

**UNIVERSITY OF LOUISIANA
MONROE**

**SPEECH-LANGUAGE PATHOLOGY
UNDERGRADUATE STUDENT HANDBOOK
ACADEMIC PROGRAM
B.S. Program**



College of Health Sciences • Speech-Language Pathology Programs
*Accredited in Speech-Language Pathology by the Council on Academic Accreditation of the
American Speech-Language-Hearing Association*
700 University Ave. Monroe, LA 71209-0321
**Phone: (318) 342-1392 (Academic Department) • (318) 342-1395 (University of Louisiana
Monroe Speech-Language Pathology Clinic) • Fax: (318) 342-3199 • www.ulm.edu/slp**

A Member of the University of Louisiana System • AA/EOE

Spring 2025

Undergraduate Student Handbook for Speech-Language Pathology
University of Louisiana-Monroe

**GUIDE TO ACADEMIC REQUIREMENTS
FOR
UNDERGRADUATE STUDENTS IN SPEECH-LANGUAGE PATHOLOGY**

INTRODUCTION

The University of Louisiana Monroe, Speech-Language Pathology Programs, offers the B.S. and M.S. degrees in Speech-Language Pathology. The B.S. program prepares students for graduate study. The American Speech-Language-Hearing Association (ASHA) does not accredit bachelor's degree programs. However, students are expected to follow a curriculum that will meet all ASHA certification requirements prior to applying for ASHA membership. This includes an undergraduate degree with courses in biological sciences, physics or chemistry, statistics, social and behavioral sciences, and undergraduate courses in speech-language pathology and audiology. The M.S. program has been designed to meet the academic and clinical requirements of the American Speech-Language-Hearing Association (ASHA). The M.S. program is accredited by the Council on Academic Accreditation (CAA) of ASHA.

This handbook is the primary resource for students enrolled in the B.S. degree program in the Speech-Language Pathology Program and their advisors. Students are responsible for the content of the handbook and are expected to have read the relevant sections of the handbook prior to consulting faculty with questions.

Additional information about the policies of the University of Louisiana Monroe can be obtained at the www.ulm.edu/slp.

Contact Information:

Speech-Language Pathology Program
The University of Louisiana Monroe
700 University Avenue
Monroe, Louisiana 71209-0321

(318) 342-1392 (Departmental Office)
(318) 342-3199 (Departmental Fax)
(318) 342-1395 (ULM Speech-Language Pathology Clinic)
(318) 342-1366 (ULM Speech-Language Pathology Clinic Fax)

THE UNIVERSITY OF LOUISIANA MONROE

MISSION STATEMENT

ULM prepares individuals from northeast Louisiana and beyond to compete, succeed, and contribute in an ever-changing global society through a transformative education while positively impacting society through research and service.

CORE VALUES

EXCELLENCE reflects personal expectations and regional, national, and global standards. It is relentlessly pursued through diligent individual and collective efforts and is achieved by setting the highest goals possible.

SCHOLARSHIP includes original research and creative works, the development of new interpretations, applying knowledge to solve problems, and the sharing of knowledge through teaching. Scholarship defines the intellectual climate and culture of a university.

RESPONSIBILITY Students, faculty, and staff have a duty to be conscientious stewards of entrusted resources. Responsibility includes engaging in a learning environment in a caring manner. Integrity is to be demonstrated by striving to be honest in conduct, to keep promises made, and to treat others with appropriate respect.

STUDENT-CENTERED The University faculty and staff seek to engage the whole student by preparing each individual for a meaningful life and service to humanity.

CAMPUS INFORMATION

The University of Louisiana Monroe's campus, one of the State's most attractive, is located in the eastern part of Monroe, a city whose metropolitan area population exceeds 100,000. Beautiful Bayou DeSiard flows through the 238-acre, tree-shaded campus.

The city of Monroe is located halfway between Shreveport, LA and Vicksburg, MS. It is readily accessible from all sections of Louisiana and neighboring states. The University is located on U.S. Highway 80, within four blocks of U.S. Highway 165 North and two miles of Interstate 20. Monroe Regional Airport, three miles east of the University, is served by Delta Airlines and American Airlines. Monroe city bus lines serve the University area.

Monroe's Civic Center, Strauss Playhouse, Masur Museum, West Monroe's Convention Center, and the local parks offer cultural and popular programs, including sports events of all kinds. The beautiful Ouachita River, Bayou DeSiard, and many nearby lakes offer opportunities for fishing, boating, skiing, swimming, and picnicking.

