

PROGRAM GUIDE

Faculty of Health Sciences (HS)  
Communicative Disorders Assistant  
2023 - 2024



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*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, and timetable or campus location at any time. Please consult the [Durham College website](#) for the most current information.*

*June 2023*



## A Message from the Executive Vice President, Academic

On behalf of Durham College (DC), I would like to extend a warm welcome to you for the upcoming academic year. It is an exciting time, whether you are a returning student, getting back into the swing of things, or this is your first year of college.



You have made a great choice with DC. We offer a comprehensive range of exceptional academic programs and student services. Our faculty members are experts in their respective fields, and they are dedicated to providing you with the knowledge and skills needed to excel in your future careers. Our students develop the professional, intercultural and durable skills required to realize meaningful careers and make a difference in the world.

We support students by delivering excellence in teaching and learning, and providing opportunities for experiential learning, applied research and technology-enabled education. Our goal is to inspire students to create success for themselves and their communities through the best in innovative and transformative education.

As we start the new semester, it's important to recognize the evolving nature of how we live, work and learn. By choosing to study at DC this year, you've demonstrated a willingness to adapt and grow, which will help you move forward with your studies and life. I encourage you to take advantage of all that we have to offer. Be sure to get to know your faculty members, program coordinator, student advisor, and all the other employees on campus who are committed to your success. These individuals can provide valuable information and resources to support your studies and career planning. Get involved in campus life, connect with your peers, and make the most of your time here.

We are honoured to be a part of your educational journey and can't wait to see the great things you will achieve during, and after, your time with us. Together, we're leading the way.

Best wishes for a successful academic year!

A handwritten signature in black ink that reads "Elaine Popp". The signature is written in a cursive, flowing style.

Dr. Elaine Popp  
Executive Vice President, Academic

## A Message from the Executive Dean, Faculty of Health Sciences

Dear Students,

On behalf of the Faculty of Health Sciences (FHS), I am delighted to extend a warm welcome to all our new and returning students. You are about to embark on a new academic year, one filled with possibilities and opportunities.



To our new students, I want to congratulate you on taking this important step towards your future. You have chosen a path that will provide you with knowledge and skills that will stay with you for a lifetime. We are excited to have you join our FHS, and we look forward to supporting you throughout your journey.

To our returning students, welcome back! We hope that your academic journey has been enriching thus far, and that you are excited to dive back into your studies. We are proud of all that you have achieved so far, and we are eager to see you continue to grow and succeed in the year ahead.

As we start a new academic year, I want to remind you of our mission to offer our learners the means to excel in their chosen field by providing industry relevant professional, technical, theoretical, and hands-on experience. We strive to develop work ready learners upon graduation through a collaborative partnership between students and the programs. Our state-of-the-art laboratories, facilities, learning spaces, and digital platforms provide student-centered learning environments and offer ample opportunities to integrate theoretical learning into real industry hands-on experience. Our goal is to empower students with the essential skills and confidence necessary to be successful in their field. It is our hope that upon graduation students will effectively and confidently transition to work force, related to their field of study. Our dedicated faculty and staff are committed to providing you with a supportive and enriching learning environment. We have a range of resources available to help you with your academic and personal goals, and we encourage you to take advantage of them. We are committed to supporting you throughout your academic journey.

Finally, I would like to wish you all the best for the upcoming academic year. Whether you are starting a new program or continuing with your studies, I am confident that you will find this year to be both rewarding and filled with a wealth of exciting opportunities for growth and discovery.

We look very much forward to having you with us!

A handwritten signature in black ink, appearing to read 'Mojgan Rezvani'.

Dr. Mojgan Rezvani  
Executive Dean, Faculty of Health Sciences

## **A Message from the Associate Dean, Faculty of Health Sciences**

As Associate Dean, it is my great pleasure to extend a warm welcome to all students in the Faculty of Health Sciences programs.

The Faculty of Health Sciences is at the forefront of advancing healthcare related education, research, and practice. Together, we have the opportunity to make a profound impact on the lives of individuals and our communities through our collaborative efforts and innovative approaches.

As we embark on this new academic year, I encourage you to embrace the spirit of collaboration, participation and excellence and wish you all the very best in your academic journey. Our dedicated staff members in the Faculty of Health Sciences are always here to lend a helping hand and provide guidance whenever needed.

The passion, expertise, and dedication of our faculty cultivate a nurturing and inclusive learning environment for our students, preparing them to become exceptional professionals and leaders in their respective fields.

Together, let us embark on a remarkable journey of discovery, innovation, and transformation.

With warm regards,

Sincerely,

A handwritten signature in cursive script, appearing to read "Gillian Dunn".

