

**Undergraduate
Program
Handbook**

**Appalachian
State University**

**Bachelor of Science
(B.S.)
Degree in
Communication
Sciences and
Disorders (CSD)**

2020-2021

Welcome!

Welcome to the CSD Undergraduate Program in the Department of Communication Sciences and Disorders which is located in the Beaver College of Health Sciences at Appalachian State University! The undergraduate Bachelor of Science (B.S.) Degree in Communication Sciences and Disorders (CSD) provides students with the academic preparation and clinical exposure necessary for graduate study in speech language pathology, audiology, and other related fields. The entry-level degree for licensure and practice as a speech-language pathologist is the master's degree, while audiologists complete a 4-year doctoral degree.

Academic requirements for the Bachelor of Science in CSD include 46 semester hours of major coursework, 3 hours of electives, and 15 hours in an academic interest area. Students may also choose a minor in consultation with an academic advisor. The minor option allows a student to pursue in-depth study in an area that complements their academic experience in Communication Sciences and Disorders.

The coursework in the undergraduate program is focused on normal development of speech, language, and hearing processes as well as associated disorders. In the last year of the program, students may participate in a clinical experience at Appalachian's Charles E. and Geneva S. Scott Scottish Rite Communication Disorders Clinic. This clinical experience is designed to give undergraduate students exposure to individuals with communication disorders.

Following completion of a graduate degree and licensure, speech-language pathologists and audiologists work in a variety of settings including preschool programs, public and private schools, hospitals, nursing homes, community clinics, home health, and private practice.

If, after reading the information in this Handbook, you have questions about the Bachelor of Science (B.S.) Degree in Communication Sciences and Disorders, please contact:

Dr. Jennifer Buff, CSD Undergraduate Program Director
buffjc@appstate.edu or (828) 262-6065

Ms. Kayla Bonnell, CSD Academic Advisor
thompsonkm@appstate.edu or 828-262-6530

Dr. Gail Donaldson, CSD Department Chair
donaldsongs@appstate.edu or (828) 262-6533

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We are pleased that you have chosen to study with us!

Table of Contents

Section 1: Declaration and Admission Requirements.....	1
Declaration Process at ASU and BCHS.....	1
CSD Undergraduate Degree Program Admission Process.....	1
Admission Process.....	1
Orientation.....	2
Campus Visits.....	2
Section 2: American Speech-Language-Hearing Association (ASHA) Current Standards for the Certificate of Clinical Competence (CCC)	3
ASHA Course Requirements Relevant to Undergraduate Students.....	3
Professional Dispositions, Behaviors and Essential Functions	4
Student Code of Conduct.....	5
Academic Standards for Retention	5
Section 3: ASU and CSD Curriculum Information	6
Recommended Four-Year Plan 2020-2021.....	6
Major Program of Study 2020-2021	6
Academic Interest Area or Minor.....	6
Minor in American Sign Language (ASL).....	7
Section 4: Advising	7
University College Advisors	7
Advisor Assignment System	7
Advising Notes.....	7
Undergraduate CSD Advisor	8
Relevant Forms.....	9
Application for Graduate Study	9
Section 5: Opportunities to Enhance your Undergraduate Experience	9
CSD Faculty Research Mentor Expertise Information.....	9
Professional Associations	10
Section 6: CSD Honors Program	11
CSD Honors Program.....	11
Admission Criteria.....	11
GPA Requirement	12
Simultaneous Enrollment in University Honors Program	12
Program Requirements	12
Sample Timeline for Completing Thesis	13
Section 7: Complaint Procedure Documents.....	14
Department of CSD Student Concern Resolution Process	14



Section 1: Declaration and Admission Requirements

Declaration Process at ASU and BCHS

To Declare any Major at ASU:

If you have 30 or more earned hours, earned credit for RC 1000 and UCO 1200 (can be in progress if you have met other criteria), a 2.0 cumulative GPA (unless you are a transfer student or a specific GPA is needed for your major) and don't have to meet other admission requirements for your major, then you can OFFICIALLY declare your major.

