

DEPARTMENT OF SPEECH PATHOLOGY AND AUDIOLOGY
4720 Illinois State University
Normal, Illinois 61790-4720

**REQUIREMENTS FOR COMPLETING THE INDEPENDENT STUDY
ASSOCIATED WITH THE CLINICAL DOCTORATE IN AUDIOLOGY
2006-2007**

Students in the clinical doctorate program in audiology must follow these guidelines in order to complete the Independent Study (terminal experience) portion of the requirements:

THE TIME LINE

- By the end of the eighth week of the student's fifth academic term ("term" includes summer session, fall semester, spring semester) as a graduate student, she/he must complete the **Independent Study Request Form** and the **Time Line Contract**, which is on the reverse side of the request form. In order to complete these forms, the student must have selected an independent study director, a topic, and a second reader. The director must be a member of the graduate faculty and will typically be a faculty person whose professional expertise corresponds with the topic the student intends to explore in the independent study. The second reader will be selected in consultation with the director. The second reader can be a member of the graduate faculty or a member of the clinical teaching faculty. Each member of the graduate faculty has a section number for PAS 500, and all sections have a zero maximum. The following section numbers have been assigned to graduate faculty members: Prendergast (10), Smoski (11), McNamara (12) and Kimball (14). Students may not register for PAS 500 until faculty approval has been obtained. When the student does register, she/he should register for PAS 500 and **indicate the section number of the director designated in this document**. These section numbers will NOT appear in the catalog.
- **NOTE: IF THE DEADLINES FOR IDENTIFYING THE TOPIC, NAMING THE DIRECTOR, AND SELECTING A SECOND READER ARE NOT MET, THE STUDENT MAY NOT GRADUATE**
- The student must register for PAS 500 during the spring and summer semesters of year three and the fall semester of year four. The final semester is when the project will be completed and graded.
- The student, director, and second reader will decide how the project will be completed. The document to be graded will be submitted to the director no later than three weeks before the first day of the final exam week of the last semester in which the student is enrolled in PAS 500.
- After this document has been reviewed and graded by the director and the second reader, it will be returned to the student, no later than one week before the first day of the final exam week of the third and last semester in which the student is enrolled in PAS 500. Revisions may be required for the final document, but these revisions will

not be taken into account for the purpose of assigning a grade. The project will not be considered complete, however, until required revisions are made and approved by the director and until the **cover sheet** is signed by the director, the second reader, the Department Chairperson, and the student.

- If the **final draft** of the project, **the draft that will be graded**, is not submitted on time, or if it is submitted on time but does not meet established minimal standards, the project will receive a failing grade. The student will be granted one opportunity to have the grade changed, BUT revisions will be made without the assistance of the director or second reader, and the revised project must be resubmitted on the **first day of the final exam week of the following academic term**. Resubmission may NOT occur earlier and will NOT be accepted later. No resubmitted project will receive a grade higher than **C**. If a student chooses not to resubmit, or if a student resubmits a project that still falls short of established minimal standards, she/he will not receive a graduate degree from Illinois State University's Department of Speech Pathology and Audiology.
- Three copies of the final document will be due in the department office no later than the first day of the final exam week of the semester in which the student is enrolled in PAS 500. **NOTE: The final document will have a hard taped spine.**
- **NOTE:** The student is strongly encouraged to complete her/his independent study before leaving campus for her/his final clinical practice experiences. An **incomplete** will be given only in accordance with university policy.
- **NOTE:** Although two or more students might work with the same director on a common topic or in the same faculty-directed research project, no group projects are permitted. That is, each student must generate her/his own independent study and her/his own written document.

MINIMAL STANDARDS

STANDARDS FOR ALL PROJECTS

- Each project, no matter its form or type, must include a written document.
- The document is to be written according to APA standards. The student should refer to the **Publication Manual of the American Psychological Association** which is available for purchase at the bookstores or by loan at Milner Library.
- The final copy should be clean, grammatically correct, and free of spelling and typographical errors. All margins must be **one inch**. The document should be **double-spaced** and processed with a **12-point font**.
- Each type of project requires a minimum number of pages. The **minimum** refers to the **body** of the document. The title page, table of contents, and reference pages are not included within the minimum. Charts, graphs, and tables may be included in the minimum, at the discretion of the faculty person directing the project. It should be understood that in all judgments about the length of the document, quality is more highly valued than quantity.

