



**ALABAMA A & M UNIVERSITY**  
**Communicative Sciences and**  
**Disorders**

**CLINIC MANUAL**

**Policies and Procedures**

**2009-2010**

*We are proud to be an ASHA-Accredited Program!*

*(We are accredited by the Council for Academic Accreditation (CAA) in Audiology and  
Speech-Language Pathology of the American Speech-Language-Hearing Association  
(ASHA))*

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## INTRODUCTION

This manual has been prepared to assist the students of the Communicative Sciences and Disorders (CSD) Program in their professional education development. The manual has been designed to outline the various clinical requirements which must be met in order to satisfactorily complete the degree programs and to meet the Master's level requirements of the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association (ASHA).

The student is strongly encouraged to become familiar with the contents of this manual as well as the Undergraduate Bulletin or Graduate Catalog under which the student was admitted. There may be points that are unclear due to brevity or to actual lack of policy, and the students should obtain clarification of these points. Nevertheless, the student WILL be held responsible for the material enclosed herein. The student is also responsible for verifying the record of his/her clinical hours, as well as courses, and seeing to it that these conform to university, departmental, and ASHA requirements. This can best be accomplished by consulting with the Clinic Director, clinical supervisor and academic advisor at least once per term in order to verify these records.

Students and staff are encouraged to make recommendations which they feel may make this manual more useful to the members of our department. (The contents herein are subject to change without notification.) A separate document, the Program Manual, outlines the coursework requirements for the CSD program.

## OVERVIEW OF THE COMMUNICATIVE SCIENCES AND DISORDERS PROGRAM AND THE SPEECH-LANGUAGE-HEARING CLINICS

The CSD Program and Clinic are housed in Carver Complex North, room 104

### **Academic Organization:**

- ♦Student
- ♦Faculty Advisor
- ♦Faculty Coordinator
- ♦**Coordinator/Chair of CSD Program**
- ♦Assistant to the Dean of the School of Education/  
Teacher Certification Officer
- ♦Dean: School of Education/Dean/  
Dean of the School of Graduate Studies
- ♦Vice President of Academic Affairs
- ♦President of Alabama A&M University

### **Clinical Organization**

- ♦Clinician
- ♦Assigned AAMU Supervisor/  
Externship Supervisor
- ♦**Clinic Director**

### **The Practicum Director**

AAMU CSD Program has one faculty member, Esther Phillips-Embden, serving as Director of Clinical Services. It is her job to help plan students' practicum sequence, clarify practicum processes and requirements, and secure practicum placements and schedules. Ms. Phillips-Embden can be reached at:

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The Clinic Secretary, Mrs. Michele Brown, and student workers support the faculty. All faculty, staff, and students are required to adhere to clinic policies regarding professionalism, confidentiality, dress code, computer/typewriter and telephone use, materials and equipment, etc.

## **PRACTICUM REQUIREMENTS**

Students must be continuously enrolled in CSD 516, *Advanced Clinical Practicum*, each semester of graduate enrollment until the required number of clock hours is obtained. (See Appendices I and J for details.) Each student enrolled in CSD 516 will be required to have a minimum of 2 clients in the AAMU Speech-Language-Hearing Clinic in addition to any externship placement. There will be no exceptions made.

The student must obtain the minimum number of clock hours required by ASHA to obtain certification prior to graduation. Clinical clock hours obtained in practicum courses in which the student receives a final grade of ~~%D+~~ or ~~%F+~~ may not be counted toward the required hours needed for graduation or ASHA certification. A maximum of 6 semesters credit may be counted toward certification out of 75 total hours needed for ASHA certification.

Graduate students accepted into the Communicative Sciences and Disorders (CSD) Program must take and pass a speech-language-hearing screening examination during their first semester. The purpose of this screening is to identify any speech, language or hearing problem that may interfere with a student's academic or clinical progression in the Program. Students must demonstrate the ability to speak Standard American English intelligibly including modeling of all English phonemes. Students will be enrolled in the AAMU Speech and Hearing Clinic free of charge if test results deem intervention necessary.

Undergraduate students declaring a major in Communicative Sciences and Disorders (CSD) must take and pass a speech-language-hearing screening examination during their first year in the program (class requirement in CSD 202/500 . Survey of Communication Disorders). The purpose of this screening is to identify any speech, language or hearing problem that may interfere with a student's academic or clinical progression in the Program. Students must demonstrate the ability to speak Standard American English intelligibly including modeling of all English phonemes. Students will be enrolled in the AAMU Speech and Hearing Clinic free of charge if test results deem intervention necessary.

## **ACADEMIC PROBATION AND DISMISSAL**

A graduate student who fails to maintain an overall GPA of 3.0 or to make satisfactory progress in a degree program will be dismissed from graduate study at the University. Prior to dismissal, a period on academic probation (normally one term of full-time graduate study

or its equivalent) will be granted in which to demonstrate an ability to meet degree requirements and to complete a degree within an approved time limit. Students on academic probation are not eligible for appointment to assistantships or fellowships.

When a student's overall GPA falls below 3.0, the student is automatically on probation and subject to dismissal at the end of the following term.

## **QUALITY OF WORK**

The student must do work of high quality and must earn a cumulative average of **B+** or above in courses for which credit is given towards the Master's degree. No grade below **C+** is acceptable for graduate credit. The maximum number of **C+s** that will be accepted for graduate credit is 2. However, two **A+** grades may be used to balance two **C+** grades. A student who earns 3 **C+s** (GPA of less than 3.00) will be subject to suspension.

## **ETHICAL PRACTICES**

It is expected that all assignments submitted by students as part of academic coursework and practicum are the result of the student's own effort. Failure to comply with the principles of academic honesty is a serious offense and will result in dismissal from the University. Academic dishonesty may include, but is not limited to:

1. Cheating (e.g., use of crib notes).
2. Plagiarism (e.g., copying any portion of someone else's original work without appropriate credit given to the author).
3. Fabrication (e.g., creating data).
4. Aiding and abetting dishonesty (e.g., writing a term paper for another student).
5. Falsification of records (e.g., keeping inaccurate records of supervised practicum hours, falsifying physician's excuses, forging supervisor's name).

A faculty member who believes an instance of academic dishonesty has occurred is responsible for documenting the occurrence and acting accordingly. A student accused of academic dishonesty is required to meet with the CSD faculty, including the departmental chairperson, who will review the matter with the student and provide a written summary of the actions to be taken. Students may appeal to the Dean of Education.

## **STATUTE OF LIMITATIONS**

Students enrolled in programs that require more than 36 credit hours, such as the Master of Science in Communicative Sciences and Disorders, will have 7 years to complete all requirements.

## **FEDERAL REGULATIONS**

Alabama A&M University as an educational institution and as an employer, does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital, or handicapped status. This commitment is made by the University and required by federal, state, and local laws and regulations, including Title IX, 86.9.

Each student at the University has the right to inspect his/her student records, Federal Register, Vol. 40 Number 3, Part III, Privacy Right of Parents and Students.

## REQUISITES PRIOR TO ENTERING CLINIC

Prior to entering undergraduate clinic: CSD 321, 406 for the first time, a student **MUST**:

1. **Complete and maintain a 3.0 average in the selected 23 hours of speech, language, hearing course work** (CSD 202, 203, 204, 215, 207, 205, 307, 308) AND earn no less than a **B+** in CSD 310-Clinical Procedures. Moreover, the student's combined GPA for these nine courses must be at least a 3.0 or higher.
2. **Complete a minimum of 10 of the 25 ASHA required observation hours.** The 25 hours of observation required at AAMU is in accordance with ASHA accreditation requirements. This requirement became effective August 1, 1988, for undergraduate students and for graduate students transferring from other programs and has been updated in the 2005 standards. At least one-half of the observation hours **MUST** be completed at the AAMU Clinic. To help meet this requirement, several courses will require observations to be made by students enrolled. Some of the observation hours **MAY** be obtained from AAMU approved, off campus, CCC/L supervisors. However, **permission** to obtain off campus observation hours **is required** from the Director of Clinical Services **PRIOR** to visiting any off campus sites.

**For incoming graduate students of CSD 516, 15 of the 25 hours required for ASHA certification must be obtained before seeing clients in the clinic:**

For each hour of observation, a student must complete an observation form/report. This form may be obtained from the clinic secretary. After completion of a written report and supervisory approval, these forms are maintained in the student's clinical file along with a master log of the hours as a permanent record of the student's observation hours.

