be of three general types (outlined below). Sample questions are provided in the Appendix.

a. Clinical case scenarios. You might be given a list of a client’s symptoms, a list of a client’s diagnoses or disorders, or a story about a client’s recent history. You would be asked to provide the diagnoses, if you were given the symptoms, or the symptoms, if you were given the diagnoses, or maybe both, if you were given a story. You might be asked to create or describe appropriate assessment procedures, typical or expected assessment data or results, initial intervention plans, typical or expected treatment data or results, prognosis, discharge plans, etc. You will almost always be expected to provide your reasoning, not just your conclusion (i.e., don’t write “he has Wernicke’s aphasia”; tell us which of his symptoms are consistent and inconsistent with that diagnosis, what else it could have been and why you did not draw that conclusion instead, etc.). The clients/symptoms/disorders in such cases may be complex, usually with multiple disorders and often with conflicting or not easily explained symptoms (i.e., recent onset of headaches and tremors in an adult who stutters, or a child with a phonological disorder is in a car accident and gets a head injury).

b. Research design and interpretation. Here you would be asked to discuss recent research findings about the nature or treatment of a given disorder or combination of disorders and asked to describe what future research could reasonably add to our profession’s knowledge. We might direct your attention to a specific theory, problem, or controversy; we might leave it more open. We might ask you to produce a fairly specific research proposal, using an organizing scheme like the subsections of a journal article’s Method section (Participants, Materials, etc.), or we might ask for a more theoretical discussion. We might actually give you a research article, or part of a research article, and ask you to critique it, including describing how well it was done as a piece of research, how it fits with what else has happened in that area, what research should be conducted next, or how research about the basic nature of a disorder or disorders can be relevant to assessment or treatment. Although the focus is on research design and interpreting research, the content of these questions is germane to disorder courses and there is no necessary advantage to students who have taken the Research Design course. Exposure to research article readings in other courses and working on your candidacy paper will sufficiently prepare you for this type of question.

c. Clinical, professional, research issues and trends. This third type of question can cover just about anything, is difficult to predict, and is a test of your ability to use what you know to answer a question you’d never even thought of or to dig into something that is more complex the more you look at it. Content areas may include, but are not limited to, evidence based practice, ethics, multiculturalism, work setting-based issues, and current controversies.
What is an acceptable answer? How specific/detailed do my answers need to be?
Specific enough that somebody in your field with current and extensive knowledge in the areas that your answers address can tell that you are familiar with the relevant details. Specific enough that somebody in your field who is not an expert in that particular sub-area of the field could learn the relevant details from your answer. Specific enough to show your readers that you understand how the relevant details are relevant. And specific enough to answer the question that was asked; don’t spend time reciting details that were not asked for.

How broad/integrative do my answers need to be?
Broad enough and integrative enough that somebody in your field with current and extensive knowledge in the areas that your answers address can tell that you are familiar with the relevant themes, ideas, or controversies. Broad enough and integrative enough that somebody in your field who is not an expert in that particular sub-area of the field could learn the relevant themes, ideas, or controversies from your answer. Broad enough and integrative enough to show your readers that you understand how the general themes of your discipline fit together. And broad enough and integrative enough to answer the question that was asked; don’t spend time discussing general themes that were not asked for.

Are my answers supposed to be specific/detailed, or are they supposed to be broad/integrative?
Both – and most importantly, both in the context of the other. We want to see not just that you can recite details or give lists, but that you can combine and use details in support of larger themes; we want to see not just that you can discuss larger themes, but that you can use larger themes to illuminate the importance of details. And, again, let the question be your guide; read carefully for what the question is actually asking you to do.

Dr. X is biased for/against a certain theory/treatment. Do I have to write what Dr. X believes to pass my comps? Or, different version of essentially the same question: In clinic we were taught ABC, but in Dr. X’s course we were taught XYZ. Should I say ABC or XYZ in my comps? Or, The course was taught by Dr. X, but Dr. Y is writing the question. How should I frame the answer?

Remember that you are writing for teams of readers, not playing mind games with any one professor. In most years, the readers include primarily individuals that you think of as “academic” faculty, plus also at least one that you think of as “clinical” faculty. Also remember that your professors and your clinical supervisors are, even though students never believe this, friends and colleagues who actually tend to have a pretty good idea of what everyone teaches and believes and why. They actually tend to have great respect and admiration and understanding for each other and for the relevant complexities and circumstances of each other’s work, even when there is a true difference of professional opinion. Remember that you are one of the relevant “professionals,” and professionals are perfectly capable of understanding and respecting and explaining the support for the multiple views that other professionals hold about any given topic. That’s what we’re looking for in your comps, regardless of what Dr. X might have had the time to say or might have chosen to emphasize in one course: a professional-level discussion of the relevant issues and their support, leading to your interpretation and your support for your views.