Gillian Dunn, RDH, BPE  
Associate Dean,  
Faculty of Health Sciences

# Faculty of Health Sciences

## Communicative Disorders Assistant Program Faculty & Staff

Executive Dean	Dr. Mojgan Rezvani	Ext. 2249	<a href="mailto:mojgan.rezvani@durhamcollege.ca">mojgan.rezvani@durhamcollege.ca</a>
Associate Dean	Gillian Dunn	Ext. 2727	<a href="mailto:gillian.dunn@durhamcollege.ca">gillian.dunn@durhamcollege.ca</a>
Administrative Coordinator	Shari Kinney	Ext. 2375	<a href="mailto:shari.kinney@durhamcollege.ca">shari.kinney@durhamcollege.ca</a>
Student Advisor / Placement Officer	Joycelyn Kelly	Ext. 2199	<a href="mailto:joycelyn.kelly@durhamcollege.ca">joycelyn.kelly@durhamcollege.ca</a>
Office Administrative Assistant	Lori Barbara	Ext. 2054	<a href="mailto:lori.barbara@durhamcollege.ca">lori.barbara@durhamcollege.ca</a>
Program Coordinator	Elizabeth Maga	Ext. 2079	<a href="mailto:elizabeth.maga@durhamcollege.ca">elizabeth.maga@durhamcollege.ca</a>

The above individuals may be contacted by dialing directly 905.721.2000, followed by the appropriate extension.

### Faculty of Health Sciences

Location: SW106 - Gordon

Willey Building Telephone:  
905.721.3080

Website: <https://durhamcollege.ca/academic-faculties/faculty-of-health-sciences>

### Health & Wellness Centre

<https://durhamcollege.ca/student-life/health-and-wellness/campus-health-and-wellness-centre>

G127 (Main Campus) 905.721.3037

### Access and Support Centre

<https://durhamcollege.ca/asc/>

SW116 (Main Campus) 905.721.3123

### Coaching and Support Centre

SW116 (Main Campus) 905.721.3147

<https://durhamcollege.ca/asc/>

# CDA Program Information

## **CDA Program Description**

This program prepares the graduate to work as a Communicative Disorders Assistant (CDA) under the supervision of a qualified Speech-Language Pathologist (S-LP) or Audiologist in a variety of workplaces. Emphasis is placed on preparing the graduate to conduct communication programming after the assessment has been completed and treatment plan developed by the S-LP or Audiologist. The program is designed to prepare CDAs to function in diverse settings, with clients from a variety of cultures, socioeconomic backgrounds, and developmental stages. Durham College is committed to providing a diverse, inclusive and equitable learning environment.

Students will gain a firm understanding of physiological and functional speech, language, and hearing disorders. The development of programming skills and communication intervention techniques appropriate for treating communication disorders is fundamental to the program. Learning in our dedicated CDA classroom, resource library and hearing lab, students gain the knowledge and skills to deliver a wide range of communication services to clients of all ages.

Two comprehensive competency-based field placements will provide the student with the opportunity to gain hands-on experience and practice their skills. Program faculty are dedicated professionals with many years of clinical experience in the field of communication disorders who foster student learning through the use of classroom-based learning, practical lab activities, guest speakers and clinical observations and experiences.

## **CDA Program Guide**

"Student Success" is the primary goal of the Communicative Disorders Assistant (CDA) program at Durham College. As teachers and administrators, we are dedicated to helping students achieve their own goals, whether they are academic or personal development. Our program is offered over a one-year period. This program guide contains valuable information about Durham College and the CDA program. Please read it carefully and keep it handy as a reference!

This guide will:

- a) Explain the goals/objectives of the CDA program
- b) Set out the responsibilities of students and faculty in achieving these goals
- c) Provide details of all our course offerings
- d) Outline the policies of the CDA program

## **Program Learning Outcomes/Program Competencies**

Upon completion of this program, graduates have reliably demonstrated the ability to:

1. Interact with others in ways that contribute to effective working relationships.
2. Establish and sustain therapeutic relationships with patient/clients and their significant others/caregivers.
3. Contribute, under the supervision of an audiologist or speech-language pathologist, to the process of undertaking patient/client screenings and assist with assessments.
4. Contribute, under the supervision of a speech-language pathologist or an audiologist, to the development, implementation, modification and evaluation of language/speech/hearing programs to achieve the goals of the treatment plan.
5. Promote personal safety and the safety of others in providing effective care.
6. Communicate effectively, through oral, written and non-verbal means with patient/clients, their significant others/caregivers, audiologists, speech-language pathologists, and/or other team members.
7. Educate, under the supervision of an audiologist or speech-language pathologist, patients/clients/significant others/caregivers regarding their role in implementing the treatment plan.
8. Use assistive technology and augmentative communication resources and perform routinely required maintenance.
9. Comply with requirements for accountability, responsibility and legal, professional and ethical standards of practice.
10. Develop and implement strategies to maintain professional competency.