3. **Make application to the Director of Clinical Services** by mid semester prior to the semester that the student plans to enter CSD 321, 406, or 516. However, applications to enroll in clinic for the fall semester must be completed during the spring semester. Please find a copy of the application in this manual in Appendix E, or you may obtain one from the Director of Clinical Services.

After acceptance to enter clinic has been granted, students must submit a class schedule for the upcoming semester to the Director of Clinical Services so that client assignments will not conflict with class or other obligations of the student clinician. Once the schedule has been submitted, please do not change your schedule. It is very difficult to coordinate student, supervisor, and client schedules, and nearly impossible with changes after the schedule has been completed. If your schedule does change, you may or may not be scheduled with a client. The schedule is based on all persons involved.

## CLINIC POLICIES AND PROCEDURES

Client assignments to student clinicians are assigned by the Director of Clinical Services and may be based on the coursework the student has had, the experience of the clinician, and schedules of the supervisor, clinician, and client.

### **Mailboxes and Email/Blackboard**

There are clinician mailboxes located in the AAMU CSD clinic (Carver Complex North). Please check mailboxes daily. There are also faculty/supervisor mailboxes in the clinic. You may leave correspondence of any kind (including client paperwork) in those mailboxes. Again, please check mailboxes daily.

Each student is required to obtain an AAMU email account. Check email on a consistent basis (daily). Blackboard accounts will be assigned to each student. Blackboard is to be checked for clinic announcements daily.

### **Clinical Report Writing Submission Timeline**

The following is a chart depicting submission timelines for clinical report writing:

<b>REPORT</b>	<b>DUE</b>
Diagnostic Report (first draft) Diagnostic Report (final draft)	Within <b><u>ONE WEEK</u></b> of completing testing <b><u>THREE DAYS</u></b> after final revisions
Initial Therapy Plan (first draft) Initial Therapy Plan (final draft)	<b><u>FRIDAY</u></b> after completion of diagnostic testing <b><u>THREE DAYS</u></b> after final revisions
Lesson Plans	<b><u>EACH FRIDAY</u></b> by 12:00 PM for the following week
SOAP Notes	<b><u>EACH FRIDAY</u></b> by 12:00 PM for the prior week
Clinic Hour Forms	<b><u>BI-TRI-WEEKLY</u></b> to clinic secretary(Specific dates will be noted on Semester Clinical Schedule issued the beginning of each semester by clinic director). Hours are to be <b>initialed weekly</b> by clinic supervisors.
Semester Summary Report (first draft) Semester Summary Report (final draft)	<b><u>MONDAY</u></b> of the last week of therapy <b><u>FRIDAY</u></b> before finals

### **Reports**

All clinic reports (Diagnostic, Initial Therapy Plan, Semester Summary Report, etc.) must be turned in by the times and days listed on the Clinical Report Writing Submission Timeline. Late reports are not tolerated. Punctuality in submitting clinical reports to the supervisor is considered an important aspect of the student's demonstration of professionalism. Therefore, lateness in completion of clinical reports will be reflected in the student's final clinical grade for each day a report is late. The overall letter grade will be dropped one letter grade for excessive tardiness of paperwork at the supervisor's and Clinic Director's discretion. Supervisors will evaluate student's reports and discuss with the student any necessary changes, if indicated. The first page of all final diagnostic reports must be copied to AAMU Clinic letterhead, which can be obtained from the Clinic Secretary. Once the final report has been completed, a copy is returned to the student to be placed in the client's chart.



## **DIAGNOSTICS**

Clinicians will be assigned diagnostics throughout the fall, and possibly the spring and summer semesters in addition to the clients assigned for weekly management. Summer semester diagnostic hours are generally obtained during pre and post testing of the clients assigned for management. Clinicians will review the schedule for diagnostic evaluations at the beginning of each month throughout the fall, spring, and summer semesters.

### **Pre-Evaluation Procedures**

1. Client, or someone representing the client, contacts the Clinic and speaks with the Director of Clinical Services.
2. Student clinician is assigned the client, a supervisor, and a time to see the client.
3. Student clinician calls the client to verify the scheduled appointment time and notifies the clinical supervisor.
4. Student and supervisor discuss the upcoming evaluation.
5. Student clinician obtains a client folder from the Clinic Secretary and all necessary forms (i.e., Case history, protocols, etc.) for the evaluation.
6. Student clinician contacts the client 24 hours prior to the evaluation to remind him/her of the appointment.

### **Admitting on the Day of Evaluation**

1. Student signs in on the sign-in sheet at the front entrance at least 10 minutes prior to the scheduled evaluation time.
2. Student prepares the diagnostic room and selects appropriate materials BEFORE the evaluation.
3. Client signs in on the sign-in sheet at the front entrance (verified by student clinician).
4. Supervisor and student clinician meet client and/or parents in lobby, and then take them to the testing room.
5. The case history is completed by the client and/or caregiver while the diagnostic session is completed.
6. Diagnostic evaluation is completed by the student with supervisory input as necessary. (Should include articulation, language, oral peripheral, and hearing screening with a minimum of subjective measures for voice and fluency.)
7. Client is returned to the lobby.
8. Student completes attendance receipt and gives to caregiver or client.
9. Student scores all tests and analyzes clinical data, with supervisory input as needed.
10. Both student and clinical supervisor complete a preliminary report for client to take with them the date of the evaluation. A copy of this report is reserved for the clients file. Formal diagnostic report is to be mailed to client in two weeks.
11. Student completes diagnostic report (typed and double-spaced) and returns it to the supervisor within one week of testing.
12. Student discusses resulting diagnostic impressions and recommendations with supervisor and plans caregiver or client conference.
13. Student is responsible for straightening up the room before the informing conference.
14. Student and/or supervisor conduct(s) the caregiver or client conference.
15. Universal precautions are followed.

## **Diagnostic Reporting**

1. After the evaluation is completed, the student copies needed client information from permanent clinic folder. Permanent clinic folders are never to leave the Alabama A&M Speech and Hearing Clinic.
2. Student returns a draft report (typed and double-spaced) and protocols within one week of the diagnostic session to the supervisor. (NOTE: Given that the diagnostic process can be several weeks, a diagnostic SOAP note is due each week during the diagnostic process until testing is completed. It is not unusual for a client to have 2 diagnostic SOAP notes along with a diagnostic report for a given semester).
3. Supervisor evaluates draft reports and returns them to the student. The student has three days to make corrections and return the reports to the supervisor.

The guidelines for writing reports are determined by the supervisor. The final copy of diagnostic reports will be typed by the student clinician. All previously graded drafts and test protocols must be maintained in a ~~working folder~~ and must be turned in to the supervisor with each draft of the diagnostic report. Remember that personal identifying information may not leave the clinic. Student clinicians are expected to use client initials on all draft copies of clinical reports. Client's full name is to be used on final and approved diagnostic reports (See Appendix M, HIPAA Compliance.)

All reports containing personal identifying information for clients will be kept **only** on CSD computers in the Writing Lab, CCN 101. These reports may be printed, but must stay in the clinic, either in the supervisor's box, the clinician's box, or the client's chart.

## **THERAPY PROCEDURES**

### **Scheduling**

1. A schedule is obtained from each student clinician enrolled in any practicum during the first week of classes each semester. Each student will find a schedule in his/her box and should return it as soon as possible to the Director of Clinical Services. Work schedules and other obligations that the student may have **MUST** be on the schedule. A schedule will **NOT** be changed after it is assigned.
2. After clients have been assigned to the student clinician, the schedule including clients assigned, disorder, times, date to begin therapy, supervisor, and location will be returned to the student clinician.
3. The student clinician must verify appointment days and times with the client within **2 days** of receiving the schedule and document on the bottom of the ~~Request for~~ **Request for Therapy** form the date and time the client was contacted.
4. The student clinician must notify the supervisor when the days and times are verified. If there is a conflict with the client, notify the supervisor to look for alternate times.
5. **DO NOT** schedule a client without verifying a time with the supervisor.