To Declare a Major in the Beaver College of Health Sciences (BCHS):

You must meet all of the University requirements above for major declaration. You must have a minimum of a 3.2 GPA.

CSD Undergraduate Degree Program Admission Process

Admission Process

For Admission to the CSD Program:

You must have met all criteria for BCHS declaration.
You must earn a "B" or higher in both CSD 2259 and CSD 2260.
You must have a minimum of a 3.2 GPA.

Once these requirements are met, you will be automatically enrolled in the program, there is no formal application process.

Once admitted, you must sign the Professional Dispositions, Behaviors and Essential Functions document provided in Section 2 of this Handbook (you will be contacted about this once you meet all other requirements).

CSD Major Requirements:

1. CSD GPA requirements: 3.2 cumulative GPA required for declaration, 3.2 cumulative GPA required for retention, and 3.2 cumulative GPA required for graduation.
2. CSD grade requirements: All CSD majors must earn a minimum grade of "C" (2.0) in each required course in the major, and a minimum grade of "B" (3.0) for CSD 2259 and CSD 2260.
3. Students may repeat a required CSD course only once. Students may repeat only two required CSD courses throughout the program.

Orientation

Orientation sessions for CSD students occur as part of the University Undergraduate Orientation meetings, as per the university schedule.

<https://orientation.appstate.edu/>



Campus Visits

DUE TO CLOSURES RELATED TO COVID-19, WE WILL NOT BE ABLE TO HOST ANY CAMPUS VISITS UNTIL FURTHER NOTICE

When Campus Visits Resume

If you are considering visiting the University and would like to learn more about our Undergraduate Program, we invite you to attend one of our Visitation Days. When campus visits resume, the dates for these meetings will be posted under Campus Visits on the following website. Please contact Dr. Jennifer Buff, our Undergraduate Program Director, by email at buffjc@appstate.edu when you RSVP for one of the dates.

<https://comdis.appstate.edu/students/undergraduate-admissions>

All meetings will be held in Leon Levine Hall, Suite 460 F.

A copy of our campus map can be found [here](#). A copy of the Appalcart Express Route map and schedule can be found [here](#). A copy of the Pink Route map and schedule can be found [here](#).

Section 2: American Speech-Language-Hearing Association (ASHA) Current Standards for the Certificate of Clinical Competence (CCC)

ASHA Course Requirements Relevant to Undergraduate Students

<https://www.asha.org/certification/2020-slp-certification-standards/#4>

You must meet specific coursework requirements in the following four areas at the undergraduate level in order to be eligible for state licensure and national certification from the American Speech-Language-Hearing Association (ASHA).

To fulfill the above ASHA certification requirements, the Department requires that undergraduate students use elective hours to enroll in the following classes not met by the general education curriculum.

- a. Biological Science (e.g., biology, human anatomy and physiology, neuroanatomy and neurophysiology, human genetics, veterinary science)
 - We recommend: BIO 1201 or BIO 1202
- b. Social Sciences (should include psychology, sociology, anthropology, or public health)
 - We recommend: PSY 2210
- c. Physical Science (must include physics or chemistry)
 - We recommend: PHY 1812 or PHY 1814
- d. Statistics (stand-alone course in statistics is required, research methodology courses in CSD may not be used)
 - We recommend: STT 2820 (if no other quantitative literacy classes are taken; otherwise can take STT 1810 or STT 2810)

Note that Appalachian's General Education Science Inquiry requirement completed in one specific science area (biology, chemistry, or physics) will not meet ASHA's certification requirements. You will need to obtain additional science credit in the missing area (biological or physical science, as is applicable).

Note: Although ASHA certification standards do not specify the number of credit hours or grade to satisfy course requirements in biological sciences, social sciences, physical sciences and statistics, individual graduate programs may have specific admission requirements. Therefore, the CSD Department requires that you enroll in courses that are 3 or more semester hours and earn a grade of C or better in each course to satisfy the ASHA certification requirements listed above. Independent study is acceptable. Auditing a course is not.

