

Syllabus of Record

Purpose

The syllabus of record (SOR) serves five audiences:

1. Faculty can use the SOR as a blueprint for designing course syllabi. Faculty are free to add to the content in the SOR, but the required activities, objectives, and methods of evaluation in the SOR must be maintained.
2. Students can use the SOR to determine, before they register, the skills they can expect to engage in and what they can expect to have learned upon successful completion of a course.
3. The SOR provides a standard format that other schools can use to determine transfer credit.
4. Faculty governance (e.g., CCC, UCC) use the SOR when evaluating course-change and new course proposals.
5. Accreditation bodies may use the syllabus of record to view the content taught in every section of a course.

The syllabus of record (SOR) is a blueprint for building a course. It provides details on the minimum structure and content for the course so that units can ensure knowledge is structured throughout the curriculum. It is not necessarily meant to articulate every aspect of each week of a course.

Therefore, when constructing an SOR, careful attention must be paid to what it contains. If a unit wishes to propose a course in which content is quite rigid and fixed, then the various sections of the SOR would reflect that. On the other hand if a unit wishes to propose a course with content to be selected from a range of specified possibilities and/or a course with little fixed content with the bulk of the content being determined by the specific instructor, then the SOR would indicate that.

The SOR [guidelines](#) can really help with creating a successful SOR.

Course Data

Course Code

HRG 664

Title

Audiology Practice Management

Credits

2

Prerequisites

Admission to the audiology program and successful completion of all previously required courses in the Au.D. curricular sequence.

Description

Issues regarding the management of an Audiology Practice will be discussed. Topics include professional ethics and the legalities of practice, employee/employer laws and regulation, current status of the healthcare system services and reimbursement, and development of an Audiology Practice.

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Objectives

After successful completion of the course the students will be able to

1) Evaluation/Evaluate:

Evaluate internal programming and develop new programming as necessary

2) Evaluation/Assess:

Assess pricing and marketing strategies relevant to an audiology practice

3) Evaluation/Describe:

Describe how records in a practice are maintained in a manner consistent with legal and professional standards

4) Comprehension/Discuss:

Discuss relevant laws, regulations, policies, and management practices relevant to audiology, and describe systems for ensuring compliance

5) Synthesis/Generate:

Generate supervisory processes and procedures consistent with ethical and legal standards specific to audiology practice

6) Evaluation/Evaluate:

Evaluate an audiology practice, identifying quality of services and factors that lead to a successful business

Topics

Week 1	Professional Code of Ethics
Week 2-3	Legal Regulations
Week 4-5	Patient Management
Week 6-7	Personnel Management
Week 8-9	Coding, Billing, and Reimbursement
Week 10-11	Pricing Analysis
Week 12-13	Program Development
Week 14	Practice Marketing

Methods of Evaluation

Business Plan	30-40%
Presentation	10-30%
Examinations	40-50%

Sample Source(s) of Information

Hosford-Dunn, H., Roeser, R.J., and Valente, M. (2007). *Audiology Practice Management (2nd Edition)*. Thieme.

Glaser, R.G. and Traynor, R.M. (2013). *Strategic Practice Management (2nd Edition)*. Plural Publishing, Inc.

Current editions as of the date of the proposal are listed. The most current edition will be used for this course.