



**Auburn University at Montgomery
Department of Communication Disorders**

**Graduate Externship Handbook
Policies and Procedures**

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Introduction

Welcome to the Auburn University at Montgomery Department of Communication Disorders (CMDS) graduate program.

Clinical work is an exciting and rewarding part of the educational process to become a certified speech-language pathologist. We have provided a graduate externship handbook to assist students with the clinical portion of their education. We are here to assist you and hope you enjoy your clinical experiences. The externship policies and procedures have been established by the department for successful completion of the clinical competencies and clock hours necessary for graduation and licensure.

While in the graduate program, students apply academic content to hands-on clinical experience through direct service delivery to clients. Students of our program will complete an initial on-campus boot camp/clinical intensive during the first fall semester of the program. After successful completion of boot camp/clinical intensive and two semesters of clinical coursework, clinical externships will be completed at approved off-campus sites.

Accreditation

Because the CMDS is a candidate for accreditation from the American Speech Language Hearing Association's (ASHA) Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA), students have the right to express concerns or complaints to the CAA. Complaints about programs must:

- (a) Be against an accredited education program or program in Candidacy status in
speech-language pathology and/or audiology,
- (b) Relate to the standards for accreditation of education programs in audiology and speech-language pathology, and
- (c) Include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA.

All complaints must be signed and submitted in writing to the following address:
Chair, CAA. ASHA
2200 Research Boulevard,
Rockville, Maryland 20850-3289

The complaint must clearly state the specific nature of the grievance relating to the accreditation standards as well as provide supporting data for the charge. Complaints will not be accepted by email or facsimile.

All graduates of the Master's Degree program in Speech-Language Pathology will demonstrate entry-level competencies with clients across the lifespan and diverse

cultural backgrounds as addressed in the 2023 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology.

Mission Statement

The mission of the AUM CMDS Graduate Program is to prepare highly qualified speech language pathologists equipped with a deep understanding of typical and atypical communication and swallowing processes, prevention, and diagnostic and treatment practices via electronic delivery systems, within an environment conducive to scholarship, clinical skill-building, and collaboration.

Strategic Goals:

1. To build strong professional partnerships with school districts and community organizations within the Southeast region.
2. To academically and clinically prepare students to serve children and adults in school systems and community healthcare and rehabilitative organizations.
3. Through electronic and simulated delivery models, provide students with the academic content and clinical skills necessary for placement and career readiness.
4. To promote a culture of acceptance and belonging through close counseling of the students, providing continual access to faculty, and encouraging participation in peer organizations.
5. To encourage scholarship and clinical research and foster student participation in state and national conferences.

Administration Contact Information

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Graduate Externship Handbook Statement of Receipt

Student Statement

I have received and read the Graduate Externship Handbook from the AUM Speech-Language Pathology Graduate Program. I understand and agree to abide by all written policies. I understand that when policy changes are made, I will be notified in writing. It is my responsibility to remain knowledgeable and abide by any policy changes made by the department.

Name (Print)	
Cohort	
Signature	
Date	

Students are responsible for information included in the AUM Graduate Externship Handbook. It is the responsibility of the student to read the handbook thoroughly. Any changes to the AUM Graduate Externship Handbook will be communicated to students in writing. Following written notification, the changes are effective immediately.

Each student should thoroughly read the Graduate Externship Handbook prior to the Externship start date. Each student will complete a Graduate Externship Handbook Statement of Receipt to be submitted at the externship orientation meeting.

Official Communication Policy

Students must use the AUM assigned email address for all communication regarding externships. Emails received from personal accounts will not be opened.

Procedure

Students are expected to address faculty and staff in a professional manner. Students should identify themselves, their cohort and state the intent of their message in a professional manner at all times. We recommend students establish a signature for emails that includes this pertinent information.

HIPAA Compliance for Documentation Policy

All electronic documents should be scanned to preserve the integrity of the document. Pictures of documents are not acceptable. Send all documents as a PDF file to meet HIPAA compliance.

CALIPSO Documentation Policy

CALIPSO (Clinical Assessment of Learning, Inventory of Performance, and Streamlined Office Operations), is a website that allows students to view earned hours and competencies. It maintains required compliance documentation and the individual student portfolio, which includes evaluations of student performance. Students must register and maintain a CALIPSO account throughout the course of the graduate program.

