

Syllabus

AUD 6120.102 Laboratory Procedures in Audiology
Course Instructor: Marjorie Grantham, Ph.D., J221, please email for appointment
Lab Instructors: Various
Term: Fall Semester, 2016
Meetings: 11 JAN – 26 APR; Wednesday, 3:00 p.m. – 5:45 p.m.
 Location: J204, J213, CD Clinic, Aston Center

Course Description

Laboratory topics covering auditory electrophysiology and vestibular evaluation measures and tools, supporting Clinical Electrophysiology and Vestibular Assessment, taught by Drs. Martin and Alford.

After completing this course, students should be able to:

1. Perform a variety of informal vestibular diagnostic procedures and use the results to recommend appropriate formal evaluation or diagnostic procedures.
2. Perform an ENG.
3. Perform a VNG.
4. Interpret the findings of an ENG/VNG.
5. Perform a canalith repositioning maneuver.
6. Perform AER: ABR, ASSR, AMLR, ECoChG, ALR, and P300.
7. Interpret AER and VEMP findings.

Required Materials

Each student is required to provide a lab notebook (3-ring binder). The notebook should contain all graded labs as assigned throughout the semester, and the notebook will be turned in to the lab instructor for the grading of each lab.

Grand Rounds

- Attendance at Grand Rounds, Wednesdays from 12:30-1:30 p.m. in the Glorig Auditorium, is a required assignment for this lab. Attendance will be monitored. Excused absences will be considered only with prior approval of the instructor, or written documentation of illness or significant family event. Written work may be assigned to make up for approved absences.

Assignments

- Unless otherwise specified in instructions given for individual labs, it is assumed that all student lab work will be completed independently. University policies regarding academic honesty and plagiarism are detailed below.
- Students will turn in their lab notebook at the final lab check-off period. The lab notebook should contain all course labs.
- Each Student will be required to demonstrate the ability to perform procedures and activities learned during lab on the lab check-off.

Course & Instructor Policies

If you require any modification to the lab activities including lectures, discussions, exams, and assignments in order to accommodate specific learning needs, please notify us before the second lab session in person or by e-mail and provide appropriate documentation. We will be happy to make whatever arrangements are needed to facilitate learning and participation in the class.

Attendance is mandatory. Each laboratory session will have an assignment that must be returned to the laboratory instructor no later than date indicated.

General Course Information

Pre-requisites, Co-requisites, & other restrictions: Students must be enrolled in AUD 7353 and 7351 to take this laboratory class.

Course Schedule - Topics

| | | | |
|--------|------------|---|--------------------------------|
| 10-Jan | 6:00-8:45 | Physiological Assessment Vestibular | |
| 13-Jan | 8:30-11:15 | Clinical Electrophysiology | AER Models; AER Signals |
| 11-Jan | 3:00-5:45 | Lab Procedures in Audiology AUD 6120 | Orientation |
| | | | |
| 17-Jan | 6:00-8:45 | Physiological Assessment Vestibular | |
| 20-Jan | 8:30-11:15 | Clinical Electrophysiology | AER Recording and Analysis I |
| 18-Jan | 3:00-5:45 | Lab | ABR neuro |
| | | | |
| 24-Jan | 6:00-8:45 | Physiological Assessment Vestibular | |
| 27-Jan | 8:30-11:15 | Clinical Electrophysiology | AER Recording and Analysis II |
| 25-Jan | 3:00-5:45 | Lab | ABR, frequency specific |
| | | | |
| 31-Jan | 6:00-8:45 | Physiological Assessment Vestibular | |
| 3-Feb | 8:30-11:15 | Clinical Electrophysiology | Exam I |
| 1-Feb | 3:00-5:45 | Lab | ABR bone conduction |
| | | | |
| 7-Feb | 6:00-8:45 | Physiological Assessment Vestibular | |
| 10-Feb | 8:30-11:15 | Clinical Electrophysiology | ECochG |
| 8-Feb | 3:00-5:45 | Lab | ECochG |