## **Faculty Responsibilities**

1. To be positive, enthusiastic and patient.
2. To be in the class early and prepared to begin on time.
3. To keep current in academic and professional knowledge.
4. To be prepared for activities, exercises and demonstrations.
5. To be available and show willingness to help students.
6. To ensure that all students get equal assistance and time.
7. To perform evaluations according to established criteria and within a reasonable time frame.
8. To return and take up any assigned homework, assignments, tests and projects promptly.
9. To identify students requiring remedial assistance, and to direct those students to the appropriate services.
10. To write constructive and helpful statements when evaluating student assignments.
11. To use a variety of teaching and questioning techniques to make presentations dynamic.
12. To encourage student participation and feedback wherever possible.
13. To outline career responsibilities, career alternatives, and avenues for further education following graduation.
14. To review the Course Outline with the students and to adhere to the outline.

## **Student Responsibilities**

1. To be prepared for class and field placement activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments.
2. To be in class punctually.
3. To answer and participate in class.
4. To show respect for each other.
5. To be trustworthy, honest, and to show respect for peer relationships.
6. To complete tests, assignments and evaluations as required, striving for excellence.
7. To demonstrate effective communication skills when working with peers and teachers.
8. To understand all subject requirements and to follow them.
9. To seek assistance immediately if unable to follow the subject requirements for any reason.
10. To read the student information handbook and be familiar with its contents.
11. To demonstrate effective teamwork skills while engaged in group learning activities.

# Durham College

## Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to:  
<https://durhamcollege.ca/wp-content/uploads/academic-progression-policy.pdf>

## Program-Specific Academic Policies & Procedures

The Communicative Disorders Assistant (CDA) program has developed program policies based upon its philosophy and goals. It is the student's responsibility to read, understand, and comply with the policies outlined in this document.

The CDA program reserves the right to alter its Policies and Procedures as needed. Students will be given written notification of any necessary changes. The following policies apply to all courses, including field placement courses, unless students are advised otherwise. Additional policies specific to individual courses may also be included in the Course Outlines.

### **Preparation of Assignments**

All assignments must meet the following criteria unless otherwise stated in individual course outlines/assignment guidelines posted on DC Connect.

- Cover-page listing the title of the assignment and the student's full name(s)
- An electronic copy posted on DC Connect (unless otherwise stated)
- Double-spaced with page numbers
- 1 inch margins – left, right, top and bottom
- A reference page with all resources cited in APA format (appropriate in-text citations are also to be used, where appropriate)
- Font size 12

Assignments which do not meet the above criteria will be returned unmarked, and late penalties will be applied from the date of return.

Please refer to [A Guide to APA Documentation](#) on the Durham College Library Electronic resource page for detailed information regarding submission. The library also provides a document entitled "A Guide to Bibliographic Citation – APA" as a resource for students.

## **Submission of Assignments**

All assignment handouts outlining the purpose, criteria, marking rubric (if applicable) and/or due dates, etc. will be discussed in Weeks 1 and/or 2 of each course and will be posted on DC Connect.

All assignments are due either at the beginning of the class in that course on the day it is due, by 11:59pm on the day it is due or a predetermined date (if applicable). Any assignments received after this will be deemed "late". If an assignment is missing any of the required components, the student will be informed and late penalties will be applied from the date the student is notified.

It is the responsibility of the student to submit all assignments on DC Connect in the appropriate section by the due date.

If a deadline is not met, it is the student's responsibility to contact the course instructor.

All late assignments will be penalized 10% per calendar day (24-hour period). A zero will be assigned to assignments handed in 10 or more days late.

It is the student's responsibility to keep a copy of each assignment that is submitted.

If a student experiences technical difficulties when attempting to submit an assignment electronically they should contact the IT Help Desk at 905-721-2000 or email [itsupport@dc-uoit.ca](mailto:itsupport@dc-uoit.ca) and have a "ticket" opened. If the technical issue cannot be resolved the ticket number is to be emailed to the professor.

## **Policies for Writing Tests**

Students are required to bring their Durham College Student I.D. cards with them to all tests and will be required to present their student I.D. card to the course instructor prior to writing the test. If an I.D. card is requested and not presented, the student may be asked to leave the room and may not be allowed to re-write the test.

Students who have been identified by the Access and Support Centre (ASC) office as being eligible for test accommodations are responsible for making appropriate arrangements for writing tests with the ASC and will take responsibility for informing the professor of any such arrangements. Students writing in the Test Centre are expected to do so at the same time that the regularly scheduled test occurs.

Tests in the CDA program may be cumulative or non-cumulative depending on the course. Please see individual Course Outlines for test dates and important test information. Details

regarding tests and any other pertinent information will also be discussed by the professor within the first two weeks of classes.

