

The University of Texas Pan-American

Department of Communication Sciences and Disorders

**Undergraduate
Advisement
Manual**

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Mission Statements & Student Learning Outcomes

Communication Sciences and Disorders

UTPA Mission:

The University of Texas-Pan American (UTPA) serves the higher education needs of a rapidly growing, international, multicultural population in the South Texas Region. The University preserves, transmits and creates knowledge to serve the cultural, civic and economic advancement of the region and the state. The University provides students advanced instruction in academic programs offered through innovative delivery systems that lead to professional certification, and baccalaureate, masters and doctoral degrees. Through teaching, research, creative activity and public service, UTPA prepares students for lifelong learning and leadership roles in the state, nation and world community.

COHSHS Mission:

The College of Health Sciences and Human Services supports and facilitates the mission of The University of Texas-Pan American through academic programs of higher education, research and community service. The college is committed to enhancing the quality of life and health care in the Lower Rio Grande Valley bi-national border community and region. The faculty espouse a holistic multidisciplinary approach to meeting the educational needs of students and the dynamic health and human services needs of a diverse and multicultural society.

COMD Mission:

The Mission of the Department of Communication Sciences and Disorders is that:

- 1) The Program prepares students for independent professional practice as speech language pathologists for service in a diverse and multicultural society.
- 2) The Program provides students with instruction in speech, language, swallowing and hearing through innovative delivery systems that lead to the master's degree in communication disorders and professional license and certification.
- 3) Through teaching, research, creative activity, and public service in communication sciences and disorders, the Program prepares students for lifelong learning and leadership roles in the region, state, nation and world communities.
- 4) The Program is committed to enhancing the quality of life and communication needs of individuals in the region and state.

Nondiscriminatory statement

UTPA's Non-Discrimination Policy Statement

The University of Texas-Pan American declares and reaffirms a policy of administering all of its educational programs and related supporting services and benefits in a manner that does not discriminate because of a student's or prospective student's race, color, religion, sex, national origin, age, veteran status, disability, or other characteristics that lawfully cannot be the basis for provision of such services. These programs, services and benefits include, but are not limited to, admission, class assignments, scholarships and other financial employment assistance, counseling, physical education and recreational services, and the membership practices of registered student organizations.

Effective 4-12-07
COMD Undergraduate Program Policies

1. Students must apply and be formally accepted to the Communication Sciences and Disorders Undergraduate Program to enroll in the following courses in the required sequenced blocks: **COMD 3320, COMD 3310, COMD 3315, COMD 3330, COMD 3340, COMD 3350, COMD 3360, COMD 4330, COMD 4360, COMD 4365, COMD 4310, COMD 4350, COMD 4370, COMD 4380, COMD 4390.**
2. Non-admitted students may only enroll in COMD 2310, COMD 1310, & COMD 1320.
3. Students must lack no more than six courses from the core, electives, or supplemental areas on the degree plan to be eligible to apply to the COMD undergraduate program.
4. Students must earn a minimum of a “C” in each of the COMD courses listed in the Major on the degree plan.
5. Students must earn a minimum of a “C” in the courses listed in the Supplemental area on the degree plan.
6. Once accepted, students must follow the required course block sequence. If a student drops a course or receives a “D” or “F” in one of the courses listed in the Major: COMD 2310, 3320, 3310, 3315, 3330, 3340, 3350, 3360, 4310, 4330, 4350, 4360, 4365, 4370, 4380, 4390 he/she must enroll in that course the next time that it is offered. Students will not be able to progress in the COMD major course sequence should a “D” or “F” be earned in the courses aforementioned. The course in which a “D” or “F” is received will need to be retaken at the next time that the COMD course is offered.
7. If a “D” or “F” is earned in a course in the Supplemental area (COMD 1310, COMD 1320, Phil 2330, Math 2330, Soc 1313, Eng3321, and REHS 3320, he/she will be allowed to proceed in the COMD Major Course Sequence, however, must retake the Supplemental course in which a “D” or “F” was earned the next time it is offered.
8. Students must earn a “C” or higher in the courses listed in the COMD Major and Supplemental areas of the degree plan to meet requirements for an undergraduate degree in Communication Sciences and Disorders.
9. Effective fall 2009, students who have previously been enrolled in COMD Major courses and did not complete the degree may have the opportunity to complete the degree as long as none of the completed COMD Major courses are more than five years from the re-enter date. If the COMD courses are more than five years of the date the student wishes to re-enter, he/she will have to re-apply to the program and retake the courses that were more than five years from the re-enter date. Admittance to the Program is competitive.

