



Department of Communications Sciences and Disorders

Speech Language Pathology

Clinical Policies and Procedures

Suncoast Distance Master's Program

Fall Semester 2015

Through

Summer Semester 2016

GUIDE TO CLINICAL PRACTICUM – Speech-Language Pathology Suncoast

I. INTRODUCTION

The speech-language pathology practicum assignments are an essential educational component of the graduate program. This portion of the Student Handbook is designed to acquaint Suncoast students with policies and procedures Specific to the practica and externship of the Suncoast Distance Program. It will serve as a reference throughout the clinical experience

A. Non-Discriminatory Policy

Individuals must not discriminate in the delivery of professional services on any basis that is unjustifiable or irrelevant to the need for and potential benefit from services such as: race, sex, age, religion, national origin, sexual orientation, or handicapping condition.

B. Confidentiality

Students collecting clinical hours in the school district are required to follow the school district's Federal Education Right to Privacy Act (FERPA) guidelines regarding confidentiality. They are also required to follow departmental policies and [Health Insurance Portability and Accountability Act \(HIPAA\) of 1996 policies](#) regarding confidentiality. The requirements of HIPAA apply to the use, storage and/or electronic transmission of patient related information, and are intended to ensure patient confidentiality for all health care related information.

In general, the rules state that any health care provider or insurance entity that maintains or transmits individually identifiable health information, referred to as "protected information," about a client/patient is deemed a "covered entity" and is subject to HIPAA. An entity or device which collects, stores, or transmits data electronically, orally, in writing or through any form of communication, including fax, is covered under the HIPAA privacy rule, along with the information itself.

Students must read the Clinical Handbook designed by the Department and make a passing grade on the handbook quiz in order to initiate clinical assignments. Follow all instructions and deadlines designated by the Clinic Director and Clinical Instructors (supervisors).

C. Sensitive Material

All reports generated as part of the practicum experience will contain no confidential information that could identify the student, including correct name, address, etc.

Sensitive information will include but will not be limited to **information that could be considered social in nature with an attached social stigma, to include:**

- Family history of mental illness, substance abuse, suicide or suicidal intent.
- Marital discord or marital problems.
- Information about the behavior or personality of another family member not provided by that person (e.g., a mother describing her ex-husband as violent or abusive).

This information should be included in a report only if its inclusion is relevant to the diagnosis. For example, if a child is being evaluated for a communication problem, family history of speech problems, hearing problems, learning disabilities, and mental handicapping conditions are important in making the diagnosis of a communication disorder. The source of this information must always be specified (e.g., According to the mother...). Chatty details and subjective, value-laden interpretations are to be avoided.

Financial information should almost always be excluded from a report unless it is directly relevant to the diagnosis (e.g., financial problems causing the parents to be unable to obtain medical care or a child's reaction to severe financial problems causing a communication disorder).

D. Videotaping/DVD Recording Clients/Patients

During the semester, each student or team will be required to record and document sessions. The clinical supervisor and the student clinician will identify the method of recording/documenting to be utilized. The clinician must review the client's file to assure that the release form has been read and signed by the client or caregiver. Typical sessions recorded/documentated include, but are not limited to: evaluations, initial measures for treatment, therapy sessions, therapeutic procedures, final measures and client conferences during each semester in a clinical assignment. If the method of recording includes the use of DVDs or audio tapes, the clinician may be required to provide the DVDs and audio tapes to be used during recording. **Under no circumstances will a student clinician retain recorded documentation or review recorded documentation with anyone other than the supervisor or individual(s) approved by the supervisor. This also applies to audio recording.**

Any tapes/DVDs are not to be removed from the school site without consent of the site instructor and USF instructor and should be stored in a secure location. All tapes/DVDs must be given to the site supervisor at the end of the semester or following an evaluation.

