



# **NSU's Speech-Language Pathology Graduate Program**

## **Externship Policy Manual (March 2025)**

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We appreciate your support in training and providing clinical services to our students. Without you our program would have a difficult time meeting the ASHA required clinical hours. Your expertise and clinical skills are helping grow the local speech language pathology workforce.

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Your first point of contact is the Clinic Director, Beth Vasquez, for any student or supervisor issues, errors on Calipso and/or general questions. Angel Ball, Program Director, should be contacted for any program related questions or inquiries. Kayla McDuffie, is also available for assistance for general questions.

## **NSU's Speech Language Pathology Graduate Program Mission Statement**

To equip and empower effective speech-language pathologists to serve as practitioners and researchers to meet the needs of individuals, families, and caregivers impacted by communication and swallowing disorders across the lifespan.

(<https://www.asha.org/siteassets/uploadedfiles/asha-strategic-pathway-to-excellence.pdf>)

### **Program Goals**

- To provide student-centered learning experiences culminating in a MS in Speech-Language Pathology.
- To prepare students for successful completion (100%) of the Praxis examination (administered by ETS), as is required for application to for Certificate of Clinical Competence (CCC) by the American Speech-Language-Hearing Association (ASHA).
- To prepare students for licensure required by the state of Nevada to work at any school or facility in Nevada, with over 90% employment rate.

In addition, content-specific goals include the development of the following in all MS students:

- ✓ Knowledge of human communication disorders (speech, language, hearing and swallowing) across the lifespan
- ✓ An understanding of different linguistic and cultural communication norms and disorders the ability to assimilate academic material into evidence-based practice
- ✓ The ability to think critically and evaluate research relevant to the field of speech-language pathology
- ✓ Knowledge of current standards of practice in the speech-language pathology profession including policies and standards of ASHA and state licensing procedures
- ✓ Behavior in accordance with ethical standards of the profession in academic research and clinical environments
- ✓ The ability to work with other professionals to benefit the care of individuals with communication disorders
- ✓ Knowledge of regulations and record keeping in a variety of clinical settings

### **Expectations for site supervisor(s) and the facility**

- 1) Clinical site supervisors will complete Calipso software training, complete user account registration process, and upload and maintain the appropriate state license(s), ASHA certification, and evidence of 2 hours of clinical supervisor training. All supervisory personnel of the facility involved in this externship must hold a Certificate of Clinical Competence (CCC), (no less than 9 months and preferably at least 2 years) from the ASHA.
- 2) Clinical site supervisors of the facility will be responsible for coordinating a program of orientation, observation, and clinical training for the student.
- 3) Supervision provided by the facility will meet the standards set forth by ASHA's 2020 Certification Standards: <https://www.asha.org/certification/2020-slp-certification-standards/>, and the standards of the graduate speech-pathology program at the school.
- 4) Clinical site supervisors, who provide direct supervision, will approve clinical hours on CALIPSO software system. The primary supervisor of the student, or any supervisor who performs a significant portion of the clinical experience, will complete a midterm and final evaluation of the student's performance using the CALIPSO software system.
- 5) All student evaluation information is confidential and will not be released to any third parties without the written consent of the student or a court order. School shall be informed of any such request.
- 6) The staff of the facility shall retain sole responsibility for the direct care of clients, under their licensure and credentials, and shall follow the ASHA Code of Ethics: <https://inte.asha.org/Code-of-Ethics/>
- 7) The facility is responsible to inform the Clinic Director, **Beth Vasquez**, if there is any change in the clinical population or expectations at the facility, so that the student assignments are appropriate.
- 8) The Clinic Director, **Beth Vasquez**, and the Program Director, **Angel Ball**, will determine which course(s) the student will be registered for. The courses and their descriptions are listed later in this handbook. The hours expected of the student at the facility depends on

which course the student is enrolled in. Typically, a full-time externship is 32-40 hours a week at the site, while a part- time externship is less than 32 hours per week. The Clinic Director, **Beth Vasquez**, and/or Kayla McDuffie will send out letters to both the student and the clinical supervisor to confirm the placement prior to the start of the externship. The course the student is taking will be provided and if the externship is full-time or part-time.