LIBRARY INFORMATION

The purpose of the University Library, as adopted by the Library Faculty, is to support the teaching, research, and service programs of the University. This shall be accomplished through instruction, networking, and access using the appropriate technology, acquisition, organization and maintenance of necessary information resources. The University Library shall also provide the optimum learning environment for its users.

All are welcome to use the resources of the Library. To borrow library materials, one must have a valid ID card, be enrolled in a cooperative program offered by other institutions, become a member of the Friends of the Library organization, or acquire an Alumni Honorary Card. For more library information, refer to www.ulm.edu/library

FINANCIAL INFORMATION

Information regarding tuition and fees can be found at the www.ulm.edu/financialaid/

FACULTY, ACCREDITATION, PROGRAM REQUIREMENTS AND COURSES

Students should review the Speech-Language Pathology Program section for details about faculty, accreditation, program requirements, and courses by going to www.ulm.edu/slp . Note that there may have been some changes since it was published. See the Program Director for further information. Please review “Faculty Vitae” on this website to learn about your faculty. Also review the “Core Functions” tab for entering the profession of Speech-Language Pathology.

PRE-SPEECH-LANGUAGE PATHOLOGY PROGRAM REGISTRATION INFORMATION AND REQUIREMENTS

REQUIRED CLASSES

Pre-SPLP courses:

- 1013 (Introduction to Speech/Language/Hearing Disorders)
- 1052 (Speech and Language Acquisition)
- 2040 (Anatomy and Physiology of Speech Processes)
- 2002 (Speech Science)

Students are eligible to apply for progression from the pre-Speech-Language Pathology program to the undergraduate Speech-Language Pathology program while enrolled or after completing pre-Speech-Language Pathology program curricula. All students declaring a SPLP major must meet the following requirements for progression into the degree program:

- 1) satisfactory completion of all Core English and Math courses, 6 hours of Science, and 6 hours of Humanities, and UNIV 1001
- 2) satisfactory completion of CSCI 1070, SOCL 1001, PSYC 2001, PSYC 2003, 3 hours of a Core Fine Art, and 6 hours of other courses in recommended sequence
- 3) satisfactory completion of all special requirements of the SPLP major. These special requirements include
 - a) completion of SPLP 1013, 1052, 2002 and 2040 with a "C" or better;
 - b) completion of a speech, language, and hearing screening;
 - c) a corrected cumulative GPA of 2.75 or better;
 - d) a corrected GPA of 3.0 or better in the 1000- and 2000-level SPLP courses, unless the student enrolled in an SPLP course to raise a lower grade to a B or better
 - e) SPLP faculty approval.

Note that meeting the basic requirements does not guarantee that the student will be selected to progress to upper-level SPLP courses. The above requirements also apply to transfer students. The SPLP faculty vote upon students applying for progression is given to the requirements stated above, professionalism, and a clear, concise letter of intent.

Applications for progression are only submitted during the fall semester (no spring admission). Students are to work closely with their advisor to know the progress being made to apply for progression.

In February 2018, the Council for Clinical Certification (CFCC) of the American Speech-Language-Hearing Association (ASHA) passed a new requirement for all people applying for the Certificate of Clinical Competence (CCC) for Speech-Language Pathology (SLP) effective January 1, 2020 and thereafter. Any person applying for the CCC-SLP is required to have at least a 3 credit hour course in physics or chemistry on their university transcript. The course can be any level of physics OR chemistry for credit hours when applying for their CCC's after January 1, 2020.

Upon progression and acceptance into the Speech-Language Pathology program, students are eligible to enroll in advanced (4000 level) courses. Students must complete 25 hours of supervised observation in audiology and/or speech-language pathology. A course, SPLP 4010 Supervised Clinical Observation for 1 credit hour, is taken and will include observations with a variety of children and adults working with Speech-Language Pathologists. More information will be provided when enrolling in SPLP 4010.

Speech-Language Pathology upper level courses:

- 4001 (Phonetics)
- 4007 (Phonetics Lab)
- 4004 (Multicultural Issues) Capstone Course
- 4005 (Diagnosis of Communication Disorders)
- 4028 (Articulation Disorders)
- 4033 (Language Disorders)
- 4035 (Clinical Procedures & Observations)
- 4077 (Audiology)
- 4090 (Neurophysiological Bases for Communication)
- 4010 (Supervised Clinical Observations)
- 4029 (Fluency & Voice Disorders)

Bachelor of Science in Speech-Language Pathology majors must earn a C or better in all major courses, pass all other courses required of the degree, and maintain a 2.75 GPA in order to graduate.