E. Managing Drafts of Reports and Working File Documentation

All drafts of reports in progress and all documentation stored in the working file must not include identifying information. A code will be developed in consultation with the supervisor and will be recorded on any documentation which is transmitted, stored via any source outside of the Department and stored in the working file. At the end of the semester, the clinician will work with the supervisor and Clinical Program Assistant to finalize documentation and add identifying information prior to filing final reports and mailing documentation.

II. PREREQUISITES FOR PRACTICUM ENROLLMENT

A. Speech-Hearing Screening

Each student in the Department must have a speech and hearing proficiency check **prior to enrollment in practicum**. This screening must be completed during the first semester of enrollment as a graduate student (typically completed during orientation). Results should be

emailed or mailed to Dr. Carolyn Ford, Suncoast Coordinator, prior to beginning collection of clinical hours.

B. Level 2 (live scan) Background Check, Observation Hours, HIV Course Certification and BLS (CPR) Certification for In-House Clinic

While collecting clinical hours in the public schools, students will only need to have the level Background Check required by their school district. However, before enrolling in the Tampa Campus Practicum, during Summer of their second year, the Level 2 (live scan) Background Check will be required. Also, all CPR/BLS certification must be current before beginning Tampa Campus Practicum.

Because clinicians work with vulnerable populations, all students must complete a Level 2 background check following the instructions provided by the Department for completion and documentation. Students should be aware that additional background checks, immunizations, certifications/training and other site requirements will be necessary for some externship placements. These requirements will be posted on the USF site list and/or discussed with the site during externship interviews. These requirements are set by the externship sites and compliance is mandatory. Expenses related to completing site requirements are the responsibility of the students.

When applying for off-campus externships, a professional license and/or teaching certificate, clinicians are often asked to disclose information about any existing criminal records. Medical settings, school districts and health care boards have the right to know about any arrests, pleas of nolo contendere, adjudications withheld, or convictions that applicants may have sustained. When applying for professional licensure and certificates after graduation, applicants will be required to supply this information to the health care board when applying for a professional license, and to the Florida Department of Education when applying for a certificate. Students are responsible for any costs associated with the background check process.

The Department of Communication Sciences & Disorders cannot guarantee a placement for externships or eligibility for professional licenses and certificates following graduation. Students may contact the Florida Department of Health, Board of Speech-Language Pathology and Audiology and the Education Standards Commission of the Florida Department of Education for additional information. In addition, the Department of Communication Sciences & Disorders cannot guarantee that the states with which Florida has reciprocity will issue a professional license or teaching certificate. Students are advised to contact the district(s) and state(s) in which they wish to seek future employment as a speech-language pathologist to investigate their respective personnel hiring procedures.

All students should have documentation of a minimum of 25 hours of observation **experience upon entering the program and no later than the end of the first semester (Fall Semester).**

Documentation of the completion of these hours must be submitted to Dr. Carolyn Ford, the Suncoast Master's Program Coordinator. Documentation must be in the form of an observation log or letter, on letter head, from the program confirming the observation hours. Documentation must be an original, not a photo copy, with the name and ASHA number of the person who certified the hours.

If the observation hours have not been completed prior to entering the graduate program, students are responsible for completing the hours by the end of the first semester of the program of study. See Dr. Ford for a log to record observation hours, instructions for completing the log and suggestions for sites where observation hours may be completed. **At least the minimum of 25 hours of observation must be completed by the end of the first semester of the program of study.**

In addition, all students must have documentation of a training course in basic life support (BLS) for infants, children, and adults, and a course related to HIV and Bloodborne Pathogens. The Department will provide students with approved sources for completing these requirements. Students must complete training prior to initiation of practicum. Certification in BLS must be maintained throughout the graduate program. Students are responsible for any costs associated with these certifications.

C. Documentation of Clinic Requirements

The Department will refer students to a specified, professional document storage company to manage and electronically store all pre-clinic documentation and certifications including, but not limited to: completion of background check, BLS certification, immunizations, professional liability insurance, etc. Students will work with the identified company throughout the program of study to manage essential documentation. This company will provide a centralized storage mechanism for critical professional documents and will provide ease of access when needed. Students are responsible for updating and maintaining documentation which is required for participation in clinic at SLHC and in externship placements. Students are also responsible for any associated costs.