## **Responsibility of NSU's School of Education Speech-Language Pathology Program**

1. Provide training to the clinical supervisors on the use of CALIPSO.
2. Offer 2 hours of supervisory training, for those supervisors who lack this requirement.
3. Visit or contact the facility for ongoing verification of the appropriate clinical population and personnel to provide appropriate clinical education experience for each student. Any new externship site requires an in-person direct visit during the first term.
4. Verify the supervisor's qualifications and evidence of submitted licensure and credentials.
5. Only students who have completed all the necessary requirements for field experience will be recommended for placement in an externship.
6. Be responsible for informing the student that he/she is directly responsible to the director and/or speech-language pathology supervisor(s) at the facility.
7. Assign students to the facility with the student's knowledge and consent.
8. Provide the facility with pertinent information concerning the student prior to an assignment date if such is desired.
9. Be available to the facility and/or clinical supervisor for assistance and consultation as the need arises. The Clinic Director will serve as a liaison between Nevada State, the student, and the facility, and will be the primary contact person. The Clinic Director may request that such duties be shared by the Program Director or additional Nevada State faculty supervisors.
10. Affiliation agreements with any site must be current before any student begins their placement.



## **Responsibility of the Graduate Speech-Language Pathology Externship Student**

The assigned clinical supervisor and student will review the externship contract, determine the days and times of the weekly schedule, and discuss expectations and requirements for success of the student at the site.

The student reports to the assigned clinical supervisor at the site each day. Both the student and the clinical supervisor must work collaboratively for the success in learning. The Clinic Director or appointed supervisor from NSU is the liaison between the site and the student. Should a problem arise, that cannot be solved by the supervisor and the student, the Clinic Director or appointed supervisor should be contacted.

The student and the clinical supervisor will sign and date the externship contract. Both should keep a copy and the student will upload the signed form to CALIPSO. The student is also responsible for signing and uploading the exhibits for their placement site prior to their start date.

The student is responsible for submitting Calipso logs to the supervisor daily or weekly, depending on the requirements of the supervisor. The student is also responsible for completing a midterm and final on Calipso and submitting it to their supervisor prior to the meeting date that is provided by the clinical supervisor.

## **Policies and Procedures on External Placements**

### **Purpose of the Externship or Academic Fieldwork Placement Experience**

The purpose of the externship experience is to provide graduate clinicians with an opportunity to extend their academic and clinical training outside of the setting of the Nevada State Speech Language Clinic. The Clinic Director serves as the liaison between the graduate program in speech-language pathology and the externship sites. The Clinic Director works closely with externship site supervisors on all matters related to the externship experience. The Clinic Director consults with student clinicians, clinical supervisors, and academic faculty each semester to appropriately plan and schedule placements to ensure a meaningful externship experience.

### **How the graduate student is assigned to Externship Sites**

The Nevada State Speech Language Clinic maintains affiliation agreements with a variety of externship sites including medical facilities, hospitals, private practices, schools, early intervention centers, and agencies or community organizations to provide our graduate student clinicians with a wide variety and broad base of clinical experiences. The externship experiences typically take place for the full-time cohorts during the graduate clinician's final two semesters (fall and spring) in the graduate program. The part-time cohorts participate in externships during the last two summer semesters in the graduate program. Graduate clinicians who have met all prerequisites for externships attend a Pre-Externship Orientation conducted by the Clinic Director. Following this orientation, the graduate student clinicians complete the Graduate SLP Externship Application, in which they indicate preferences for type of setting/clients, geographic location, and report any outside activities affecting externship schedule (i.e. childcare). The Clinic Director reviews the preferences made by the students and the students clinical experiences and their performance in clinic via Calipso data.

The graduate student then meets individually with the Clinic Director to review interests, clinical experiences, logistical considerations and to review the externship options available. The Clinic Director discusses the availability of the student and compares it with the site offering and type of setting and supervisor.

After consulting with the student, the Clinic Director and the academic faculty matches the graduate student clinician with an externship site(s). In some cases, sites request interviews prior to accepting a graduate student at their facility. In this case, students may have more than one interview and then the decision is mutual.

Once placed, each student is responsible to complete an Appendix A and B attached to the site contract. Appendix A-is Statement of Responsibility; and Appendix B is Confidentiality agreement. The student is required to sign and upload these documents to Calipso before initiating the Externship. They also must complete any site-specific requirements.

### **Site selection for initiating affiliation agreements with new facilities**

The Clinic Director will use the NSU Off-Campus Clinic Site Intake Form when evaluating a new site. The form includes the following information:

- Breadth and depth of clinical population.
- Opportunities student will get at site.
- Site supervisors' information and experiences in clinical education.
- Positive climate for clinical education and daily schedule.
- Availability of appropriate diagnostic, treatment and related opportunities.

