



**ORGL 250: Comprehensive Clinical Procedures Laboratory**  
Medical Audiology Sciences Program  
FHS-FM Division of Health Professions  
American University of Beirut

**Course Syllabus – Spring 2020**

**INSTRUCTOR INFORMATION:**

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**Office Hours:** By appointment, VanDyck 328 or MAS offices

**COURSE INFORMATION:**

**Day / Time:**

Common Session

Wednesday, 11:00 – 14:00

As assigned:

Tuesday, 8:00 – 11:00, 11:00 – 14:00, and 14:00-17:00; Wednesday, 8:00 – 11:00; Thursday, 8:00– 11:00, 11:00 – 14:00, and 14:00-17:00; Friday, 8:00 – 11:00 and 14:00 – 17:00

**Place:** MAS Classroom and Labs, AUBMC Audiology Clinic, ACC 7<sup>th</sup> Floor  
**Level/Credits:** Undergraduate / 5 semester hours  
**Prerequisites:** ORLG 240  
**Moodle Site:** **ORLG 250 Moodle Site**

**REQUIRED COURSE TEXTBOOK AND READINGS:**

**Textbook:**

Medical Audiology Sciences (MAS) Clinic Handbooks/Handouts (vestibular and hearing aids)

**Supplemental Readings:**

Clinic manuals and other reading materials will be assigned throughout the semester. Supplemental readings will either be accessible online (via the **ORLG 250 Moodle Site**) or distributed at the weekly Common Session.

## COURSE DESCRIPTION:

This course provides students with 150+ hours of clinically-supervised direct patient care. Clinicians will practice all aspects of audiological care, with greater independence. A weekly class meeting is held to discuss **professional issues in audiology, including** private practice management, coding and reimbursement, marketing and sales, malpractice, credentialing, and ethics and clinical integrity in the practice of the profession of audiology.

**N.B: Passing grade for this course is 70%.**

## COURSE FORMAT:

ORGL 250 is the fourth and final practicum course you will take at the AUBMC Audiology Center. By the end of the course, each student must complete a **minimum of 115 patient contact hours under direct supervision**. (*Please note: Contact hours include direct clinical contact such as interviews, performing tests, recording results and explaining results.*) The purpose of the practicum meetings is to enhance concepts introduced in other courses, introduce new procedures and equipment that you will need to use throughout the semester, as well as to discuss cases and report writing methods.

## STUDENT LEARNING OBJECTIVES/OUTCOMES:

1. Follows AUBMC's policies and procedures (e.g., Fire Safety, Child Abduction Plan, HIPPA, Patient Confidentiality, and Infection Control).
2. Understands and follows the AUBMC Audiology Center's policies and practices.
3. Identifies and incorporates use of universal precautions for controlling infectious diseases in routine patient care.
4. Administers and interprets basic and advanced clinic procedures accurately with minimal guidance.
5. Demonstrates ability to use audiologic test equipment for advanced audiological procedures.
6. Demonstrates ability to administer and interpret advanced clinic procedures in a timely manner with good reliability (e.g. ABR, ASSR, selection and fitting of amplification devices).
7. Demonstrates ability to synthesize patient information and test results through accurate communications (oral and written reports).
8. Demonstrates skills through active assistance of supervisor in advanced clinical procedures (e.g., vestibular assessment and hearing aid assessment).
9. Demonstrates maturity when interacting with supervisors, co-clinicians, staff members, patients and families.
10. Completes clinical practicum requirements as scheduled, and maintains a correct record of training activities (training logbook, portfolio).
11. Demonstrates knowledge of professional issues in Audiology, through various written and oral activities.

## GUIDELINES FOR SUCCESS IN THE COURSE:

The key to being successful in this course is to assure that you are **actively** participating in clinical activities and fulfilling your practicum training requirements throughout the semester. To do this, be sure to (a) complete all required preparatory activities by the end of the second week of the semester, (b) attend your assigned clinic time at the AUBMC Audiology Center each week, (c) familiarize yourself with the clinic policies, procedures and equipment, (d) take initiative and ask questions, and (e) log all training activities with your supervisor's signature after each practicum block.