Some ideas have come up in more than one course, or in a specific course and also in other places, like multicultural issues or collaboration or use of instrumentation. Could we have comps questions that include these concepts/areas?
Yes. It is likely that you would be expected to incorporate such ideas into questions that focus on other disorders or issues.

What are the most common mistakes on comps, and how can I avoid them?
The most common mistake, by far, is failing to answer the question that was asked, either
because the answer just doesn’t get to everything, because the answer wanders off into its own territory, or because the answer spends too much time on simplistic things that are related to the disorder mentioned but only vaguely related to the more complex or more comprehensive question that was asked. In particular, it is very common for students to spend way too much time “dumping” memorized lists of only vaguely relevant information (reciting six definitions of stuttering because there is a question about the clinical assessment of a child who stutters, or reciting Darley, Aronson, and Brown’s types of dysarthria with their neurophysiological bases because the question mentions motor speech disorders).

All of these problems can be helped enormously by taking the time to create an outline or a set of subheadings for yourself before you start writing your answer; then write your answer by filling in each of the subheadings you’ve created. Make sure you fill in all of them, and make sure that all you do within each subheading is address the question that was asked. Unless the question specifically asks you to recite a list of memorized information, don’t spend your time reciting a list of memorized information. (You can also help to prevent this by not spending your study time memorizing lists of information, as described below.)

Probably, the easiest way to explain how to answer the questions is to detail the problems that have gotten people “into trouble” in the past, and to try to offer ideas about how to avoid these pitfalls.

► **Frank errors** – This one is fairly obvious at one level but not at another. On the one hand, if you happen to incorrectly cite the year of a research article or misspell the name of an author, that’s not really a problem. Rather, frank errors mean, as an example, that you indicate that you’d do or not do something clinically that would represent poor clinical practice, might cause harm to a client, is in violation of the Code of Ethics, or would reflect an erroneous knowledge base. Errors also include incomplete answers (not answering all parts of a question, or failing to answer the question that was asked) and assertions without explanations, rationales, and documentation.

► **Writing that prevents readers from understanding what you intended** – Knowing something in your head isn’t helpful (now or professionally) if you can’t get it down lucidly onto paper. Your own understanding must be made clear in your response. Preparing an outline prior to writing – even if it’s only a bulleted list of points you plan to include in your answer – will help keep you organized and on track. Make notes to yourself. Be certain that you have used all words (professional terminology and other words) correctly. It is not necessary to write “artistically,” only clearly, even if that means a series of active declarative sentences. When clear “bullet points” are more efficient, it’s OK to use those as long as they’re clear, and you have not failed to elaborate, justify or explain as requested in a question. Sometimes, information gets muddled when sentences get too long. You may want to use headings and subheadings to clearly indicate which parts of the question are being answered.

► **Errors of logic** – This problem involves drawing erroneous conclusions, proceeding from a faulty (or absent) rationale, and making assumptions that are illogical. It also includes failure to connect all parts of the question when doing so is needed (for example, failing to connect assessment procedures to what you know about the client/patient or not connecting treatment goals to intake and diagnostic information).

► **Disorganized presentation** – This problem can be related to fuzzy thinking, poor writing, or to poor organization. Several suggestions may help this problem.

1. Be certain that you address all aspects of the question and be absolutely sure that you have alerted your readers to the fact that you are answering one or another facet of the question. One way to do this is to number (letter) sections of your answers so that they correspond to the letter or number of the question sections.

2. In your paragraph topic sentences, use wording that indicates what you are now about to
address.

(3) Liberal use of section/paragraph headings is also strongly encouraged.

(4) When you complete a response, you are well advised to re-read the question to make sure you have addressed all the important points and that what you’ve written makes sense.

Also be sure not to wander; make your presentation “tight.” Avoid just stringing together a series of assertions without indicating what relationship they bear to each other or to the questions. Make your assertion/statement, follow it with a reason/rationale for making the statement, including documenting from the literature, and then provide an example.

Organization also becomes a problem when you “free associate” from one point to another rather than making a point, expanding on it, giving examples and documentation, and then moving on to your next point. You don’t have to write everything you know in order to answer the question successfully. Over-inclusive answers do not give you extra credit; they eat up precious time that is better spent writing a well-focused response to another question. Producing a good answer depends as much on knowing what to leave out as it does on what to include.

► Insufficient documentation – Everything we do clinically has some basis in our and others’ professional/scientific literature. It is important to be able to support clinical decisions with documentation from relevant literature covered in those courses. Good documentation in an integrated answer involves making a point then citing the literature containing information/data that back up your point. By contrast, providing a series of paragraphs, each summarizing an article is not good documentation.

Clinical experiences are valuable practical sources of information that you should draw from to inform your thinking. Although these experiences provide excellent insights and sources of examples to use in your answers, these resources should not be used to document your responses in lieu of research literature.