Students will need to register immediately, pay the one-time fee for student use, and maintain the account throughout their graduate program. Students are responsible for the cost. Students will receive information via electronic mail regarding CALIPSO account establishment.

ASHA Clinical Hours Policy

Students must obtain a minimum of 375 total clinical clock hours of hands-on service delivery prior to graduation by participating in the required clinical experiences. Of the 375 total hours needed, the students must obtain the following:

- Minimum of 15 hours in adult evaluation/diagnostics
- Minimum of 35 hours in adult treatment
- Minimum of 15 hours in child evaluation/diagnostics
- Minimum of 35 hours in child treatment
- Minimum of 15 hours in hearing

ASHA Observation Hours Requirement

Students must complete 25 hours of observation prior to beginning the graduate program or during the first semester of the program. Observation hours must be earned during university coursework. Students will be allowed to transfer a maximum of 25 observation hours and a maximum of 50 clinical clock hours from an undergraduate clinical practicum.

Transfer Hours

Transfer hours must be submitted in writing. A written statement from the program director or designee of the institution where the hours were earned is required. The statement must indicate that the hours were earned under the supervision of an ASHA certified Speech-Language Pathologist. The statement **MUST** be a signed document on official letterhead from the institution. The letter should be mailed to the CMDS departmental address to the attention of the clinical coordinator via email.

Observation hours do not have to be listed or broken down into categories. However, if you have clinical hours that need to be transferred, those do need to be specific and categorized by child/adult, hearing, treatment/diagnostic, and according to the nine areas of competency listed.

Licensure per State

Students are responsible for knowing licensure and certification requirements in the states in which they choose to work. It is the responsibility of the student to know the specific requirements for the states in which they apply for licensure. For more information on licensure laws by state, please refer to this site:

<http://www.asha.org/advocacy/state/>

Clinical Hours for Hearing

Students are required to obtain 10 clock hours in hearing screening, in addition to the required clinical practica.

Instructions for Hearing/Audiology Supervision

Opportunities may arise for students to obtain hearing hours through hearing screenings in schools, outside of your externship site. Our program encourages students to participate in such activities to gain experience in the area of hearing.

1. All hearing hours **MUST** be supervised by an ASHA certified SLP or Audiologist. A school nurse or other personnel cannot supervise hearing hours.
2. Supervisors must hold a current ASHA certification.
3. Supervisors must register in CALIPSO.
4. Supervisors must approve hearing hours earned in CALIPSO.
5. Supervisors must have completed the mandatory one hour of CEU training in Ethics and 2-hour CEU training in Supervision (courses must be ASHA approved).

Procedure:

- The student will send the Hearing Supervisor Information Form to the Externship Director, via email. Students are required to submit this form to the Clinical Site Coordinator via email prior to completion of any hearing hours accrued outside of an externship placement.
- The Clinical Site Coordinator will send a packet of information to the supervisor with instructions on how to register for CALIPSO.
- The student will submit the hours in CALIPSO for the supervisor to approve.
- Documentation of Hearing Screenings: Students can record the amount of time that the entire screening takes. For example, 90 minutes should be recorded as "1:30" with the name listed as "Group Screening".

Hearing Supervisor Information Form

Student Information	
Student Name	
Previous/Maiden Names	
Cohort	
Phone Number	
Email address	
Current Semester	
Hearing Supervisor Information	
Name of Facility/Facilities	
Facility Mailing Address	
Supervisor Name	
Supervisor Email	
Supervisor Phone Number	
Supervisor ASHA Number	
Supervisor CEU Policy met?	<div>Supervision (2 hours): Yes No</div> <div>Ethics (1 hour): Yes No</div>
Supervisor Statement	
Statement	<ul style="list-style-type: none"> - I understand that I must have been ASHA certified for a minimum of one year. - I understand that I must provide direct supervision of the student for a minimum of 25% of the hours accrued on site. - I understand that as of Jan. 1 2020, I must obtain a minimum of 1 hour CEU training in Ethics and 2 hour CEU training in Supervision.
Signature	