Once we have determined that the site is appropriate for our program, we contact the legal department to initiate the NSU affiliation agreement with the appropriate person from the externship site. In some cases, externship sites prefer to use their own affiliation agreement, which we send to our legal department for review. The written agreements are finalized by the legal departments of the agency and NSU legal departments. Once a final document is signed, a copy is maintained in our program's electronic file. NSHE (Nevada System of Higher Ed) policy will be utilized in designing all MOUs. Students are not placed unless the written agreement is signed and received back from our NSU legal team. The Clinic Director is aware of the affiliation agreement status before assigning the student.

### **Supervisor selection following completed affiliation agreement**

Those interested in serving as an off-site clinical supervisor for graduate students will be required to complete the NSU Practicum Supervisor's Intake Form. Once received, the Clinic Director will review the intake form and verify ASHA CCCs, completion of 2-hour supervisor training, current state licensure, and level of experience. Once verified, the Clinic Director will schedule to meet with the supervisor via zoom or in-person to discuss their interest in clinical supervision. If the clinical supervisor is approved, the Clinic Director will send the supervisor a Calipso PIN to create a Calipso account. The supervisor is then instructed to input their personal information and their site information and will receive training on the Calipso system.

## **Monitoring the Effectiveness of Clinical Opportunities- Supervisors and Externship Site**

The Clinic Director regularly reviews Calipso logs to ensure clock hours are being met, midterm and final scores are completed, and supervisor feedback is being provided to the graduate student. Clinic Director monitors the experience by completing site visits, communicating with the graduate student and the externship supervisor throughout the semester, and providing guidance as needed.

The Clinic Director works closely with the off-site supervisor to ensure students are being provided with key learning opportunities. A review of Calipso of both the quantity and quality of hours accumulated will be conducted by the Clinical Director, at the completion of each semester. Student feedback completed via Calipso of the clinical supervisor will be reviewed to assist in the determination of the effectiveness of the placement.

Student feedback completed via Calipso of the externship site will be reviewed to assist in the determination of the effectiveness of the placement. Those sites that are not consistently able to provide opportunities as outlined via the NSU Off-Campus Clinic Site Intake Form, MOU, and their identification of experiences, may be removed from the off-site rotation list.

(ASHA Standard 3.9- 2/24/2023)

### **Suggestions for a positive externship experience:**

1. Be responsible for your actions and the level of supervision from your clinical supervisor, since the shaping of the clinical experience is a mutual endeavor.
2. Provide your clinical supervisor with your contact information at the initial meeting and discuss what the plan needs to be in the event of an emergency.
3. Discuss the expectations set by the clinical supervisor for your externship site.
4. Adhere to the dress code required by the facility.
5. Know when to request supervision and when to seek information independently.
6. Be willing to try new suggestions.
7. Do not believe everything is right just because you see a clinician do it.
8. Discuss any potential barriers to successful completion of this clinical externship with your clinical supervisor.
9. Have enthusiasm for patient care and your clinical experience.
10. Take the initiative to try new things. This will show your clinical supervisor that you enjoy challenges and are eager to learn.
11. Confirm daily/weekly expectations with your clinical supervisor regarding completion of tasks.
12. Follow standards, guidelines, and rules for the clinical experience (example- policies and procedures).
13. Enter into the clinical experience with expectations and goals and discuss those with your clinical supervisor.
14. Be assertive and direct with your individual supervision and feedback needs.
15. Provide appropriate feedback for the clinical supervisor on their level and style of supervision. (We cannot change what we don't know isn't working).

16. Take the initiative to openly discuss your thought processes and rationale for treatments with your clinical supervisor. (This educates your supervisor to your knowledge base and ability to problem solve).
17. Don't be afraid to make suggestions to your clinical supervisor of alternative treatment ideas.
18. Self-assess. Self-assess. Self-assess.
19. Take ownership to improve your skills.
20. Schedule regular meetings with your clinical supervisor and come prepared for the discussions.