### **Missed Tests**

It is expected that all students will be present to write all tests in the scheduled time slot. A student who misses a test must notify his/her professor by email (using only DCMail) prior to the test being written or in the case of an emergency within 24 hours of the missed test being given.

If a student follows the above process for a missed test he/she will be offered an alternate time to complete this evaluation in the Test Centre on campus. The course instructor will determine the date and time and the format of the missed test which is non-negotiable. If the student does not follow through he/she will receive a mark of "0" for the test.

Students who fail to notify the instructor will receive a mark of zero (0) on the test.

Please note that Lab Tests cannot be made up/written later and if a lab test is missed a mark of zero (0) will be automatically assigned.

### **Absence for Presentations**

If a student is going to be absent on the date of an in-class assignment and/or oral presentation, s/he or his/her representative must notify the professor by email no later than the start time of the class on the day the assignment is due or the oral presentation is to occur.

If the instructor is absent on the due date of an assignment, the assignment is still due on that date. Submit the assignment according to the professor's instructions which will be posted on DC Connect in the relevant course.

A student who misses an oral presentation must notify his/her professor by email (using only DCMail) prior to the class beginning or in the case of an emergency within 24 hours of the missed oral presentation.

Students who fail to notify the instructor will receive a mark of zero (0) on the presentation.

### **Return of Test and Assignments**

If tests or assignments are not submitted via DC Connect (based on a specific professors' instructions) results of a student's individual assignment or test can ONLY be returned to that student.

Students who are not in class when hard copy work is returned are required to retrieve their results from the instructor at the next scheduled class for that course. Marks will not be given via email.

Hard copy marked assignments will be kept for 20 working days after the student's grade reports are released at the end of the semester. If they are not retrieved within that time, the assignment will be shredded/disposed of appropriately.

### **Failure of Tests/Assignments**

In the event that a student receives a failing grade (below 50%) in 1 (one) test or assignment in a course, the student **must** contact the course instructor to discuss the results and determine what steps the student needs to take in order to improve their performance.

### **Attendance and Student Success**

Attendance has been shown to be the best predictor of student success. Most courses are designed to build on skills previously learned and applied in class; a student who misses topics will find it more difficult to complete subsequent assignments, etc. If, however, for unforeseen circumstances (such as an illness or emergency) a student is absent from class, it is his/her responsibility, **prior to the next class**, to review and learn what was missed.

Attendance is taken at all classes. Students are expected to be punctual and to actively participate in all class discussions and activities.

Students are responsible for knowing all course requirements and instructions given in class, even if they are absent from that class. They are encouraged to find classmates who are willing to gather handouts, take notes and pass along instructions and information from classes that they have missed (including anything verbally discussed by the professor). A student who has missed class is encouraged to contact the instructor immediately if any of the information he/she has received is unclear. It is the student's responsibility to keep the instructor informed about any circumstances which may be interfering with the student's success in that course. The instructor cannot provide support and assistance if he/she is not aware that a problem exists. Students can email faculty and arrangements can be made for the instructor and the student to meet in-person, virtually or on the phone and work together to resolve any issues or challenges.

In keeping with student success, when appropriate, there may be times when the student's progress may be discussed with other faculty and relevant administrative and support staff at Durham College. Faculty members may also contact individual students regarding absenteeism/lateness, course progress, etc., at their discretion.



## **Classroom Conduct**

It is expected that all members of the class, including the instructor, will treat one another with courtesy and respect. If a student's behaviour interferes with the rights of others to teach or to learn, the instructor has the right to ask the disruptive student(s) to leave the class.

## **Communication**

Each Durham College student has a DC Mail email address which they are required to check daily. Students are also expected to check DC Connect for course updates and MyDC and the Durham College website regularly for important college-wide information.

Please note that **communication between students and faculty/Placement Officer/Student Advisor via email is limited to the DC Mail system. Durham College staff CANNOT use or reply to personal email addresses.** Please note that e-mails should be grammatically correct with proper spelling and punctuation, etc. to reflect professional student-teacher communication. Some professors require students to utilize the DC Connect e-mail system for specific course communication. It is each student's responsibility to know which professors have this requirement and adhere to it.

As previously stated, it is the student's responsibility to keep the professor informed about any circumstances which may be interfering with their success. The professor is unable to provide support and assistance if s/he is not aware that a problem exists. Students will be encouraged to assume responsibility for accessing the necessary supports that faculty/the Placement Officer/Student Advisor may recommend. Students can email the appropriate person and arrangements can be made to meet and work together to resolve any issues or challenges.

If a student has a concern about an individual course, the first step in finding a solution should be a discussion with the professor of that course. If the issue cannot be solved through collaboration, the student is advised to discuss the issue with the CDA Program Coordinator and/or Student Advisor.