III. CLINICAL CONDUCT

A. Professionalism

Students are required to conduct themselves in a professional manner reflected in demeanor, dress, verbal exchanges, and compliance with all policies and procedures associated with school district in which they work. Student clinicians should remember they are practicing under the licenses of the speech-language pathology supervisors and clinical supervisors. That relationship may result in supervisors being particularly exacting in their requirements for completion of documentation and performance of clinical duties.

B. Attendance

Attendance is mandatory at each clinical assignment for which student clinicians are scheduled. Students are assigned to these time slots for the entire semester. On occasion, the student clinician may be asked to perform clinical activities during an unassigned time slot (which would not interfere with other assigned duties the student may already have); this would occur in cases in which the student needs further experiences.

If for any reason you cannot attend a session(s) due to illness, emergency, or other extenuating circumstances, notify your supervisor(s) and your school as soon as possible. **Written verification** of the reason for the absence may be requested. **Absences are not excused unless they are specifically acknowledged by the respective supervisor on a case-by-case basis. In the case of an illness that prevents attendance for clinical assignments, a note from your physician must be submitted to your supervisor(s).** Discuss missed assigned clinic sessions with your respective supervisor(s); the make-up of missed sessions is at the discretion of your supervisor. Refer to the syllabus for procedures specifically designed for each practicum.

D. Dress Code

As students are working in a professional educational setting, they are expected to behave professionally and to dress professionally, following guidelines set forth by their school district.

When completing clinical practicum on the Tampa campus, during the second Summer of their Program, student clinicians are required to wear approved attire during participation in clinical activities in the clinic and at off-campus assignments.

When on clinic floors (1st and 2nd floors) of the Tampa campus, students must dress appropriately during clinic hours as this is a professional environment and attire during clinical hours should reflect professionalism. Questions regarding dress should be directed to the clinical supervisor.

Scrubs and student badges are mandatory for students in the clinical program. Students are responsible for any costs associated with compliance with the dress code. Students must wear the approved scrub tops AND bottoms. Supervisors will indicate if there are practicum activities when scrubs will not be worn. The following guidelines must be followed.

Mandatory Scrubs for Tampa Campus

The approved vendor for scrubs is:

I.Q. Outfitters
12613 N 56TH ST,
Temple Terrace, FL 33617
813-631-7778

Colors: Hunter and khaki

The products approved for clinic are the **Cherokee and/or Grey's Anatomy Brand**. The approved tops will have a USF Speech Language Pathology logo on them. Colors may be mixed and matched.

Cherokee Brand

Tops:

Item 4880
Item 4700
Item 4801
Item 4777 (Men's)

Pants:

Items 4001/4001P/4001T
Items 4101/4101P/4101T
Items 4200/4200P
Item 4000 (Men's)

Grey's Anatomy

Tops:

Item 4153

Item 41103

Item 0103 (Men's)

Pants:

Item 4232

Item 0203 (Men's)

Additional Information regarding dress code for students in Tampa campus practicum may be found in the Clinical Handbook for Tampa Campus students.

E. Cell Phones, Smart Phones and Beepers

Cell phones and beepers may be used as timing devices to track time during the sessions, but may NOT be used for texting, photos/videos or phone calls when completing a clinical assignment. The only exception is when the approved treatment plan for the client specifies therapeutic use of phones and/or beepers. Student clinicians are not to make or take personal phone calls or text messages during treatment sessions.

F. Liability Insurance

Code of Ethics: Professional liability coverage for students in the amounts of one million dollars per occurrence and three million dollars aggregate is required throughout the program of study. The preferred vendor is HPSO and information for purchase is available from the Clinic Program Assistant. Students are responsible for all associated costs. The insurance covers malpractice, designated damages and injury to client/patients for which the student clinician may be liable. Many externship sites will also require professional liability insurance. Liability Insurance is still required before beginning the Tampa Practicum even if externship sites do not require the student to purchase liability insurance.