## **Mandated Reporting:**

Speech-Language Pathologists are **mandated reporters** and are legally required to report suspected child or vulnerable adult abuse or neglect. **Graduate student clinicians and their supervisors alike are mandated reporters of suspected abuse and/or neglect.**

The following information comes from the Nevada State Department of Health and Human Services. They provide extensive information on their website:

<http://dhhs.nv.gov/>. Nevada Revised Statutes (NRS) includes the following definition of child abuse and neglect: 24 Final Revision, July 2017 **NRS 432B.020 “Abuse or neglect of a child” defined.**

1. “Abuse or neglect of a child” means, except as otherwise provided in subsection 2: (a) Physical or mental injury of a non-accidental nature; (b) Sexual abuse or sexual exploitation; or (c) Negligent treatment or maltreatment as set forth in NRS 432B.140, of a child caused or allowed by a person responsible for the welfare of the child under circumstances which indicate that the child’s health or welfare is harmed or threatened with harm.
2. A child is not abused or neglected, nor is the health or welfare of the child harmed or threatened for the sole reason that: (a) The parent of the child delivers the child to a provider of emergency services pursuant to NRS 432B.630, if the parent complies with the requirements of paragraph (a) of subsection 3 of that section; or (b) The parent or guardian of the child, in good faith, selects and depends upon nonmedical remedial treatment for such child, if such treatment is recognized and permitted under the laws of this State in lieu of medical treatment. This paragraph does not limit the court in ensuring that a child receive a medical examination and treatment pursuant to NRS 62E.280.
3. As used in this section, “allow” means to do nothing to prevent or stop the abuse or neglect of a child in circumstances where the person knows or has reason to know that a child is abused or neglected. (Added to NRS by 1985, 1368; A 2001, 1255; 2003, 1149  
Division of Child & Family Services in Clark County: **(702) 399-0081**  
Children’s Protective Services: **(702) 399-0081**  
Adult Protective Services (WCDSS): **(702) 486-6930**  
Elder Protective Services: **1-702-486-6930**

**If you ever have a question or concern, speak with your supervisor and/or the Clinic Director immediately.**

**- Relationships with Clients and Families:** During the process of working with a client and his/her family, it is very typical to develop a positive and warm relationship. However, it is critical that you maintain a relationship that is professional and not personal in nature. With the vast majority of our clients, this distinction is understood; but with a few, it is important to communicate the policy clearly and firmly. In order to maintain professionalism, you are not permitted to socialize with clients/families outside the clinic setting, or exchange personal gifts. You may not befriend a client on Facebook or any other electronic/social medium. If you have any questions, please see your supervisor or the Clinic Director.



### ***CALIPSO grading and Course Grading:***

CALIPSO Scoring Rubric Varies by Institutions. Please review Nevada State's scoring rubric below.

Scoring is related to level of independence vs. need for support. Each performance skill is rated individually during midterm and final evaluations. CALIPSO automatically combines the score for a composite score. The Composite score of the final evaluations are used for the NSU Course Grade.

## **Performance Rating Scale**

- 1 **Not evident:** Skill not evident most of the time. Student requires direct instruction to modify behavior and is unaware of need to change. Supervisor must model behavior and implement the skill required for client to receive optimal care. Supervisor provides numerous instructions and frequent modeling (skill is present <25% of the time).
- 2 **Emerging:** Skill is emerging, but is inconsistent or inadequate. Student shows awareness of need to change behavior with supervisor input. Supervisor frequently provides instructions and support for all aspects of case management and services (skill is present 26-50% of the time).
- 3 **Present:** Skill is present and needs further development, refinement or consistency. Student is aware of need to modify behavior, but does not do this independently. Supervisor provides on-going monitoring and feedback; focuses on increasing student's critical thinking on how/when to improve skill (skill is present 51-75% of the time).
- 4 **Adequate:** Skill is developed/implemented most of the time and needs continued refinement or consistency. Student is aware and can modify behavior in-session, and can self-evaluate. Problem-solving is independent. Supervisor acts as a collaborator to plan and suggest possible alternatives (skill is present 76-90% of the time).

- 5 **Consistent:** Skill is consistent and well developed. Student can modify own behavior as needed and is an independent problem-solver. Student can maintain skills with other clients, and in other settings, when appropriate. Supervisor serves as consultant in areas where student has less experience; Provides guidance on ideas initiated by student (skill is present >90% of the time).

