OFF-CAMPUS CLINICAL PLACEMENT GUIDELINES
Idaho State University Department of Communication Sciences & Disorders, and Education of the Deaf
FALL/SPRING SEMESTER PLACEMENTS

I. Introduction
This information is provided as a resource for the speech-language pathologists who provide clinical placements for graduate students from the Department of Communication Sciences & Disorders in various off-campus settings. The following sections provide some general information about the department, ASHA guidelines in supervision, supervisor responsibilities, student responsibilities, and the faculty responsibilities.

The Department of Communication Sciences & Disorders is located in the School of Rehabilitation and Communication Sciences at Idaho State University. The main campus of the department is located in Pocatello with an innovative and growing satellite program in the Meridian area, as well as an online program. The program at the main campus in Pocatello offers an associates degree in Sign Language Studies, and bachelor’s degrees in Educational Interpreting and Communication Sciences and Disorders with an emphasis in Pre-Speech-Language Pathology or Pre-Audiology. In addition, the Pocatello site offers masters degrees in Speech-Language Pathology and Deaf Education, and a doctoral program in Audiology. The satellite program in Meridian offers a bachelors degree in Communication Sciences and Disorders with an emphasis in Pre-Speech-Language Pathology or Pre-Audiology, and a master's degree in Speech-Language Pathology. In addition, a three year graduate program is offered at both sites which allows students with bachelors’ degrees outside the fields of speech-language pathology to complete the masters program in Speech-Language Pathology. The ISU Meridian program has been in existence since 1990 and continues to expand. Both sites have a speech-language clinic within the department and the Pocatello site has an audiology clinic. In addition, both programs have extensive off-campus clinical practicum sites to provide students with clinical experiences that are not available at the on-campus clinics. The online Master’s Program includes both off campus and 8 week intensive summer clinical experiences on campus. The speech-language pathology and audiology academic and clinical programs prepare students to meet the requirements for American Speech-Language-Hearing Association certification and Idaho public school certification. Finally, the programs in speech-language pathology and audiology are accredited by the American Speech-Language-Hearing Association.

Off-Campus Clinical Placements
The purpose of placement of speech-language pathology graduate students in clinical placements outside the university setting is two-fold. Through the placement, the student receives experience in other clinical settings while accruing clinical hours to be applied to the certification/graduation requirements. These placements provide the student with a variety of client experiences they may not have the opportunity to be exposed to within the ISU clinics, as well as providing exposure to other aspects associated with professional practice within the particular clinical setting. These aspects include working within the team setting, specific clinical experiences and service
delivery models associated with the setting, and exposure to the many roles of the speech-language pathologist in the professional setting.

II. Criteria for Student Clinician Participation
The determination for a student to be placed in a clinical setting outside the university is based on the following:
1. The student has completed course work within the graduate program with passing grades (B- or better).
2. The student has completed clinical practica experiences at the ISU Speech and Hearing Clinic under the supervision of an ISU faculty member with better than satisfactory performance (B- or above).

III. Site Supervisor Responsibilities
The site supervisor will:
1. Hold the Certificate of Clinical Competence in the area in which the student clinician is accruing hours.
2. Inform the student of the professional responsibilities expected in the workplace (i.e. attendance, professional appearance, confidentiality, site policies and procedures, HIPAA policies, and site requirements for student placement).
3. Provide the student with information on supervisor expectations and style.
4. Complete and return the Direct Supervisor Information Sheet (Appendix A).
5. Complete and return the Clinical Information Sheet, ASHA Report Form (Appendix B) for departmental use in meeting ASHA accreditation requirements.
6. Be on-site or available for consultation whenever the student clinician is involved with client contact activities.
7. As a minimum, directly observe 25% of the student clinician’s treatment and assessment time with each client.
8. Provide ongoing supervision and guidance with written and/or verbal feedback to the student regarding those sessions observed.
9. Provide feedback on levels of student clinician’s clinical performance at approximately the midpoint of the placement and at the end of the placement.
10. Be familiar with and complete the Speech-Language Pathology Off-Campus Clinical Practicum Evaluation Form (Appendix C) at the midpoint (optional) and at the end of the placement to assign the final grade. Grades assigned are satisfactory (S) or unsatisfactory (U).
11. Schedule a conference with the student to review their clinical performance at the end of the placement.
12. Provide a copy or the original of the Clinical Practicum Evaluation Form to the student at the final conference to submit to the clinic director.
14. Be familiar with the ASHA Statement on Clinical Supervision (Appendix E).
15. Comply with guidelines contained in the ASHA Code of Ethics (Appendix F).
IV. Student Clinician Responsibilities
The student clinician will:
1. Complete and provide the Professional Activity Record (PAR) to the site supervisor prior to, or on the first day of placement.
2. Discuss with the supervisor previous clinical and academic experiences, professional goals, and goals for the current placement.
3. Be aware of and carry out the responsibilities and practicum requirements as outlined in this document and the Manual of Clinic Policies and Procedures of the Department of Communication Sciences & Disorders, and Education of the Deaf.
4. Know and adhere to the professional responsibilities of the practicum site. These professional responsibilities include but are not limited to the following: site policies and procedures, attendance, promptness, professional appearance, and confidentiality.
5. Comply with the supervisor’s directives to fulfill the professional responsibilities expected of a student (i.e. write lesson plans, write reports, attend staffings).
6. Demonstrate the ability to establish and maintain appropriate professional interpersonal relationship with the site supervisor and clients.
7. Provide quality intervention and assessment for clients under the guidance and supervision of the site supervisor.
8. Comply with all guidelines contained in the ASHA Code of Ethics (Appendix F).
9. Read the Affiliation Agreement for your site and complete the quiz on Moodle Clinic e-Manual indicating that you have read the agreement.
10. Complete all fall session requirements and return the items listed below to the department no later than one week after the completion of the placement. Grades will not be assigned unless all items are submitted.
   a. Completed Report of Clinical Practicum Experience (Appendix D), signed by both the off-campus clinical supervisor and student.
   b. Completed Daily Summary of Hours (Appendix I).
   c. Completed Direct Supervisor Information Sheet (appendix A).
   d. Completed Clinical Information Sheet (appendix B).
   e. Signed and completed Practicum Evaluation Form (appendix C).