### **Working Folders**

The working folder is maintained by the student for the purpose of recording daily plans, procedures, and progress, as well as clinician clock hour information. Information contained in the folder is considered confidential information from the master client file. If the working folder leaves the clinic, it must not contain any personal identifying information. (See Appendix M, HIPAA Compliance.) Materials to include in the folder:

- a. Lesson/Therapy plans
- b. SOAP notes
- c. Practicum hours form ("Clinical Practicum Report"), to be completed immediately after each session. Should be kept in duplicate (one in clinic and one in personal filing system at home) once the supervisor has signed the bottom. The supervisor will provide a copy to the student.
- d. Attendance sheet
- e. Test protocols and previous drafts from pre- and post-testing
- f. Any other information required by the supervisor

Once paperwork has been approved/initialed by the supervisor, it should then be placed in the permanent file. The student clinician should put paperwork in the permanent file **weekly**.

### **Client Chart**

Each client has a separate permanent chart which is kept in the Clinic Secretary's office. Any request for confidential information (reports, test results, etc.) from whatever source is handled by the Clinic Secretary. All information in the folders is confidential and should never be discussed with anyone not directly involved with the client. All clinical reports placed in the chart should be signed by the appropriate clinician and supervisor. Client charts are NEVER to leave the clinic. These charts, when checked out to student clinicians, must always be in the student clinicians' mailbox when they are not actively working on them. They must be returned to the Clinic Secretary by the end of the day. (See Appendix M, HIPAA Compliance.)

Each chart should contain the following information and should be organized from front to back in the manner listed below. In each case, when multiple items are present, the items are to be clipped together in chronological order with the most recent item on top.

1. **Case History Form** . All case history forms should be included, release of information and fee contract forms.
2. **Other Agency Reports** . All reports and correspondence from agencies other than the Alabama A&M University Speech and Hearing Clinic should be included.
3. **AAMU Reports** . All previous diagnostic reports and protocols from our center should be included.
4. **Initial Therapy Report** . Short- and long-term objectives for the semester.
5. **Lesson Plans** . including objectives, procedures, and tallies.
6. **SOAP Notes** . weekly progress notes (no longer required to complete SOAP note following each session).
7. **Attempt to Contact and Documentation Form**-All correspondence with client (outside of therapy) is to be documented on this form.
8. **Chart Review Checklist**

**CLIENTS CHARTS/FILES SHOULD NEVER BE REMOVED FROM THE AAMU CLINIC/LAB.**

### **Therapy Time Management**

1. **Meeting the client:** The student is responsible for meeting the client on time in the lobby and accompanying him/her to the therapy room. If the client is not in the lobby at the designated therapy time, the student will wait for up to 20 minutes. After that time, the student is free to leave, and the session will be marked **No Show** on the Client

Attendance Record. During the next session, the student is responsible for informing parents/family members or client of policy regarding excessive tardiness or absences.

2. Ending the session: Therapy sessions are terminated after 50 minutes. The remaining ten minutes are to be used to counsel with parents, review with adult clients the home assignments to be completed, or to clean therapy room (see section called Universal Precautions in Appendix L).

### **Student/Supervisory Conferences**

1. Initial student/supervisory conference: The student is responsible for reviewing all information pertinent to planning a therapy program prior to the conference. The student and supervisor will discuss the client's current status and prognosis and will plan the initial treatment session.
2. Weekly student/supervisory conferences: Weekly conferences will be scheduled as needed at the request of the student or supervisor.
3. Midterm student/supervisory conference: A scheduled conference will be completed at midterm to verify the client's permanent chart has been completed correctly, discuss grade, discuss client(s), turn in client attendance form, turn in practicum hours to be calculated, and any other topic the student or supervisor deems necessary.
4. Final student/supervisory conference: A scheduled conference will be completed at the conclusion of the semester to verify the client's permanent chart has been completed correctly, discuss grade, discuss client(s), turn in client attendance form, turn in practicum hours to be calculated, and any other topic the student or supervisor deems necessary.

### **Miscellaneous Therapy Information**

1. Student absences: Students (both clinicians and assistants) are expected to meet ALL therapy sessions and scheduled conferences. If extenuating circumstances occur, the student must personally contact the supervisor in sufficient time to make the necessary adjustments. Messages will not be acceptable. In the case of therapy appointments, it will then be the student's responsibility to notify the client of cancellation or time change as determined by the supervisor. If the student must cancel a therapy session for ANY reason, it is the student's responsibility to provide a therapy session to make up for the missed one at the client's and supervisor's convenience. See also %Attendance and Promptness+on page 11.
2. Head start and Preschool screenings: Students will be required to participate in head start/ preschool screenings while enrolled in CSD 516, Advanced Practicum. Students who have elected to participate on a given day are expected to attend and fulfill the requirements expected for that day. In the event that a student is unable to meet their elected obligation to screen, s/he is required to contact the clinical supervisor and to supply her/him with a replacement for that given day.
3. Therapy materials: The student is responsible for preparation of therapy materials and organization of the therapy room prior to and following each therapy session. Each student will be given an assigned area in the materials cabinets and/or the toy room that must be organized at least weekly (by Friday at noon). If the student's assigned area is not kept maintained, it will be reflected in the final grade. Please help fellow students by putting all materials back in the appropriate places.

4. Black ink: All paperwork submitted in writing must be completed in black ink. No pencils, blue ink, or other ink colors will be accepted.
5. No white-out: Do not use white-out on ANY clinical form. If you make a mistake, draw a single line through the error and initial the change.
6. Cancellations: If a client cancels a future session, please notify the supervisor in writing. Also, the clinician must write a brief SOAP note stating that the client cancelled and why, if known. Put a note on the schedule board in the clinic to notify any student observers of the cancellation as well.

### **Lesson Plans and SOAP Notes**

Lesson plans will be evaluated by the supervisor at the time designated on the report time-line sheet (typically one each week). Clinicians should provide an extra copy of the lesson plan to the supervisor prior to the session. A copy of the lesson plan can be found in the %Clinic Forms+ section of this manual (Appendix B). These records are reviewed by professionals, so please take pride in each plan turned in by writing neatly or typing your plans. Lesson plans should be written in behavioral terminology. Procedures should include goals, approach used, targets, number of trials, criterion required for each goal, etc. Procedures/activities should vary from session to session even though the objectives should remain the same. **Always use the client's initials for confidentiality.** (See Appendix M, HIPAA Compliance.; see Appendix D for *Tips on Writing SOAP Notes.*)

### **Clinical Paperwork – Sample Reports**

There are sample Observation Reports, Diagnostic Reports, Initial Therapy Plans, Lesson Plans, SOAP notes, Semester Summary Reports, and Discharge Records located in this manual. See Appendix C. These may be used as a guide for writing clinical reports.

### **Miscellaneous Clinical Handouts**

There are various handouts in Appendix D to assist students with clients. Students are responsible for reviewing these and knowing them as they relate to clients and paperwork.

### **Audiology Practicum**

When a student clinician is assigned audiology practicum, s/he may receive hours on campus or at an alternate off-campus site. If on-campus, there will be two students assigned for designated hours each week. The students are responsible for checking the schedule and/or with the Clinic Secretary to determine if any audiological evaluations have been scheduled for their scheduled times. If not, the students are not required to be on campus. The students **MUST** check the schedule and/or with the Clinic Secretary Monday morning each week. There will be no clients added to the audiology schedule after Friday at 5:00 each week.

If a student is assigned an off-campus audiology site, the student will be assigned an audiologist who will supervise. It is the student's responsibility to contact that audiologist and designate a schedule for the entire semester to obtain audiology hours. All students must complete a full semester of audiology practicum in order to count hours. Students may not receive all twenty audiology hours in 3 full days of practicum.

Audiology hours may be obtained through screenings, evaluations, and/or treatment of audiological disorders (aural rehabilitation). Students must obtain at least ½ of the required twenty hours under the supervision of a licensed, certified audiologist. The remainder of the hours may be obtained under the supervision of a licensed, certified speech-language pathologist.

