



## **SLP PRACTICUM AT EXTERNAL SITES**

### **PURPOSE**

Off-site clinical practicum is designed to continue the fulfillment of speech pathology competencies and clinical hours that began in the on-site practicum course. Students should **review the Off Campus Power Point**, available on Canvas for detailed information related to off campus practicum.

The off-campus practicum provides students with an opportunity to gain a variety of experiences in a professional environment. The number and type of clinical hours accrued will vary and achieving clinical competencies should be considered an important component of the experience.

Students will enroll in two semesters of off-campus practicum or “externship”. Typically, one semester is an adult medical setting and one semester is a pediatric setting.

### **OFF-CAMPUS CLINIC PLACEMENT PROCEDURES**

All off-campus practicum (externship) sites are required to have a full-executed “Educational Experience Affiliation Agreement” and “Program Agreement”. Copies of these agreements are maintained in a UT Box folder. The externship course instructors (UT Clinic Liaison) are responsible for managing site contracts and ensuring that contracts are up to date for all sites. Each semester, the instructors will provide students enrolling in the externship courses with a list of current options for sites.

Students are eligible for off-campus placements once they have accrued 100 clinical hours on campus and have achieved a minimum grade of B for all clinical courses. Eligible students request their top three choices of sites through the application survey process held each semester during advising. Students review the site books on UT Box to get more information about the sites and discuss their interests with the instructors. Information for each site is available on Typhon regarding the populations served, types of experiences, and hours accrued by students. **The final decision regarding placement is made by the course instructor.** Every attempt is made to balance the student request with the student’s clinical needs; a student may be placed at an unrequested site if such a placement is needed to help fulfill a series of competencies or if the requested site(s) are not available.

Once the students have specified their top three choices, the course instructor contacts the externship site to set up the placements. The externship sites typically reviews the resumes of the interested students and will often interview the students before making a recommendation for a student that would fit the placement. Once potential placement is finalized, the students are notified of placements and requirements by their assigned UT Instructor prior to or during the first two weeks of each semester.

Once notified, **students should contact the off-site supervisor to set up a 3-way conference.** The conference can be in person or over the phone, but both the instructor and the off-campus supervisor must attend. The student should facilitate the scheduling of the meeting. **During the 3-way conference, students should complete a “student-supervisor**

**agreement form” that details expectations such as practicum times, expected participation, and dress code.** Students should return the completed form (with supervisor signature and ASHA number) to the campus instructor immediately following the conference. The instructor will verify the ASHA credentials and file the agreement form in the student’s chart. The instructor will provide the student and supervisor with a copy of the agreement. **Students cannot begin acquiring hours until the form is turned into the UT clinic office.**

Some sites require additional paperwork such as background checks, proof of liability insurance, proof of vaccinations, TB testing, etc. **It is the student’s obligation to fulfill these requirements at their expense.**

Students are expected to be at their off-campus placement on Monday/Wednesday/Friday as assigned and specified on the Off-Campus Student-Supervisor Agreement form.

**Exact times will be determined during the 3-way conference** at the beginning of the semester. If any changes need to be made after the initial 3 way conference the student, on campus instructor and off campus supervisor should schedule an additional meeting and record the specific changes in writing.

### **OFF-CAMPUS CLINIC MONITORING PROCEDURES**

Open and consistent communication among the student, off-site supervisor and instructor helps ensure a successful off-site experience. The **student is expected to post weekly on the course Canvas Discussion Board.**

The instructor will contact the off-site supervisor regularly during the term to obtain input regarding the student’s performance. Off-campus supervisors will make two formal assessments of the student’s clinical progress, one at midterm the other at the end of the term. The end of term evaluation will be used to determine the final course grade. If the student does not receive written feedback at midterm, s/he should notify the instructor within one week of midterm. At the end of the semester, the **final evaluation form must be turned into the instructor** during a scheduled meeting.

Students are expected to attend all scheduled dates at the off campus placement. Discussion regarding procedures to deal with illnesses or other absences will be site specific and discussed during the three way conference. All absences of partial or full days should be reported to the instructor by phone or email as stated at the conference. Unexcused absences (any absence other than illness) are not permitted and may result in the lowering of the student’s grade.

The student should maintain a daily record of clinical hours earned and hours supervised, and enter into Typhon at least weekly. The record should be divided into the usual categories (i.e. a separate page for each type of hours). **Be sure to list the correct site and supervisor (not the UT instructor). If the supervisor is new, he or she may need to be added to the list on Typhon. Please request this with your liaison or through Typhon.** The off-campus supervisor can either approve the hours in Typhon or sign a printed version. If she or he signs a printed version, the signed hours logs should be given to the instructor who will approve the hours in Typhon. The student should ensure that the supervisor’s ASHA number is appended with the signature.

At the end of each semester, clinical hours and the off-campus supervisor’s evaluation of the

student are reviewed and approved by the instructor during a scheduled meeting. A signed original of the evaluation form is placed in the student file; an additional copy is given to the student for her/his personal records.

Off-campus site information is periodically updated to determine changes to the clinical population served. The site-book is updated to reflect changes in population served or services offered. This information is matched with the material provided by the student on Typhon to ensure consistency. In addition, off-campus sites and supervisors are also be evaluated by the students at the end of the semester. Students complete their evaluations on the "Off-Campus Experience Feedback Form". This information is used by course instructors to determine appropriateness for future placements. Student feedback will be communicated to the off-campus supervisors by the UT liaisons after completion of the course