V. Student Attendance Responsibilities
1. The student will be on time for all practicum experiences.
2. The student will attend all set practicum time periods unless absence is unavoidable.
3. In the case of an unavoidable absence, the student clinician must notify the site supervisor as early as possible.
4. Cancellations due to student clinician absence and other reasons should be made up by the end of the summer session placement by arrangement with, and at the convenience of, the site supervisor.
5. If the site supervisor must cancel a scheduled day, the day should be rescheduled if possible prior to the end of the placement.
VI. Process of Reporting of Hours Accrued
1. All clinical experiences are to be recorded on a daily basis on the Daily Summary of Hours Form with the type of service provided indicated as listed on the bottom of the form.
2. The compiled client contact time should be reported on the Report of Clinical Practicum Experience Form under the appropriate categories.
3. Attach the Daily Summary of Hours Form to the Report of Clinical Practicum Experience Form when submitted to the clinic coordinator.
4. All Report of Clinical Practicum Experience Forms must be signed by the supervisor prior to turning the form in at the end of the summer session.
5. The Comprehensive Report of Clinical Practicum Experience Form must also be submitted with the above forms.

VII. Clinic Director/Coordinator Responsibilities
1. Assign all students to the off-campus practicum placements.
2. Process the formal requirements to establish and maintain off-campus clinical practicum sites.
3. Provide the student and site supervisor with a copy of the Off-Campus Clinical Placement Guidelines.
4. Consult with the supervisor and/or student at their request.
5. Review the students’ clinical performance evaluations at the end of the placements.
6. Monitor the completion of all end-of-placement requirements and record final grades when all is completed.

VIII. Suggested Hierarchy of Clinical Responsibilities
The following hierarchy is a suggested hierarchy only. The determination of the schedule of assimilation of the student into direct treatment and assessment procedures is the supervising clinician’s decision. However, if the student has not assumed primary responsibility for all planning and implementation of treatment and assessment procedures for the clients assigned, by the third week of the placement, please inform the appropriate clinical coordinator (contact information listed within your letter, and at the end of this manual.)

Initial responsibilities (Week 1)
1. Student clinician observes treatment and/or evaluation of assigned clients.
2. Student clinician reviews pertinent information from clients’ records and/or supervising clinician’s records.
3. Student becomes familiar with the setting assigned and procedures
   a. Tour of facility
   b. Record keeping procedures of supervising clinician
   c. Introduction of student to key persons in facility
4. Discussion of assigned clients’ goals/objectives.

Assuming responsibility for the direct treatment and evaluations (Week 2)
1. Student begins participating in direct treatment and/or evaluation as directed by the supervising clinician. The degree of participation should be to a level at which the supervising clinician feels is appropriate for the student clinician and clients assigned.
2. Student clinician begins participating in the clinical record keeping for assigned clients as directed by the supervising clinician.
3. Student writes necessary reports as deemed appropriate by the supervising clinician.
4. Student clinician attends all clinical activities as directed by supervising clinician (i.e. child study team meetings, staffings).

**Continuing through the end of session (Week 3 through remainder of placement)**
1. Student clinician assumes responsibility for the planning and implementation of assessment and treatment procedures for assigned clients.
2. Student clinician should be involved with and assume major responsibility for any clinical activities as deemed appropriate by the supervising clinician.

If any questions or concerns arise after reading this document or throughout the assignment, please contact:

Clinical Director (Pocatello): Sarah Knudson @ 208-282-2219, or knudsara@isu.edu.
Clinical Coordinator, Meridian: Cally Stone @ 208-373-1726, or stoncall@isu.edu
Clinical Coordinator, Online Program: Robin Pierce-Ament @ 208-282-3809, or amenrob2@isu.edu

8/2011, SK
Appendix A

DIRECT SUPERVISOR INFORMATION SHEET
(Completed by the Site Supervisor and returned to the
Department of Communication Sciences & Disorders, and Education of the Deaf)

OFF-CAMPUS PLACEMENTS
DEPARTMENT OF COMMUNICATION SCIENCES & DISORDERS,
AND EDUCATION OF THE DEAF
IDAHO STATE UNIVERSITY

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Student Clinician________________________