## **Technology**

Electronic devices can enhance learning; however, they can also hinder it. Text messaging, checking emails, etc. can distract both the user as well as those around them; therefore, all cell phones, tablets, laptops, etc., are to be turned off before the start of class (unless otherwise instructed by the professor).

Professors recognize that there may be times when a student needs to be available to receive an urgent call. If this is the case please let your professor know and turn your phone to vibrate so that it will not disturb the class. Students are expected to leave the classroom to respond to any incoming calls.

At no time may a student post anything related to faculty, staff, individuals they interact with on placement, other students, classes/practicum/placement/lab, etc. on social media. Any exceptions to this that are course-related will be discussed by the professor.

### **Late Arrivals in Class**

Students are expected to arrive to class on time both at the beginning of class and after breaks. Instructors recognize that there are often legitimate reasons for late arrivals but when the behaviour is chronic and disturbs a class already in progress, the instructor has the right to prohibit entry to the classroom until a suitable break occurs.

During classes when a guest speaker is scheduled or when other students are presenting, **late arrival may not be permitted.** (Special circumstances may be presented to the instructor in advance of the class for consideration).

Students who arrive late on the day of a test will not be given any additional time to complete the test. No student will be allowed to enter the test room after the first 30 minutes or after the first student to complete the test leaves the room and late arrivals may not be permitted if the arrival is deemed by the professor to be disruptive to the testing environment.

### **In-Process Work**

Class participation, sharing information and ideas in class discussion and group work will enhance the student's own personal and professional growth. The in-process mark is based on attendance and/or in-class learning exercises/activities. Attendance checks and/or in-class exercises/activities will be taken or assigned at the professor's discretion. If a student is absent when attendance is checked or when an activity is assigned, s/he will receive a mark of "0" for that attendance check or exercise/activity. In-process work cannot be made up or supplemented. Arriving late or leaving early for a class will be considered an absence for in-process marks and a mark of "0" will be assigned.

### **Eating and Drinking in Classrooms**

Food and drinks are permitted in classrooms as long as the student takes responsibility for removing garbage and cleaning up his/her workspace before leaving the class. The instructor has the right to revoke this privilege if these conditions are not met.

## **Required/Recommended Readings**

Students are required to prepare for each class by reading all the required resources and/or completing all the assigned activities prior to class (if applicable).

A list of class topics and assigned readings/recommended readings/resources will be provided for each course via DC Connect. This will help students raise appropriate/relevant questions and more fully understand and integrate the information presented in class.

## **Information about Pre-Requisite Subjects**

Students must successfully complete ALL course requirements in Semester I to be eligible to progress to Semester II. Students must successfully complete all Semester II courses in order to progress to Semester III (field placements).

If a student is not eligible to take a particular course at the time it is offered because he/she has not successfully completed a prerequisite subject, the student is responsible for taking the course when it is next available **at his/her own expense** once eligibility requirements have been met. Eligibility requirements are to be discussed with the Student Advisor.

## **Registration**

Students are required to register for ALL three semesters, including field placements.

## **Graduation**

An “Application for Graduation” form must be completed by all graduating students. The form will be available on MyDC, prior to the graduation date. A certificate will not be prepared until the completed form has been submitted.

**NOTE:** Students must have successfully completed all course credits and both field placements to be eligible to graduate. A minimum final mark of 50% for each course and an overall minimum average of 60% leading to a cumulative GPA of 2.0 must be achieved to be eligible to graduate.

## **Timetables**

Timetables and course outlines are available online through MyDC. You can view and/or print your timetable from any computer with internet access. If you require assistance, please contact the IT Help Desk at 905-721-2000.

**Please note: Students are responsible to ensure that all of their required courses are on their schedules.** Assistance is available from your Student Advisor. Should you have a discrepancy on your timetable, please report it immediately.

### **Emergency Calls**

The Faculty of Health Sciences staff will accept messages for students only in the event of a family emergency. Please make sure that anyone in your life who needs to locate you during class time for reasons other than an emergency has a copy of your timetable (e.g., classmates, family, daycare provider, etc.) Staff are unable to release your class schedule information due to the Freedom of Information Act.

### **Additional CDA Program Activities and DC Kids Speech and Language Clinic**

Throughout the program there may be additional on and off-campus workshops, field trips, guest presentations, online requirements, etc., that are outside of the scheduled classroom instruction. It is expected that all students attend all activities. Students may also be required to participate in the CDA program's DC Kids Speech and Language Clinic.