### **Reporting of Clinical Clock Hours**

Students must record hours on a **weekly** basis. Hours are placed in the working folders and submitted to the assigned clinical supervisor by 12:00 PM Friday. They will be initialed by the supervisor and returned with the working folder until the form is full. When the form is completed or requested to be submitted, the supervisor will sign the bottom of the form and return the document to the student. It will be the student's responsibility to make a copy of his/her hour sheet and submit the original hour document to the Clinic Secretary. It is suggested that a copy of the hour sheet be made for the student's record. It is the student's responsibility to maintain personal records of all practicum hours. All practicum hours are to be submitted according to the Clinic Timeline, compiled by the Clinic Director. **Practicum hours submitted 30 days after being acquired will not be accepted.**

### **Filing Clinical Paperwork WEEKLY**

All paperwork should be filed in the client's chart each week following approval from the supervisor. Other students may have a need to review a chart for class or observation and the information should be readily available.

### **Parent Conference**

Each clinician will be required to schedule two conferences per client during the semester with at least once scheduled supervised caregiver/client conference during each semester in the clinic. The purpose will be to inform the caregiver/client of his/her program progress.

### **Conditions for Client Dismissal**

1. **Maximal Rehabilitation** - Clients are dismissed when, in the judgment of the supervising clinician in charge of the case, maximal habilitation or rehabilitation for the present time has been reached. Follow-up arrangements (i.e., maintenance therapy, speech-language recheck, and/or referral to another agency, etc.) will be recommended to meet the needs of the client. Dismissal decisions are discussed with parents, family members, or the client as determined by legal responsibility. If the parent, family member, or client does not agree with dismissal, an additional period of treatment, not to exceed 12 weeks, may be agreed to in order to help persons understand and accept the dismissal decision per Clinical Director's discretion.
2. **Unexcused Absences** . Three absences in a semester or two consecutive absences may result in the client being released from therapy. Each student should make his/her client aware of this policy.
3. **Disciplinary Problems** . Disciplinary problems are first discussed with parent or client. If such problems persist, therapy may be terminated at the discretion of the supervisor.

### **Videotaping Sessions**

Each clinician will be required to videotape two sessions per client per semester. One session should be recorded toward the beginning of the semester and one toward the end of the semester. The clinician will be required to inform the supervisor of the date to tape, set up the video equipment, and after watching the tape, provide a written critique of the session within 1 week of the session to the supervisor. The critique must be completed on a Therapy Session Evaluation Form and include strengths and weaknesses observed on the tape.

### **Attendance and Promptness**

Clinicians must meet with clients for the ENTIRE session (50 minutes unless otherwise scheduled). Final grade will be lowered by one letter grade with each unexcused absence from any scheduled clinic activity (these include diagnostic, treatment, any scheduled conferences with client or supervisor, etc.). **The following will lower clinic grade by one letter:**

1. Each absence must be made-up within two weeks as designated by the supervisor.
2. Two tardies (more than 5 minutes late) for therapy sessions, diagnostic sessions, conferences, and/or any other scheduled activity.
3. Not contacting supervisor prior to absence and before contacting client. If you are unable to attend your session, contact your immediate supervisor first. If your supervisor is unavailable, go up the chain of command to another supervisor and then to the Director of the Clinic. Then contact your client. If unable to contact client, ask a fellow clinician to fill in for you, or go ahead and meet with your client. If you are not contagious (i.e., headache, sinus infection, etc.), you MUST meet with your client. In the event of a contagious illness, a doctor's excuse MUST be presented to your supervisor upon your return.

Clinicians must inform clients that THREE unexcused or two consecutive excused absences may result in dismissal from therapy. Extenuating circumstances may allow for exceptions at the discretion of the supervisor and Clinic Director. The Clinic Director must be notified if the client has three absences and has not taken action for make-up sessions.

### **Professionalism and Confidentiality**

Clinicians must maintain a professional attitude in and around the clinic and anywhere clinical activities are discussed. Please avoid discussing non-professional topics in the CLINIC SETTING or in the HALLWAYS near the clinic. Do not discuss your client or anything relating to your clients outside of the clinic. Respect the client's right of privacy. Always use the client's initials to protect confidentiality on anything written or saved to a computer disk or hard drive. Always shred paperwork returned to you for revisions. There is a paper shredder in the clinic office. Do not throw any papers away that contain client's names without shredding them.

### **Personal Appearance Standards/Dress Code**

The dress code will be in effect during the semester when clinic sessions are being held. When the clinic is closed, the dress code will not be in effect. These standards apply to all students (including clinicians and student observers), graduate assistants, secretaries, and student workers who enter the clinic for personal or professional reasons. Graduate clinicians acquiring hours in the clinic are required to wear a lab coat over acceptable attire when conducting duties in the clinic.

*The following attire is **acceptable**:*

1. Knee length or longer dresses/skirts.
  - a. Knee length attire should not expose too much thigh when sitting.
  - b. The supervisor will be the judge of the length.
  - c. No above-the-knee lengths are acceptable.
2. Neckline should be appropriate and not reveal any cleavage or hair.
3. Sleeveless dresses if undergarment straps are not seen.
4. Jumper dresses with appropriate shirts worn underneath.

5. Khaki jumpers are acceptable if length is appropriate (knee length).
6. Dress and casual pants.
7. Coordinating shirts to go with clinic-approved pants.
8. Shirts may be dress shirts/sweaters/vests/pull-over/turtlenecks for men.
9. Blouses/sweaters/vests/pull-over/turtlenecks for women.
10. Skorts, if length is appropriate (knee length).
11. Ties are preferred for men.
12. Hose and socks must be worn.
13. (Spring and Summer Semesters) Dress sandal with a heel for ladies. Please be **sure** that toes are *pedicured* and *clean* when wearing an open toe dress sandal.
14. Scrubs may be worn when working with children, with prior approval from the supervisor.

*The following attire is **unacceptable**:*

1. Sundresses or dress with low back neckline.
2. Miniskirts or any skirt above the knee.
3. Tight fitting clothes (i.e. shirts, skirts, pants, etc.)
4. Hats of any type.
5. No excessive jewelry.
6. Shorts.
7. Rugby shirts.
8. Tennis shoes if scrubs not worn.
9. Hiking boots.
10. Flip-flop sandals.
11. Stretch knit pants.
12. Hooded shirts.
13. Sweatshirt material shirts and slacks.
14. Leggings.
15. Jeans of any color.
16. T-shirt pant outfits.
17. Any other attire deemed inappropriate by the clinical supervisor.

### **Practicum Lab Fees**

Practicum lab fees are \$50 per semester. This cost does not include liability insurance coverage (\$35) which will be further addressed in this document, or \*\*fingerprint background check fees (\$49) which is now required at the university level for all externship applicants.. The practicum fee covers the initial cost of the student clinician's lab coat and name tag which are required to initiate clinical duties in the clinic. Lab coats and name tags will be the property of the student clinician at the end of the clinical rotation. Practicum fees also cover the rising cost of office supplies (i.e. printer cartridges, copying paper and the like). Practicum fees must be paid before student clinicians are allowed to begin practicum in the AMU Clinic or on externship placements.

### **GRADUATE:**

(1) **Fingerprint Background (BG) Checks** is a requirement for all individuals in the School of Education including CSD students. **Cogent Systems** is the company that has been



selected by the University to conduct the necessary fingerprint background checks. Evidence of cleared background checks must be submitted to the Director of Clinical Services **by the due dates listed below**. Practicum students are responsible for the cost and completion of the background checks. All practicum students must first apply online with Cogent, pay the fee and obtain a registration identification number. Keep this registration number in a safe place, as it will be needed to be presented at the designated fingerprinting center indicated on line. Cost of the process is about \$55. Cogent Systems website is [www.cogentid.com/AL](http://www.cogentid.com/AL). Practicum students may learn more about the fingerprinting process and identify fingerprint location in their area via the web site (under Registration). Additional *Cogent System* contact information is as follows:  
Cogent Systems/ALSDE Cards Scan/5450 Frantz Road Suite 250/Dublin, OH 43016/Phone: 866-989-9316.

**Background Clearance Due Dates:**

Semester	Background Check Clearance Due
Fall 2009	September 18, 2009 (Friday)
Spring 2010	February 5, 2010 (Friday)
Summer 2010	June 7 (Monday)
Fall 2010	September 3, 2010 (Friday)

If graduate students have already been cleared through the Alabama Board of Education and the FBI for job related purposes, the student's background check will be accepted if performed after 1999

In addition, if for any reason the background check applicant is not cleared via the state of Alabama, he/she will be asked to leave the designated practicum site until state clearance is received by the Director of Clinical Services.