| | | | |
|--------|------------|-------------------------------------|---------------------------------------|
| | | | |
| 14-Feb | 6:00-8:45 | Physiological Assessment Vestibular | |
| 17-Feb | 8:30-11:15 | Clinical Electrophysiology | ABR: Neurodiagnostic Appl. |
| 15-Feb | 3:00-5:45 | Lab | VNG 1 |
| | | | |
| 21-Feb | 6:00-8:45 | Physiological Assessment Vestibular | |
| 24-Feb | 8:30-11:15 | Clinical Electrophysiology | ABR/ASSR: Frequency Specific Measures |
| 22-Feb | 3:00-5:45 | Lab | ASSR |
| | | | |
| 28-Feb | 6:00-8:45 | Physiological Assessment Vestibular | |
| 3-Mar | 8:30-11:15 | Clinical Electrophysiology | Exam II |
| 1-Mar | 3:00-5:45 | Lab | VNG 2 |
| | | | |
| 7-Mar | 6:00-8:45 | Physiological Assessment Vestibular | Midterm |
| 10-Mar | 8:30-11:15 | Clinical Electrophysiology | AMLR |
| 8-Mar | 3:00-5:45 | Lab | AMLR |
| | | | |
| 14-Mar | 6:00-8:45 | <i>No Class - Spring Break</i> | <i>Spring Break</i> |
| 17-Mar | 8:30-11:15 | <i>No Class - Spring Break</i> | <i>Spring Break</i> |
| 15-Mar | 3:00-5:45 | <i>No Lab - Spring Break</i> | <i>Spring Break</i> |
| | | | |
| 21-Mar | 6:00-8:45 | Physiological Assessment Vestibular | |
| 24-Mar | 8:30-11:15 | Clinical Electrophysiology | ALR AND AERPs |
| 22-Mar | 3:00-5:45 | Lab | ALR |
| | | | |
| 28-Mar | 6:00-8:45 | Physiological Assessment Vestibular | |
| 31-Mar | 8:30-11:15 | Clinical Electrophysiology | EAEPs, VEMP |
| 29-Mar | 3:00-5:45 | Lab | P300 |
| | | | |
| 4-Apr | 6:00-8:45 | <i>No Class AAA</i> | <i>No Class AAA</i> |
| 7-Apr | 8:30- | <i>No Class AAA</i> | <i>No Class AAA</i> |

| | | | |
|--------|------------|-------------------------------------|------------------------------|
| | 11:15 | | |
| 5-Apr | 3:00-5:45 | No Lab AAA | No Class AAA |
| | | | |
| 11-Apr | 6:00-8:45 | Physiological Assessment Vestibular | |
| 14-Apr | 8:30-11:15 | Clinical Electrophysiology | EXAM III |
| 12-Apr | 3:00-5:45 | Lab | VNG 3 |
| | | | |
| 18-Apr | 6:00-8:45 | Physiological Assessment Vestibular | |
| 21-Apr | 8:30-11:15 | Clinical Electrophysiology | Case Studies in AERs |
| 19-Apr | 3:00-5:45 | Lab | VEMP |
| | | | |
| 25-Apr | 6:00-8:45 | Physiological Assessment Vestibular | Final Exam |
| 28-Apr | 8:30-11:15 | Clinical Electrophysiology | Selected Topics in AERs |
| 26-Apr | 3:00-5:45 | Lab | Selected topic in AER |
| | | | |
| 2-May | 6:00-8:45 | Physiological Assessment Vestibular | |
| 3-May | 8:30-11:15 | Clinical Electrophysiology | EXAM IV |

Grading and Course Policies

- Students will be given a lab assignment during each lab. The lab assignment must be turned in by the due date. Failure to meet any of the below 5 criteria for each lab, without excused absence, will result in a 5 point/day deduction from the individual lab grade.
- All labs must be completed with a grade of 80% or higher. Failure to complete a lab at 80% or higher will result in a required rewrite of that individual lab. Failure to turn in a lab will result in a grade of I (incomplete) for the semester. University policies regarding incomplete grades are detailed below.

To receive the full 10 points for a lab, the lab must:

1. Be complete
2. Be submitted on time
3. Be organized and submitted to Dr. Grantham in your labeled lab notebook
4. Receive a passing grade for the assignment from the grading instructor
5. Be attended by you, unless your absence has been excused

Course Grading Policy

Total number of points received, divided by the total number of labs.

A = 90% or higher

B = 80-89%

C = 70-79%

All descriptions and timelines are subject to change at the discretion of the Course Professor/Lab Instructor.

UT Dallas Syllabus Policies and Procedures

The information contained in the following constitutes the University's policies and procedures.

Sharing Confidential Information

Students considering sharing personal information in email, in person, or within assignments or exams should be aware that faculty members and teaching/research assistants are required by UT Dallas policy to report information about sexual misconduct to the UT Dallas Title IX Coordinator. Per university policy, faculty have been informed that they must identify the student to the UT Dallas Title IX Coordinator. Students who wish to have confidential discussions of incidents related to sexual harassment or sexual misconduct should contact the Student Counseling Center (972-883-2527 or after hours 972-UTD-TALK or 972-883-8255), the Women's Center (972-883-8255), a health care provider in the Student Health Center (972-883-2747), the clergyperson (or other legally recognized religious advisor) of their choice, or an off-campus resource (i.e., rape crisis center, doctor, psychologist). Students who are sexually assaulted, harassed, or victims of sexual misconduct, domestic violence, or stalking, are encouraged to directly report these incidents to the UT Dallas Police Department at 972-883-2222 or to the Title IX Coordinator at 972-883-2218. Additional information and resources may be found at <http://www.utdallas.edu/oiec/title-ix/resources>.

Technical Support

If you experience any issues with your UT Dallas account, contact the UT Dallas Office of Information Technology Help Desk: assist@utdallas.edu or call 972-883-2911.

UT Dallas provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Helpdesk: <http://www.utdallas.edu/elearning/eLearningHelpdesk.html>.

Field Trip Policies, Off-Campus Instruction and Course Activities

Off-campus, out-of-state, foreign instruction/travel, and course-related field trip activities are subject to state law and University policies and procedures regarding travel and risk-related activities.

