



DEPARTMENT OF  
COMMUNICATION SCIENCES AND  
DISORDERS

DOCTOR OF AUDIOLOGY  
PROGRAM

**ACADEMIC HANDBOOK**  
**2023-2024**

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## **I. GENERAL INFORMATION**

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conditionally may not be assigned a Graduate Assistantship until after they have achieved good academic standing in the first semester.

## **VI. FIRST DAY ATTENDANCE**

Students are required to attend the first class meeting of all courses for which they registered prior to the first day of the term. Names of students who register prior to the first day of the term appear in Canvas for each course section. This Canvas roster is used by professors to drop students who do not attend the first day of class (either online or in person). Students having extenuating circumstances beyond their control and who are unable to attend the first class meeting must notify the instructor or the department prior to the end of the first class meeting to request a waiver of the first class attendance requirement. Students who add courses or late-register during the first week of classes will not be on the Canvas roster and, therefore, will not be dropped for non-attendance by the instructor. To avoid fee liability and academic penalty, the student is responsible for ensuring that he/she has dropped or been dropped from all undesired courses by the end of the 5th day of classes.

## **VII. ACADEMIC ADVISING**

All students are assigned a faculty advising team based on their year in the program, starting with new student orientation in August of the first year.



organizations, the American Academy of Audiology and the American Speech-Language-Hearing Association.

<https://www.audiology.org/clinical-resources/code-of-ethics/>

<http://www.asha.org/policy/ET2016-00342/>

## **IX. EQUAL OPPORTUNITY**

The University of South Florida is a diverse community that values and expects respect and fair treatment of all people. USF strives to provide a work and study environment for





disciplinary action.

Excused absences require instructor / supervisor approval. Examples of excused absences include 1) any planned absence due to a religious observance, 2) any planned absence for a professional meeting, or 3) any unplanned absence (due to severe illness or emergency situation) that was immediately communicated to the instructor/supervisor. In the case of a planned absence, if the planning occurs before specific class or clinical assignments are known, the student should discuss the plans with his or her advisor, the Hearing Clinic Director (for clinic assignments), the Externship Coordinator (for clerkship assignments) and the Audiology Program Director. No absence should be assumed to be excused, even if it falls within one of the categories listed above.

For planned absences, notification by the student to all faculty members affected by the absence must be made during the first week of the semester. For absences of any kind, the student must personally inform (via email, phone, or face-to-face communication) all instructors and supervisors impacted by the absence. The student should not expect one instructor or supervisor to inform others of the absence. In all cases, the student should consult course syllabi for other attendance requirements.

#### **XIV. PROGRAM REQUIREMENTS**

respect to professional behavior, each student must read the statement on Professionalism (Adapted from Chial, Michael, 1998, *Audiology Today*, 10, pg 25) during the first semester of the Au.D. program. The statement will be distributed during new student orientation in August of Year 1. In Years 2, 3 and 4, it will be distributed again prior to the student beginning clinic, clerkship and externship rotations, respectively. In each case, students will be required to sign a form that confirms he/she has read and understood the statement. The signed form will be placed in the student's Typhon portfolio.

Professional behavior will also be discussed in depth in the Professional Audiology course (SPA 6392), which all students take during the first semester of the Au.D. program. The discussion of professional behavior in this course will include the implications of professionalism for the range of interactions (with other students, faculty, clerkship and externship supervisors, patients and their families) and specific situations that the student may encounter during the AuD program.

Finally, professional behavior with respect to clinical activities, and interactions with clinical supervisors at in-house and external clinical sites, will be discussed as part of the Clinic orientation meetings that occur at the beginning of each semester starting in the second year of the program.

Instances of unprofessional behavior related to clinical coursework will result in a grade deduction in those courses. Similar grade deductions for unprofessional behavior may also be implemented in other (non-clinical) courses at the discretion of the course instructor. Policies regarding unprofessional behavior, and its potential impact on the course grade, are described in the syllabus for each course.

Faculty of the AuD program who become aware of unprofessional behav (o)-1aad3 (e )0.7 (aw)-y-11.4

student and the Chair of the ADP Committee during the Research in CSD course (Fall semester of the second year). During the semester(s) following the Research course, the student will complete the project, write the ADP document, and give a presentation of the project results during Audiology Grand Rounds / Research Day. Work on the ADP should not begin until after the student passes the end of the first year exam.

It is expected that most students will present their projects at Research Day in the Fall semester of the third year; a backup Research Day is offered in the Spring semester for any students unable to meet this timeline. The final, approved ADP document must be submitted to the Audiology Program Director for archiving by the end of the third year of study. In exceptional cases, the student may be permitted to complete the ADP during