Pre-requisite Coursework for Post-Baccalaureate Applicants

UTPA Communication Sciences & Disorders Program

For Spring 2010 Admissions General Requirements:

- _____ General Education (CORE Curriculum) coursework must be completed at UTPA or another four-year regionally accredited university or other four-year college. Post-Baccalaureate students must:
 - Apply to UTPA (applytexas.org) by December 2009
 - Request a Second Degree Evaluation (Admissions Office-381-2999 - Visitor Center 1.124) Attention: Vanessa Valdez (316-7110) in order for courses to be evaluated.
 - Apply to the COMD Undergraduate Program by February 19, 2010 (see website for application information).

- _____ Students must have a minimum GPA of 2.8 to be eligible to apply to the COMD Undergraduate Program.

- _____ Students must lack no more than six courses (from the General Education coursework, Electives, and Supplemental areas on the degree plan) as of December 31, 2009 in order to be eligible to apply for Spring 2010.

General Education Science and Math Requirements:

- _____ General Biology I and II + labs (BIOL 1401 and BIOL 1402) OR Anatomy and Physiology I and II + labs (BIOL 2403 and BIOL 2404).
 - The Anatomy and Physiology sequence is strongly recommended for better preparation for our program.
 - Note: For Fall 2011 admission process, the three science courses must be taken **PRIOR** to applying to the COMD undergraduate program.

- _____ College Algebra (or higher): MATH 1340 or higher

Supplemental Courses:

- _____ Statistics (MATH 2330)
Note: For 2011 admission process: Effective Fall 2009 - Math 2330 must be taken at UTPA or at another four-year regionally accredited university.

- _____ Supplemental Science (in addition to the General Education Required Science): Physical Science, Chemistry, Astronomy or Geology
Note: "C" or higher required in supplemental science.

- _____ COMD 1310 Sign Language I
- _____ COMD 1320 Sign Language II
- _____ ENG 3321 Language and Culture
- _____ MATH 2330 Statistics
- _____ PHIL 2330 Ethics
- _____ SOCI 1313 Principles of Sociology
- _____ REHS 3320 Family and Disability

****NOTE:** Post-Baccalaureate students must acquire a minimum of 30 brand new hours of coursework to be granted a second undergraduate degree.

Quick Information

COMD UNDERGRADUATE ADMISSIONS REQUIREMENTS

For Spring 2010 Admissions:

Students must lack no more than six courses (from the General Education requirements, Electives, and Supplemental areas on the degree plan) as of December 31, 2009 in order to be eligible to apply for Spring 2010.

Students must have a minimum GPA of 2.8 to be eligible to apply to the COMD Undergraduate Program. Admission to the COMD Program is competitive.

Effective Spring 2011 Admissions:

Math 2330 must be taken at UTPA or at another four year regionally accredited university.

The three science courses (2 Bio **or** 2 A & P **and** the additional Physical Science course) must be taken **prior** to applying to the COMD program (“C” or higher in each of the science courses is required).

Students must lack no more than six courses by the end of Fall 2010 (from the General Education, Electives, and Supplemental areas) in order to be eligible to apply to the program.

Minimum GPA of 2.8 is required to be eligible to apply. Admission to the COMD Program is competitive.



Spring 2010 application Deadline: February 19, 2010

Applications will be made available online at this website and in COMD Dept. Office HSHW 1.264 by November 30th, 2009

Department of Communication Sciences and Disorders
Undergraduate Advisors

Freshmen

Academic Career Advisor Southwick Hall (SOUH 105)

<u>Name</u>	<u>Email Address</u>	<u>Office Phone#</u>	
Nancy Gomez	ngomez@utpa.edu	316-7120	(Last name A-K)
Beula Flores	bflores1@utpa.edu	316-7120	(Last name L-Z)

Sophomores and Transfer Students

Professional Guidance Counselor *Health Sciences and Human Services (HSHW 2.150)*

<u>Name</u>	<u>Email Address</u>	<u>Office Phone#</u>	
Dawn Hill	dhill@utpa.edu	381-2804	(Last name A-K)
Mary Perez	perezms@utpa.edu	292-7297	(Last name L-Z)

**Department of Communication Sciences and Disorders Advisors
Juniors and Students Not Formally Accepted to COMD Program or
Students with a Bachelor's Degree in Another Field.**

Dr. Bailey Wang bwang@utpa.edu **Students whose last name begins with (A-E)**
316-7010 HSHW 2.316

Dr. Kara Ayala kayala@utpa.edu **Students whose last name begins with (F-J)**
318-5275 HSHW 1.308

Ms. Keri Gonzalez kgon@utpa.edu **Students whose last name begins with (K-O)**
318-5272 HSHW 1.112

Ms. Ruth Crutchfield rolvera@utpa.edu **Students whose last name begins with (P-R)**
318-5273 HSHW 1.320

Ms. Sonya Salinas snsal@utpa.edu **Students whose last name begins with (S-Z)**
381-2181 HSHW 1.316