Professional Dispositions, Behaviors and Essential Functions

Once you meet the requirements for admission to the CSD undergraduate program, you will be required to review and sign the Appalachian State University Department of Communication Sciences and Disorders (CSD) “**Professional Dispositions, Behaviors and Essential Functions**” form, which is designed to validate your ability to meet the **cognitive, affective and psychomotor requirements** of the curriculum. Your acceptance into the program is based, in part, upon receipt of this signed form.

The Council of Academic Accreditation of the American Speech-Language-Hearing Association (ASHA) accredits professional training programs and requires that program graduates be qualified to deliver entry-level clinical services. Accredited programs must provide evidence that their graduates have acquired the knowledge and skills necessary for the Certificate of Clinical Competence and possess the professional dispositions, behaviors and essential functions for clinical practice. The competencies outlined in this document are those recommended by the Council of Academic Programs in Communication Sciences and Disorders.

Essential competencies include the ability to meet the cognitive, affective and psychomotor requirements of the curriculum. Examples of tasks related to these essential competencies include the following:

- Comprehend, retain, integrate, synthesize, and apply information to meet curricular and clinical demands.
- Manipulate equipment for the purpose of assessment and treatment (e.g. medical equipment, Alternative Augmentative Communication devices, hearing aids) in a safe manner.
- Display mature, empathic, and effective relationships with clients and faculty/staff while maintaining professional boundaries.
- Discriminate text, numbers, tables, and graphs associated with diagnostic instruments and tests.
- Participate in classroom and clinical activities for the defined workday.
- Recognize disorders of speech, language, voice, swallowing, pragmatics and cognition.
- Communicate professionally, intelligibly, and appropriately.
- Possess reading and writing skills sufficient to meet curricular and clinical demands.

Demonstration of the Professional Dispositions, Behaviors and Essential Functions are required for admission to, retention in, and completion of the undergraduate and master’s training programs. However, these skills are developmental, meaning you are not necessarily expected to demonstrate them immediately. As you move through the program and receive instruction and education on these skills, you are expected to gradually become proficient in these professional competencies. For graduate students, the starred professional dispositions and behaviors (*) are particularly relevant and should be present from admission through completion of the program.

The CSD Department is committed to providing access to its programs to qualified individuals with disabilities in accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. However, the Department is unable to make accommodations that impose an undue burden, present a threat to the health or safety of the individual or others, or fundamentally alter the nature of the academic or clinical curriculum.

Please review the required Professional Dispositions, Behaviors and Essential Functions very carefully. Then complete the form and return it within the next fourteen (14) days. You must return the completed form before a final determination can be made regarding your admission to the program.

If the Department has any concerns or questions about information included on your form, you will receive a follow-up communication addressing the issues raised and indicating the status of your tentative admission.

A copy of the essential functions policy and form can be downloaded using this link:

https://comdis.appstate.edu/sites/comdis.appstate.edu/files/csd_essential_functions_policy_final.pdf

Student Code of Conduct

University-wide student responsibilities are available at the links below. Pursuant to these policies, the Department of Communication Sciences and Disorders has determined that any student whose conduct is unsatisfactory as defined in the Student Code of Conduct will be subject to appropriate disciplinary action. In the absence of exceptional circumstances, a student found to have unsatisfactory conduct and who has exhausted all appeals may be asked to leave the program.

<https://studentconduct.appstate.edu/student-information>

Academic Standards for Retention

CSD undergraduate and graduate students are expected to abide by ASU's code of Student Conduct and Academic Integrity Code and the Department's Professional Dispositions, Behaviors and Essential Functions policy.

The policy states that students must: 1) have the intellectual and academic capabilities sufficient to meet the curricular demands of the programs, 2) be proficient in oral and written English, and 3) possess certain dispositions, behaviors and essential functions that are expected of professionals engaged in clinical practice. Failure to meet the standards may result in dismissal from the program.

Section 3: ASU and CSD Curriculum Information

Recommended Four-Year Plan 2020-2021

<https://fouryearguides.appstate.edu/guides/departments/department-of-communication-sciences-and-disorders>

Note that your catalog year is the year/term you entered ASU.