Tracking ASHA Hours Policy

Students will obtain clinical competencies by demonstrating skills in the boot camp, on-site practicum, and externship experiences across nine areas of basic communication and swallowing processes identified by ASHA. Additionally, students must demonstrate knowledge of contemporary professional issues. Students' externships will provide the opportunity to achieve competencies in these areas. Students are responsible for tracking the progress in obtaining clinical competencies throughout their graduate programs. They are expected to communicate with the Clinical Site Coordinator as needed. The following nine areas of competency must be demonstrated in evaluation and treatment:

- Articulation
- Receptive/Expressive Language
- Voice
- Fluency
- Hearing
- Swallowing
- Cognitive Aspects
- Social Aspects
- Communication Modalities

Externship Site Supervisors will score students based on their clinical skills in the above-mentioned areas as demonstrated throughout the placement by completing a final performance evaluation on CALIPSO. Upon the completion of all clinical experiences, students are required to have met all the competencies and skills in the met/not met section.

Case Simulation Policy

Up to 20% (i.e., 75 hours) of direct clinical contact hours may be obtained through case simulation (CS) methods. Only the time spent in active engagement with CS may be counted. CS may include the use of standardized patients and simulation technologies (e.g., standardized patients, virtual patients, digitized mannequins, immersive reality, task trainers, computer-based interactive). These supervised experiences can be synchronous simulations (real-time) or asynchronous (not concurrent in time) simulations. In synchronous learning, the observation is taking place while the student is completing a task with either a live patient or with a simulation, such as a virtual mannequin.

<https://www.asha.org/Certification/Certification-Standards-for-SLP--Clinical-Simulation/#debriefing>

Telepractice Policy

Up to 125 hours of the total 400 clinical hours may be obtained through delivery of telepractice services. As with in-person service delivery, the clinical supervisor must be physically on-site with the student (i.e., within the same building) at all times and be available for the duration of each session. The minimum 25% of direct supervision must be provided for all services rendered via telepractice.

CAA Communication Disorder Competency Categories and Examples		
BROAD AREA	DISORDER TYPE	EXAMPLES (applies to diagnostic and treatment services)
SPEECH	Speech Sound Disorders	<ul style="list-style-type: none"> • Production of phonemes • Strategies to improve motor speech production • Production of multisyllabic word forms • Increase intelligibility
	Fluency	<ul style="list-style-type: none"> • Stuttering behaviors • Cluttering • Rate of production
	Voice & Resonance including respiration and phonation	<ul style="list-style-type: none"> • Loudness level; hyper-nasality; pitch • Intonation variation • Vocal hygiene techniques • Electrolarynx tx
	Swallowing: oral, pharyngeal, esophageal, related functions including oral function for feeding, orofacial myofunction	<ul style="list-style-type: none"> • Video fluoroscopy measures • Strategies to decrease aspiration • Feeding & swallowing strategies
LANGUAGE	Receptive & Expressive Language (phonology, morphology, syntax, semantics, & pragmatics) in speaking, listening, reading, writing & handbook modalities	<ul style="list-style-type: none"> • Increase length & complexity of utterances • Expanding expressive/receptive vocabulary • Improving communication effectiveness (e.g., through clarifying when assistance is needed)
	Cognitive Aspects of Communication (attention, memory, sequencing, problem-solving, executive functioning)	<ul style="list-style-type: none"> • Cognitive notebook use to improve access of long term memory about family • Word retrieval strategies • Symbolic play skills • Executive functioning strategies
	Social Aspects of Communication including challenging behavior, ineffective social skills, lack of communication opportunities	<ul style="list-style-type: none"> • Pragmatic skills; social skills training • Behavior management techniques to increase socially appropriate behaviors • Developing more effective peer interaction patterns
	Communication Modalities including oral, handbook AAC techniques & assistive technology	<ul style="list-style-type: none"> • Identifying appropriate AAC devices & strategies • Increasing use of effectiveness of AAC techniques (e.g. PECs; picture notebook; sign language) • Programming AAC device for an individual client
AURAL REHAB	Hearing Impact on speech & language. Aural rehabilitation	<ul style="list-style-type: none"> • Hearing aid troubleshooting • Speech reading skills • Speech/voice production as influenced by hearing impairment • Language deficits as influenced by hearing impairment