**(2) PRACTICUM FEES/INSURANCE FEES Due dates:**

1. Fall 2009- September 4<sup>th</sup> (Friday) before externship practicum attendance
2. Spring 2010-January 29<sup>th</sup> (Friday)
3. Summer 2010-June 7<sup>th</sup> (Monday)
4. Fall 2010-September 3<sup>rd</sup> (Friday)

**UNDERGRADUATE:**

CSD undergraduates are required to have background checks when enrolled in CSD 310, Clinical Procedures. Note the above dates for background check deadlines.

**Materials and Equipment Check Out/In**

The materials room is located in room 14. Therapy materials ONLY are housed there. ALL diagnostic tests and therapy materials must be checked out AND in through Ms. Michele Steele, the program's secretary. Additional equipment including tape recorders, portable audiometers, and computer software are available and may be checked out through the secretary or your clinical supervisor. Disposable supplies such as tongue depressors, gloves, and alcohol prep pads are located in the Materials Room (14). You may check them out 1 hour prior to your diagnostic or therapy session. The materials must be checked in and returned to their location immediately following the session for the next clinician to have access to them. During the hours clinic is open for clients, student clinicians serving clients have first priority over the use of materials.

Test protocols are filed alphabetically in the drawers of the filing cabinet in the program secretary's offices. Please ask Ms. Steele for these. Since protocols are expensive, clinicians are allowed to take only what is necessary to appropriately serve their client(s).

Student clinicians are responsible for ensuring that materials are returned to the specified location or shelf. Additionally, the toy room must be kept organized and neat. Should a clinician notice broken or missing materials, report these findings to the Director of Clinical Services. Responsibility and cooperation on the part of all students using materials will result in quickly locating what you need, when you need it!

### **Record-Keeping Concerning Services Rendered**

Clinicians are responsible for ensuring that the clients sign in for each visit and for completing a receipt of services rendered in the clinic offices. The clinician will check the service performed and return a copy to the client or client's caregiver at the end of each session. Clinicians are also responsible for completing the Client Attendance Form (Appendix B) after each visit, which is to be turned into the secretary or supervisor at midterm and at the conclusion of the semester.

### **Supervision**

Supervision will be provided at a minimum quantity of 25% for those students graduating under the ASHA 2005 standards for both treatment and diagnostic sessions. Each supervisor will maintain a record of supervision percentages for both diagnostic and therapy sessions. This information will be given to the student at the time of midterm and final supervisory conferences. Upon student request, additional supervision will be provided by the supervisor in the form of hands-on treatment, written communication, verbal communication, and/or weekly conferences as needed.

### **Evaluation of Supervisors**

Each student will be required to complete an evaluation of each supervisor under whom clinical clock hours were accumulated. These evaluations are compiled by the secretary and distributed to the individual supervisor, Director of Clinical Services, and Program Director/Coordinator. The secretary will type all comments and concerns and will shred the original evaluation form as to not reveal student's identity. Please be honest, as the supervisors need this information to become better supervisors and to meet the needs of each student clinician.

### **Clinical Practicum Grade**

*Diagnostic Session Evaluation Forms*, *Treatment Session Evaluation Forms*, and *Written Communication Evaluation Forms* (Appendix B) will be used to provide feedback to the student. Students may receive individual session formative assessments. The original feedback forms will be placed in the student's clinic file, and a copy will be given to the student within 24-48 hours of the session.

The *Practicum Evaluation Form* (Appendix B) is a competency-based system designed to facilitate the development of clinical skills while taking into consideration the student clinician's academic and clinical experience. The student's midterm and final grade will be obtained from calculations on the *Practicum Evaluation Form*. This form is to make supervisors' expectations known, and to help direct student's clinical development. The grade will be determined from numerical data that have been assigned to the student in the goal-setting conference at the beginning of the semester in which expectations for the

semester will be discussed. (See page 6 of the *Practicum Evaluation Form*, as well as the *Supervision Rating Scale*-Appendix B).

The grades are based on a 5-point scale. A number score for each applicable area on the grading form will be given for each student. When the applicable areas on the grading form have been completed, the points received will be totaled and divided by the total number of scores you gave (See example in Appendix B).

Mid-semester and end of semester evaluation of a student's clinical performance will be completed during the times indicated on the clinic calendar. The mid-semester assessment of competency will be discussed with the student in a conference with the supervisor(s) and Director of Clinical Services. The student will be responsible for scheduling an appointment with his/her supervisor(s) during the designated time. The grade will be totaled on page 6 of the *Practicum Evaluation Form*, unless other circumstances arise (i.e., excessive absences, tardies, late paperwork, etc.). The student will be given a grade, percentage of supervised diagnostic and therapy sessions, and recommendations for further clinical skill development at midterm and at the end of the semester by each supervisor.

Clinic grade of **%+** will be given if assigned client charts/files are incomplete by final supervisory conferences. Client files should continually be kept up to date. If a student receives an "incomplete," then it shall be necessary to complete all requirements within one year, or a grade of **%+** will be recorded and all clock hours will be forfeited.

Any undergraduate or graduate student earning a final grade other than **%+**, **%B+**, or **%C+** in either on- or off-campus sites shall forfeit all clock hours obtained during the clinical practicum. The faculty, clinical supervisors, and the major advisor shall meet with the student to discuss strategies/actions concerning future clinical practicum(s). Any student receiving a midterm rating which is less than a **%B+** will have a conference scheduled with the Director of Clinical Services and/or the supervisor(s) who gave the evaluation.

Competency ratings will be reviewed by the supervisor(s) and the Director of Clinical Services to determine an overall grade. Externship grades will be equally weighted with the on-campus grade. Each semester after final grades have been computed, supervisors meet to review each student's level of competency and to make recommendations concerning those areas of performance needing further development. If needed, a *Competency Remediation Plan* will be developed and discussed with the student.

### **Clinical Evaluation System**

The AAMU student clinician evaluation forms (*Diagnostic Session Evaluation Forms*, *Treatment Session Evaluation Forms*, and *Written Communication Evaluation Forms*) are a competency-based system designed to facilitate the development of clinical skills while taking into consideration the student clinician's academic and clinical experience.

Students are categorized into four clinical ability levels (assistant, primary, intermediate and advanced); each of which examines clinical competencies in the areas of interpersonal, technical, and writing skills. A student's evaluation level is assigned based on a review of academic training and clinical contact hours previously earned. The student's clinical level is assigned by the Clinic Director at the beginning of each semester for all clinicians enrolled in practicum (CSD 321, 406, 516). The following chart reflects the criteria for level assignment.

<u>Evaluation Level</u>	<u>Academic Training</u>	<u>Clinical Hours</u>
Assistant	Student has completed a minimum of 10 speech and language courses.	< 25 Observation
Primary (Level 1)	Student has completed the majority of undergraduate course work and 25 observation hours or 0 . 9 graduate hours.	0 . 50
Intermediate (Level 2)	Student has completed 10 . 19 graduate hours.	51 . 150
Advanced (Level 3)	Student has completed more than 20 graduate hours.	151+

Theoretically, the student clinician should have reached the primary level by his/her last semester as an undergraduate. The student clinician's performance will be graded at mid and final semesters using the criteria stated above during a conference between the supervisor(s), the director of clinical services, and the clinician.

If a student obtains a final grade lower than a %C+, or a %W+, in a clinical practicum course, then all practicum hours accumulated during that period will be forfeited.

#### **Students without an Undergraduate Degree in CSD**

These students will be required to complete the 25 observation hours and prerequisite coursework, including CSD 310, Clinical Procedures. These students will be assigned to clinical activity as an assistant and will be paired with an advanced graduate student. The non-traditional CSD graduate student will be given responsibilities such as case study analysis, analysis of therapeutic processes, data keeping, description of behavior and patterning of behavior as an assistant. The advanced graduate student will be responsible for clinical documentation and therapeutic planning for the first portion of the semester.

After sufficient observation, the non-traditional CSD student may be scheduled to participate in some part of the client contact at the discretion of the supervisor. These students will be assigned no more than 8 hours per week of the above-defined clinical activity. A detailed outline concerning the assistant's duties are outlined in Appendix B under %Timeline for Student Assistants+and Appendix K, %AMU Clinical Assistant Guidelines+.