Advising Draft

BACHELOR OF SCIENCE
 The University of Texas-Pan American
COMMUNICATION SCIENCES AND DISORDERS

ADVISOR: _____

NAME: _____ **ID#:** _____

ADDRESS: _____ **Cell phone:** _____ **Home. Phone:** _____

GENERAL EDUCATION REQUIREMENTS (43 HRS)			MAJOR (73 HRS./48 COMD) "C" OR HIGHER REQUIRED		
COURSE	HRS	GR.	COURSE	HRS	GR.
ENG 13 ____ [C min.]	3		COMD 2310 – Intro. to Speech-Language Pathology	3	
ENG 13 ____ [C min.]	3		COMD 3320 - Phonetics	3*	
ENG 23 ____	3		COMD 3310 - Normal Language	3*	
			COMD 3315 - A & P Speech Mech.	3*	
			COMD 3330 - Articulation & Phonological	3*	
ART, THEATRE, MUSIC, KINE	3		COMD 3340 - Audiology I	3*	
PHIL 1310, 20, 2330,40, 50, 70	3		COMD 3350 - Speech Science	3*	
			COMD 3360 - Neuroanatomy	3*	
MATH 1340 [C min.]	3		COMD 4310 - Behavior Management	3*	
Natural Science	4		COMD 4330 - Aural Rehabilitation	3*	
Natural Science	4		COMD 4350 - Clinical Application	3*	
CIS 1301, CIS 1201	2		COMD 4360 - Language Disorders Children	3*	
			COMD 4365 - Functional Speech Disorder	3*	
			COMD 4370 - Professional Report Writing	3*	
			COMD 4380 - Clinical Problem Solving	3*	
HIST 2313	3		COMD 4390 - Principles Assessment	3*	
HIST 2314	3		SUPPLEMENTAL		
			"C" or Higher Required (25 HRS)		
POLS 2313	3				
POLS 2314	3		COMD 1310 - Beginning Sign Language	3	
			COMD 1320 - Intermediate Sign Language	3	
PSY 1310	3		PHIL 2330	3	
ELECTIVES			MATH 2330	3	
(5 HRS. MIN.)			SOC 1313	3	
Elective	3		*ENG 3321	3*	
Elective	2		*REHS 3320	3*	
			Physical Science/Astronomy/Geology/Chem.	4	
			Hours completed thru _____	_____	
			Hours to be completed	_____	
			Total Hours to Graduate (121 min.)	_____	
			Total Advanced Hrs. (51 min.)	_____	
			* Indicates advanced hours		

* Students must earn a minimum of a "C" in each of the COMD courses listed in the Major courses and must earn a minimum of a "C" in each of the courses listed in the Supplemental courses. Students will not be able to progress in the COMD major course sequence should a "D" or "F" be earned. The course in which the "D" or "F" was earned will need to be retaken at the next time that the course is offered. Refer to COMD Undergraduate Policies (effective 4-12-07). Plan.Revised.9/08/09

Undergraduate COMD Program

Course Sequence

**Students must be formally admitted to the COMD Undergraduate Program to begin taking any of the following courses in the COMD Course Sequence blocks.

Fall

COMD 3320 – Phonetics

COMD 3310 – Normal Language

COMD 3315 – A & P Speech Mech.

COMD 3330 – Articulation

COMD 2310 – Intro to Speech SLP

Spring

COMD 3340 – Audiology

COMD 3350 – Speech Science

COMD 3360 – Neuroanatomy

* _____

* _____

Summer I

* _____

* _____

Summer II

* _____

* _____

Fall

COMD 4330 – Aural Rehabilitation

COMD 4360 – Language Disorders

COMD 4365 – Functional Speech

COMD 4310 – Behavior Mgmt.

Spring

COMD 4350 – Clinical Application

COMD 4370 – Prof. Report. Writing

COMD 4380 – Clinical Problem

COMD 4390 – Principles Assessment

STATE BOARD OF EXAMINERS FOR SPEECH-LANGUAGE PATHOLOGY
AND AUDIOLOGY

SECTION 401.453

§ 401.453. LICENSE DENIAL, REVOCATION, OR SUSPENSION FOR CRIMINAL
CONVICTION.

- a) He board may deny a license or may suspend or revoke a license if the applicant or license holder has been convicted of a misdemeanor involving moral turpitude or a felony. The board may take action authorized by this section when:
- 1) the time for appeal of the person's conviction has elapsed;
 - 2) the judgment or conviction has been affirmed on appeal; or
 - 3) an order granting probation is made suspending the imposition of the person's sentence, without regard to whether a subsequent order:
 - (A) allows a withdrawal of a plea of guilty;
 - (B) sets aside a verdict of guilty; or
 - (C) dismisses an information or indictment.
- b) A plea or verdict of guilty or a conviction following a plea of nolo contendere is a conviction for purposes of this section.