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**Your student will enter CALIPSO clinic hours under the course section being taken. Please help to be aware that the right section and semester is selected.**

**NSU COURSES- and Passing CALIPSO scoring:**

**SPA 760A – Advanced Practicum I in Schools**

Speech-language pathology clinical training opportunity in a school-based setting. Prerequisite(s): SPA 660, SPA 667, SPA 759A, SPA 759B, SPA 759C. Must be an admitted, degree-seeking student in the part-time track of the MEd in Speech Language Pathology. S/U grading only

**SPA 760 A PT Cohort School I**

3.2 to 5.0 = Satisfactory  
1.0 to 3.1 = Unsatisfactory

**SPA 760B – Advanced Practicum II in Schools**

Speech-language pathology clinical training opportunity in a school-based setting. Prerequisite(s): SPA 660, SPA 667, SPA 760A. Must be an admitted, degree-seeking student in the part-time track of the MEd in Speech Language Pathology. S/U grading only.

**SPA 760 B PT Cohort School II**

3.2 to 5.0 = Satisfactory  
1.0 to 3.1 = Unsatisfactory

**SPA 760C – Advanced Practicum III in Schools**

Speech-language pathology clinical training opportunity in a school-based setting. Prerequisite(s): SPA 760B. Must be an admitted, degree-seeking student in the part-time track of the MEd in Speech Language Pathology. S/U grading only.

**SPA 760 C PT Cohort School III**

3.2 to 5.0 = Satisfactory  
1.0 to 3.1 = Unsatisfactory

**SPA 760D – Advanced Practicum IV in Schools**

Speech-language pathology clinical training opportunity in a school-based setting. Prerequisite(s): SPA 760C. Must be an admitted, degree-seeking student in the part-time track of the MEd in Speech Language Pathology. S/U grading only.

**SPA 760 D PT Cohort School IV**

3.2 to 5.0 = Satisfactory  
1.0 to 3.1 = Unsatisfactory

### **SPA 790A – Practicum Externship I Beginning**

Beginning off-campus clinical experience in the assessment and treatment of children and adults with a variety of communicative disorders. Prerequisite(s): SPA 759A; SPA 759B; SPA 759C. Must be an admitted, degree-seeking student in the MEd in Speech Language Pathology. S/U grading only.

### **SPA 790B – Practicum Externship II intermediate**

Intermediate level off-campus clinical experience in the assessment and treatment of children and adults with a variety of communicative disorders. Prerequisite(s): SPA759A; SPA 759B; SPA 759C, SPA 790A. Must be an admitted, degree-seeking student in the MEd in Speech Language Pathology. S/U grading only.

### **SPA 790C – Practicum Externship III Advanced**

Advanced clinical experience in the assessment and treatment of children and adults with a variety of communicative and/or swallowing disorders. Prerequisite(s): SPA 790A; SPA 790B. Must be an admitted, degree-seeking student in the full-time MEd in Speech Language Pathology. S/U grading only.

### **SPA 790D – Practicum Externship IV Advanced**

Advanced clinical experience in the assessment and treatment of children and adults with a variety of communicative and/or

#### **SPA 790 A Practicum Externship I**

3.0 to 5.0 = Satisfactory  
1.0 to 2.9 = Unsatisfactory

#### **SPA 790 B Practicum Externship II**

3.25 to 5.0 = Satisfactory  
1.0 to 3.1 = Unsatisfactory

#### **SPA 790 C Practicum Externship III**

3.25 to 5.0 = Satisfactory  
1.0 to 3.1 = Unsatisfactory

#### **SPA 790D Practicum Externship IV**

3.25 to 5.0 = Satisfactory  
1.0 to 3.4 = Unsatisfactory

swallowing disorders. Prerequisite(s): SPA 790A; SPA 790B.  
Must be an admitted, degree-seeking student in the part-time  
track of the MEd in Speech Language Pathology. S/U grading  
only.



## Nevada State University- Clinical Education Program

### **Externship Contract:**

Review the NSU externship requirements below, determine the days/times of the weekly schedule and discuss expectations and requirements for success of the student at your site.

The student reports to the supervisor at the site and both must work collaboratively for success in learning. The Clinic Director from NSU is the liaison between the site and the student. Should a problem arise, that cannot be solved by the supervisor and student, the Clinic Director should be contacted.

Clinical Days/Hours: -----

Semester Start and End Dates: \_\_\_\_\_

Scheduled Days Off (in advance): \_\_\_\_\_

Supervisor's ASHA #: \_\_\_\_\_

Supervisor's State Lic #: \_\_\_\_\_

All supervisors should follow guidelines for student supervision per their ASHA guidelines.