#### **Students with Undergraduate Clinical Experience and Undergraduate Degree in CSD**

These students will be assigned to a minimum of 4 hours per week of client contact unless the student needs or requests additional hours to complete requirements. The first 25 hours of clinical practicum experience must be supervised by a certified clinical supervisor who is a member of the program's professional staff.

Each student will receive no less than 25% supervision of total contact time in clinical treatment with each client and at least 25-50% of each diagnostic evaluation will be directly supervised.

#### **Trips Outside of Therapy Room/CSD Clinic**

No field trips will be made without prior approval of supervisor. This includes ANY trips out of the therapy room (other than to bathrooms). Clinicians must not take clients or their parents with transportation to any location. Clinicians are not allowed to take clients to the movies or

any other place as a reward for achievement or management goals. It is HIGHLY recommended that clinicians not meet with clients outside of scheduled therapy hours (i.e., dinner, home visit, etc.).

### **Clients: Child verses Adult**

All clients with a chronological age of 18 years, 0 months will be considered as an adult. Clients younger than 18 years will be regarded as children. Always record "child" or "adult" on your practicum hours sheets as ASHA requires minimum experiences with both age categories.

### **Clean up**

Clinicians should clean therapy room used after EACH session. Clinicians should sanitize tables and mirrors (if indicated) and disinfect all toys handled and mouthed by children. A bleach and water solution is kept in each clinic for this purpose. Clinicians are responsible for keeping the clinic in order. If the clinic does not remain clean, weekly clean-up groups will be assigned. Each clinician will be responsible for an area in the clinic (cabinets, toy rooms, forms, etc.).

## **UNIVERSAL PRECAUTIONS**

As professional care providers, student clinicians must follow precautionary procedures (universal precautions) to prevent the spread of contagious diseases to clients as well as ourselves. Although the risk of transmission of blood-borne pathogens (such as AIDS/HIV or Hepatitis B) is extremely low, being aware of how to anticipate and respond to situations where you may encounter blood or body fluids containing visible blood is necessary.

With this in mind, clinicians are advised that gloves must be worn when performing clinical tasks such as oral peripheral examinations or performing any invasive treatment procedures. Gloves are located in the materials room (14). Gloves and tongue depressors should be discarded after each use. Tongue depressors must be broken prior to placing them in the trash. Clinicians are also required to wash hands before and after each treatment session. Antibacterial, no-water hand sanitizer is available in each clinic.

Toys or other objects used in therapy must be disinfected when they have been handled or mouthed by clients. These items should be treated as though they are infectious. Following a session, used toys should be disinfected with a provided solution of water and bleach. The water/bleach solution is also located in each clinic. Once the toys have been disinfected, they should be returned to their proper place in the toy room.

Tables or other surfaces in the therapy room which may have been contaminated should be wiped with a disinfectant following each session. Student clinicians wipe surfaces using the disinfectant and disposable towels located in each clinic. For more specific precautions as they relate to speech-language pathologists and audiologists, you should refer to the article prepared by the ASHA Committee on Quality Assurance which was published in ASHA, December, 1990 and read the bulletin board in the Speech and Hearing Clinic entitled **INFECTION CONTROL PROCEDURES.**+(See Appendix L.)

## TELEPHONES

The clinic telephone may be used by the Clinic Secretary and by the faculty members. At the discretion of the secretary, clients, parents, and others are allowed to use the clinic telephone. Clinicians may answer the telephone only if they are student/graduate assistants and/or when asked by the faculty or secretary to do so. To telephone your out-of-town clients, you may use your supervisor's telephone or the Clinic Secretary's telephone after requesting permission. You cannot be reimbursed by the University for telephoning your out-of-town clients from your personal telephone.

## TYPEWRITER/COMPUTERS

Students are not allowed to use the clinic typewriter without permission from the supervisor. Students are not allowed to use computers in faculty's or the secretary's offices for any reason. There are computers specifically available for student use in the CSD Writing lab, CCN 101. (See Appendix N, CSD Writing Lab Policies).

## PARKING

All students must purchase a parking decal. There is student parking (undergraduate and graduate) available in west Patton Hall Parking Lot (across from the post office). The Transit System of AAMU has made available, buses for the student's convenience. There is reserved parking in Carver Complex North, West and East lots for faculty and staff with a reserved decal. **THESE PARKING SPACES ARE NOT FOR STUDENTS. Students are encouraged to use the Bulldog Transit system or to park in designated student parking areas. If students park in the reserved faculty/staff numbered lots, they will be ticketed and possibly towed at the student's expense.**

Patient's parking is located in CCE parking lot. These parking spaces are clearly marked for CSD Clients.

## CLINICIAN OF THE SEMESTER

There will be a graduate clinician(s) selected each semester as Clinician of the Semester by clinical supervisors from Alabama A&M Speech and Hearing Clinic. This award will go to clinicians treating clients on-campus only. The clinicians who are chosen will receive prizes and a certificate (and will have a valuable award to list on their résumé!).

## CLINICAL CERTIFICATION BOARD INTERPRETATIONS ON CLINICAL PRACTICUM

Persons holding CCC in Speech-Language Pathology may supervise:

1. all speech-language pathology evaluation and treatment services,
2. non-diagnostic audiologic screenings (i.e., pure-tone, air-conduction screening and threshold testing, screening tympanometry, and acoustic reflex testing) for the purpose of performing a speech and/or language evaluation or for the purpose of initial identification of individuals with other communicative disorders,
3. aural habilitative and rehabilitative services

Persons holding CCC in Audiology may supervise:

1. audiological evaluation,
2. amplification (hearing aid selection and management),
3. speech and/or language screenings for the purpose of initial identification of individuals with other communicative disorders,
4. aural habilitative and rehabilitative services.

Only direct client contact time may be counted as clinical practicum hours. Time spent in writing lesson plans, scoring tests, transcribing language samples, preparing activities, and writing reports may not be counted.

Evaluation refers to those hours in screening, assessment, and diagnosis which are accomplished prior to the initiation of a treatment program. Hours to be counted in the evaluation category may also include reevaluation (another formal assessment). Periodic assessments during treatment are to be considered treatment.

Time spent with either the client or a family member engaging in information seeking, information giving, counseling, or training for a home program may be counted as clinical clock hours (provided the activity is directly related to evaluation and/or treatment).

Time spent in a multidisciplinary staffing, educational appraisal and review, or in meeting with professional persons regarding diagnosis and treatment of a given client may not be counted. Conference time with clinical supervisors may not be counted.

If a client presents communication disorders in two or more of the disorder categories, accumulated clock hours should be distributed among these categories according to the amount of treatment time spent on each. For example, if a client with both language and articulation disorders received twenty hours of treatment and approximately three quarters of each treatment session were spent on language and one quarter was spent on articulation, the clinician should record credit for 15 hours of language treatment and 5 hours of articulation treatment.

**INSTRUCTIONS FOR FILLING OUT  
GRADUATE CLINICAL PRACTICUM REPORTS**

**Example on web site**

**(Students are responsible for completing these correctly and turning in per Clinical Timeline)**

1. SEMESTER: write the semester and the year. Example: Spring 2007.
2. NAME: write your name in this space
3. NAME: client initials may be used or %group one,+etc.
4. DATE: record actual date you worked with (observed, etc.) the client.
5. TYPE OF PROBLEM: record disorder/problem the client exhibits or is tested for. Example: Language. If the client has language and artic problems, divide the time per problem on separate lines. **NOTE:** Only use language, artic, voice, fluency, dysphagia, or aural rehab (audiology) in this column. **DO NOT** write Aphasia, Foreign Accent, Phonology, Dysarthria, Oral Motor, etc.
6. AGE: this column should have %C+for child or %A+for adults. Actual age of client is not necessary.
7. GROUP: if you have more than one client at the time of therapy. Record time in minutes. Example: 75 minutes (not necessary to put the word minutes, see example)
8. DIAGNOSTIC: this column is to record the times when evaluating and testing the client. Record time in minutes. Example: 120 minutes (not necessary to put the word minutes, see example)
9. OTHER: this column is for parent/client conferences, hearing screenings, and observations. Record time in minutes.
10. LOCATION: the location that therapy, etc. is taking place. **USE A SEPARATE SHEET FOR EACH LOCATION AND A SEPARATE SHEET FOR EACH SUPERVISOR EVEN IF THE SUPERVISORS ARE AT THE SAME LOCATION.**
11. SUPERVISOR INITIALS: the supervisor **MUST** initial all the filled in rows in order to verify the information recorded in that row.
12. Cross out any unused rows of documentation.
13. THERAPY: place the total number of minutes per problem and per adult or child in the appropriate places. Use a pencil for these totals for easier error correction.
14. TOTAL MINUTES: list total number of minutes on the page. Use a pencil for these totals for easier error correction (not necessary to put the word minutes, see example).
15. TOTAL HOURS: list total number of hours on this page, divide total minutes by 60. Example: 615 minutes  $\div$  60 = 10.25 hours (not necessary to put the word hours, see example). Use a pencil for these totals for easier error correction.
16. SUPERVISOR'S SIGNATURE: This is to be obtained either when sheet is full or before turn in date per Clinical Timeline. Sheet will not be accepted if signature is obtained 30 or more days after treatment date.
17. CCC: list supervisor's certification area: Example: SLP, SLP/A, or A.
18. ASHA #: ASHA number of supervisor is required for the hours to be tabulated.
19. DATE: list the date the supervisor signed the form (date must agree with the last session documented).