Detailed information regarding this policy, in accordance to *Texas Education Code*, Section 51.950, can be accessed at the UT Dallas Policy Navigator, <http://policy.utdallas.edu/utdbp3023>, and at <http://www.utdallas.edu/administration/insurance/travel>. Additional information is available from the office of the school dean.

Student Conduct and Discipline

The University of Texas System (Regents' Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas online catalogs (<http://catalog.utdallas.edu>).

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Code of Conduct, UTDSP5003 (<http://policy.utdallas.edu/utdsp5003>). Copies of these rules and regulations are available to students in the Office of Community Standards and Conduct, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at <https://www.utdallas.edu/conduct/>.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.

Academic Dishonesty: Academic dishonesty can occur in relation to any type of work submitted for academic credit or as a requirement for a class. It can include individual work or a group project. Academic dishonesty includes plagiarism, cheating, fabrication, and collaboration/collusion. In order to avoid academic dishonesty, it is important for students to fully understand the expectations of their professors. This is best

accomplished through asking clarifying questions if an individual does not completely understand the requirements of an assignment.

Additional information related to academic dishonesty and tips on how to avoid dishonesty may be found here: <https://www.utdallas.edu/conduct/dishonesty/>.

Copyright Notice

It is the policy of the University of Texas at Dallas to adhere to the requirements of the United States Copyright Law of 1976, as amended, (*Title 17, United States Code*), including ensuring that the restrictions that apply to the reproduction of software are adhered to and that the bounds of copying permissible under the fair use doctrine are not exceeded. Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see <http://copyright.lib.utexas.edu/copypol2.html>. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at <http://policy.utdallas.edu/utdpp1043>) and the UT System's policy, UTS107 at <http://www.utsystem.edu/board-of-regents/policy-library/policies/uts107-use-copyrighted-materials>.

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel. The Office of Information Technology provides a method for students to have their UT Dallas mail forwarded to other email accounts. To activate a student UT Dallas computer account and forward email to another account, go to <http://netid.utdallas.edu>.

Class Attendance

Regular and punctual class attendance is expected. Students who fail to attend class regularly are inviting scholastic difficulty. Absences may lower a student's grade where class attendance and class participation are deemed essential by the instructor. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes.

Withdrawal from Class

The administration at UT Dallas has established deadlines for withdrawal from any course. These dates and times are published in the Comet Calendar (<http://www.utdallas.edu/calendar>) and in the Academic Calendar (<http://www.utdallas.edu/academiccalendar>). It is the student's responsibility to handle withdrawal requirements from any class. In other words, a professor or other instructor cannot drop or withdraw any student unless there is an administrative drop such as the following:

- Have not met the prerequisites for a specific course
- Have not satisfied the academic probationary requirements resulting in suspension
- Office of Community Standards and Conduct request
- Have not made appropriate tuition and fee payments
- Enrollment is in violation of academic policy
- Was not admitted for the term in which they registered

It is the student's responsibility to complete and submit the appropriate forms to the Registrar's Office and ensure that he or she will not receive a final grade of "F" in a course if he or she chooses not to attend the class after being enrolled.

Student Grievance Procedures

Procedures for student grievances are found in university policy UTDSP5005 (<http://policy.utdallas.edu/utdsp5005>). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grade Policy

As per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester. An incomplete course grade (grade of 'I') must be completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

AccessAbility Services

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written

notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive an accommodation and would like to request it for this course, please discuss it with your professor and allow one-week advance notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact OSA for a confidential discussion. OSA is located in the Student Services Building, SSB 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code* 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

Resources to Help You Succeed

The Office of Student Success operates the Student Success Center (SSC, <http://www.utdallas.edu/studentssuccess>), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The Math Lab gives short-term and semester long support for a variety of introductory and advanced mathematics courses. Students may drop in to visit with a math tutor on a regular basis. Comet card is required.

The Writing Center offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The Peer Tutoring program offers free tutoring assistance in multiple locations for many of the historically challenging undergraduate subjects at UT Dallas. Tutoring sessions, offered every weekday on a drop-in basis, are one-on-one or in a small group format. The sessions are designed to meet students' individual questions and needs related to course/subject concepts. All peer tutors are current UT Dallas students who made an A- or better in the course and have a strong faculty/staff recommendation. Students should check the Student Success Center website each semester for subject offerings and session times.

The Peer-Led Team Learning (PLTL) program provides an active, engaged learning experience for students who meet in small groups once a week with a Peer Leader who helps guide them through a potentially difficult gateway course. Students that attend sessions regularly typically earn a half to a whole letter grade higher than students that do not participate in the PLTL program.

Supplemental Instruction (SI) provides free, peer-facilitated weekly study sessions for students taking historically difficult courses. SI sessions encourage active, collaborative learning based on critical thinking and transferable study skills. SI leaders attend lectures, take notes, and read assigned material just like the enrolled students. Students should check the SSC website for subject and session times.

The Communication Lab (CommLab) offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

*Content of this document was last modified by the Provost's Office, 2016-07-20
Webpage updated by the Provost's Technology Group, 2016-08-02*

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Thank you to Dr. Martin, Dr. Alford, Dr. Kutz and our Clinical Faculty Associates for their continued support.