<https://www.asha.org/certification/prof-dev-for-2020-certification-standards/>

### **NSU Externship Requirements:**

Calipso requirements: Submit Calipso hours either daily or weekly as discussed by your supervisor. If submitting daily- only one log should be submitted for the entire day. Supervisors should approve Calipso logs weekly at a minimum.

Submit Midterm and Final Self-Evaluations to your supervisor. Schedule to review Midterm and Final Evaluations on or before the due date. If a student is marked as unsatisfactory, an action plan will be implemented as per the supervisor and Clinic Director's recommendation.

Site Policies and Procedures: Students must adhere to all policies and procedures set forth by the individual site. Dress code must be adhered to at all times. Student is to provide their contact information at the initial meeting and discuss the plan in the event of an emergency (including COVID procedures). Discuss how/when feedback will be provided to the student throughout the semester.

Attendance Policy: Student clinicians are expected to be in attendance in externship practicums (SPA790 series and the SPA760 series) 100% of the time. The days and times of the externship are set by the supervisor and facility. This must be adhered to by the student, unless the Clinic Director has set-up a different schedule with the supervisor. This might not align with the university's academic calendar.

Student clinicians are expected to be on-time and ready for sessions as directed by the site supervisor. Any dates that the student is not available during the semester (e.g., wedding, travel, family event, etc.) should be clearly communicated at the start of the semester with the site supervisor and the Clinic Director. These dates must be included on the externship contract before the externship starts. If there is a serious reason for an absence, the following steps should occur:

1. Notify the site supervisor and the clinic director immediately via email (same email).
2. Discuss with the supervisor as to when you will return to the site.
3. If make-up sessions are required, make-up days will be scheduled with the supervisor and clinic director.

A prolonged serious situation or illness, must be discussed with the Clinic Director, who may recommend either a course withdrawal or arrange a make-up plan, if time permits. If the issue occurs past withdrawal date, then the grade will be affected, and the student may need to retake the course.

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Student Name- Printed

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Student Signature

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Date

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Supervisor Name- Printed

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Supervisor Signature

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Date

**\*By signing this contract, you the student, understand that it is your responsibility to ensure that you attend the days and times agreed upon by you and your supervisor in order to receive the clinical hours required for graduation. Failure to receive the required hours may result in late graduation and/or another semester of externships.**

## **Timeline of Responsibilities for Traditional 16-Week SLP Externship**

<b>WEEK</b>	<b>SITE SLP SUPERVISOR</b>	<b>EXTERNSHIP STUDENT</b>
1	<p>Orient externship student to building, therapy venue(s), therapy caseload and schedule.</p> <p>Introduce student to administrators, staff and colleagues as warranted;</p> <p>Review site policies and procedures.</p>	<p>Determine requirements for time, dress at assigned externship site (recommended prior to first reporting day);</p> <p>Assimilate all relevant information about site and therapy caseload.</p>
1-3	<p>Acquaint student with detailed information about therapy schedule and caseload;</p> <p>Review/discuss student objectives, therapy strategies and respond to questions regarding therapy observations;</p> <p>Make student records and working folders available for review;</p> <p>Demonstrate use of computer EMR system and scheduler if appropriate;</p> <p>Provide student with limited assistive roles in therapy, as appropriate;</p> <p>Include student in MDT, RTI and IEP meetings, discuss outcomes for school sites;</p> <p>Review eligibility, referral and intake policies and procedures;</p> <p>Sign student clock hours log via Calipso</p>	<p>Observe all sessions provided by site SLP supervisor;</p> <p>Begin review of client records and working folders;</p> <p>Become familiar with available assessment instruments, therapy materials and supplies;</p> <p>Assist in implementation of therapy activities and administration of assessments as directed by site SLP supervisor;</p> <p>Attend all relevant team meetings and participate as appropriate;</p> <p>Set weekly meetings to ask questions about clients/sessions with the site supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
3-4	<p>Provide systematic opportunities for independent provision of therapy by externship student (no more than 25% of caseload);</p> <p>Assign responsibility for and review administration/scoring of basic speech-language assessments;</p> <p>Provide guidelines and strategies for developing a therapy schedule;</p>	<p>Begin to assume responsibility for caseload as determined by site SLP supervisor;</p> <p>Administer basic speech-language assessments;</p> <p>Pursue all opportunities with your site SLP supervisor and other colleagues to obtain the knowledge and skills necessary to develop as an effective clinician;</p> <p>Write SOAP Notes and submit to supervisor for approval</p>