Students in Speech-Language Pathology and Audiology are regarded as professionals and are expected to adhere to the ASHA Code of Ethics

(<http://www.asha.org/about/ethics/>). During their first semester students will be required to sign a statement confirming their knowledge of the Code and their agreement to adhere to the Code.

IV. EVALUATION OF STUDENTS AND PRACTICUM EXPERIENCES

A. Grades

Grades for clinical assignments are based upon weekly performance in the completion of the assignment and demonstration of minimal or better competence on the ASHA KASA standards. Opportunities for remediation may be provided if needed during the semester if competence is not demonstrated by midterm. The evaluation of students incorporates the numeric grade and the successful demonstration of KASA competencies when assigning a final letter grade. **Students must meet KASA competencies to earn a passing grade. Regardless of the numeric grade, if a student has**

not demonstrated at least minimal competence for the targeted KASA standards (including a period of remediation or a decline in performance after the midterm evaluation), a grade of C or lower will be assigned as the final grade. Grades of C or lower will require that the practicum be repeated, and could result in academic probation or dismissal from the program (see the 2 C rule, section E).

Any grade less than a B- is considered unsuccessful completion of the practicum and demonstration of lack of clinical competence, therefore clock hours will not be awarded. Students who earn a C+ or lower must repeat the practicum. Upon successful completion, some clock hours from the initial experience may be awarded at the discretion of the supervisor in consultation with the Center Director. Failure to complete a practicum successfully will likely result in a delay in further practicum assignments. The student must meet with the Suncoast Program Coordinator and University of South Florida, Speech, Language, Hearing Center Clinical Director to reschedule all remaining practica. Grades are typically not rounded up. See the syllabus for specific information about the grading scale for each practicum.

B. Incompletes

A grade of incomplete can only be assigned if the criteria established by USF have been met. An incomplete in a practicum must be resolved to the satisfaction of the clinical instructor(s) on site and the USF clinical instructor assigned to the practicum or the student may not be eligible for subsequent practica. A contract following the terms designated by the University and outlining the time-frame and terms of completion of a grade of “Incomplete” must be developed by the supervisor and student, in consultation with the Suncoast Program Coordinator. The contract must follow the guidelines established by USF. Clock hours will not be awarded until successful completion of the practicum assignment according to the terms of the contract.

C. Evaluations

Students are evaluated by both their on-site public school supervisor and the USF instructor assigned to the practicum. Students will receive oral feedback and written feedback from both instructors during the semester following on-site and/or online observations of performance. This feedback in addition to the students’ clinical discussions and interactions with the supervisors, will be used to evaluate performance. Students receive a midterm and final evaluation. Student success is a priority for the program, so students’ performance may be evaluated and discussed by the on-site public school supervisor, the USF instructor assigned to the field supervision, the Suncoast Program Coordinator, and/or the USF-SLHC Clinical Director to facilitate the learning experience and to provide feedback, constructive suggestions, and additional support. The evaluation will be completed on the SLP Clinical Grading Form. A detailed explanation of each category is included on the SLP Clinical Grading Form.

Students are also asked to evaluate the supervisors. This evaluation will be completed at the final practicum meeting of each semester and submitted to the administrative assistant (PCD 4021).

Do not complete the evaluations in the presence of the supervisor.

D. Clinical Assistance Program Suncoast

Purpose: To provide extra clinical supervisory support to those students identified by their supervisors as needing extra assistance.

Criteria for initiating a CAP: include the following, but may not be limited to:

A score less than 3.1 (below a grade of B-) in any of the 5 skill areas assessed

(INTERACTION AND PERSONAL QUALITIES, ADMINISTRATIVE/WRITING FUNCTIONS, EVALUATION, INTERVENTION, ETHICAL CONDUCT/CLINICAL PROBLEM- SOLVING).