► Superficial coverage – Sometimes students write too superficially or too little. This is often the result of not explaining, documenting, and giving examples as indicated above. This may be a particular problem for writers who rely heavily on a bulleted format. At other times, students use their time unwisely and go into too much detail on one part of a question, leaving insufficient time to cover the remaining portion(s) in sufficient depth.

► Answer does not directly relate to the question asked – This frequently happens when groups have tried to “pre-prepare” write-ups to cases that they THINK will be presented. But if those cases are NOT those that ARE asked, you will be trying to fit your “pre-prepared” answer to whatever case you thought would be asked rather than addressing the question that actually was asked. So your answer therefore makes little sense in relation to the question and basically fails to answer the question. It also doesn’t let the reader know if each of you independently is able to address the issues presented. What’s more, it doesn’t matter how accurate the information you provide is, if it is not relevant to what is asked. In other words you won’t get credit simply because what you’ve written is accurate, if your answer is not relevant to the question.

How should I prepare for the comprehensive examination?

If you have retained class notes and read your texts, handouts, supplementary readings/articles, readings/articles for papers, you should not need to collect any other material to study.

The best suggestion we can give is to metaphorically stand back from everything you’ve learned over the past few years and try to see the larger patterns in what it all means and how it all fits together. Comps
is not about repeating the organizational structure and level of detail that were presented in your courses; it’s about creating the next level of organizational structure, and about integrating themes and details to come up with a comprehensive (!) view of your world as a member of a science-based clinical service discipline. Studying can be helped by studying with partners or groups, if you like working with other people, as long as you talk about grand ideas and the occasional detail, not whether everybody remembers the list of 10 things from lecture on October 3, 2008. We also strongly suggest that you make up questions along the lines of those listed at the beginning of this handout (e.g., what types of questions and answers can you create around the combination of: severe phonological disorder, assessing infant prelinguistic communication, and validity issues) and then force yourself to spend 2-3 hours writing about each. Part of what can be hard about comps is the idea of spending several hours thinking about the multiple levels of a complex question, and the best way to study for that is to practice doing it. If you can explain what those seemingly random sets of ideas are about, what they have in common, and why, you’re well on your way to being able to demonstrate successfully your comprehensive (!), integrative, science-based, clinical knowledge.

Students frequently ask about how much time needs to be set aside for preparation. This depends on your own learning style, habits, preferences, and circumstances. Probably the most frequent answer that past students have given to this question is “two-three weeks of concentrated study.” This has meant that they were well organized and ready to go at the beginning of those two weeks and used that time for concentrated review and integration of the material.

**What is the procedure for comprehensive examinations?**

Upon meeting eligibility requirements (course work and satisfactory completion of candidacy paper by the deadlines posted for the semester), you are eligible for the examination.

**What is the format of the exam?**

You will answer three questions and will have two hours to answer each question. For each two-hour slot, you will choose from two possible questions and answer one. There will be a half hour break between each two-hour slot.

**What is expected on the day of the exam?**

The exam is conducted in an OACS computer lab in the Lefrak building. The room location of the exam is published on the departmental website for each semester. Each student will be assigned a computer, and the same computer will be used by a particular student for the entire exam. Each student will also be assigned a confidential code to use for file names.

- **Things to bring with you** – You may keep a pen with you. All other materials, such as blank white paper to write notes and USB drives to save your answers, will be provided to you.
- **Things not to bring with you** – Don’t bring food (not allowed in the computer lab), books, notebooks, articles, etc. You will be asked to leave your bags and belongings with the exam proctor while answering the questions.
- **When you arrive** – You should plan to arrive at the computer lab by 8:30 am and check in with the exam proctor by signing in. After a brief orientation of procedures, you will be provided a confidential code number for identifying your exam and notes, and other materials that you will need.
- For each question, there are two options. You need to answer only one of the two options.
- Naming your file and ensuring anonymity. Please name your word document with the following file name format:

  Code-Question#-Option#
  
  (example: S25-Question1-OptionA)

Please also insert your file name as a header in the word document (for faculty who may print
Responses for grading). Please also remove your name from the document’s author properties by going to File>Save as> and deleting your name in the Author textbox.

► After you have answered each question, you will be asked to unplug the USB drive and hand it over to the exam proctor along with all papers (question, scrap, etc.). A blank USB drive will be handed out for the next question. You may leave the computer lab only during the half hour breaks between questions.

► Lunch – You may “do lunch” in whatever way is best for you during the breaks between questions. You may not, though, eat in the computer lab. Just use the time in whatever way best suits you and your set of circumstances.