	<p>Meet with student weekly to review cases and provide feedback;</p> <p>Sign student clock hours log via Calipso</p>	<p>Set weekly meetings to review feedback with the site supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
4-6	<p>Monitor provision of service and administration of assessments by the student while allowing them to assume additional responsibility until such time as full caseload has been assumed;</p> <p>Provide ongoing guidance, feedback and support to student to facilitate development of skills;</p> <p>Act as a resource of experience and knowledge in responding to relevant questions about all aspects of service delivery;</p> <p>Meet with student weekly to review cases and provide feedback;</p> <p>Sign student clock hours log via Calipso</p> <p>* The site supervisor reserves the right to determine if some cases should not be assumed by the student clinician.</p>	<p>Begin to assume responsibility for caseload, including planning, preparation, provision and documentation of all therapy services;</p> <p>Administer complex speech-language assessments and write reports. Submit to supervisor for approval;</p> <p>Write SOAP Notes and submit to supervisor for approval</p> <p>Participate in team meetings and conferences as a full and responsible member;</p> <p>Professionally communicate with parents, teachers and other relevant persons about clients receiving/referred for speech language services;</p> <p>Set weekly meetings to review feedback with the site supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
7-9	<p>Continue to provide appropriate levels of monitoring, mentoring and professional information to assist the externship student in development of all the skills necessary to become an effective therapist and member of the educational community;</p> <p>Complete Midterm Evaluation via Calipso and review with student;</p> <p>Meet with student weekly to review cases and provide feedback;</p> <p>Sign student clock hours log via Calipso</p>	<p>Function independently as the provider of speech-language services for entire caseload under the auspices of the site SLP supervisor;</p> <p>Continue to pursue all opportunities to improve skills through independent research and collaboration with the site SLP supervisor;</p> <p>Complete Midterm via Calipso by providing written feedback under each category and send a copy to your site supervisor. Schedule to meet and discuss with supervisor;</p> <p>Set weekly meetings to review feedback with the site supervisor;</p>



		Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)
10-12	<p>Continue to provide appropriate levels of monitoring, mentoring and professional information to assist the practicum student in development of all the skills necessary to become an effective therapist and member of the educational community;</p> <p>Sign student clock hours log via Calipso</p>	<p>Function independently as the provider of speech-language services for caseload under the auspices of the site SLP supervisor;</p> <p>Continue to pursue all opportunities to improve skills through independent research and collaboration with the site SLP supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
13-15	<p>Continue to provide appropriate levels of monitoring, mentoring and professional information to assist the practicum student in development of all the skills necessary to become an effective therapist and member of the educational community;</p> <p>Complete Final Evaluation via Calipso and review with student prior to end of the semester;</p> <p>Sign any remaining student clock hours log via Calipso</p>	<p>Function independently as the provider of speech-language services for caseload under the auspices of the site SLP supervisor;</p> <p>Continue to pursue all opportunities to improve skills through independent research and collaboration with the site SLP supervisor;</p> <p>Complete Final Evaluation via Calipso by providing written feedback under each category and send a copy to your site supervisor. Schedule to meet and discuss with supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
16	<p><b>**This week is only to be used if the externship student needs make-up hours</b></p> <p>Continue to provide appropriate levels of monitoring, mentoring and professional information to assist the practicum student in development of all the skills necessary to become an effective therapist and member of the educational community;</p> <p>Sign any remaining student clock hours log via Calipso</p>	<p>If attending sessions during this week, submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s);</p> <p>Complete supervisor feedback form via Calipso;</p> <p>Complete site feedback form via Calipso</p>