## ASSESSMENT METHODS AND GRADING CRITERIA:

The grade for practicum is dependent on your ability to perform basic clinical procedures appropriately, actively assist in more advanced procedures, have an appropriate professional attitude and appearance, communicate effectively (oral and written), and use your time efficiently (including arriving on time). The table below summarizes the ways in which your learning will be assessed throughout this course. Specifically, the table lists the assessment methods, along with the number of times each method will be used, the total number of points, and the percentage contribute to the final grade.

| GRADING METHOD               | DESCRIPTION  | % OF GRADE | Objectives  |
|------------------------------|--|------------|-------------|
| Documentation                | Logbook, Excel Summary, Test Results, Portfolio  | 10%        | 10          |
| Attendance & Professionalism | Attendance (Common Sessions, and Practicum Blocks); Professional attitude and clinical image | 10%        | 1,2,3 and 9 |
| Direct Hours                 | Direct Clinical Hours, Mini-FACS, Progress, Clinical Assignments                             | 20%        | 4-11        |
| Indirect Hours               | Clinical Reports   | 10%        | 4-11        |
| Summative Assessments        | Mid-term & Final Exams – written and FACS  | 50%        | 1-11        |

**N.B: Passing grade for this course is 70%.**

### Preparatory Activities:

The AUBMC Audiology Center requires students to assist in daily and weekly clinic preparatory activities. **Daily activities** include performing a check on equipment to ensure proper working condition, and placing all cleaned materials and tools to the proper storing facility (Morning Block). Students assigned to the Mid-Day Block must participate in cleaning all of the materials and tools used throughout the day and cleaning immittance tips per instructions. **Weekly activities** include disinfecting all hard surfaces and toys in the audiology spaces. A daily / weekly audiology clinic clean-up schedule will be distributed to students each semester, along with appropriate documentation forms.

### Documentation:

The Documentation component of the course is worth **10% of your grade**.

Documentation refers to your ability to provide accurate and certified details of all training hours you have completed, through weekly, monthly and end of semester submissions. Please check [Appendix A](#) for the grading RUBRIC that will be used.

Weekly Submissions: The following documentation is due each **Tuesday, at 17:00**

1. **Clinical Practicum Logbook:** After each practicum block, you must record all activities in your logbook. Your Clinical Supervisor (CE) should certify (*i.e.*, stamp and sign) your logbook immediately after each practicum block, but no later than the Friday of each week. A photocopy of the logbook (pages of the specific week) must be submitted.
2. **Weekly Summary:** You must accurately summarize your weekly activities on spreadsheet document and submit it (cover page).

3. **Patient Results/Worksheets:** A copy of test results/worksheets for each patient that you see in the clinic, must be signed by your CE and submitted in your course binder.

**Monthly Submissions:** You will turn in corrected and up-to-date documentation three (3) times during the semester for grading, including your: (1) *Clinical Practicum Logbook*, (2) *Weekly Summary*, and (3) *Coversheet*. You are expected to complete the following number of training hours throughout the semester:

- **Week 5:** Documentation should reflect a total of 30+ hours
- **Week 9:** Documentation should reflect a total of 60+ hours
- **Last Day of Class:** Documentation should reflect a total of 90+ hours

**End of Semester Submission:** You will submit a portfolio of all your training activities. Further details about the portfolio will be given during the course.