SCREENING	Hearing Screening Speech/Language/Swallowing Screening	<ul style="list-style-type: none"> • Pure tone hearing screenings • Speech/Language screening in Headstart program • Bedside swallow exam • Informal observations on fluency, voice, cognitive areas suggesting normal skills
PREVENTION	<p>Prevention of a possible hearing, speech, language, swallowing disorder.</p> <p>Diminishing the Effects of a potential hearing/communication/swallowing disorder</p>	<ul style="list-style-type: none"> • Language Stimulation lessons done in a Pre-K or kindergarten class • Phonological awareness activities that are not on a client's treatment plan • Policy to help prevent aspiration developed for family members or other professionals • Vocal Hygiene Policy to reduce vocal abuse behaviors
PATIENT REFERRALS	Following Evaluation	<ul style="list-style-type: none"> • Refers clients/patients for appropriate services (std V-B, 1g; CTC-SLP7) Note: Following evaluation, student appropriately refers patients for speech-language pathology services and/or other professional services. An "appropriate" referral constitutes referring when necessary and not referring when not necessary. Please note: Student should receive a score, as verification of this particular skill, in each of the 9 disorder areas of which are being evaluated.
	Treatment Skills	<ul style="list-style-type: none"> • Identifies and refers patients/clients for services as appropriate (std. V-B, 2g; CTC-SLP3) Note: This includes referring clients/patients for continuity of care and transitional services. During intervention, student identifies the need and makes appropriate recommendations for continued speech-language pathology management and/or other professional services. Please note: Student should receive a score, as verification of this particular skill, in each of the 9 disorder areas of which are being managed.

Externship Policy

Through the course of the student's graduate program, the student will complete two externships (Clinical Externship CMDS 7944). Students are allowed to complete only one externship per semester. Each externship is worth three credit hours.

The student must:

- Complete a minimum of 400 clock hours with an ASHA certified Speech-language Pathologist, who has been certified for a minimum of one year and who has completed the mandatory one hour of CEU training in Ethics and 2 hour CEU training in Supervision (courses must be ASHA approved).
- The student must be on-site a minimum of 3.5 hours in a day to count time for that day. A student cannot exceed 12 hours on site on any given day.
- Clock hours are recorded for direct patient contact only and cannot be rounded up. Direct patient contact includes:
 - Screenings (informal and formal observations of clients/patients)
 - Evaluations (informal, formal, parent/caregiver history interviews, explaining evaluation results to parents, caregivers, clients, patients)
 - Treatment (must be synchronous and can be individual or group)
 - Counseling with caregivers and family (advising/training/and providing education)
 - Demonstrating skills to caregivers, demonstrating to families how to program AAC devices)
 - Time spent in meetings with the patient/family present when the student is actively reporting evaluation results, treatment plans, progress, etc. as part of advising and educating or training caregivers/family.
 - Activities such as planning, paperwork, and consulting with allied professionals in the absence of clients/family cannot be counted.
- One externship must be completed in a pediatric setting (schools, private clinics, children's hospitals, Early Intervention, etc.)
- One externship must be completed in an adult setting (a hospital, skilled nursing facility, rehabilitation facility, home health).
- Students should expect to attend the externship placement no less than 4-5 full days a week. Students should complete a minimum of 20 hours a week in the placement.
- The externship schedule must be approved by the Clinical Site Coordinator prior to the beginning of the placement.
- Please see attendance policies related to externships.

Each student will meet with the Academic Advisor to determine the best option for externships and submit the Clinical Experience Map by the end of orientation and clinical intensive.

In order to be assigned to a clinical practicum site, the student must have completed the related coursework prior to the start date of the clinical placement or be enrolled in related coursework concurrently with clinical placement. The program of study is sequenced with this in consideration. It places specific courses early in the program to ensure that the students have acquired, or are in the process of acquiring, the required academic knowledge and skills for successful completion of each clinical experience.