During your breaks, we ask you not to discuss your answers with others who are also taking breaks. There are many good ways to answer questions and there are many legitimate options for including and excluding material. Because of this, discussing how one responded to a question tends inevitably to arouse anxiety in others who may not have approached a question the same way or included identical information in their answers but who both have equally acceptable answers.

**What is the best way to use my time efficiently?**

Most students feel that they couldn’t possibly know enough to need two hours to write up an answer. Don’t be fooled. You know a lot. In fact, some students have difficulty completing their write-ups within the allotted time. After you’ve addressed the case questions, if you still have time, you can go back and add to or polish the answers. Stay focused. Keep your eye on the clock and do not obsess over one aspect of the answer to the detriment of other aspects.

Another time management problem involves writing a too-involved outline. Some students prepare detailed outlines on scratch paper and then panic because they feel they don’t have enough time to write an official “fleshed out” answer. Your outline might be better as a list with one or two word sub-points that serve as reminders and organizational schemes for yourself. You can then number the lists and points in the order that you will write about them and check off each as you cover it. This allows you to be as sure as possible that you’ve included everything that needs to be in the answer while maximizing the time you have to prepare a coherent answer.

**How is my comprehensive exam graded and by whom?**

Each comprehensive exam answer is read by two faculty members who specialize in the relevant disorder or topic area. The readers are generally (but not always) the individuals who taught the relevant courses.

**Will grading be anonymous?**

Yes, faculty members will not know your name or any other identifying information for grading purposes. This is why you will be assigned a unique code number on the day of the test. It is important for you to understand that the code number is used as the only form of identification on the papers. Therefore, DO NOT put your name on your document or notes. Should a re-test be necessary, then a new unique code number will be assigned to the student taking the test. The coordinator will let a faculty member know what grades they assigned to each student, but only after that faculty member has handed in their final grades.

Although we try our best to preserve anonymity, in some cases, the grading may not be entirely anonymous (for example, if you are the only student taking a re-take of a question or if you have extended time accommodations and your exam is spread over multiple days).
What grading system will be used?
Each question will be graded on a Pass/Fail basis. Within the pass category, a distinction is made among High pass, Pass, and Low pass. The following general criteria are used to assign grades:

High Pass: A comprehensive and a thorough response to all aspects of the question, all facts are completely accurate and highly detailed, and if needed, frequent citing of the appropriate literature*. Overall, this answer demonstrates in-depth synthesis and critical analysis of the topic areas.

*acceptable citations are original peer-reviewed, published journal articles only; references to textbooks, classroom instructors, presentations at meetings, and trade journals are not acceptable.

Pass: A comprehensive response to the question, all facts are accurate, may be missing minor detail, and if needed, some citing of appropriate literature*. Overall, this answer demonstrates acceptable synthesis and critical analysis of the topic areas.

Low Pass: Not as strong of an answer as we expect from a graduate student, significant amount of content may be correct, but other minor portions are vague or incomplete. For questions that require citations, these are insufficient*. Some amount of synthesis and critical analysis, but not of the quality expected from a graduate student.

Fail: Factual inaccuracies, unsatisfactory answer which does not completely address the question (for a graduate level). For questions that require citations, no or inaccurate citations*. This answer may be a laundry list of points, showing little or no evidence of critical thinking to answer the question.

Is it common to fail the comps? And, What happens if I fail?
► Most students pass comps in their first attempt. Anywhere between 1 and 5 students may re-take a single question. It is extremely unusual for students to fail the entire comps; this probably happens once in five years.

► Any student who fails one comprehensive examination question may take a make-up question in the same areas during the same semester on the scheduled re-take date.
   - Students who do not pass any re-administered questions will be required to re-take the entire comprehensive examination during a subsequent semester.
   - Note that topic areas and their question combinations for re-takes in another semester will be different than what the student was originally examined on.

► A student who fails two or more examination questions will be judged to have failed the comprehensive examination and will have to re-take the entire exam during a subsequent semester.

► Any student may take the entire comprehensive examination only twice. Failure to pass any questions on the second full administration of the comprehensive examination will result in termination from the program without earning a diploma. (see MA Handbook).

When and how will I find out if I’ve passed?
Typically, the turn-around time for communicating the results permits at least a few days to prepare for a possible re-take. The amount of time it takes to report the results bears no relationship to how well the group or any individual has performed. Factors such as the number of students taking comps, faculty availability, and the time of year exert the greatest influence on turn-around time. Once all grades have been received by the exam coordinator, the grades are compiled and communicated to you, either via phone or email, whichever you prefer.
What do I do if I have accommodations?
If you have testing accommodations, please contact the Comprehensive Exam coordinator, currently Dr. Huang, at the earliest, preferably at the beginning of the semester when you plan on taking comps. The coordinator will review your accommodations and develop a plan for administration. Please note that the examination may have to be spread over two days depending on the time extension in your accommodations. In order to preserve the integrity of the comps, different questions may be used for students with extended time.