You will be graded per the accuracy of your submissions and the number of hours completed. (**NOTE:** *If you do not complete the required number of hours during the semester, you will receive an “incomplete” for the course. For further information about documentation, please contact Ms. Maya Lababidi who is the MAS Program Administrative Coordinator.*)

### Audiology Portfolios:

Students must turn in a complete Audiology Portfolio during Week 12. The portfolio should include:

|                     |   |
|---------------------|---|
| Biographical sketch | Curriculum Vitae and cover page. Personal statement (letter for graduate school and/or employer). Signed Code of Ethics. Include 50 hours' volunteer sheet. |
| Degree/Certificate  | Any certificate of online courses, conferences attended, etc.   |
| Practicum Summary   | Copy of each semester's excel summary   |
| Sample Report       | Representative clinical reports from ORLG courses (best work)   |
| Research Experience | MAUD 208 paper  |

### Record of Clinical Hours

Each student is responsible for maintaining a complete and accurate record of the clinical hours obtained. It is the student's responsibility to obtain his/her supervisor's signature. All items related to logging (excel; logbook; results) are worth 10% .

|            |     |                  |                |
|------------|-----|------------------|----------------|
| Logbook    | 20% | Midterm (50 pts) | Final (50 pts) |
| Cover page | 10% |                  | Final (10 pts) |
| Results    | 40% | Weekly (10 pts)  |                |
| Excel      | 30% | Midterm (50 pts) | Final (50 pts) |

Details are present in the student manual.

### Attendance & Professionalism:

Student attendance and professionalism is worth **10% of your grade**. Your attendance is mandatory for all assigned blocks. It is important that you attend the weekly Common Session because it gives us an opportunity to introduce policies and clinical procedures, as well as to discuss assignments, cases and develop report-writing skills. Laboratory Blocks provide you with various hands-on and simulated activities to prepare you for the AUBMC Audiology Center. It is essential that you arrive on time because you must

complete laboratory activities during assigned block(s). The Practicum Blocks help you apply concepts that you've learned in MAUD classes and in the laboratory to clinical situations. Students should arrive at least 10 minutes early to their assigned Practicum Block. If you are unable to attend an assigned block (Common Session, Laboratory Block, Practicum Block) because of an emergency, please let your CE know as soon as possible. **Points will be deducted for tardiness and unexcused absences.** *Excused absences are given for reasons such as illness, death in the immediate family, and personal/family emergency.*

Professionalism will be assessed on the following 10 categories:

- Maintains patient confidentiality (*e.g.*, no discussions about patients outside clinical setting, patient identifying information is kept secure at all times).
- Uses proper interpersonal skills with clinic staff & peers.
- Uses proper interpersonal skills with patients & families.
- Demonstrates good work habits (punctual, dependable, *etc.*).
- Accepts constructive criticism.
- Incorporates feedback & implement changes requested by the CE.
- Shows initiative; seek help when appropriate.
- Follows hospital and departmental procedures.
- Maintains a professional affect (professional attitude, dress, appearance, pragmatic skills, *etc.*).
- Adheres to ASHA Code of Ethics.

### Direct Hours:

The Direct Hours component of the course is worth **20% of your grade**, and consists of the following. Your CEs will monitor your performance during assigned Practicum Blocks and give immediate feedback as you are working with patients or on cases. They may assign cases in the face of low patient caseloads. CEs will also complete *Formative Assessment of Clinical Skills (FACS)* throughout the semester, to formally assess your clinical skills. By the end of the semester, you should master the following skills:

- Full patient evaluation: case history, otoscopy, pure tone and speech audiometry (+ masking)
- Objective measures OAE, ABR
- Immittance testing including acoustic reflexes and decay
- Full vestibular assessment
- Hearing aid evaluation, consultation, fitting, troubleshooting, verification
- Aural rehabilitation as related to all the above categories

You will learn additional skills during the semester; however, it is not expected that you will achieve mastery. For further details about the FACS, please refer to the FACS form at the **ORGL 250 Moodle Site**. Finally, CEs will provide a grade for your overall progress throughout the semester.

### Indirect Hours

The Indirect Hours component of the course is **worth 10% of your grade**, and is based on your performance on Clinical Reports. The purpose of the Clinical Reports (CRs) is to expose you to basic professional writing skills required for the profession. By the end of the semester, you will write Ten (10) reports, using the provided *Clinical Report* templates (found at the **ORGL 250 Moodle Site**). A CR typically must include results from appropriate testing. Some reports will come from Common Session cases, and therefore results will be provided to you. **NO report can be submitted on a patient who has normal clinical findings.** CRs will be graded using RUBRICS that are also found at the course website.