Procedures: Initial identification of an at-risk student should occur and be officially documented by midterm evaluation week.

The on-site public school supervisor of the student who requires the CAP will contact the USF site supervisor by midterm evaluation time to discuss student progress and initiate procedures for a CAP, if needed.

- The clinician will be notified in writing, via the Clinical Assistance Form (CAF) by the primary supervisor and USF site supervisor. The CAF indicates the primary clinical areas (Interaction and Personal Qualities, Administrative/Written Documentation, Evaluation, Intervention, and/or Ethical Conduct/Problem Solving) noted on the SLP Grading Form at midterm, in which the student is not succeeding and requires additional support and that a Clinical Assistance Plan is necessary. The clinician and supervisors are required to sign and date the CAF.
- The date indicated on the CAF becomes the official **start date** for any CAP.
- A copy of the CAF will be forwarded to the USF Clinic Director and the Suncoast Coordinator. The USF Clinic Director will determine, at her discretion, whether to attend the Clinical Intervention Plan (CIP) Conference to establish the criteria for successful completion. The CAP Supervisors and/or the student may also ask the Suncoast Coordinator to attend the meeting.
- An individualized Clinical Intervention Plan (CIP) Conference will be scheduled to establish the CAP criteria. The criteria for a CAP must include the following, but may not be limited to:
 - Specific skill areas targeted for intervention, e.g., Dx or Tx.
 - Documented specific competencies to be developed within each skill area.
 - Cooperative development of specifically targeted competencies.
- Documentation of whether or not the criteria for each competency was met, utilizing the CAP coding system (see CAP legend) by the CAP Supervisor.

Criteria for Completion of a CAP: Completed criteria must reflect a + (met criterion) each competency goal and competency rating of greater than or equal to 3.1 (B-) in each of the applicable areas. Any student failing to meet this criterion may:

- Receive a grade of "C" or lower in the designated practicum.
- Be required to repeat the designated practicum.

- Be counseled by the CAP Supervisors, Center Director, and/or the appropriate Suncoast Coordinator, regarding future options.

E. Failing Student Policy

If a student earns a “C” or less in a practicum...

Required interim remediation.

- Remediation will be offered as a practicum section (1 credit hour) and should be taken during a semester prior to externship or off campus practicum.
- The student may be allowed to take the next scheduled practicum if deemed appropriate by the Clinic Director and SLP Academic Program Director.
- If remediation is not completed successfully, then this will be considered the student’s 2nd “C” and the student will be dismissed from the program. Under no circumstance should a practicum be split into two semesters.
- ASHA clock hours should **normally** be awarded ONLY for the semester in which the student completes the practicum with a passing grade successfully passes the CAP.
- Areas that are not passed with a “B-” or better would not be considered areas of competence.

V. DOCUMENTATION OF CLINICAL EXPERIENCES

A. Documentation of Clock Hours

1. Emphasis should be upon obtaining minimal knowledge and skills (KASA) standards across the age span (Preschool, School-Age, Adult, and Geriatric) and across the nine ASHA areas, including language, articulation, fluency, swallowing, modalities, hearing (aural rehabilitation), social, and voice. There is no minimum number of hours in each of the areas, but students should work with the supervisors to schedule therapy so that they obtain hours in as many areas as possible during each practicum. Students may receive credit for any intervention sessions that are supervised 25% of the time and for any diagnostic sessions that are supervised 50% of the time.
2. Students should document clock hours obtained in each practicum by tabulating the information on their Weekly Log Sheets and summarizing the hours by age group and by diagnostic versus intervention hours on the ASHA hour sheet. Report clock hours in decimals rounding to the nearest quarter hour (i.e., ≥ 53 minutes = 1 hour, < 53 minutes but > 38 minutes = .75). There can be no whiteouts or mark-throughs on the ASHA hour sheets. Be sure the supervisor **prints and signs** his/her name, and provides an ASHA number so that there are two originals. Students are responsible for recording their clinical hours in the CSD data base. Instructions will be provided by the Suncoast Program Coordinator and the Clinic Program Assistant. Students are encouraged to keep an original ASHA hour sheet for each semester in a secure place for their own documentation.