Major Program of Study 2020-2021

http://bulletin.appstate.edu/preview_program.php?catoid=20&poid=8514&returnto=1146

Note that your catalog year is the year/term you entered ASU.

Academic Interest Area or Minor

Students in the undergraduate CSD program are required to complete an Academic Interest Area or a Minor. After declaring the CSD major, the student selects an Academic Interest Area or Minor in consultation with the CSD academic advisor.

An Academic Interest Area consists of 15 hours of coursework in a content area relevant to CSD. Academic Interest Areas offer the student flexibility in the selection of specific coursework within the content area (i.e., there are no required courses that must be completed).

As an alternative to the Academic Interest Area, students may choose to complete a Minor. Minors typically incorporate 15 to 18 hours of coursework from a single academic discipline. Students should consult the [Undergraduate Bulletin](#) for their catalog year to determine each minor's specific requirements.

Sample Minors/Academic Interest Areas

a. American Sign Language	e. Spanish/French/German/other languages
b. Psychology	f. Healthcare Management
c. Childhood Development	g. Nutrition
d. Reading/Language Arts	h. Social Work
e. Special Education	i. Health Promotion
f. Gerontology	

Minor in American Sign Language (ASL)

Information about the ASL Minor can be found at the link below. Students who are interested in pursuing this minor should attempt to register for CSD 3368 ASL I and CSD 3370 ASL II as early as possible in their program, as seats are limited in the Fall and Spring semesters and enrollment may be delayed. Students may also take ASL I as an online course in the summer term. Note that students who wish to pursue the ASL minor must have a catalog year of 2020-21 or later.

<https://comdis.appstate.edu/academic-majors/undergraduate-program/asl-minor>

Section 4: Advising

University College Advisors

Undergraduate advisors will schedule advising appointments with you prior to the beginning of the Early Registration period during fall and spring semesters. Appointments may be scheduled by you or the advisor at other times during the academic year and summer sessions, as needed. During these appointments, the advisor will:

- 1) Review your CSD Undergraduate Program of Study, General Education Program of Study and Minor/Academic Interest Area Program of Study.
- 2) Review your plan (time frame, sequence of courses, etc.) for completion of the degree, and record the graduation plan in DegreeWorks notes section, as well as send a copy to the student via email.
- 3) Review your needs regarding relevant University forms, and assist as needed in completing and submitting these.
- 4) Beginning with the second post-admission semester and forward, the advisor will discuss your potential competitiveness for admission to CSD's Graduate Degree Program in Speech-Language Pathology and assist you, as needed, in obtaining necessary support for improving that status.

Advisor Assignment System

The Department of CSD encourages you to declare your major at the earliest opportunity in order to begin working with an academic advisor who is familiar with the major. This is because the University College advisors, who do an excellent job of advising new undergraduate students, cannot be as thoroughly informed about CSD as our designated advisors.

Advising Notes

- 1) Your advisor will assist you with the selection of an academic interest area. Some minor programs require formal signed approval from an advisor. The CSD advisor will note your

choice of academic interest area on your graduation plan, and work with the BCHS Office of Advising and Academic Support to ensure these courses are applied. If your choice is a minor, this does not apply. This choice must be updated if/when changes are made.

- 2) General Education or other required classes (i.e., courses other than in the CSD major) may also count toward academic interest areas (e.g., PSY 1200 may count as both a Gen Ed and an academic interest area course, and PSY 2210 may count as both a CSD major course and an academic interest area course). This will reduce the course hours taken solely for the academic interest area and increase the hours in electives.
- 3) Although a course may satisfy two requirements, the hours only count once.
- 4) Refer to the most recent Undergraduate Bulletin for CSD course prerequisites/co-requisites. Some prerequisites may be waived for a given student if there is good reason. In these cases, permission must first be obtained from the Program Director, and receipt of permission will be noted in your academic record in DegreeWorks. Administrative staff will create a permit that allows you to register for a course.
- 5) In order to graduate, you must complete a minimum of 120 semester hours. **All courses accepted as credit toward the major and the academic interest area must be completed with grades of "C" or better.** When a grade of "C-" or lower is recorded for a course in the major or academic interest area, the course must be repeated. **If it is a course in the CSD major**, and is prerequisite for one or more subsequent courses, it must be repeated prior to enrolling in the course(s) for which it is prerequisite. When the course is in the academic interest area, currently applicable policies for the department/ program involved must be followed regarding taking a course while repeating a prerequisite.
- 6) You must maintain an overall GPA of 3.2 to remain in the major and to graduate. You should apply/file for graduation during the semester prior to graduation. Your progress towards graduation may be monitored on Degree Works which is accessible through Appalnet at dw.appstate.edu.