SAMPLE QUESTIONS

1. Neurological Bases of Communication and Child Language Disorders

What is your understanding of the genetic and neural bases of child language disorders? How do these differences manifest themselves clinically?

Note: You can approach this question by either selecting specific language disorders, such as SLI and ASD, or by addressing general findings.

Discuss how you would incorporate principles of neural plasticity (outlined by Kleim & Jones, 2008) into intervention planning for childhood language disorders. Provide specific examples to illustrate your point.

2. Speech production disorders across the lifespan and Diagnostic Procedures

As a speech-language pathologist working in a private practice, you receive a request for SLP evaluation from the parents of a 4 ½ year old child whose speech is “unintelligible”. You have two 90 minute sessions on two consecutive days to evaluate your client, followed by an additional hour to meet with the family and/or teacher.

Identify what model of assessment you would choose as your approach (i.e., medical, behavioral, social systems, etc). Start with your “clinical question(s)”, identify principles/methods of information gathering, move through a detailed description of the cognitive-speech-linguistic domains or skill areas that you would prioritize in assessing this client, and finish with recommendations for all the specific tests or non-standardized measures you would implement. Please provide clear rationales/explanations for all of your decisions at each phase of the process.

Once the assessment data has been collected, how will you differentially diagnose this child’s speech production skill profile? How will you evaluate the possible concomitant presence of communicative deficits other than speech sound production? What impact might this speech sound disorder have on the child’s future performance in related areas? What key information you would provide to the child’s family and preschool teacher upon completion of the assessment?

3. Autism and Counseling

You are a consultant for a preschool program for children with special needs. A 3 ½ year old boy, recently diagnosed with an autism spectrum disorder, has just started in the program. His cognitive skills are estimated to be in the low-average range. He demonstrates limited functions and means for communicating. Problem behaviors include screaming and biting (staff, students, and parents at home). Both his teachers and parents are at a loss and are seeking your input and guidance.

Your response should include both A and B below:

1 Counseling is not a required course, we are just giving you an example of the format.
A. As you begin to work with the team, what are some of the underlying feelings experienced by the teachers, parents, and you (as the clinician)? Discuss your rationale for expecting these feelings.

B. Describe how your knowledge of the cognitive, social and communicative learning style in autism will influence the content of what you teach the team, as well as the strategies you would use to counsel. Your response might include, but is not limited to the following:

Steps you would take to establish the counseling relationship.
Specific counseling strategies you would consider, and why.
Important content of his treatment plan and why these goals are important.
Teaching strategies and environmental supports for both the home and classroom settings to help manage problem behaviors and teach needed skills to the client, parents, and staff.

After Graduation: ASHA Certification and Related Information

ASHA Certification
Specific requirements for certification in Speech-language Pathology may be found in the ASHA Certification handbook, which may be accessed at https://www.asha.org/Certification/2020-SLP-Certification-Standards/. A copy of the ASHA certification requirements is included in the orientation packet for incoming students and should be retained for future reference. It is crucial that students meet with advisors to assure that their curriculum plan will satisfy ASHA requirements for certification.

ASHA certification forms are signed by the program director, Dr. Yasmeen Faroqi-Shah. The steps are as follows:

- Fill out your ASHA application (https://www.asha.org/certification/) and Knowledge and Skills Acquisition (KASA) form FULLY and check it for accuracy. The KASA form is in your student advising folder. We have a model KASA form that uses University of Maryland courses as examples to guide you in filling out your form. The ASHA application can be filled out online, the paper forms are being phased out.

- The Department keeps a permanent copy of the ASHA application in your files for your future employment inquiries. ASHA does NOT keep a copy of the application. Please fill it out completely and neatly. Dr. Yasmeen Faroqi-Shah will NOT sign off on incomplete applications, even though only the end pages must be submitted to ASHA. This means you must fill out all coursework and clock hour information. Forms will not be signed without this information.

- You must submit these forms TOGETHER WITH the other pages of the ASHA Certification application to Dr. Yasmeen Faroqi-Shah and the graduate program coordinator, Ms. Valerie Brownlee.

Praxis exam
- The praxis exam can be taken any time before you apply for ASHA certification. Students typically take this during their final semester in the program. https://www.ets.org/praxis/asha/requirements
- Please list the University of Maryland as a recipient of your NTE ASHA exam scores.

Contact Information
- Please provide the department with your forwarding address if you will be moving after graduation, as well as your non-umd email address.
Clinical Fellowship Information

- Please notify the department of your CFY site as soon as you know it.