- No matter the type of project, the student must include a representative review of the literature germane to the topic of the project. Each review must be based on a prescribed minimum number of **primary sources**. **Primary sources** are firsthand materials generated by experiments, surveys, interviews, diaries, essays, poems, court records, laws, regulations, etc. Materials generated by ASHA and other professional organizations, such as professional guidelines and position papers are also **primary sources**. A **primary source** is material as it is first reported or described, without interpretation or commentary. A **secondary source** offers restatement, analysis, and/or interpretation of a **primary source** or of multiple **primary sources**
- **NOTE:** The faculty person directing the project is the ultimate arbiter about whether a source is **primary** or **secondary**.
- **NOTE:** It should also be understood that the project director may establish requirements that go beyond the minimal standards.
- **NOTE: No matter the type of project, it should be submitted for publication in a peer reviewed journal and/or presentation at a state or national association conference.**

Case History

If the student completes a case history, the following **minimal** standards apply:

- The written document must be **at least 35 pages** in length.
- There must be a review of the literature relevant to the client's disorder. This review must be based on a minimum of **fifteen primary sources**.
- The case history must include, at a minimum, the following:
 - A detailed description of the client.
 - A detailed explanation for why this client was selected. For example, does the client have a rare condition? Is this client unique in some way? Might this client's therapy experiences contribute in some significant way to our knowledge about his/her disorder or about the intervention strategy used?
 - Assessment data and diagnostic conclusions.
 - A detailed description of the management program, including rationale for the strategy(ies) employed.
 - Post-management data and a detailed description of outcomes, especially as they might impact clinical knowledge.

Data-Based Research

If the student completes data-based research, the following **minimal** standards apply:

- The written document must be **at least 25 pages** in length.
- The review of the relevant research must be based on at least **fifteen primary sources**.
- The paper should include the following sections, each developed in appropriate detail:
 - Introduction and Review of the Literature
 - Method
 - Results
 - Discussion, Summary, and Conclusions

- It should be noted that “data-based” is a broad concept. This kind of project might be generated from group data, but it could also be a single-subject design study, or it could be a qualitative investigation. The project must, however, involve the collection, analysis, and discussion of data.

Materials

If the student completes a materials (therapy and/or assessment) project, the following **minimal** standards apply:

- Materials must be **innovative** and must be **created by the student**. A collection of previously developed materials is not acceptable.
- The written document must be **at least 25 pages** in length. The materials developed will not be counted among the 25 pages.
- The review of the relevant literature must be based on at least **five primary sources**.
- The written document must include a rationale for the project, a detailed description of the materials developed, detailed instructions for how these materials should be used, and a discussion of the potential benefits that might be derived from use of the materials.

Media Project

If the student completes a media (e.g., video, CD, audio tape, web site) project, the following **minimal** standards apply:

- The written document must be **at least 25 pages** in length.
- The review of the relevant literature must be based on at least **fifteen primary sources**.
- The written document must include a detailed rationale for the project.
- The student must provide a complete script or a detailed story board.

Resource Manual

If the student completes a resource manual, the following **minimal** standards apply:

- The written document must be **at least 25 pages** in length. If the resource manual is subsumed within the written document, the total number of pages must be **at least 40**.
- The review of the relevant literature must be based on at least **fifteen primary sources**.
- The written document must include a rationale for the project, a description of the intended audience, an explanation of how the resource manual should be used, and a discussion of the potential benefits that might be derived from use of the manual.

Other Projects

The student might envision a project that does not fit into the categories identified in this document. If the student completes such a project, it must meet the requirements listed for **ALL PROJECTS** (p. 2), and it must meet the spirit of the minimal standards listed for the categories that have been identified in this document. The independent study director, in consultation with the department chairperson, will decide the specific standards such a project must meet.