Undergraduate CSD Advisor

The designated CSD undergraduate advisor is Ms. Kayla Bonnell. Once you declare CSD as your major, you will transition from your originally assigned University College advisor to Ms. Bonnell. Her email is: thompsonkm@appstate.edu.

<https://healthsciences.appstate.edu/students/staff>

If you have specific questions about the profession, please do not hesitate to contact a member of the faculty as a mentor.

<https://comdis.appstate.edu/faculty-staff>

Relevant Forms

You should consult with your advisor as needed regarding completion of any of these forms. These forms may be updated regularly; therefore, it is recommended that you download the forms from the appropriate website at the time you intend to submit them.

Form	When to Submit	Submit To
CSD Undergraduate Degree Program Check Sheet	During initial Early Registration advising appointment	CSD advisor will post form in each student's CSD file (if not already in file)
College of Health Sciences forms: <ul style="list-style-type: none"> • Add/Drop Form - USE AFTER DROP/ADD PERIOD ENDS AND BEFORE THE 9TH WEEK OF CLASS • Change of Major Request • Grade Appeal • Independent Study • Instructional Assistantship • Petition for Transfer Credit • Visiting Course Request Form • Withdrawal Checklist • Credit by Examination 	As need arises, see website	Original - Health Sciences Student Services office; Copy – Student's CSD file
Graduation Application https://registrar.appstate.edu/commencement-graduation/undergraduate-students	By deadline specified on Registrar's Website (Senior year)	Registrar's Office

Application for Graduate Study

Cratis D. Williams Graduate School Information

<http://www.graduate.appstate.edu/admissions/applying/index.html>

Department of Communication Sciences and Disorders Speech-Language Pathology Program

<http://comdis.appstate.edu/graduate-admissions>

Section 5: Opportunities to Enhance your Undergraduate Experience

CSD Faculty Research Mentor Expertise Information

The Department offers students the opportunity to participate in research projects conducted by members of the CSD faculty. Individual faculty member's areas of clinical and research expertise are shown at the link below.

<http://comdis.appstate.edu/research>

Professional Associations

***National:* National Student Speech-Language-Hearing Association (NSSLHA)**

NSSLHA is a pre-professional membership association for students interested in the study of communication sciences and disorders. National membership is available to undergraduate, graduate, or doctoral students enrolled full- or part-time in a communication sciences program or related major. Benefits include access to the member sections of the ASHA website, including full-text journals, reduced registration fees, and reduced fees for the first year of ASHA membership.

***State:* North Carolina Speech, Hearing, and Language Association (NCSHLA)**

NCSHLA is a professional association chartered in 1954 that promotes the professional practice of the speech, language and hearing sciences, advocates and serves as the voice of the profession, and works to enhance the lives of communicatively impaired citizens statewide. Student membership is open to graduates or undergraduates majoring in speech, language, hearing or related areas in accredited North Carolina colleges, or university programs, but who are not eligible for Active membership. Student members have all NCSHLA privileges except voting and holding office.

<https://www.ncshla.org/membership/>

Clubs with CSD Faculty Sponsors

ASU Chapter of the National Student Speech-Language-Hearing Association (NSSLHA)

The ASU NSSLHA chapter seeks to promote local participation in professional associations and to facilitate networking by inviting regional guest speakers to meetings. NSSLHA also engages in fundraising to support regional and national initiatives supporting communication disorders. Election of officers is held in the fall.