Additional questions may be directed to the Clinical Program Assistant, University of South Florida, Dept. of Communication Sciences and Disorders, 4202 E. Fowler Ave., PCD 1017, Tampa, FL 33620. If students have questions, they may contact the Clinical Program Assistant at: (813)974-9844.

3. Supervisors must sign the weekly log sheets indicating the amount of supervised time. The information on the log sheets should be summarized on an ASHA hour sheet at the final conference. Two originals must be signed by the supervisor.
4. One original with original signatures plus a copy of all daily/weekly log sheets are to be mailed to the USF Clinical Instructor assigned to the practicum at the end of the semester to be documented electronically and then placed in the students' permanent file.
5. Students are to retain a copy of these forms for their own files. Students must obtain a minimum of 350 clock hours (including the 25 observation hours) prior to being placed at an externship site during summer term. It is the sole responsibility of the student to obtain the required documentation of clinical hours and supervision.
6. USF must also have copies of the supervisor's ASHA card on file. This documentation must be complete and in the student's USF permanent file in order to complete the degree and graduate. These forms can be found on Canvas within the practicum course for which the student is assigned each semester.

B. State Licensure Requirements

Due to the current difference in documentation required by state licensure boards and ASHA, the Department continues to document both clock hours and minimal knowledge and skills (KASA) competencies demonstrated in clinical experiences. Clock hours include direct client/patient contact and will also include related experiences which may not be direct client/patient contact. Students are responsible for identifying the specific licensure requirements of the state or states in which they seek employment after completion of program requirements.

VI. CLINICAL SUPERVISION

The minimum percent of direct supervision required by USF CSD is 25% for treatment and 50% for diagnostics. The level of supervision is commensurate with the student's abilities and experience. The supervisor will adjust the level needed as the semester progresses for each practicum. Supervisors and students are jointly responsible for compliance with this requirement.

Supervisors use a variety of observation summaries/checklists to provide feedback on clinical sessions. Please check with individual supervisors to review comments and suggestions. Timely implementation of supervisory feedback is critical to the student's professional growth and development.

VII. ASHA/USF CLINICAL REQUIREMENTS FOR SLP

Up to 50 clock hours at the undergraduate level **may be** applied toward the minimum of 400 clock hours required by ASHA. A minimum of 375 clock hours in the major area must be in direct client/patient contact and 25 hours in clinical observation. The number of hours accepted by the Department will be determined by the Center Director. The Suncoast Master's Program students should request a review of undergraduate hours with the Program Coordinator. For students who have no previous clinical clock hours, the following practicums will be required:

A. Practicum Assignments in Speech-Language Pathology

<u>Suncoast Master's Program</u>	<u>Credit Hours</u>	<u>Minimum Clock Hours towards Minimum of 375</u>
Practicum Prep	1	0
Practicum I	3	70
Practicum II	3	70
Practicum III (at USF)	5	40
Practicum IV	3	70
Practicum V	3	70
Externship I	6	60

B. Assignments

Assignments for each practicum will include the following:

<u>Practicum</u>	<u>Assignment</u>	<u>Minimum Clock Hours/ Week</u>
Practicum I	School Site	5
Practicum II	School Site	5
Practicum III (at USF)	Adult & Geriatric	7
Practicum IV	School Site	5
Practicum V	School Site	5
Externship I	Adult Site	16 hr/week for 6 weeks

C. Practicum III on-site at USF

Students will be required to complete at least one clinical practicum at the University of South Florida's Speech Language Hearing Center in Tampa, Florida, during the first summer of their program of studies. Students will have to be on site Monday through Thursday for six week period and make arrangements for housing during that time. The first week will be orientation and training in preparation for their practicum experience. The next four weeks will be direct clinical practice with the clients. Students will also be required to schedule an exit meeting with their supervisor(s) after completion of the practicum. This clinical practicum will provide students the opportunity to complete a minimum of 40 clock hours working with adults with communication disorders. It will allow the clinical faculty to determine if students have met the minimal competencies for working with this population prior to completing their last practicum at an externship site outside of the school system.