Clinical Experience Map

Students are required to obtain clinical experiences in a variety of settings with a variety of populations. In order to ensure all minimum clock hour requirements are met, a plan must be in place for desired locations and populations. Please your Graduate Externship Handbook for these guidelines.

Students must print, sign, and submit this form to the Advising and Recruiting Manager by the end of orientation and Clinical Intensive weeks.

Externship Options	
Two-Site Option	<p>2 semesters of Clinical Externship must be completed.</p> <p>Each course is worth 3 credit hours.</p> <p>Students must be on site, with supervisor present, in order for clock hours to be accrued. The student must be on site for a minimum of 3.5 hours to count any time for that day. The student cannot exceed 12 hours on site in one day. The externship must not exceed 16 weeks.</p> <p>1 externship must be completed in a pediatric setting.</p> <p>1 externship must be completed in an adult setting.</p>
Three-Site Option	<p>3 semesters of Clinical Externship must be completed.</p> <p>Each course is worth 3 credit hours.</p> <p>Students must be on site, with supervisor present, in order for clock hours to be accrued. The student must be on site for a minimum of 3.5 hours to count any time for that day. The student cannot exceed 12 hours on site in one day. The externship must not exceed 16 weeks.</p> <p>1 externship must be completed in a pediatric setting.</p> <p>1 externship must be completed in an adult setting.</p> <p>1 externship must be completed in a distinctly different setting than the other two.</p>

Please Select the Desired Option	<input type="checkbox"/> Two-Site Option <input type="checkbox"/> Three-Site Option		
Externship Planning			
Please indicate the semesters you plan to complete your externships. If you know the type of placement, please include that as well.	1st Externship	2nd Externship	3rd Externship (if applicable)
Desired Population			
Desired Location			
Student Information			
Name (Print)			
Cohort/Contact	Cohort:	Phone:	Email:
Student Sign and Date			
Advisor Sign and Date			
Clinical Site Coordinator Sign and Date			
Department Chair Sign and Date			

Adult Externship Sites

Skilled Nursing Facility: Skilled nursing facility (SNF), nursing home, and convalescent home are all terms used to describe a residential facility that provides on-site 24-hour medical care.

Rehabilitation Hospital: These hospitals are also referred to as inpatient rehabilitation hospitals and are devoted to the rehabilitation of patients with various neurological, musculo-skeletal, orthopedic and other medical conditions following stabilization of their acute medical issues. A rehabilitation hospital can only be accessed following a stay as an inpatient in a general hospital which has lasted for a certain number of days. Typically, a general hospital will evaluate a patient and determine if the patient is a candidate for a rehabilitation hospital. If a patient is transferred from a general hospital to a rehabilitation hospital, their treatment plan and medical records will accompany the patient. The treatment plan will include daily therapies and the patient will stay overnight at the rehab hospital (up to 100 days if a Medicare patient).

Hospital Outpatient Clinic: An outpatient department or outpatient clinic is the part of a hospital designed for the treatment of outpatients, people with health problems who visit the hospital for diagnosis or treatment, but do not at this time require a bed or to be admitted for overnight care. Outpatient clinics are ideal for patients looking to improve their daily communication skills, mobility and quality of life—but are independent enough to receive these services while living in their home or community. Outpatient therapy centers are staffed with the same type of highly trained staff as inpatient rehab centers, but patients only attend during regular office hours.

Hospital Inpatient: This setting typically refers to acute care or hospitals in which a patient is admitted by a physician and receives active but short-term treatment for a severe injury, episode of an illness, an urgent medical condition, or during recovery from surgery. Hospital-based acute inpatient care typically has the goal of discharging patients as soon as they are deemed healthy and stable. Acute care settings include emergency department, intensive care, coronary care, cardiology, neonatal intensive care, and many general areas where the patient could become acutely unwell and require stabilization to transfer to another higher dependency unit for further treatment.

Home Health: This setting includes a wide range of health services that can be given in the patient's home for an illness or injury. Home Health care can include broad care given by skilled medical professionals including nursing, physical therapy, occupational therapy, and speech therapy.

Pediatric Externship Sites

Public School: A public school is an institution operated by state government funds, usually government-imposed taxes. These schools offer free education based on the Policy established by state school system officials.