REGISTERING FOR CLASSES

Class registration information can be found on the www.ulm.edu

CLASS POLICIES AND PROCEDURES

Strict adherence to the rules of confidentiality regarding all clients and clinical files is expected at all times during the semester and beyond. No client should be discussed with anyone outside of the clinic setting. When questions or clarification are required in the clinic setting, always use the client initials (or clinician name).

All policies stated in the current ULM Student Policy Manual & Organizational Handbook should be followed (see <http://www.ulm.edu/studentpolicy/>)

HEALTH INSURANCE AND IMMUNIZATION REQUIREMENTS

Immunization Procedures: Immunization requirements are provided to students upon approval for progression to the SPLP major. Students will be required to complete and provide proof of immunizations prior to enrollment in SPLP 4010 Supervised Observation. These records must be printed and signed by a medical professional. More information will be provided.

HOLDS ON RECORD

If there is a hold on a student's record, they may not register until that hold is cleared with the appropriate office. A hold may be imposed for financial indebtedness to the University or for

disciplinary or scholastic reasons. Notice of any hold, including the name of the department where it may be cleared, is available at the <https://www.ulm.edu/it/campus-systems.html>

CREDIT HOURS

No student is allowed to take more than 18 hours in a semester without approval from the academic advisor, Program Director, and Associate Dean or Dean.

IDENTIFICATION

Students are issued a student identification card by the university upon enrollment. This card allows them access to buildings and copying services. Students should always know where their card is and not loan it to others.

COMMUNICATION

The official means of communication between faculty/staff and students is through the <https://www.ulm.edu/it/campus-systems.html> Students are responsible for all information sent by e-mail.

STUDENT POLICY MANUAL

Each student should obtain a copy of the latest ULM Student Policy Manual for a listing of all ULM policies, procedures, and student services. It is available at the Registrar's office or at <http://catalog.ulm.edu/index.php?catoid=30>.

On that page, select the hyperlink for the Table of Contents and scroll down to VI. Look under ULM Code of Student Conduct. In that category look for section nine — "Student Records" and read about FERPA and any other sections of interest.

Accident/Injury

In the event of an accident/injury/or matter of personal safety, University Police should be called immediately at 1-911 or 342-5350 (University Police). Faculty and staff will follow ULM Policies regarding emergency situations.

ADMINISTRATION

The Speech-Language Pathology Program is one of seven programs in the School of Allied Health which is part of the College of Health Sciences.

College of Health Sciences Mission Statement

The mission of the ULM College of Health Sciences is to improve the health, healthcare, and well-being of individuals, families, and communities in Northeast Louisiana through education, service, and research.

This is accomplished by incorporating evidence-based clinical practice into curricula, strengthening our communities; and promoting learner engagement, inter-professional development, and compassion through innovation and demonstrated commitment to patient-and-family-centered care.

SPEECH-LANGUAGE PATHOLOGY PROGRAM

B.S. DEGREE PROGRAM

The B.S. degree is a pre-professional degree that is designed to prepare students for graduate level study in speech-language pathology or audiology. The undergraduate curriculum is comprised of two levels: pre-Speech-Language Pathology and Speech-Language Pathology (SPLP). Students in pre-Speech-Language Pathology are initially in provisional status. During the freshman and sophomore years pre-Speech-Language Pathology students are required to take University core curriculum classes in the areas of English, math, science, and social and behavioral sciences as well as pre-Speech-Language Pathology courses. See Progression Requirements.

The B.S. program prepares students for graduate level study through rigorous theoretical and scientific courses. It is designed to provide a comprehensive understanding of the scientific foundation of the profession.

FACULTY

Mary Ann Thomas, M.S., CCC-SLP, Program Director; Instructor
Holley M Perry, M.S., CCC-SLP, Clinic Director, Internship Coordinator, Instructor
Amanda Elias, M.A., CCC-SLP, Instructor, Clinical Instructor
Sarah Hayes, M.A., CCC-SLP, Instructor and Clinical Instructor
Kaila Razon, M.S., CCC-SLP, Clinical Instructor
Kelly Koch, Ph.D., CCC-SLP, Assistant Professor and Clinical Instructor
Donna M Thomas, Ph.D., CCC-SLP, Assistant Professor
Jennifer Whited, Ph.D., CCC-SLP, Adjunct Associate Professor and Clinical Instructor
Steven Madix, Ph.D., CCC-SLP/A; Adjunct Instructor
Lezlee Shauf Vincent, M.S., CCC-SLP, Adjunct Instructor

SPEECH-LANGUAGE PATHOLOGY POLICIES/PROCEDURES

Oral/Written Communication Skills/Professional Behavior

It is essential that speech-language professionals possess appropriate oral and written communication skills, consistent with their age, gender, and culture. Speech-Language Pathology majors at ULM are provided speech, language, and hearing screenings as part of SPLP 1013. If deficiencies are evident, the participating Clinical Supervisors will meet in private with the student to discuss services/referrals indicated. Speech-Language Pathology students may receive services in the clinic free of charge.

