UNIVERSITY OF SOUTH FLORIDA

Department of Communication Sciences and Disorders

**Guidelines for Fourth Year Extern Preceptors**

**1.** **Attendance**

Typically, students register for 6 credit hours and are on site for a minimum of 4 days per week (35 hours per week) for approximately 11 to 12 months. The Audiology Standards require that students obtain an aggregate total of clinical experiences which equal 52 work weeks over the course of the Au.D. program. ASHA defines a week of clinical practicum as a “minimum of 35 hours per week in direct patient/client contact, consultation, record keeping, and administrative duties relevant to audiology service delivery.” In fairness to the student attempting to meet ASHA requirements, this must be enforced. The contract/placement approval form must be met as agreed upon.

**2. Amount and Type of Supervision**

Supervision of the student must be appropriate to the student’s level of training, experience, and demonstrated competency. This supervision must ensure the welfare of the patient and the student in accordance with the ASHA Code of Ethics. Preceptors should provide direct observation and guidance to the student, as necessary. Specific ASHA guidelines for required supervision of the 4th year extern student can be found on pages 18-22 of “Audiology Education Summit: Strengthening Partnerships in Clinical Education at the ASHA website:

<http://www.asha.org/uploadedFiles/Audiology-Education-Summit-II.pdf#search=%22audiology%22>

In addition the American Academy of Audiology (AAA) also has suggestions and recommendations for precepting students.

<http://www.audiology.org/education-research/education/externships/roles-and-responsibilities-externship-site-preceptor-and>

Supervision must be provided by a person holding current Audiology licensure, ASHA CCC’s in the appropriate area of practice, preferably for three or more years. A qualified preceptor must be on site **at all times** when a student is directly involved in any professional duty.

Students will log clinical experience hours into Typhon, the designated online tracking website on a weekly basis. Clinical practicum experience includes clinical and administrative activities directly related to patient care. Preceptors will be given log in information as well as detailed instructions for how to approve and sign off on clinical hours.

**3. Level of Expectation**

The most valid predictor of the student’s later success seems to be the rapport established between the student and the preceptor. Discussions of techniques, strengths, weaknesses, and general professional relationships are necessary. **Please remember these are not trained professionals. They are students in training.** This externship is a vital component of their educational program. Your instruction and model are critical components of their professional development.

**4. Evaluation of the Student**

The student should be evaluated twice during the term, using the University of South Florida Audiology Evaluation Form. This form should be completed at midterm (if deemed necessary by the site preceptor) and at the end of the term, using contrasting colors of ink to show midterm and final ratings, with the original Evaluation Form submitted to the USF Externship Coordinator. Review the Evaluation Form with the student at midterm, to enable him/her to correct any weaknesses. Letter and numerical grades must be assigned and both the student and preceptor must sign the form. The ultimate responsibility for assignment of the final grade is assumed by the Externship Coordinator. In order to meet USF Registrar’s deadlines, grades **must be received** by the Coordinator one week prior to the end of the term/during the last week of classes. These due dates are listed on the Externship Calendar provided at the beginning of the externship period.

1. **USF Support**

The Externship Coordinator serves as the liaison between the University and the externship placement. Please contact Dr. Lisa Hansel (813.974.6371 or lisahansel@usf.edu) **immediately** if you have any questions or concerns.

1. **Tuition Waiver for Preceptor**

The University offers tuition waivers to Clerkship Preceptors who complete a minimum of 100 hours per semester totaling 300 cumulative hours of student supervision. It is imperative that the Intern Participation Requisition form be completed accurately for each semester of supervision. Each preceptor is to print or type his/her name, social security #, agency name and address. List the names of each student supervised and the dates (month/year) of supervision. For “Hours of Supervision” put the total number of hours the student was at your site. If more than one preceptor is responsible for one student, decide which preceptor is to get the credit. You must have a total of 300 hours to get a fee waiver. The 100 hours per term may be accumulated over an unlimited time. Return the form to Lisa Hansel, Externship Coordinator, Department of Communication Sciences and Disorders, PCD 1017, 4202 E. Fowler Avenue, Tampa, FL 33620-8100 at the end of each term.

**7. CEU Opportunities**

USF will periodically offer CEU opportunities to externship preceptors at a reduced cost or at no charge, when possible. The university hosts seminars and workshops featuring local and nationally known researchers in the field of audiology and speech/language pathology. Notification will be sent out via postal or electronic mail.

**IF YOU ARE UNABLE TO MEET ANY OF THE ABOVE REQUIREMENTS FOR ANY REASON, PLEASE LET ME KNOW IMMEDIATELY.**