## Communicative Disorders Assist (CDA)

Course Name	Mod	Code	Prerequisites	Corequisites	Weekly Breakdown				
					Lec Hrs	Lab Hrs	FP/Alt Hrs		
<b>CDA-SEM1</b>									
Anatomy and Physiology of Communication and Swallowing		ANAT 1100			2	0	1		
Introduction to Audiology		AUDI 1100			3	2			
Augmentative and Alternative Communication and Assistive Technology		AUDI 1101			3	1			
Clinical and Professional Practice 1		AUDI 1102			3	0			
Child Language Acquisition and Related Disorders 1		LING 1100			3	0			
Articulation and Phonology		LING 1101			3	0			
Adult Neurogenic Disorders and Rehabilitation 1		REHA 1100			3	0			
					<b>20</b>	<b>3</b>	<b>1</b>		
<b>CDA-SEM2</b>									
Stuttering and Voice		AUDI 1200			3	0			
Clinical and Professional Practice 2		AUDI 1201	AUDI 1102		2	0	1		
Child Language Acquisition and Related Disorders 2		LING 1200	LING 1100		3	0			
Amplification Systems and Aural Rehabilitation		REHA 1200	AUDI 1100		3	2			
Adult Neurogenic Disorders and Rehabilitation 2		REHA 1201	REHA 1100		3	0			
Principles of Therapy and Programming for Diverse Populations		SOCI 1205			3	0			
					<b>17</b>	<b>2</b>	<b>1</b>		
<b>CDA-SEM3</b>									
Integrated Practicum 1	MOD1	AUDI 1301	ANAT 1100, AUDI 1100, AUDI 1101, AUDI 1102, AUDI 1200, AUDI 1201, LING 1100, LING 1101, LING 1200, REHA 1100, REHA 1200, REHA 1201, SOCI 1205		0	0	250		
Practicum Seminar	MOD2	AUDI 1300	AUDI 1301		10	0	2		
Integrated Practicum 2	MOD3	AUDI 1302	AUDI 1300, AUDI 1301		0	0	250		
					<b>10</b>	<b>0</b>	<b>502</b>		



**NOTES:**

**OPT1/OPT2/OPT3 - OPTIONS - Students choose subjects. OPT1 subjects are included in total hours per week.**

**GNED - Courses with this Subject Code are "General Education" subjects, GNED 0000 you are required to choose a 'General Education Elective' that term when you register.**

**SPEC 0000 - when displays as a pre-requisite you are required to have passed all previous courses and have a GPA of 2.0.**

**COOP - the co-op work term takes place in the following semester (spring/summer).**

**MOD1/MOD2 - course is delivered over a portion of the semester.**

# Field Placement/Practicum

Durham College CDA field placements take place in Semester III, after all previous course and Synergy requirements, etc. have been met. Prior to field placements beginning in Semester III all information regarding field placements will be disseminated by the Placement Officer. Any questions during Semester I and II regarding field placements are to be directed to the Placement Officer.

During field placements in Semester III students will also be assigned a Durham College Faculty Advisor. This may be the Program Coordinator or other faculty within the program, etc. Students are required to maintain regular contact with their Faculty Advisor throughout placements and discuss any concerns/challenges that arise during placements with their Faculty Advisor in a timely fashion.

## **Eligibility Requirements**

Students must obtain and maintain a cumulative G.P.A. of 2.0 and successfully complete all course work to be eligible for practicum. (Any student on a Letter of Permission or who has an unresolved Academic Alert will not be assigned a practicum until the issue pertaining to the Letter of Permission or Alert has been successfully addressed).

## **Appearance**

Students must comply with agency dress codes and must wear their Durham College I.D. badges at all times at their placements.

## **Attendance**

All practicum experiences are essential to maximize learning opportunities. Repeated and sustained absence may make it impossible to meet the practicum learning outcomes. Attendance in the practicum area is also an essential part of accountability to clients and other team members. Ongoing records are kept of the number of hours of practice, absenteeism and lateness, etc.

In order to meet the required number of practicum hours, full attendance is **mandatory**. Students are required to notify the agency prior to the beginning of placement if they must be absent from the practicum. It is expected that all hours are to be completed within the set practicum time frames in order to receive credit.

Students may be required to attend practicum during hours outside of the “traditional” work schedule which may include early mornings, evenings and/or weekends depending on the agencies hours of operation. This should be discussed at the beginning of practicum and the schedule worked out in advance. If there are difficulties as a result of this that cannot be resolved between students and supervisors, these should be raised with the Program Coordinator and/or Placement Officer.

### **Transportation**

Students are responsible for their own transportation for their practicum requirements. Students are responsible for all costs associated with transportation to, from and during placements, which may or may not be proximal to transit services. A driver’s license and full-time use of a reliable vehicle may also be a requirement for some placement agencies.

### **Illness**

If students become ill in the practicum setting, they should contact their agency clinical supervisor, Placement Officer and their Durham College Faculty Advisor immediately.