Procedures for each practicum are subject to change for a variety of reasons including availability and presenting diagnoses of clients. Please refer to the most current syllabus for each practicum to insure that procedures are being followed.

D. Practicum Meetings

Practicum meetings may be held via the specific practicum located on Canvas through technologies, such as Soft Chalk, Articulate Presenter, and/or Camtasia, which provide students with video and audio lectures on various topics relative to the practicum. They may also be held in Canvas', Blackboard Collaborate which is a virtual classroom.

INSTRUCTIONS FOR ACCESSING VIRTUAL CLASSROOM:

1. Log into Canvas and enter the practicum course.
2. Click on the link called Communication.
3. Click on the link called Elluminate Live!
4. Click on the link for the available session.
5. Students must have a set of earphones, with a microphone and speaker to participate in the virtual classroom.

Students must have regular access to a *reliable* Internet connection, one that is capable of uploading and downloading documents without timing out or crashing their computer,

Students will need a USF NetID for access to Canvas. More information is available on the [Academic Computing Web site](#). Please access the [User Manual](#) if you have any questions about [Canvas](#).

Students will need a USF e-mail address. Students may activate their E-mail address at the [Academic Computing Web site](#).

Please see the syllabus for each course for specific dates/times. Attendance at the practicum meetings is mandatory. Meetings consist of discussions about clients, sharing therapy ideas, getting help for problems encountered in therapy, literature reviews, and announcements. A client presentation also may be required during the term. Externship practicum meetings are variable. Technology and equipment requirements are listed in detail on each practicum syllabus.

VII. Intervention Procedures

A. Baseline Measures

Initial testing and completion of baseline measures for one student each practicum (excluding Voice/Fluency/Neurogenics and Externship) is required. A final report is then written and submitted to the USF supervisor for approval. Any variations in the schedule will be announced by the supervisor. **Report writing and necessary revisions are time consuming; therefore, be prepared to set aside sufficient time to complete, make required changes and receive approval for the report.**

B. Treatment Plans

A copy of the treatment plan outline to be used will be posted on Canvas. Students are responsible for writing one treatment plan per semester. The plan will typically be written for an individual or group of students to be observed on the site visit.

C. Report Writing

A **Final Report** is completed by the end of each semester. It summarizes the work with each client as well as final measures taken. The supervisor will provide an outline for the report. Clinicians submit a rough draft, via email, of the report (**all rough drafts are to be double-spaced**) on which the supervisor writes comments for revisions.

VIII. EXTERNSHIP PROCEDURES

A. Application Process

During Practicum III (on campus), students must attend the **required** orientation meeting to obtain an application packet for externships from the Externship Coordinator or the Virtual Meeting during the Fall of Practicum IV via Blackboard Collaborate. Meeting date, time and location will be coordinated with clinic schedule and will be announced. **In order to be eligible for an externship, the student must attend the meeting, must be in good academic standing (must not have an active CAP or must have successfully exited the CAP before the end of the semester; must not be on academic probation), and must have successfully completed or be in the process of completing all school-based or in-house practica.**

B. Complete the Application

In addition, attach a current clock hour summary and copy of CPR card showing that certification will be valid throughout the externship. A list of applicants will be provided to the SLP Program Assistant and clock hour summaries will be printed for applicants. Students must make sure that all clock hour sheets have been submitted to the Program Assistant in order for the summary to accurately reflect clinical experience at the time of application.