American Sign Language Club

The American Sign Language club strives to educate everyone on Deaf culture and the Deaf community. It provides students an opportunity to learn more about this incredibly unique culture and opportunities to not only practice using American Sign Language, but also to learn it! Anyone with an interest in learning more about the Deaf community and American Sign Language should join, no experience or knowledge of ASL is necessary- just a desire to learn! The club strives to raise awareness for the Deaf community and knowledge of ASL with different fun events and fundraisers throughout the year!

Other Associated Student Organizations

Other associated student organizations/clubs at ASU can serve to provide students with experiences which will enhance their undergraduate experience and education in CSD.

Section 6: CSD Honors Program

CSD Honors Program

The Department of Communication Sciences and Disorders (CSD) encourages high-achieving students in the CSD major to consider applying to the CSD Honors Program.

The mission of the honors program is to recognize high-achieving undergraduate students in the CSD major and provide an enriched, challenging environment for these students to develop academically and professionally. Two to four students each year will be accepted into the program and will work with faculty mentors to enhance their critical thinking, research, and leadership skills.

Benefits to the student include:

- distinction in the graduate application or job market
- opportunity to participate in the research process
- opportunity to investigate a specific area of the field and enhance research-related skills

Students who complete all requirements of the honors program will have the departmental honors designation documented on their transcript and will be recognized at graduation.

Admission Criteria

Admission criteria are described below. Students should consult with the **CSD Honors Program Director, Dr. Stefan Frisch** (frischsa@appstate.edu) for additional information.

Minimum criteria for acceptance to the honors program include the following:

1. Be admitted to the CSD major
<https://comdis.appstate.edu/students/undergraduate-admissions>
2. Have a cumulative GPA of 3.70 or higher
3. Have grades of B or better in all CSD coursework

Applications will be accepted twice per year (fall and spring semesters) with due dates listed on the CSD undergraduate program website. A CSD faculty committee will review all applications and make admissions decisions. Admission will be contingent on the availability of a faculty mentor.

GPA Requirement

Once admitted to the CSD Honors program, a cumulative GPA of 3.70 must be maintained to remain in the program as well as to graduate with honors in the major.

Simultaneous Enrollment in University Honors Program

Students who are accepted to the University Honors Program, as well as the CSD Honors Program, may be able to integrate the requirements of the two programs. For example, students can apply up to 9 credits (2 courses plus 3 s.h. thesis course) of CSD Honors coursework toward the University Honors requirements.

Program Requirements

Program requirements are described below.

- A. Honors coursework. Students must complete 2 CSD upper-division courses offering an Honors Contract. These courses must be completed with a B or better in order to count toward the honors program requirements.

CSD upper division courses with Honors Contract credit:

Students will sign an Honors Contract for each Honors section course. This contract will be created by the student and the faculty mentor (based on the University Honors Council guidelines) and should include a leadership role in some aspect of the course. When completed, the student's performance should reflect "outstanding work when compared with their peers." Enrolling in an upper division course for graduation credit is *not* equivalent to completing an Honors Contract for Honors credit.

It is expected that most students will complete their Honors work in CSD 3350 and either CSD 3500 Independent Study or a 4000-level CSD course in their interest area.

- B. Honors Research Thesis. Students must enroll in CSD 4510 Senior Honors Thesis (3 s.h.) and complete a research thesis in which they apply the research process to a problem or question in the field of communication disorders. Students can approach their research using either quantitative or qualitative methods or both. The final project is subject to approval by the student's Honors mentor. Examples of the types of projects that may meet the Research Thesis requirement are described below.
 1. Empirical Research Project including behavioral experiments or a critical review of the scientific literature to answer an applied or theoretical question. This option will typically involve enrolling in CSD 3500 Independent Study (up to 3 s.h.) for data collection and analysis). Students selecting this option will prepare their research proposal when taking CSD 3350 (typically during the fall of the junior year).
 2. Clinical Case Study / Single-Subject Design research project. This option may involve enrolling in CSD 3500 Independent Study (up to 3 s.h.) for data collection and analysis. Students selecting this option will prepare their research proposal

when taking CSD 3350 (typically during the fall of the junior year).

