





2011 SPRING SEMESTER CLINICAL TIMELINE/CHECKLIST

<u>Date</u>	<u>On-Site Practicum</u>	<u>Date</u>	<u>Off-Site Externships</u>
January 18, 2011	Academic Clinic Class/Orientation Begins 3 pm-6:pm for new clinicians. Location TBA	January 18 th	Academic Clinic Class for returning Clinicians CSD 516 from 5-6 pm, Rm 212
*January 25, 2011	Onsite Placements Assigned	*January 25 th	Externship Placements Assigned
January 28, 2011	<input type="checkbox"/> Clinic Practicum Fees Due to Ms. Embden/Michele	January 28 th	<input type="checkbox"/> Clinic Practicum Fees Due to Ms. Embden/Michele
*Jan 31 st -Feb 4, 2011	<input type="checkbox"/> Initial Supervisory Conferences	*January 31 st week	Externship practicum begins
February 7, 2011	****CSD Clinic Begins****		
February 28, 2011	<input type="checkbox"/> Practicum hours due to Michele (2/7--2/24)	February 28 th	<input type="checkbox"/> Practicum hours due to Michele (1/31--2/25)
March 4&7, 2011	Midterm Supervisory Conferences/ Reveiw <input type="checkbox"/> Ct. Attendance Forms due to Michele for Midterm Check <input type="checkbox"/> <u>Remind clients that clinic is closed next week for Spring Break</u>	Week of March 7th	Midterm Supervisory Conferences/ Reveiw <input type="checkbox"/> Midterm Supervisory Conferences—Midterm grades due by Friday, **March 11 th Have supervisor EMAIL grade to Ms. Embden and fax a copy of midterm review to the CSD Program <input type="checkbox"/> <u>Remind of site supervisors of Spring Break</u>
March 9&10, 2011	 SHAA Convention Clinic Closed	March 10 - 12	SHAA Convention <input type="checkbox"/> Be sure to inform externship supervisors <u>two weeks (2/24)</u> before SHAA of your absence on these dates if you plan to attend the convention
Week of March 14, 2011	 Spring Break Clinic Closed	Week of March 14, 2011	Spring Break
March 28, 2011	<input type="checkbox"/> Practicum hours due to Michele (2/28-3/24)	March 28 th	<input type="checkbox"/> Externship practicum hours due to Michele (2/28-3/25)
April 18, 2011	<input type="checkbox"/> Practicum hours due to Michele (3/28-4/14) <input type="checkbox"/> Clinic Evals to clients out <input type="checkbox"/> Request for Summer tx to clients	April 18 th	<input type="checkbox"/> Externship practicum hours due to Michele (3/28-4/15) Off-campus supervisor evals in boxes
May 2, 2011	<input type="checkbox"/> Semester Summary Report due (initial draft) <input type="checkbox"/> Complete Clinician Tx Schedules for Summer Term and place in Ms. Embden's Box <input type="checkbox"/> Final Supervisory Conference week for Spring Graduates	May 2 nd	<input type="checkbox"/> Complete Clinician Tx Schedules for Summer Term and place in Ms. Embden's Box <input type="checkbox"/> Grades due to Ms. Embden for Spring Graduates. Supervisor to email grades and mail/deliver original documents

On-Site Practicum (Con't)

May 5, 2011

CSD Clinic Ends

Week of May 9, 2011

- Monday-Practicum hours due to Michele (4/18-5/5)**
- Final Supervisory Conferences (as scheduled)**
- Client attendance forms due to Ms. Embden
- All remaining approved paper work due for clinic

May 10, 2011

- ASHA/ABESPA Meeting for Graduating Clinicians with Ms. Embden @ 1:00PM. Location TBA**

May 16, 2011

- Final Practicum hours due to Michele (5/9-5/13)**

Off-Site Practicum (Con't)

Externship experiences End

May 6th

May 9th

Externship practicum hours due to Michele (4/18-5/6)

May 10th

- Extern final grades due to Ms. Embden
- ASHA/ABESPA Meeting for Graduating Clinicians with Ms. Embden @ 1:00PM. Location TBA**
- Off campus supervisor evals due to Embden**

May 16th

- Practicum hours due to Michele (5/9-5/13)**

*Clinic dates may vary due to the University closing for inclement weather January 10th-13th.

Have a Safe Summer Break!!

Future Important Dates

- Summer Classes Begin May 31st.
- Initial Supervisory Conferences and Externships Begin Week of June 6th
 - AAMU CSD Clinic will Open June 13th –July 15th