### **Withdrawal from Practicum/Placement**

A student in a practicum/placement course cannot withdraw after 75% of the course hours have been completed or passed. Students must meet with their Student Advisor to be withdrawn from practicum/placement.

### **Immunization/CPR/Criminal Reference Check**

To be eligible for practicum placement and any observation assignments, students must provide evidence of valid immunizations as required by the College, as well as their CPR and Criminal Reference Check. (Details were outlined in your Orientation package).

All required pre-practicum documentation must be submitted to [Synergy Gateway](https://cpp.smartsimple4.biz/s_Login.jsp) [https://cpp.smartsimple4.biz/s\\_Login.jsp](https://cpp.smartsimple4.biz/s_Login.jsp) our 3<sup>rd</sup> party documentation collection and verification partner by the **specified deadline** for each semester / year in the program. Deadline dates will be communicated to students through email in 1<sup>st</sup> year and through DC Mail email in the remaining semesters. Exceptions to these dates are non-negotiable due to liability and safety regulations.

Students whose documentation expires throughout the year are required to submit updated documentation according to the due dates set out by the Synergy Gateway.

Procedures and regulations for obtaining criminal record search documents are controlled by the RCMP and the Government of Canada. These procedures and regulations may change at any time without notification. Durham College will endeavor to notify students of any changes when they come to our attention. As of March 1, 2011, the following reflects the current procedures and regulations of the RCMP with regard to the Vulnerable Sector Verifications.

**The RCMP identified a means to enhance vulnerable sector checks to make the searches more rigorous. In the interest of public safety, the enhancements were quickly implemented to protect vulnerable members of society.**

**As a result of the enhancement, a Vulnerable Sector Verification now requires the submission of fingerprints whenever the gender and date of birth of an applicant match to an existing pardoned sex offender record. This is not an accusation of criminality, but a requirement for a thorough verification to confirm identity and protect personal privacy. This process will take at least four months.**

This is an excerpt from the RCMP website: <https://www.rcmp-grc.gc.ca/en/types-criminal-background-checks>

### **Confidentiality**

Client information must not be discussed in any public area or with any unauthorized persons. Under no circumstances is information to be given to police or press. All requests for information should be referred to the designated administrative person at your placement agency.

Any breach of confidentiality will be reviewed and Durham College and the placement agency and may result in a student's dismissal from the CDA program. Students should only have access to health/school records as assigned for educational purposes. Any computer access codes must only be used to access computer data for patients/clients as assigned.

Please refer to the CDA Practicum Guide for full details regarding field placements.

# Health Policies and Guidelines

Certain protective health measures such as entrance physical examinations, up to date immunization, criminal reference checks, CPR certification and/or special tests are expected of all students, the professor and staff prior to an experience in the agency.

Please refer to the Practicum Guide for further details and for submission instructions.

## 1. Entry Immunization Form

An approved Entry Immunization Form (EIF) must be on file with your practicum/placement officer to be eligible to attend the practicum placement portion of your program. Students are not allowed to attend placement until the form is approved. These forms are made available to students following registration and acceptance into a program and must be approved as a condition of acceptance into placement.

Please visit the Campus Health Centre to request assistance in completion of these forms. Completion of the form may require more than one visit. The Campus Health Centre is located in the Campus Recreation & Wellness Centre (CRWC), G-1030. Hours of operation are 8:00 am - 6:30 pm. 905-721-3037 Monday to Thursday and 8:00 am to 4:30 pm on Friday.

[www.durhamcollege.ca/campushealthcentre](http://www.durhamcollege.ca/campushealthcentre)

Completion of an “Informed Consent for Immunization Exemption” must be provided to your placement officer if you are requesting exemption from any immunizations on the EIF form. These forms are only available through an appointment in the Campus Health Centre. Immune status is required via blood titre levels and any record of past vaccinations must be supplied for the exemption status to be processed. TB testing is mandatory.

## 2. Tuberculosis Surveillance (TB skin testing)

All first-year students and new entry students are required to provide proof of TB status as a part of the Entry Immunization Form. A two-step TB skin test is required. If a two-step TB skin test has been completed in the past, proof of this testing must be provided as well as a current yearly one step. If you are a known positive conversion, proof of a negative chest x ray which is less than 1 year old, must be submitted along with documentation of the positive test result.

## 3. Influenza Immunization (Flu vaccination)

For placements in long term care facilities, students may be required to have had vaccination for influenza. Please ensure you are immunized and keep a record for your placement agency. If a student has not had an influenza immunization and a flu outbreak occurs in the agency and/or on the unit the student is assigned to, the student may be required to stay away from the practicum area until the flu outbreak is over.