Charter School: A charter school is a school that receives government funding but operates independently of the established state school system in which it is located. Charter schools are schools of choice, meaning students are not assigned to the school because of the location in which they reside.

Private School: A school founded, conducted, and maintained by a private group rather than by the government which typically charges tuition for a student to attend and often follows a particular philosophy or viewpoint, etc.

Private Practice: Clinicians who serve private clients or have their own private rented clinic space with an entire caseload of clients are considered to be employed in private practice. The private practice clinician is a business owner. Private practices differ in size and caseloads. Some will be small and others large, some see clients on the side of another job, some see clients in their clients' homes even.

Community Clinic: A community clinic means a clinic operated by a tax-exempt nonprofit corporation that is supported and maintained in whole or in part by donations, bequests, gifts, grants, government funds or contributions that may be in the form of money, goods, or services. These clinics typically provide health services and related services to residents of a defined geographic area that is medically underserved.

Externship Policy for SLP-Assistants

Students who are employed as an SLP-Assistant (also known as a Speech Implementer, SL Technician, SLP Aide, and Speech Paraprofessional) or conditionally certified SLP in the public schools may choose to use their employment as one of their externships. Please Note- Student's supervisor must be on site with them to count time spent as an SLP-A as time for their externship. Once they have received approval from their employer to use their site for an externship, students must complete and submit the following forms:

- **SITE REQUEST APPROVAL FORM FOR SLP-A'S**
 - Students must complete and submit this form once they have gotten approval from their employer to use their site for an externship. Students should email a completed copy of this form to the Clinical Site Coordinator at least one semester prior to the semester in which this placement will occur.
- **SLP-A SUPERVISOR AND SITE FORM**
 - This form should be completed with the help of the supervisor and must be submitted to the Clinical Site Coordinator at least one semester prior to the beginning of the semester in which the placement will occur.

The coordinator will review the request and communicate the site decision to the student in writing via electronic mail.

SITE REQUEST APPROVAL FORM FOR SPEECH-LANGUAGE PATHOLOGY ASSISTANTS

Student Information	
Student Name	
AUM Email Address/ Phone Number	
Cohort	
Are you employed by this site as an SLP-A?	
Semester for which the placement is Requested	
Projected Start Date of Externship	
Projected End Date of Externship	
General Externship Information	
Type of Placement Requested (circle all that apply)	Hospital Inpatient Hospital Outpatient Rehabilitation Hospital Nursing Home Home Health Private Practice School (Public or Charter) Community Clinic
Facility Information	
Facility Name	
Facility address	
Company Name of the Therapy Provider	
Facility Website	
Facility Contact Person	
Contact's Email Address	
Contact's Phone Number	

<p>Describe the type of experience you would gain from this site.</p> <p>Note: Please be very detailed. Your response should include, but not be limited to, description of:</p> <ul style="list-style-type: none"> • Type(s) of population(s) to be treated: <ul style="list-style-type: none"> o Adults o Children • Type(s) of service delivery: <ul style="list-style-type: none"> o Group Treatment o Individual Treatment o Evaluation • Collaboration to be had with other health/education professionals • Diagnoses of current clients • Number of clients to be seen by the SLP in a day 	
<p>List competencies you would expect to gain from this site</p>	
<p>Will the site provide you with a supervisor who has held ASHA certification for a minimum of one year, who has completed the mandatory 1 hour of Ethics CEU training and 2 hour of Supervisory CEU training, and who is currently ASHA certified?</p>	
<p>How many hours per week are worked by the site's SLP(s)?</p>	

If approved, will you complete a full time or part time externship at this site?	(5 days a week/3 days a week)
Externship Site Director/Administrator Approval (signature from a director at your planned externship site, not AUM)	Signature: Date:

SLP-A SUPERVISOR AND SITE FORM

General Student Information	
Student Name	
Cohort	
Semester / Year	
AUM Email Address	
Phone Number	
General Site Information	
Facility Name	
Facility Address	
Supervisor's Name	
Supervisor's ASHA Number	
Supervisor's Email Address	
Supervisor's Phone Number	
Acknowledgement of Responsibility	
Student:	<p>I understand that as an SLP-A, I must be supervised for 25% of the total contact hours with each client or patient seen during the externship.</p> <p>I understand that only hours in which my supervisor is on site will count towards my practicum.</p> <p>I understand that as an SLP-A, I must inform the families of my clients that I am a student clinician and working in that capacity while completing my practicum.</p>