Students are expected to act ethically and professionally during all class activities regardless of where those activities take place (classroom, clinic, and off-campus). It is the responsibility of each student to notify the instructor of planned or unplanned absences from class.

Professional Email Guidelines for ULM Speech-Language Pathology Students

**Remember, Dr. Whited, Dr. Madix, Dr. Thomas, and Dr. Koch all have doctoral degrees and must be addressed appropriately. All other faculty should be addressed as follows unless they

specify otherwise (address them the way they sign their emails if unsure): Ms. Hayes, Mrs. Perry, Mrs. Thomas, Mrs. Elias, Mrs. Razon, and Mrs. Shauf-Vincent.

Subjects

Give the message a subject/title. An email without a title is considered unprofessional with too little information. E-mail messages without a subject may not be opened because they are potentially a virus. Keep the subject short and clear (e.g. Advising, Question re. Exam, Request Meeting)

Greetings

Start the message with a greeting, including the professor's name and title so as to help create a friendly but business-like tone, e.g., Dear Dr. Smith, Dear Ms. Jones (followed by a comma).

Purpose

Start with a clear indication of what the message is about in the first sentence.

Give clear, yet concise, details in the following sentences). Give all the relevant information, but do not overdo it. State only what is relevant. For example, if you are requesting a meeting time, do not tell your life story, simply request a meeting time and/or provide some times that are free in your schedule. Make sure that the final paragraph indicates what you are requesting happen next (e.g. Would you please... Do you think you could..).

Action

Any action that you want the professor to do should be clearly described, using politeness phrases. Students should use expressions such as 'Could you...' or 'I would be grateful if..' A student should never use a direct command with a professor, e.g., "update my information."

Even when couched with a "please" this is not the way to request something from someone that is in a higher social position than you; so that even "Please, update my information" is a command and considered impolite. Professors will also, generally use polite phrases in return, for example, 'Please...

Endings

End the message in a polite way, followed by a comma. Common endings are: Thank you, Thanks so much, Thanks for your consideration/time, etc.

Names

Include your first and last name at the end of the message. It is most annoying to receive an email that does not include the name of the sender. The problem is that often the email address of the sender does not indicate exactly who it is from, e.g. 0385915d@polyu.edu.hk

Special attention should be directed to:

AVOIDING USE OF ALL CAPS as it comes across as shouting, not emphasis.

Avoiding use of excessive exclamation marks as they may come across as demanding and/or overly emotive!!!!

Avoiding excessive use of emoticons ☺ and text messaging shorthand tyvm!, as they are casual and not meant for formal communication.

Politeness, politeness, politeness; when unsure, err on the side of being too polite.

Please follow these guidelines with all e-mail messages that you send.

Social-Media Use

No communication about clients, parents, clinic, or the department is allowed in any other communications via social media (except ULM warhawks email). These include Facebook, Instagram, Snapchat, Twitter, blogs, text-messaging, personal mail, etc. Official Facebook postings about departmental activities can only be made by students with approval of the Program Director or Clinic Director. While faculty cannot stop students from doing so, it is not in the students' best interest to speak negatively about themselves, faculty, the program, the college or university on Facebook or elsewhere. If a student's public communication is interpreted in a slanderous and/or non-beneficent manner, then the student can and will be held ethically and/or legally responsible. Furthermore, students should be aware that Facebook and Instagram are viewable and viewed by faculty, clients, and families of clients, students at other universities, potential students, and future employers. Before a post is made, students should ask themselves, "What will a future employer (client, client's parent, etc.) think when they see this post?" Faculty (including off-campus supervisors) are not allowed to befriend on Facebook or Instagram any current student of the program.

General Dress Code – Class, Clinic, and Spring Conference

The following rules of dress apply to progressed undergraduate students attending Speech-Language Pathology classes and/or those wishing to enter the clinic.