Other links

- How to Apply for Certification in SLP: http://www.asha.org/certification/SLPCertification.htm
- Knowledge and Skills Acquisition Form (KASA): http://hesp.umd.edu/content/knowledge-and-skills-acquisition-kasa-form-and-instructions
- Praxis Exam: http://www.asha.org/Certification/praxis/About-the-Speech-Language-Pathology-Praxis-Exam/

Special circumstances: Leave of Absence

In circumstances such as childbirth, adoption, serious health condition (mental and/or physical), or caring for incapacitated dependents (such as children, ill or injured partners, or aging parents), students may not have the time and energy to devote to their educational programs. The University allows students in such circumstances to apply for a leave of absence of up to two semesters. Policies regarding leave of absence are detailed in the Graduate School website. The application for leave of absence needs to be made prior to the semester in which the student wishes to be on leave. The procedures involve, filling out a request for leave of absence and a waiver of continuous registration. Typically, students in the first semester of the graduate program are not eligible to apply for a leave of absence.

Special circumstances: Delay in Graduation

In unusual circumstances, students may not complete one or more requirements to graduate in Spring semester and may have to move their graduation to Summer or the following Fall semester. Please note the following about delayed graduation:

Registration requirement: Students need to be registered for at least one credit during the semester of graduation even if they have met all their credit requirements, unless they complete all requirements before the first day of summer session 1. In order to have the credit registration requirement waived, students need to have completed all requirements for the degree, including submission of all grades and the approved program form, by the first day of Summer Session 1. For thesis students, all thesis edits need to be approved and the electronic thesis and dissertation (ETD) submission needs to be completed by this date.

Faculty availability: Several faculty members have 9.5 appointments and thus may not be available to review student work beyond May 31. Students are responsible for consulting with faculty regarding their availability, and it is recommended that they do so early enough so that they can make alternate plans (e.g., change candidacy paper readers) if faculty are not available.
Beginning your clinical fellowship: ASHA does not require the MA degree to be awarded in order to start a Clinical Fellowship Year (CFY), only completion of ASHA course work and clock hour requirements. However, various jurisdictions, including DC, Maryland and Virginia DO require CFY candidates to present evidence of an awarded degree before authorizing a temporary license. If graduates will work in other states, they should check local requirements. However, students should be aware that eligibility to begin a CFY does NOT require the MA degree. At the end of three years, both thesis and candidacy paper students are at the same point in terms of earning potential and ASHA certification eligibility.

Participating in the commencement ceremonies: Students may participate in the Spring commencement ceremonies along with their cohort even if their actual graduation is delayed.

The deadlines below are advisory only. Please check with your academic advisor for specific dates that may apply to your case.

<table>
<thead>
<tr>
<th>May exam week</th>
<th>Re-exam of comprehensive exams for those who failed the entire exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 31</td>
<td>All requirements (e.g., candidacy paper, thesis, incomplete grades, etc) need to be completed to avoid enrolling in 1 credit for summer graduation. Note that in order to complete your requirements by this date, you will need to submit your work at least two weeks prior (consult with the respective faculty).</td>
</tr>
<tr>
<td>July 2\textsuperscript{nd} week</td>
<td>Last day to submit Application for Graduation (University requirement). This must be done on the web via Testudo</td>
</tr>
<tr>
<td>July 2\textsuperscript{nd} week</td>
<td>Master's Thesis Students: Last day to submit Master's Thesis Examining Committee Nomination Form</td>
</tr>
<tr>
<td>Aug 1\textsuperscript{st} week</td>
<td>All requirements (e.g., candidacy paper, incomplete grades, etc.) need to be completed for summer graduation.</td>
</tr>
<tr>
<td>Aug 1\textsuperscript{st} week</td>
<td>Master’s Thesis Students: Final date for Thesis advisors to submit Report of Examining Committee Final date to electronically submit Thesis; Final day to submit Electronic Thesis and Dissertation Publication Form to the Registrar</td>
</tr>
</tbody>
</table>

Special circumstances: Switching from Thesis to Candidacy Paper

In unusual circumstances, a student may partially complete work on a thesis and decide to switch to a candidacy paper after the typical timeline for such decisions (October 1 of Fall semester). This is an unusual process, and is rarely pursued, particularly because it may delay the student’s graduation. However, at times, reasons beyond the student’s control, such as health issues, require this switch and this decision is made with consultation of the student’s thesis committee. Given that a candidacy paper requires a student to generate an original research idea, whereas some thesis ideas are proposed by the faculty advisor (e.g., when the faculty advisor has an existing large-scale project or data), it is important to note that the student switching from thesis to candidacy paper may need to change the topic, if their topic was not originally their own idea. Students are advised to be proactive about consulting with the faculty readers about timelines and availability, in case the work must be completed during the summer
months. HESP799 registrations can be changed to HESP638 by working with the Coordinator of Graduate Studies, Ms. Valerie Brownlee. Additionally, students will need to take the comprehensive examination. This exam is offered only at specific times during the year (Fall and Spring semesters), and this may affect your graduation timeline.