In order to make it easier to track your hours, please put only one location per page and one supervisor per page.

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR PAPERWORK IS CORRECT, NEAT, AND COMPLETED PROMPTLY AND PROPERLY.**



**INSTRUCTIONS FOR FILLING OUT  
UNDERGRADUATE CLINICAL PRACTICUM REPORTS**

**Example on web site**

**(Students are responsible for completing these correctly and turning in per Clinical Timeline)**

1. SEMESTER: write the semester and the year. Example: Spring 2007.
2. NAME: write your name in this space
3. COURSE: Circle course in which you are currently enrolled.
4. NAME: client initials may be used or %group one,+etc.
5. DATE: record actual date you worked with (observed, etc.) the client.
6. TYPE OF PROBLEM: record disorder/problem the client exhibits or is tested for.  
Example: Language. If the client has language and artic problems, divide the time per problem on separate lines. **NOTE:** Only use language, artic, voice, fluency, dysphagia, or aural rehab (audiology) in this column. **DO NOT** write Aphasia, Foreign Accent, Phonology, Dysarthria, Oral Motor, etc.
7. AGE: this column should have %C+for child or %A+for adults. Actual age of client is not necessary.
8. GROUP: if you have more than one client at the time of therapy. Record time in minutes. Example: 75 minutes (not necessary to put the word minutes, see example)
9. DIAGNOSTIC: this column is to record the times when evaluating and testing the client. Record time in minutes. Example: 120 minutes (not necessary to put the word minutes, see example)
10. OTHER: this column is for parent/client conferences, hearing screenings, and observations. Record time in minutes.
11. LOCATION: the location that therapy, etc. is taking place. **USE A SEPARATE SHEET FOR EACH LOCATION AND A SEPARATE SHEET FOR EACH SUPERVISOR EVEN IF THE SUPERVISORS ARE AT THE SAME LOCATION.**
12. SUPERVISOR INITIALS: the supervisor **MUST** initial all the filled in rows in order to verify the information recorded in that row.
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16. TOTAL HOURS: list total number of hours on this page, divide total minutes by 60.  
Example: 615 minutes ÷ 60 = 10.25 hours (not necessary to put the word hours, see example). Use a pencil for these totals for easier error correction.
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19. ASHA #: ASHA number of supervisor is required for the hours to be tabulated.
20. DATE: list the date the supervisor signed the form (date must agree with the last session documented).

In order to make it easier to track your hours, please put only one location per page and one supervisor per page.

**IT IS YOUR RESPONSIBILITY TO MAKE SURE YOUR PAPERWORK IS CORRECT, NEAT, AND COMPLETED PROMPTLY AND PROPERLY.**

# OVERVIEW OF GRADUATE EXTERNSHIP IN CSD

## Introduction

We offer opportunities for CSD graduate students to complete off-campus externships at various externship sites. An externship is defined as a specified period of time that a graduate student spends while obtaining CSD clinical practicum experiences in an externship site under the direct supervision of an extern field supervisor. Hours required at each externship will be completely determined by the extern field supervisor and AAMU Director of Clinical Services. Students must be prepared to spend a large portion of each day at an externship.

Off-campus extern sites are defined as satellite settings with the following characteristics: physically separated from the AAMU campus, under contract, and utilizing university approved, non-AAMU employed clinic supervisors, to be considered extern field supervisors, who hold the appropriate CCC from ASHA. Off-campus sites utilizing AAMU employed CSD supervisors can be used as a second clinical setting, but are not considered as off-campus extern sites.

Currently, ASHA mandates that each graduate student obtain a minimum of 400 supervised clock hours with at least 325 clinical clock hours acquired at the graduate level. Supervised clinical experience at AAMU must include a minimum of 50 supervised clock hours in each of three type settings. These clinical settings may be extern sites or within the organizational structure of the institution, such as on campus clinic and second-sites.

Liaison between the University and the extern site is maintained through the Director of Clinical Services. Practicum grades for student externs will be reported to the Director of Clinical Services by the extern field supervisor on a form provided in the Extern Supervisor Packet provided at the beginning of the semester. It is the student's primary responsibility to assure that grades are given to the Director of Clinical Services at midterms and finals. Externship grades will be equally weighted with the on-campus grade.

It is also the student's responsibility to turn in practicum hours to be calculated at midterms and finals (minimal). Students are required to have a minimum of 2 clients on campus in addition to externship requirements.

## Clinical Practicum Sites

Beginning January 1, 2005, ASHA no longer requires a graduate student to obtain a minimum of 50 clock hours in three different types of practicum sites. However AAMU will continue to require the 50 clock hour minimum in three various sites to extend exposure to the various scopes of practice in Speech-language Pathology, to the AAMU graduate clinician.

Site I . Transfer students or graduate students from another undergraduate program in speech-language pathology must accumulate a minimum of 50 clock hours in the AAMU Speech and Hearing Clinic **prior** to being placed in an externship site (with the exception of summer semester where designated students are placed in external sites for a six week period to gain extended experiences). Graduate students who have their undergraduate degree from AAMU and have accumulated 50 clock hours in the AAMU Speech and

Hearing Clinic as an undergraduate must still complete at least one (1) semester at the graduate level before obtaining clock hours from another site.

Site II . With faculty approval, a student is assigned to a second practicum site. The student must accumulate a minimum of 50 clock hours within a medical facility or school facility or private agency. Whatever location is assigned for Site II must not be selected as Site III.

Site III . Student placement is dependent upon faculty approval. Students must accumulate a minimum of 50 clock hours in a facility that is distinctly different from Sites I and II. Practicum placements may vary depending upon needs of the students and requirements of a particular facility. Students are to be placed following a meeting with the Director of Clinical Services.

### **Objectives and Benefits**

Externships provide opportunities to specialize and expand academic, clinical, and administrative skills. Diversity of management approaches allows for additional professional growth and critical analysis. A primary purpose of an externship is to gain knowledge of and experience in the treatment of communication disorders while under the supervision of licensed, certified, and experienced Speech-Language Pathologists. During the externship, the student will:

1. Further develop a commitment of quality speech, language, and hearing services.
2. Integrate and apply theoretical knowledge gained in academic training.
3. With help of supervisor(s), evaluate individual client/patient's strengths and limitations.
4. Define clinical skills.
5. Develop a commitment to continuing education and professional growth.

Ancillary benefits from doing an externship are equally important and are as follows: professional work experience can be included on your vita; externs are often given future employment priority at the extern site. Graduate CSD students are meeting the communication and caregiving challenges of today, while preparing for the integration of tomorrow's technological advances with everyday care and respect for the client.

### **Guidelines**

To apply for an externship, one must be an AAMU student actively enrolled in the Master's degree program in Communicative Sciences and Disorders, have completed a minimum of one semester or 50 hours of on-campus and/or second-site supervised graduate practicum, and complete/return application forms to the Director of Clinical Services 2 weeks before the end of the semester prior to the proposed extern experience. Externship applications will be placed in student boxes after midterm. Application forms are also included in this manual in Appendix E.