The purpose of this dress code is to promote professionalism. The guidelines are consistent with those of other departments in the College of Health Sciences. Students out of compliance can be asked to leave class or clinic. For any student for whom the guidelines conflict with religious or cultural rules, advance permission for modifications may be requested through the Program Director.

General:

All attire must be clean and pressed as needed. No tank tops, bare mid-drifts, or shirts with inappropriate designs/wording are permitted,

Proper body hygiene is essential. In addition, there should be no malodorous smell of smoke apparent on the uniform. Smoking in uniform must be done in designated areas only, but smoking while in uniform is strongly discouraged.

Strong cologne/perfume is discouraged to avoid disruption to clients, peers, or other personnel.

Distracting tattoos are strongly discouraged.

Fingernails that are distracting (length, color) should be avoided.

Hair should be neat, clean, and in a simple controlled hairstyle; hair must be a normal human hair color. Beards must be neatly trimmed.

Progressed Speech-Language Pathology Students

Scrubs should be worn when in the Clinic or participating in the program, NSSLHA, or campus activities. Scrubs must be clean and pressed. Scrubs can be worn every day while in class.

Students are to wear solid dark gray scrubs with no other visible colors on trim or piping. The scrub top must be loose fitting. Pants should also be loose fitting. Scrub pants must ride at the waist when seated.

CLINIC HOURS OF OPERATION

The exact hours of operation of the Clinic may vary from semester to semester depending on the number of clients served and their appointment times. The clinic door will be locked at all times. Please call or email instructors to make appointments. All students must comply with specific requirements for entering the clinic. See the Dress Code for other important information regarding appropriate attire.

ANNUAL SPRING CONFERENCE

Each spring, the Speech-Language Pathology Program hosts an annual conference offering Professional Development and Continuing Education Hours for students and professionals in speech-language pathology. Students who are in SPLP are required to register for and attend.

ACADEMIC STANDING

Students are expected to maintain the highest standards of academic performance and conduct. Refer to the [ULM Student Handbook](#) for university policies.

SPEECH-LANGUAGE PATHOLOGY POLICY AND PROCEDURES FOR FILING COMPLAINTS

Students are expected to follow the Chain of Command regarding individual issues that are not appropriate for resolution through faculty meetings. For academic issues, students should speak with the instructor first. If the issue cannot be resolved at that level, the student and faculty member are welcome to contact the Program Director for a joint meeting. If the issue continues to be unresolved, all parties should meet with the Program Director.

NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION (NSSLHA)

The Speech-Language Pathology Program has an active chapter of the National Student Speech-Language-Hearing Association (NSSLHA). The organization is very involved with many campus and community-based projects. Undergraduate students are encouraged to be active participants in the local Chapter of NSSLHA meetings and the organization's activities, most of which support the service mission of the Center. Monthly NSSLHA meetings are held multiple times a semester to provide both graduates and undergraduates opportunities for attendance. All students are encouraged to be involved in the Annual Speech-Language Pathology Fall Field Day for clients.

An Undergraduate Student Representative for the ULM Chapter of NSSLHA is appointed and works closely with the advisors, NSSLHA executive council, and faculty to 1) inform undergraduate students about important upcoming events, 2) recruit undergraduate students to

support ULM NSSLHA activities, and 3) to be involved with the ULM Chapter of NSSLHA Executive Council.

APPLICATION FOR GRADUATION

Students should submit an application for graduation on Banner by the deadline listed on the official ULM calendar www.ulm.edu. Each student is responsible for submitting an application for graduation by the deadline. Failure to inform your advisor about dropping any courses may result in the student not graduating on time. Always consult with your advisor immediately if this applies to you. Please consult your advisor about when the deadlines are required.

KNOWLEDGE AND SKILLS

For students to be eligible for the CCC in Speech-Language Pathology, they must demonstrate the acquisition of knowledge and skills in Articulation/Phonology, Fluency, Voice, Receptive/Expressive Language, Hearing, Swallowing, Cognitive and Social Aspects of Communication, Augmentative and Alternative Communication Modalities, Professional Issues, Ethics, and Research. Knowledge and skills in these areas can be obtained through coursework, clinical experiences, research activities, independent study, workshops, and conferences.



We wish you the best in your undergraduate education!

Thank you for selecting ULM and the B.S. in Speech-Language Pathology.

The Speech-Language Pathology Faculty and Staff

Revised: April 2025

Subject to Change without Notice

Disclaimer: None of the policies and procedures in the Undergraduate Student Handbook can supersede any items listed in the Undergraduate Catalog or related documents.