**Special circumstances: Non-Degree Options**

For students who already have an undergraduate degree, the University of Maryland offers the option of taking graduate and undergraduate courses. These options are described here [https://gradschool.umd.edu/admissions/non-degree-admissions](https://gradschool.umd.edu/admissions/non-degree-admissions). The non-degree options are suitable for individuals who do not have an immediate degree objective in mind, or who wish to take graduate courses for continuing education coursework (as space permits). Being enrolled as a non-degree student does not facilitate student entry into UMCP graduate programs. Enrollment in classes as a non-degree student requires that student meet course pre-requisites, obtain permission for permission-only registrations, and that space is available.

We strongly recommend that students who need to take undergraduate preparatory coursework consider the **Hearing and Speech Sciences in the Evening (HESPIE) program** offered through the Office of Extended Studies: [http://oes.umd.edu/continuing-education/hespie](http://oes.umd.edu/continuing-education/hespie).

**Combined M.A. and Ph.D. track**

The combined MA/PhD program is for students who are committed to simultaneously pursuing both a PhD in Hearing and Speech Sciences with a focus on speech/language and clinical training. This option is intended for students who do not already have clinical certification, but are interested in a career involving clinically-oriented research and thus wish to pursue clinical training along the way to their research degree. The combined MA/PhD program is intended for students with well-defined research interests and prior research experience. Application is through the PhD program, but students should indicate their intent to pursue both degrees in their statement of interest.

**Sample 6-year plan for students who wish to combine the MA and PhD degree programs, with the option of an integrated CFY**

**Overview:** This suggested course sequence guidance for combined MA/PhD is a department internal procedure designed to maximize program benefits and efficiency – the degree requirements are not changed for either the MA or the PhD Program, with the exception of the MA thesis, which can be overlapped with pre-candidacy research for the Ph.D. (This is allowable because the pre-candidacy research is a departmental expectation, not a university requirement.) No classes apply to both degrees in terms of credit accumulation. This is fastest reasonable schedule (completion of both degrees in 5-6 years); it is not required that students finish in this timeline, but completion in 6 years is the goal. Nor is it required that this timeline be followed in all particulars; rather, this is intended to serve as a starting point for discussion between a student and their Program Planning Committee for the purposes of individual advising. It is one possible plan, but is not expected to be appropriate for all doctoral students.

Although ASHA guidelines specify that students may begin the CFY before receipt of the MA degree, if all required coursework and supervised clock hours have been completed successfully, students should be aware that many states now require that the MA degree be conferred before starting the CFY. Having completed the work without the official degree (equivalency) does not suffice for many states, including Maryland, Virginia and the District of Columbia. Please note that any ASHA pre-requisite coursework also needs to have been completed before commencement of a CFY.

The sequence below presumes satisfaction of undergraduate pre-requisite classes. If those courses are not yet completed, doing so may add between 1-2 semesters to this plan, depending upon applicable
prior coursework, and potential for interleaving a small number of such courses into the plan below. Students can opt to do their CFY after completion of their doctoral work, or to integrate their CFY with their doctoral program on a part-time basis. Students should be aware that spending 50% of their time on a CFY during their doctoral program will likely slow their progress towards completing their dissertation.

The **first year** is typically focused more on PhD-related coursework, and on initiating research projects with the student’s primary mentor. Thus, a typical schedule would be:

**Fall year 1:** Typically, three PhD courses (9 credits) + lab hours + HESP601. Typical PhD courses might include statistics (note that seats are limited for first semester students doing regular registrations, so this may not be available), a seminar course within the department, a course in NACS (Introduction to Neurosciences, or Cognitive Science), or a course in a related department such as Linguistics, Human Development, Second Language Acquisition, etc. Students will also register for lab hours (889), and should start taking HESP601, Foundations of Scientific Inquiry – this is a 1-credit course spread across multiple semesters; registration will likely occur in the subsequent year. (Note: alternatively, this can be taken starting in year 2.) Student may instead take two PhD courses, and take 2 clinical MA courses (2 credits each – Child Language Disorders, and either Autism or Language Disorders in Adults).

**Winter year 1:** Research credits. Students need to complete a total of 24 research credits across their time in the program (6 credits for the MA thesis, 6 credits of doctoral candidacy research, and 12 credits of dissertation research); when these credits are registered for can vary across students depending on their research projects and funding sources.

**Spring year 1:** Typically, three PhD courses. One course should be Statistics; generally, a second course would be Research Design (HESP 724), or HESP 602 (Neurological bases of communication, 2 credits) possibly combined with NACS 600 (Ethics in Scientific Research, 2 credits). The third course is generally a seminar course either within the department or in a related department. Students will also register for lab hours (889) Summer year 1: Independent study/lab registration. Possible additional statistics course if available; HESP 417 (Clinical methods; second summer session) if an equivalent course was not taken as part of the undergraduate program.