Acts 1999, 76th Leg., ch. 388, § 1, eff. Sept. 1, 1999.

COLLEGE OF HEALTH SCIENCES & HUMAN SERVICES

Student Complaint Process and Reporting Form

The College of Health Sciences & Human Services is committed to the prompt resolution of student complaints in a manner consistent with University policies. This document is based on information obtained from the *Handbook of Operating Procedures* (H.O.P.) of the University of Texas – Pan American (<http://www.panam.edu/hop/>). It is in the students' best interest to know and understand the appropriate policies regarding their complaint.

Student complaints and the University policies that apply to them are generally classified as follows:

1. Complaints related to disabilities (see H.O.P. Section 2.2.3—*Policy Concerning Accommodations for Individuals with Disabilities*)
2. Complaints related to sexual harassment or sexual misconduct (see H.O.P. Section 2.2.4—*Sexual Harassment and Sexual Misconduct*)
3. Complaints related to grades and academic expectations (see H.O.P. Section 5.2.1—*Student Academic Responsibilities and Appeals*)
4. Complaints related to general misconduct/harassment that is not related to disability, sexual harassment, sexual misconduct or grades and academic expectations issues (see H.O.P. Section 5.8.1—*Student Complaint Procedures*)

A student who has a complaint related to disabilities, sexual harassment or sexual misconduct should follow the procedures outlined in the H.O.P. policies relating to these types of complaints.

A student who has a complaint related to grades and academic expectations should follow this procedure (see H.O.P. Section 5.2.1 for greater details):

1. Discuss the matter with the instructor of the course and try reaching a solution.
2. If no resolution occurs, the student can appeal in writing to the department chair in which the complaint originates. The department chair must respond to the student in writing within ten class days of the receipt of the student's written appeal.
3. If no resolution occurs at the department chair level, the student can appeal in writing within ten class days of the date of department chair's decision to the Dean who appoints a three-member academic appeal committee. This committee will set up a hearing which includes only the student, the faculty member involved and the three academic appeal committee members. After the hearing the three-member academic appeal committee will make a decision and deliver the decision in writing to the student.
4. The student may appeal in writing within ten class days to the Dean. The Dean's decision will be final and must be delivered to the student within ten class days of the receipt of the student's written appeal.

A student who has a complaint related to general misconduct/harassment should follow this procedure (see H.O.P. Section 5.8.1 for greater details):

1. The student must make every effort to resolve the problem by discussing his or her concern with the faculty or staff member against which the complaint is lodged.
2. If the concern still exists, the student may discuss the complaint with the department chair in which the complaint originated.
3. If the complaint is not resolved to the student's satisfaction at the department chair level, the student may appeal in writing within sixty days to the Dean who has thirty days to respond.
4. Additional appeals may be pursued through the appropriate lines of authority to the Associate Vice President for Academic Affairs. Decisions at the vice presidential level will be final.

INCIDENT FORM

In order to best attend to your complaint, the Office of the Dean asks that you fill out this incident form. Please print clearly. Confidentiality shall be maintained to the greatest extent possible within the law and the requirements for conducting an appropriate investigation. Be assured that retaliations against individuals who have filed a complaint or participate in an investigation are prohibited and the person who retaliates will be subject to disciplinary action.

Complainant (Person Filing the Complaint)

Student Name and ID#: _____

Major: _____

Office Phone: _____ Home Phone: _____ Mobile Phone: _____

Mailing Address: _____

Respondent (Person Complaint is Against; *be as complete as possible*)

Name: _____

Department: _____

Office Phone: _____

Office Room Number: _____

Please read the following questions and check-mark the appropriate response in each question:

1. Does your complaint relate to?

Education: _____ Employment: _____ Retaliation: _____

Other: _____ Please explain: _____

2. Do you feel you were discriminated against because of your?

Race: _____ Color: _____ National Origin: _____ Religion: _____ Gender: _____

Veteran Status: _____ Disability: _____ Age _____ No discrimination: _____

3. Does your complaint relate to sexual harassment or sexual misconduct?

Yes: _____ No: _____

4. Does your complaint relate to grades and academic expectations?

Yes: _____ No: _____

5. Does your complaint relate to general misconduct/harassment/?

Yes: _____ No: _____

Remedies Sought by Complainant:

The University of Texas-Pan American provides for a variety of remedies that you may claim should you prevail in your charge. However, in many instances, a Respondent will express willingness to settle a charge with some compromise on both parts. Therefore, the College of Health Sciences & Human Services requests that you list things you believe you are entitled to in order to achieve an early resolution to your charge. In other words, what will it take to satisfy you at this point in time, in order to resolve your charge?

Complainant Signature

Date