3. Activity-Based Research Project that integrates data-driven research, including an outcomes component, with participation or leadership in a departmental or community-based project (e.g., Theatre and Therapy, Strong Minds, Camp Crinkleroot, Victory Junction Camp, Spirit Ride).
- C. Students will be required to develop their honors thesis in collaboration with a CSD faculty member and that faculty member will serve as the chair (or co-chair) of the thesis committee. The thesis committee will consist of at least two faculty members (chair and second reader or co-chairs). The thesis must reflect scholarly writing appropriate for the field and engagement with the primary literature, and should provide a novel contribution to the field. The research thesis must be completed and approved by the faculty committee to have the degree conferred with Honors in CSD.
- D. Students will be required to present their research thesis results at a CSD Professional Seminar (spring senior year), and/or any of the university, state, and national venues for student research or research in the field, including:
1. Appalachian State's Celebration of Student Research and Creative Endeavors <https://osr.appstate.edu/present-publish/celebration-student-research-and-creative-endeavors>,
 2. UNC System Symposium for Undergraduate Research and Creative Activity, State of North Carolina Undergraduate Research & Creativity Symposium, <https://sncurcs.org/>
 3. The National Conference on Undergraduate Research <https://www.cur.org/what/events/students/ncur/>
 4. The Annual Convention of the American Speech, Language, Hearing Association (ASHA), <https://www.asha.org/>
 5. American Academy of Audiology, <https://www.audiology.org/>

Sample Timeline for Completing Thesis

Fall, Junior Year (2nd semester in the major)

1. Meet with honors thesis faculty mentor
 - a. Review and sign mentor/mentee contract
 - b. Discuss timeline and troubleshoot any perceived roadblocks to thesis completion
2. Enroll in CSD 3350 Evaluating Research in CSD (with honors contract)
 - a. Complete CITI training
 - b. Complete literature review
 - c. Develop study design
3. Develop thesis proposal (background, aims, hypotheses, research design, etc.) by Nov 1 or March 1
4. Complete IRB training and submit IRB application (by beginning of Spring semester)

Spring, Junior Year (3rd semester in the major)

1. Finalize study design
2. Recruit participants
3. Collect data
4. Begin data analysis

Fall, Senior Year (4th semester in the major)

1. Enroll in CSD 4510 Senior Honors Thesis
2. Complete data analysis
3. Conceptualize results
4. Begin drafting written thesis document

Spring, Senior Year (5th semester in the major)

1. Complete written thesis document
2. Present research and results at Professional Seminar and/or Student Research Day

Section 7: Complaint Procedure Documents

Department of CSD Student Concern Resolution Process

The Department's student concern resolution procedures are described below. These procedures are designed to provide you with a mechanism for communicating directly with those who can assist them. You are encouraged to take responsibility for resolving your concerns without additional faculty, staff, and peers becoming involved. If you have any questions about the procedure outlined below, please don't hesitate to discuss them with the Department Chair.

Concerns Specific to a Particular Course or Professor:

1. First, contact your professor and try to resolve the concern(s).
2. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

Concerns Specific to the Program of Study or Other Academic Areas:

1. First, contact your advisor and try to resolve the concern(s).
2. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Undergraduate Program Director or Graduate Program Director.
3. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

Concerns Specific to a Clinic Placement, Clinical Educator/Supervisor or Other Clinical Areas:

1. First, contact your clinical educator/supervisor and try to resolve the concern(s).
2. If you believe that the concern(s) have not been adequately addressed, make an appointment to seek advice from the Department Chair.

If you have followed the procedure outlined above without resolution of your concerns, you may make an appointment with the Dean of the College of Health Sciences. If you have exhausted the steps outlined above without resolution of your concerns, you may utilize the student grievance and appeal policies and procedures at Appalachian:

<http://academicaffairs.appstate.edu/student-grievance-and-appeal-policies-and-procedures>