Student Signature	
Acknowledgement of Responsibility	
Site Supervisor	<p>I understand that I must hold the certificate of clinical competence through ASHA.</p> <p>I understand that I must have been a certified SLP for a minimum of one year.</p> <p>I understand that I must provide direct supervision of the student for a minimum of 25% of the total contact hours with each client or patient seen during the externship.</p> <p>I understand that I must be on site with the student in order for the student to count clinical or on-site hours toward their practicum.</p> <p>I understand that I must co-sign all clinical documents created by the student throughout the practicum.</p> <p>I understand that as of Jan. 1 2020, I must obtain a minimum of 1 hour CEU training in Ethics and 2 hour CEU training in Supervision.</p>
Site Supervisor Signature	
Clinical Site Coordinator	
Statements	I have approved the employee/student's use of his/her employment as part of his/her clinical externship.
Signature of Facility Speech-Language Pathology Program Director	DATE:

Externship Policy for Multiple Locations

An externship placement can be a combination of different locations or settings under ONE supervisor. Students must acquire the minimum number of required hours for an externship with the population in which the externship type is defined.

NOTE: For example, a student is completing a public-school setting externship placement. The supervisor also treats clients in the skilled nursing facility setting. The student must complete a minimum of 75 hours with the public school population for the externship to count as the public school setting. However, the student will be allowed to count ALL hours accrued during the externship from both the school and the nursing home toward the 400 clinical hours needed to graduate.

Students may complete an externship placement in which more than one SLP supervises the students in one site; on the contrary, students may NOT complete an externship in multiple sites with multiple supervisors.

Students employed by their site as a SLP-A are exempt from the supervisor/setting policy and will be placed with supervisor(s) in site(s) at the discretion of their employer.

Site SLP Supervisor Credential Policy

All externship site SLP supervisors must have been ASHA certified for a minimum of one year and hold current certification. All supervisors MUST complete one hour of professional development in the area of ethics and two hours in the area of supervision/clinical instruction. (Courses must be ASHA approved). Your externship site SLP supervisor should not be a family member or relative. However, if no other choices are available please contact us to request an exception.

All externship site supervisors must register in CALIPSO within the first week of the externship. If multiple supervisors at one externship site will be approving clinical hours, all supervisors must register in CALIPSO. Students are subject to suspension of the externship until all supervisors have registered in CALIPSO.

Site supervisors will be provided a packet of information, via email, approximately two weeks prior to the beginning date of the externship placement. Instructions pertaining to CALIPSO registration will be included in the packet of information. There is no cost for the supervisor to register or use CALIPSO. The Clinical Site Coordinator is available to assist supervisors who incur difficulties with the registration process. In addition, the supervisor will be given externship policies and expectations.

On-Site Supervision Policy

Supervising SLPs *must* be on- site with the student at *all times*. Students have professional liability insurance but work under the license of the ASHA certified SLP. Students should not be on-site at the externship in the absence of the supervising SLP under any circumstances.

Direct Supervision Policy

Supervisors must provide direct supervision to the student a minimum of 25% of all therapy provided in the externship. Direct supervision is defined as no less than 25% of the student's total contact with each client/patient/group and must take place periodically throughout the externship.

The amount of direct supervision must be commensurate with the student's knowledge, skills and experience. It is very important for students/supervisors to understand the minimum 25% supervision requirement.

Any questions or concerns about the supervision policy should be directed to the Clinical Site Coordinator. ASHA also provides information regarding their supervisory policy on their website.

Externship Procurement Policy

Students will be required to seek placements with minimal assistance from the Clinical Site Coordinator, who must approve all externship sites. Students make the initial contact for externship placements with the Clinical Director/Supervisor at the medical and/or educational facility desired. Once the student has identified a site that is able to provide supervision for externship, the contact information should be submitted to the Clinical Site Coordinator.