C. Selecting Sites

Students interview with externship sites and offers are made by the sites for placements. Placements must be approved by the Externship Coordinator and SLP Program Director. Externship I must be completed at a facility which offers experience with adult/geriatric populations and in the disorder area of swallowing. Prior to completing the application, students should review the KASA standards, clinical experience already completed across the life span and the nine disorder areas, and the total clock hours already completed. Sites must be selected that will provide experience to enhance the student's education, meet the requirements for graduation and fulfill the requirements for completion of KASA standards. Review the site list for current information about available sites and specific requirements of each site. Sites with current Memorandum of Agreement are listed. The site list is available on Canvas under "My Organizations." Additional sites may be considered however, Memorandum of

Agreement must be completed before the site can be approved for externship (see the Externship Coordinator for additional information concerning procedures to establish a Memorandum of Agreement).

Applicants may choose up to two sites for interviews. Check the ring binders in the Student Room (PCD 2031) for additional information about sites; also site reviews are posted on Canvas. Previous externship students have completed reports and evaluations which summarize placements at sites each semester. These reports provide information about the physical facility, staff, client/patient population(s), supervision, responsibilities of the student clinician, unique features of the site and additional requirements. **Students must not contact externship sites unless directed to do so by the Externship Coordinator.**

D. Completing the Placement Process

Applications will be due at the beginning of the Spring Semester (before the Summer Semester in which the placement will be completed). When the application is completed and approved by the Externship Coordinator, the application will be returned with a memo stating that it has been approved. Instructions will be provided for proceeding with the interview process. Schedule an interview with each approved site. Take a copy of the application and your portfolio to the interview.

When both student and Externship Supervisor are in agreement regarding the terms of the placement, the Externship Placement Approval Form is completed and signed by the student, the Director of the Speech-Language Pathology Academic Program, the Externship Coordinator, and the Externship Supervisor. The original is placed in the student's permanent file, one copy is given to the student, and the other copy is kept by the Externship Coordinator.

D. Terms of the Placement

To meet USF and/or ASHA requirements, students are required to complete at least 90 clock hours in the externship. A minimum of 400 clock hours of supervised practicum is required by ASHA: 375 hours (minimum) of direct client/patient contact in the nine disorders areas and across the life span, and 25 hours (minimum) in clinical observation. Of the 375 contact hours, a minimum of 325 hours must be completed at the graduate level. Of the remaining required hours, 50 may have been completed at the undergraduate level and accepted at the discretion of the graduate program. These requirements must be met in order to be certified for graduation and to be eligible for ASHA CCC.

Students are required to be at the externship site a minimum of five hours a week per credit hour (20 hours) for 8 weeks or the equivalent (160 hours at the site, minimum, and at least 6 weeks even if 40 hours per week). It is anticipated that 50 – 75% of the time at the site will be in direct client contact. Only direct client contact (Tx and Dx) counts as clock hours. In addition, students complete an alternate mode of meeting/communicating with the Externship Coordinator during the semester of the placement. Depending upon the location of the placement, students may attend the on-campus externship meetings during the term of the placement.

The Placement Approval Form will specify beginning and ending dates, name of externship supervisor, his/her ASHA ID number, days per week, hours per week and contact information for the supervisor.

The terms of the agreement cannot be modified unless approved by the student, the Externship Coordinator and the

Externship Supervisor. It is the student's responsibility to confirm that the Externship Supervisor has current CCC with ASHA. Instructions for completing this confirmation will be provided by the Externship Coordinator. Only supervisors with current CCC are eligible to supervise students.

F. Evaluation of Performance

There will be a mid-term and final evaluation completed by the Externship Supervisor, discussed with the student and signed by both. A copy of the midterm evaluation must be mailed or faxed to the Externship Coordinator. The completed final evaluation form which documents competence for KASA standards must be submitted to the Externship Coordinator prior to the end of the semester. These evaluations will furnish the majority of data by which the final grade is assigned. However, points will be deducted from the final grade for failure to attend practicum meetings OR complete alternative method of routine communication with Externship Coordinator, and failure to complete the Externship Report and Site Evaluation (see syllabus).