The **second year** is typically focused more on MA-related coursework, and on starting in the clinic. Thus, a typical schedule would be:

**Fall year 2:** Four clinical MA courses (8 credits): HESP 616 Child Language Disorders (2 credits, half-semester long) HESP702 Diagnostics (2 cr., half-semester long) HESP610 Language Disorders in adults (2 cr., half-semester long) HESP613 Autism (2 cr., half-semester long) (If two of these clinical courses were taken in year 1, then a PhD course will be added here.) Clinic registrations (HESP648A, HESP648B, 3 credits)

**Winter semester year 2:** Possible MA elective course, possible MA thesis credits (HESP799)

**Spring Year 2:** HESP620 Speech Production across the lifespan (3 credits) HESP612 Fluency Disorders (2 credits, half-semester long) HESP611 Cognitive Disorders in adults (2 credits, half-semester long) Clinic registration (HESP 648 B, 2 credits) Pre-candidacy research proposal

**Summer Year 2:** HESP 625 (Dysphagia), pre-candidacy research, and possibly final semester of in-house clinic (third semester of in-house clinic can be either this summer, or subsequent fall; note that some clinical experience in year 3 is recommended immediately prior to starting outside placement in order to refresh clinical memory and/or not lose skills already gained; students may opt to pursue additional clinical experiences beyond those required by the program, either to maintain skills or gain additional breadth).
The third year is typically focused more on PhD-related coursework, and on completing candidacy research. Thus, a typical schedule would be:

Fall year 3: Additional statistics course, PhD seminar, HESP626 (Language Disorders in School-Aged Children), possible final semester of in-house clinic.

Winter semester year 3: Possible MA elective course, possible MA thesis credits (HESP799)

Spring year 3: Generally, coursework will include either HESP724 (Research Design, 3 cr) or HESP 602 (Neurological bases of communication, 2 credits) combined with NACS 600 (Ethics in Scientific Research, 2 credits) – whichever was not taken in year 1. HESP624 (Voice) can be taken either here, or in year 4. Possibly begin HESP 728 (outside placement) here, rather than in fall of year 4. Continue doctoral coursework and research. Summer year 3: HESP627 (Augmentative and Alternative Communication).

The fourth year returns to a more MA-focus, with outside placements consuming a large amount of the student’s time (typically, placements are 3-4 days per week). Thus, a typical schedule would be:

Fall year 4: HESP 728, 3 credits (outside placement); additional doctoral coursework and research credits. By the end of fall, defend MA thesis or precandidacy research project. Explanation: The MA thesis can also count towards the PhD pre-candidacy research. But the MA thesis is typically a larger project than is needed for a precandidacy research project, and students cannot take PhD comprehensive exams until a precandidacy research project has been completed. Thus, if a student has progressed far enough in their research to have completed a thesis, they can defend it, and move onwards to prepare for comprehensive exams in year 4. However, a student may opt to defend a smaller precandidacy project at this time, and defend an MA thesis later in their program. (For example, a student examining a clinical group might report on a control group’s data for their precandidacy project, even if the full clinical population for the thesis was not yet recruited.)

Spring year 4: Outside placement if not already completed; HESP624 (Voice) if not already completed; Doctoral coursework; prepare for comps After year 4, the student should have completed all requirements for the MA degree, except possibly for an MA thesis. Thus, the focus shifts towards completing the requirements of the PhD program, and possibly pursuing a part-time CFY.

Some students may be able to complete the program after year 5, but this is heavily dependent on the student’s particular research area, and our recommendations below presume a 6- year program Thus, a typical schedule would be:

Fall year 5: Comprehensive examination; write-up research to date; identify area for PhD dissertation
Spring year 5: Prepare and defend dissertation proposal Summer year 5 through Fall year 6: Dissertation research
Spring year 6: Defend dissertation

Additional notes:
While MA coursework is likely to all be within the department, doctoral coursework is likely to include courses from related departments; decisions on appropriate courses should be made in consultation with the student’s Program Planning Committee (PPC). If the student is pursuing a NACS certificate, or an LSC Fellowship, additional time may be required. CFYs can be pursued on a variety of different schedules. It is possible to do a half-time CFY during the 5th and 6th years of the program, or to wait and complete a full-time CFY subsequent to the program. A full-time CFY can be completed in 1 year (9 months) following completion of the doctoral program; this allows students to graduate with their Ph.D. in the shortest possible amount of time. If a student wishes to pursue a half-time CFY, the total duration required will depend on the number of hours per week. For example, a 20 hr/wk CFY requires 18
months of work; adjust schedules for other CFY plans accordingly. Please note that the responsibility to find a CFY position lies with the student, not the department.