Summative Assessment Student Instructions

1. Beginning of semester: Upload required artifacts from the previous semester. Your portfolio should now be complete, containing 11 total artifacts (i.e., 4 clinical + 7 coursework). Of these 11 artifacts, at least 2 should relate to evaluation and at least 2 should relate to treatment. In addition, the 11 total artifacts should relate to at least 6 of the 9 areas identified by ASHA (Articulation/Phonology; Fluency; Phonation/Resonance; Receptive/Expressive Language; Hearing; Swallowing; Cognition; Social; Modalities).

2. 1 month to 2 weeks before your exam date: Complete and upload the following items to your portfolio:
   a. Self-evaluation of diagnostic skills (see IPCD rubric)
   b. Self-evaluation of treatment skills (see IPCD rubric)
   c. Preliminary action plan summarizing strengths and weaknesses and planning for transition to CFY

3. 1 month to 2 weeks before your exam date: Share your completed portfolio with your advisor. Send an e-mail to your advisor letting him/her know that you’ve shared the portfolio and verify that he/she can access it.

4. 1 month to 2 weeks before your exam date: Prepare your presentation
   a. Select 2 coursework and 1 clinical artifact from your portfolio to present. Each artifact should be from a different ASHA area (Articulation/Phonology; Fluency; Phonation/Resonance; Receptive/Expressive Language; Hearing; Swallowing; Cognition; Social;Modalities). At least 1 artifact should represent diagnostic skills. At least 1 artifact should represent treatment skills.
   b. Create a 2-minute PowerPoint presentation for each artifact. This time limit will be strictly enforced so be sure to practice your presentation. Below is a suggested format for your presentation.
      i. 1 slide = overview of the artifact
         (e.g., This is a case report I did for Dr. XXX’s class on YYY. For this case, we were given basic assessment information and had to formulate a diagnosis and treatment plan. I diagnosed this child as having a severe phonological disorder and recommended treatment of AA and BB using the CC approach). Note that your slide will just list brief bullets to support this verbal summary
      ii. Additional slides = visual images from your artifact
         If you have tables, figures, pictures in your artifact that easily fit on a PowerPoint slide, you could include these in your presentation. Note that you will NOT have time to explain/describe these tables, figures, or pictures in detail, but the committee may want to return to these slides during the question period.
         (e.g., In the above example, you might include the table from your artifact that reports the results of different analyses or test scores and the title of the slide could be “Diagnosis = severe phonological
impairment.” You would show this slide as you are stating your diagnosis.)

iii. 1 slide = what this artifact shows about you/why you chose it (Refer to your artifact description sheet. You should update your reflection on the artifact for your presentation if this was an “early” artifact in your program of study).

iv. 1 slide = what you learned from this experience/artifact that you can apply to your future position as an SLP (Again, refer to your artifact description sheet but also update based on where you are now in your progress toward becoming an SLP).

c. Prepare for the 8-minute question period for each artifact. Review the Summative Exam rubric to give you an idea of the types of questions the committee might ask about your artifact.

5. 2 weeks to 1 week before your exam date: Create your CD archive and cover page print out
   a. Store a copy of every artifact and description sheet and all program review materials (e.g., self-evaluations, action plans, etc) to a CD. Standard filenames should be used that correspond to your KU Keep Toolkit (i.e., sem1_course1_artifact1.doc; sem1_course1_art1descrip.doc).
   b. Print your KU Keep Toolkit Portfolio on 1-2 sheets of paper (this will show the documents that should be on the CD).

6. 1 week to 1 day before your exam date: Your advisor will e-mail you a draft of the action plan with his/her comments added. Please review these comments.

7. Date of exam: Bring your (1) PowerPoint presentation on a thumb drive; (2) CD archive of your portfolio; (3) cover page print-out. You will not be able to take your exam without these materials. Please plan to arrive 5-10 minutes before your scheduled exam time.

8. During your exam time:
   a. Turn in the materials identified in #7 above to the committee chair
   b. Present your first artifact (2 minutes)
   c. Answer questions from committee for first artifact (8 minutes)
   d. Present your second artifact (2 minutes)
   e. Answer questions from committee for second artifact (8 minutes)
   f. Present your third artifact (2 minutes)
   g. Answer questions from committee for third artifact (8 minutes)
   h. Committee will excuse you from the exam room while they discuss/grade your performance using the exam rubric (10 minutes)
   i. Committee will invite you to re-join them in the exam room to provide feedback on your performance (5 minutes)
   j. Complete final paperwork (i.e., sign final Action Plan)