## Timeline of Responsibilities for 8-Week SLP Externship

WEEK	SITE SLP SUPERVISOR	EXTERNSHIP STUDENT
1	<p>Orient externship student to building, therapy venue(s), therapy caseload and schedule.</p> <p>Introduce student to administrators, staff and colleagues as warranted;</p> <p>Review site policies and procedures</p> <p>Acquaint student with detailed information about therapy schedule and caseload;</p> <p>Review/discuss student objectives, therapy strategies and respond to questions regarding therapy observations;</p> <p>Make student records and working folders available for review;</p> <p>Demonstrate use of computer EMR system and scheduler if appropriate;</p> <p>Provide student with limited assistive roles in therapy, as appropriate;</p> <p>Include student in MDT, RTI and IEP meetings, discuss outcomes for school sites;</p> <p>Review eligibility, referral and intake policies and procedures;</p> <p>Sign student clock hours log via Calipso</p>	<p>Determine requirements for time, dress at assigned externship site (recommended prior to first reporting day);</p> <p>Assimilate all relevant information about site and therapy caseload.</p> <p>Observe all sessions provided by site SLP supervisor;</p> <p>Begin review of client records and working folders;</p> <p>Become familiar with available assessment instruments, therapy materials and supplies;</p> <p>Assist in implementation of therapy activities and administration of assessments as directed by site SLP supervisor;</p> <p>Attend all relevant team meetings and participate as appropriate;</p> <p>Set weekly meetings to ask questions about clients/sessions with the site supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
2-3	<p>Provide systematic opportunities for independent provision of therapy by externship student (no more than 25% of caseload;</p> <p>Assign responsibility for and review administration/scoring of basic speech-language assessments;</p> <p>Provide guidelines and strategies for developing a therapy schedule;</p>	<p>Begin to assume responsibility for caseload as determined by site SLP supervisor;</p> <p>Administer basic speech-language assessments;</p> <p>Pursue all opportunities with your site SLP supervisor and other colleagues to obtain the knowledge and skills necessary to develop as an effective clinician;</p> <p>Write SOAP Notes and submit to supervisor for approval</p>

	<p>Meet with student weekly to review cases and provide feedback;</p> <p>Sign student clock hours log via Calipso</p>	<p>Set weekly meetings to review feedback with the site supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
4-5	<p>Monitor provision of service and administration of assessments by the student while allowing them to assume additional responsibility until such time as full caseload has been assumed;</p> <p>Provide ongoing guidance, feedback and support to student to facilitate development of skills;</p> <p>Act as a resource of experience and knowledge in responding to relevant questions about all aspects of service delivery;</p> <p>Meet with student weekly to review cases and provide feedback;</p> <p>Complete Midterm Evaluation via Calipso and review with student;</p> <p>Meet with student weekly to review cases and provide feedback;</p> <p>Sign student clock hours log via Calipso</p> <p>* The site supervisor reserves the right to determine if some cases should not be assumed by the student clinician.</p>	<p>Function independently as the provider of speech-language services for entire caseload under the auspices of the site SLP supervisor;</p> <p>Continue to pursue all opportunities to improve skills through independent research and collaboration with the site SLP supervisor;</p> <p>Set weekly meetings to review feedback with the site supervisor;</p> <p>Administer complex speech-language assessments and write reports. Submit to supervisor for approval;</p> <p>Write SOAP Notes and submit to supervisor for approval;</p> <p>Complete Midterm via Calipso by providing written feedback under each category and send a copy to your site supervisor. Schedule to meet and discuss with supervisor;</p> <p>Participate in team meetings and conferences as a full and responsible member;</p> <p>Professionally communicate with parents, teachers and other relevant persons about clients receiving/referred for speech language services;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>

6-7	<p>Continue to provide appropriate levels of monitoring, mentoring and professional information to assist the externship student in development of all the skills necessary to become an effective therapist and member of the educational community;</p> <p>Sign student clock hours log via Calipso</p>	<p>Function independently as the provider of speech-language services for caseload under the auspices of the site SLP supervisor;</p> <p>Continue to pursue all opportunities to improve skills through independent research and collaboration with the site SLP supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s)</p>
8	<p>Continue to provide appropriate levels of monitoring, mentoring and professional information to assist the practicum student in development of all the skills necessary to become an effective therapist and member of the educational community;</p> <p>Complete Final Evaluation via Calipso and review with student prior to end of the semester;</p> <p>Sign any remaining student clock hours log via Calipso</p>	<p>Function independently as the provider of speech-language services for caseload under the auspices of the site SLP supervisor;</p> <p>Continue to pursue all opportunities to improve skills through independent research and collaboration with the site SLP supervisor;</p> <p>Complete Final Evaluation via Calipso by providing written feedback under each category and send a copy to your site supervisor. Schedule to meet and discuss with supervisor;</p> <p>Submit student clock hours log via Calipso to site SLP supervisor for review and to obtain required signature(s);</p> <p>Complete supervisor feedback form via Calipso;</p> <p>Complete site feedback form via Calipso</p>