### Summative Assessment:

The Summative Assessment (SA) component of the course is worth **50% of your grade**, and includes the Mid-term Exam (20%) and Final Exam (30%). The Mid-Term Exam includes a FACS component and a written exam. Questions for the written exam will include interpretation of clinical findings, as well as questions taken from the assigned readings, Audiology Online courses and laboratory assignments. The Final Exam, includes a practicum component and a written exam.

|                           | Midterm |            | Finals |      |
|---------------------------|---------|------------|--------|------|
|                           | FACS    | Written/CR | FACS   | Oral |
| Audiometric evaluation    | -       | 25         | 10     | *    |
| Hearing aid evaluation    | 30      | 25         | 30     | *    |
| Auditory Evoked Potential | 30      | 25         | 30     | *    |
| Vestibular                | 40      | 25         | 30     | *    |
| TOTAL                     | 100     | 100        | 100    | 100  |
|                           | 20%     |            | 30%    |      |

\*Oral exam topics are assigned at random, and can be from any category. Two topics will be completed per student.

**\*\*NB points distribution is subject to change based upon CE discretion.**

### OTHER IMPORTANT INFORMATION:

#### Late Assignments:

All assignments and exams must be completed by the due dates specified to receive full credit, unless the student obtains **explicit permission** from the instructor for a delayed submission. If permission is granted, typically a student will be given one week to finalize the assignment without penalty. If a student does not obtain permission from the instructor and turns in an assignment late (**but within three days of the due date**), a penalty will be applied, as defined in the activity's rubric; submissions later than three days from the due date will not be accepted and zero points will be given for that activity.

#### Moodle Support:

*Moodle* will be used in this course. Students should check the *Moodle* course site frequently (minimum 2-3 times per week) for announcements, module guidelines, readings, resources, and assessment instructions/due dates. Should you have any difficulty with *Moodle*, you can consult the [Moodle for Students](#) and the [Moodle Student Guide](#). Additionally, you can contact AUB's *Moodle* Administrator via email ([moodle@aub.edu.lb](mailto:moodle@aub.edu.lb)) or by telephone at extensions: 3518 / 3588 / 3586. Finally, you may consult the instructor or classmates by posting your *Moodle* questions in the "[News & Housekeeping Forum](#)", again, which is located in the *Course Resources* section of Module.

#### Cell Phones:

The use of cell phones is **prohibited in the classroom and clinic**, even when set to vibrate. Cell phones are extremely disruptive to your classmates and to the instructor. Please make a point to turn off your cell phone / pager before entering class or clinical practicum.

### **Students with Disabilities:**

AUB strives to make learning experiences accessible for all. If you anticipate or experience academic barriers due to a disability (such as ADHD, learning difficulties, mental health conditions, chronic or temporary medical conditions), please do not hesitate to inform the Accessible Education Office (AEO). In order to ensure that you receive the support you need and to facilitate a smooth accommodations process, you must register with the AEO as soon as possible: [accessibility@aub.edu.lb](mailto:accessibility@aub.edu.lb); [01-350000 x3246](tel:01-350000x3246); West Hall, 314.

### **Student Code of Conduct:**

Any dishonesty related to academic work or records constitutes academic misconduct. Academic misconduct is a serious ethical violation and will not be tolerated. Acts such as cheating and plagiarism are viewed as moral and intellectual offenses that are subject to investigation and disciplinary action through appropriate University procedures. Penalties may range from loss of credit for a particular assignment to dismissal from the University. The AUB Student Code of Conduct can be read at: [http://www.aub.edu.lb/sao/Documents/Revised%20Student%20Code%20of%20Conduct%20\(Aproved%20May%202009\).pdf](http://www.aub.edu.lb/sao/Documents/Revised%20Student%20Code%20of%20Conduct%20(Aproved%20May%202009).pdf).

### **COURSE SCHEDULE:**

See “Weekly Course Schedule” document on Moodle, updated frequently.  
Please download and print clinical assignments each Monday from the designated folder.