#### 4. Illness

Durham College has a responsibility to the practicum agencies concerning infection and disease control. As a student, you are responsible for assessing your ability to attend practicum/field placement. When you are not able to attend placement due to illness students must comply with the established policies for their placement agency. If illness or injury occurs while at placement, please contact your placement agency supervisor and your Placement Officer and/or Durham College Faculty Advisor as soon as possible for further direction.

Contact your healthcare professional or make a medical appointment through the Campus Health Centre for clearance to attend placement if you suspect you have:

- Contact with a communicable disease
- Gastrointestinal symptoms of diarrhea persisting for longer than 24 hours
- Respiratory symptoms such as a persistent fever of greater than 38 degrees and a new or worsening cough or shortness of breath

#### 5. Management of Persons with Exposure to Blood or Body Fluids

*Definition of "Exposure": exposure encompasses situations such as a break in integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other body fluids to which Routine Practices apply.*

- a) If an exposure occurs, immediately apply first aid measures.
1. Wash the area with soap and water
  2. If eyes(s) splashed, rinse with tap water or saline with eye(s) open
  3. If mouth is affected, spit out suspected fluid and rinse with water
  4. If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contact
- b) Reporting and post-exposure management.

Students should report exposures immediately after they occur, as certain interventions that may be appropriate, for example prophylaxis against Hepatitis B, must be initiated promptly to be effective.

The exposed student should:

1. Notify their immediate agency placement supervisor and then their Durham College Faculty Advisor
2. Follow the policy of the agency in which the exposure occurred
3. If no policy exists, report to emergency department of local hospital to determine risk level, treatment, counselling and suggested follow-up
4. Complete the Durham College Accidental-Injury form. Relevant information includes the

following:

- Date, time, location (agency) of exposure
  - Job duty being performed by student/staff at the time of exposure
  - Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact
  - Description of source of exposure
5. Details about any referral for assessment/treatment
  6. Follow – up counselling and ongoing evaluations by a physician can be arranged if the student does not have a physician

## **6. Travel Outside Canada**

Please be aware that upon returning from travel outside of Canada, if unwell, you are advised to consult with your healthcare professional or make a medical appointment through the Campus Health Centre.

# Additional Important Information

## **Durham College (DC) Mission, Vision and Values**

Used to guide the overall direction of the college, the [Strategic Plan](#) outlines DC's mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver quality teaching and learning opportunities that support the success of our students and academic employees. Together we're leading the way.

## **Academic Advising – Student Advisors**

Student advisors are committed to student success and are available to help guide you through your college experience.

They can help you to:

- Identify career goals and make sound academic decisions;
- Develop academic plans to promote success in the event of failed courses or low grade point average (GPA);
- Make decisions regarding full-time/part-time studies;
- Review graduation requirements;
- Find equivalent credits.
- Transfer to another program or identify pathways to further education; and
- Access other college services to support student success.

To view contact information for your student advisor, visit the [Student Advisors](#).

## **Academic Integrity**

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the DC community. Mechanisms to support academic integrity reinforce our core values, enrich educational inquiry and enhance the quality of our scholarship and reputation.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of their own efforts. The [Academic Integrity Policy and Procedure](#) provides a comprehensive explanation of DC's expectations regarding academic integrity.

## **Student Supports**

DC offers students a variety of services to help them achieve academic success. From accessibility accommodations, financial aid, health services and wellness coaching to student life, recreation and career development, our knowledgeable staff provide holistic supports to help students reach their greatest potential.

Please visit the [Student Services](#) page for more information on each of the student service areas.

## **Important Dates**

DC strives to keep you informed of important dates throughout the academic year. Please review the 2023-2024 important dates that include fee payment deadlines, web registration, add/drop and grade release dates etc. You can find this information on the [college's website](#) and on [MyDC](#). Please review [MyDC](#) regularly for updates and reminders on important dates.

## **Academic Grading and Progression**

Please refer to the [Academic Grading Framework Policy and Procedure](#) documents for a complete overview of grading practices which communicates student performance and [Academic Progression Policy and Procedure](#) to clearly understand the requirements necessary for a student to progress through an academic program.

A student must have a cumulative G.P.A between 1.8 and 1.99 to continue under academic probation.

## **Student Academic Learning Services (SALS)**

SALS helps DC students to achieve their academic goals through free services and resources, including subject specific support (math, accounting, biology, chemistry, physics and statistics), academic reading and writing, learning strategies, and assistance with English language proficiency. Students also have access to peer tutoring, online resources located through the [MyDC](#) landing page (under "[Learning Resources](#)"), and SALS ONLINE academic resources, videos, and quizzes in DC Connect.

Please email SALS at [sals@durhamcollege.ca](mailto:sals@durhamcollege.ca), or visit the [SALS website](#), for information on accessing resources and services, scheduling an appointment, registering for workshops, or sign-up to request or be a peer tutor.