Decisions regarding approval of the externship will be made after the student's application is reviewed and approved, sites are contacted, and contracts are completed. **STUDENTS ARE NOT TO CONTACT EXTERNSHIP SITES PRIOR TO CONFIRMING PLACEMENT WITH THE DIRECTOR OF CLINICAL SERVICES.**

The length of the externship is dependent upon the guidelines established by the extern site, Director of Clinical Services, and student needs. Students should expect most externships to last a minimum of 10 weeks. The final decision for length of the externship is made by the extern field supervisor(s) and the Director of Clinical Services. Students wishing to withdraw from the externship must notify the Director of Clinical Services in writing at least 3 weeks in advance of terminating the practicum. Clinical clock hours will be counted only for those hours that you are properly supervised while providing diagnosis, treatment, and counseling services to or for a patient or family member.

### **Supervisor Signature Cards**

Each person participating in an externship must obtain a signature card for each supervisor who will be supervising them for that semester. They must contain a minimum of the following: name, address, ASHA number, Alabama license number (if applicable), and signature of the supervisor. These may be obtained from the Director of Clinical Services prior to beginning the externship and returned to the Director of Clinical Services within one week of beginning the externship.

### **Insurance**

Please see the Director of Clinical Services upon entering the Clinic and each fall semester to submit dues for student liability insurance. Dues will be \$35.00 per year, paid in cash (or cash equivalent) to the Director of Clinical Services or the Clinic Secretary. Proof of student liability insurance will be available to the student for externship sites.

### **Contracts**

Contracts between AAMU and the externship site or the individual speech-language pathologist must be in place prior to hours being accumulated. Each individual supervisor must hold current certification through ASHA for students to be able to count hours obtained.

### **Conduct of the Extern Student**

By the time student clinicians enroll in the Graduate Externship Program, they have acquired a sense of what is considered appropriate and professional behavior. The general rules of professionalism include, but are not limited to: having no unexcused absences, being punctual to clinical sessions, working cooperatively with staff, supervisors, and other disciplines, being responsible for equipment and materials, preparing for each clinical session, and wearing appropriate attire.

Graduate extern students are representatives of the Communicative Sciences and Disorders Program at Alabama A&M University. Your conduct will determine if a practicum site will continue to provide valuable clinical experiences to future student clinicians.

## **SPEECH AND HEARING ASSOCIATION OF ALABAMA (SHAA)**

Students are encouraged to become (student) members of SHAA of Alabama. The Association sponsors a three-day convention each Spring which features outstanding speakers. In addition, the State Association publishes a journal, which provides an excellent

outlet for student-conducted research articles. Dues are \$15 per year (subject to change). Additional information about this organization may be obtained from Dr. Vinson.

## **NATIONAL STUDENT SPEECH-LANGUAGE-HEARING ASSOCIATION (NSSLHA) AAMU CHAPTER**

Alabama A&M University (AAMU) first became a chapter affiliate of the National Student Speech-Language-Hearing Association (NSSLHA) in 1972. NSSLHA is the national organization for students pursuing the Master's degree as well as undergraduate students interested in the study of normal and disordered human communication behavior. NSSLHA is the only student association recognized by the American Speech-Language-Hearing Association (ASHA).

AAMU undergraduate and graduate students (not yet eligible for ASHA membership) are encouraged to join NSSLHA. Membership at both the national and local levels is recommended, but not required. The benefits of joining NSSLHA at the national level are extensive:

- Become part of a growing number of students who are finding that involvement in NSSLHA leads to a fuller appreciation of the professions and greater awareness of the issues affecting speech-language pathology and audiology.
- Receive the annual Journal of the National Student Speech-Language-Hearing Association, and one issue of the biennial Clinical Series, published by NSSLHA, if distributed during a year you are a NSSLHA member.
- Receive the ASHA Leader.
- Receive a choice of one ASHA journal: *American Journal of Audiology*; *American Journal of Speech-Language Pathology*; *Journal of Speech and Hearing Research*; or *Language, Speech, and Hearing Services in Schools*.
- Subscribe to additional journals at special low rates. Subscription information can be obtained by calling the national office, extension 294.
- Register at a reduced fee for the annual ASHA/NSSLHA Convention, as well as for ASHA-sponsored workshops and conferences.
- Establish credit with a NSSLHA MasterCard with special benefits including no annual card fee for the first year.
- Order ASHA publications such as the *Guide to Graduate Education* at special student rates.
- Use ACTIONLINE . A 1-800 number for address changes, graduation date changes, or other general information. The 1-800 numbers are 1-800-498-2071 (members) and 1-800-836-8255 (non-members). The non-toll free number is (301) 897-5700.
- Receive assistance from the Graduate Information Center at the Convention.
- Qualify for ASHA's Student-to-Certified Member Conversion Program and save significantly (approximately \$100) in ASHA dues/fees in your first year of ASHA membership. You must hold NSSLHA membership for at least 1 year, be a NSSLHA member at the time of graduation, and must apply prior to September 1 of the calendar year following graduation.

Presently, national yearly membership dues for NSSLHA are \$45 with local membership dues set at \$10 per year. Once a student receives the Master's degree and enters the

profession of speech-language pathology, a transition to ASHA is the logical step. Previous membership in NSSLHA makes that transition smoother and less expensive. An application for local NSSLHA has been included in Appendix E of this manual.

## **COMPLAINT PROCESS FOR CONSUMERS**

Complaints pertaining to the accreditation of the AAMU Communicative Sciences and Disorders program may be addressed to the:

Council on Academic Accreditation  
American Speech-Language-Hearing Association  
2200 Research Blvd.,  
Suite 310  
Rockville, MD 20850  
1-800-498-2071

### **University Academic Appeals Process**

The Academic Appeals Process developed for students at Alabama A&M University is detailed in the Student Handbook on pages 31-33. The URL needed to access the Handbook is:

[http://www.aamu.edu/acadaffairs/Student\\_Handbook.pdf](http://www.aamu.edu/acadaffairs/Student_Handbook.pdf)

Quoting from the text, %The academic appeal is a formal procedure designed to provide students with an optional avenue for review. Students and faculty members are encouraged to handle issues of academic concern through informal discussion with the appropriate individual (student, faculty, advisor, department chairperson, and/or dean). If informal procedures fail to resolve the issue(s), students may pursue a formal appeal. The following steps describe the appeal process:

A. Appeals must originate from the student in written form and must be processed through the department chair, dean of the School, and to the Office of Academic Affairs, in that order.

B. The appeal may be handled as final at any level, with the consent of the applicant student, with a copy of the decision forwarded to the Office of Academic Affairs.

C. If the appeal reaches the Office of Academic Affairs without resolution, the request may be handled within the Office of Academic Affairs or it may be sent to the Academic Appeals Committee.

D. The Academic Appeals Committee shall complete an assessment of the issue(s) through a hearing, (2) individual interviews, (3) acquisitions and review of pertinent data, or other means as deemed appropriate by the Committee.

E. The Academic Appeals Committee shall formulate recommendations based on the results of the assessment. The recommendations shall be forwarded to the Vice President for Academic Affairs for final disposition.

### **Program Academic Appeals Process**

The Communicative Sciences and Disorders Program follows the appeals process outlined in the Student Handbook, but adds the following formal procedures which can be found in the AAMU CSD Policies and Procedures Handbook and on the CSD website:

1. Student is asked to write a statement of the grievance and submit the statement to the faculty member involved and/or to the CSD Faculty Coordinator for review. The faculty member and/or Coordinator will respond to the statement in letter form within a reasonable amount of time.
2. If the issue is not resolved to the student's satisfaction, the student may submit the statement to the Chair of the Department of Counseling/Psychology, Special Education and Communicative Sciences and Disorders. The Chair will respond to the statement of grievance within a reasonable amount of time.
3. The student may submit a formal complaint to the Dean of the School of Education if he/she is still dissatisfied with the outcome of the aforementioned procedures. The Dean will review the grievance and the proceedings, meet with the student and the faculty/coordinator and Chair, and make decide the matter.



Communicative Sciences and Disorders  
Receipt For and Agreement to abide by  
AAMU CSD Policy and Procedure Clinic Manual

I acknowledge that I have received, read and agree to abide by all the rules and regulations as stated in the AAMU CSD Policy and Procedure Clinic Manual.

Practicum Student: \_\_\_\_\_ Date: \_\_\_\_\_



SEE APPENDICES ON CSD WEB SITE