- c. The goal of this meeting is to ensure that the committee agrees to the scope and method of the proposed ADP, and that the student demonstrates a clear understanding of the project. It is the responsibility of the student to convince the committee that he/she understands the rationale and motivation for the project as well as the proposed method. The student will be expected to answer questions regarding the proposed project.
5. ADP Committee Form – The student should obtain the ADP committee approval form and have the form signed by committee and the Audiology Program Director. The Program Director will place the ADP committee approval form in the student's permanent department folder.
6. Prepare an IRB or IACUC application if needed.
7. Collect data, attend ADP Seminar, etc. as prescribed.
  - a. As part of ADP Seminar, a Power-Point presentation will be created, with information added as the project progresses.
8. ADP document – The student will complete a written report of work done in consultation with the ADP Committee.
  - a. Jointly authored documents are not permitted. If multiple students work on an ADP project, each student must write a separate ADP document. Typically, this is accomplished by each student focusing on a different research question within a larger project.
  - b. A template and formatting guidelines for the written report (title page, abstract, format, acknowledgements) are available online and are reviewed in ADP Seminar.
  - c. The length of the written report will be appropriate for the project and will vary. Typically, the written report includes a 3-5 page Introduction, a concise description of the Methods, and a 3-5 page Results and Discussion.
9. Presentation - A presentation of the ADP to the faculty and students of the Au.D. program will take place during a regularly scheduled Grand Rounds / Research Day meeting. Grand Rounds / Research presentations are typically 15-30 minutes in length. A general announcement of the presentation date and time will be circulated.
  - a. Students may choose to also present their ADP at a local or national meeting (e.g., AAA or ASHA).
  - b. The ADP Committee is typically present at the ADP presentation. The committee members may agree among themselves that one or more committee members may be absent. However, at least one committee member must witness the presentation of the ADP.
10. Submission to Committee – The student should submit the final version of the PPT presentation and/or a draft of the written ADP document to the ADP Committee a minimum of two weeks before the ADP presentation. The Committee Chair must approve distribution of the PPT or report document to Committee members. If any Committee member believes the project is not at a near-final stage of completion, the presentation date will be cancelled.





Clinic Hours – Year 3 off-campus (Clerkship I, II, III)

Students will rotate through a sequence of clinical settings designed to provide a variety of clinical experiences (e.g., adult diagnostics, pediatric diagnostics, adult hearing aids, pediatric hearing aids, vestibular evaluation/treatment). Prior to this assignment, students **MUST** successfully complete Clinic I, Clinic II, Clinic III, and the second year examination. Failure to successfully complete all three of these pre-requisite requirements will delay off-campus clerkship assignment by one year, and delay graduation. Each of the three clerkship experiences will take place in different settings. VA traineeships or other paid clerkships may only be counted as one of the three clerkship experiences. Only one clerkship assignment will be approved per semester.



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### Third Year Examination

All students are required to pass the departmental third year comprehensive examination prior to completion of the third year of study. This requirement will be waived if the student successfully passes the national examination in audiology (PRAXIS Audiology Exam) prior to the end of the third year of study. The PRAXIS is given approximately four times a year. It is the student's responsibility to determine when sufficient coursework has been taken to attempt the examination. However, we recommend that students take the PRAXIS in the Spring of the third year of study. Also, sufficient time must be allowed following the examination date for the Department to receive the student's test results. The student should anticipate that receipt of PRAXIS results requires at least **6 weeks**. Students must successfully complete the departmental third year examination or the PRAXIS prior to beginning their Externship experience in the fourth year. Applications for the PRAXIS may be obtained online ([www.ets.org](http://www.ets.org)) or in the Testing office of the Student Services Center (SVC). At the time of the examination, students should request that a copy of their test results be sent to the Department. If such a request is not made, the Department cannot confirm that this graduation requirement has been met.

**XVIII. KNOWLEDGE AND SKILLS ASSESSMENT (KASA) COMPETENCIES**

The Au.D. curriculum, as described in the graduate catalog, is designed to provide opportunities for the successful student to meet the KASA competencies outlined by the American Speech-Language-Hearing Association. The KASA competencies are available in spreadsheet form in the Audiology section of the CSD Canvas site. In situations where a student fails to meet KASA competencies, either in an academic or a clinical course, the Audiology Program Director or Hearing Clinic Director (as appropriate) is notified. Individualized plans are then developed in consultation





service to the profession of audiology and the patients and families we serve in the greater Tampa community. Scholarship applications are due in May of the third year. A faculty committee reviews the applications, and the Tampa Sertoma Breakfast Club selects the recipient.

#### **XXIV. GRADUATE FELLOWSHIPS AND RESEARCH FUNDING OPPORTUNITIES**

The University offers a number of awards and fellowships for graduate students. A list of opportunities and eligibility requirements can be found at <https://www.usf.edu/graduate-studies/funding/fellowships-scholarships/>.

Students are also welcome and encouraged to apply for scholarships and funding from outside organizations. The Audiology faculty have compiled a list of some of the many opportunities open to students in the field. The list is updated periodically and can be found at <https://usf.box.com/v/FundingOpportunities>.

#### **XXV. CAREER AND STUDENT SUPPORT RESOURCES**

**USF offers a service to students to assist in career placement and planning. The Career Center (<https://www.usf.edu/career-services/>) may assist graduates with such tasks as job search strategies, resume writing, and interview skills. Individual appointments are available and group presentations are also available by calling 813-974-2171.**

The Center coordinates placement activities, presents job search mini-classes, and holds special events throughout the year such as the Career Expo, Teacher Job Fair, State Wide Job Fair, Hire a Florida MBA Day, and the Graduate/Professional Day.

In addition to Career Services, USF offers a number of student support services (<http://www.usf.edu/Campus-Life/index.asp>), including services related to technology, finances, employment, and health.

#### **XXVI. COMMUNICATION SCIENCES AND DISORDERS (CSD) ALUMNI GROUP**

The USF Audiology Program maintains an email listserv for alumni of our program, [USFAUDTALK@listserv.usf.edu](mailto:USFAUDTALK@listserv.usf.edu). The listserv is an informal discussion forum where alumni can chat with each other, post personal and professional announcements and news items, and connect/reconnect with other alums. In addition, the Department is in the process of organizing USF CSD Alumni Association. For information and application contact the Alumni Office at 813-974-2100.