The Clinical Site Coordinator is the designated contact for the department regarding externships and will initiate the process of establishing an affiliation agreement between the University and the desired facility. Clinical affiliations are contractual agreements and must be approved by legal counsel for both the University and the facility of interest. Students should expect to spend a significant amount of time seeking externship placements as the process of approval may take several months.

NOTE: Students have been successful in securing externship placements by establishing rapport with local SLPs, observing, making contact via phone or email, and by connections with personal contacts.

It is the student's responsibility, together with the Clinical Site Coordinator, to determine if a given site will meet his or her clinical practicum needs (types of cases, hour deficiencies) prior to making a commitment with a given facility. Externship sites must be approved by the Clinical Site Coordinator and must agree to the Department's Site Agreement. Contact information for the intended externship location is submitted via the "SITE REQUEST APPROVAL FORM." This form must be submitted to the Clinical Site Coordinator at least one semester prior to the semester of the desired externship.

SITE REQUEST APPROVAL FORM

Student Information	
Student Name	
AUM Email Address/ Phone Number	
Cohort	
Are you employed by this site as an SLP-A?	
Semester for which the Contract is Requested	
Projected Start Date of Externship	
Projected End Date of Externship	
General Externship Information	
Externship Option (circle one)	Adult Pediatric
Type of Placement Requested (circle all that apply)	Hospital Inpatient Hospital Outpatient Rehabilitation Hospital Nursing Home Home Health Private Practice School Community Clinic
Facility Information	
Facility Name- <i>name of exact site/school where you will be attending</i>	
Facility Address	
Company Name of the Therapy Provider	
Facility Website	
Facility Contact Person	
Contact's Email Address	

Contact's Phone Number	
<p>Describe the type of experience you would gain from this site.</p> <p>Note: Please be very detailed. The more information given, the greater the chance of site approval. Your response should include, but not be limited to, description of:</p> <ul style="list-style-type: none"> • Type(s) of population(s) to be treated: <ul style="list-style-type: none"> o Adults o children • Type(s) of service delivery: <ul style="list-style-type: none"> o Group Treatment o Individual Treatment o Evaluation • Collaboration to be had with other health/education professionals • Diagnoses of current clients • Number of clients to be seen by the SLP in a day 	
List competencies you would expect to gain from this site	
Will the site provide you with a supervisor who has held ASHA certification for a minimum of one year, who has completed the mandatory 1 hour of Ethics	<p>Prospective Supervisor's name:</p> <p>Supervisor's ASHA number:</p>

CEU training and 2 hour of Supervisory CEU training, and is a current ASHA member? YES or NO	
How many hours per week are worked by the site's SLP(s)?	
Which contract will the site use?	
If approved, will you complete a full time or part time externship at this site?	(5 days a week/3 days a week)

Externship Contract Requirement Policy

All externship sites MUST have a legal contract/affiliation agreement between the site and AUM fully executed prior to the beginning of any externship placement. Some sites wish to use a standard contract/ affiliation agreement drawn up by AUM. Other sites wish to use a contract/affiliation agreement drawn up by their company.

These agreements are executed by AUM Office of Financial Services in coordination with the Clinical Site Coordinator and the Department Chair. Contracts/Affiliation Agreements can take in excess of 6 months to fully execute. Due to the legal wording required of contracts, some contracts may never be fully executed due to laws of each state involved, etc.

All externship sites must be under an active contract between the site's owners and AUM. Students who desire to be placed at a site not currently under contract must complete and submit the "CONTRACT INFORMATION FORM," when prompted by the Clinical Site Coordinator. Students requesting a new contract should email a fully-completed copy of this form to the Clinical Site Coordinator. All information must be complete and accurate for the contract to be processed. This form must be submitted at least 6 months in advance of the beginning of the placement.

DEADLINES FOR SUBMITTING SITE REQUEST APPROVAL FORMS:

- Contracts to be used in a fall semester must have Site Request Approval Forms submitted by February 15th.
- Contracts to be used in a spring semester must have Site Request Approval Forms submitted by July 15th.
- Contracts to be used in a summer semester must have Site Request Approval Forms submitted by November 15th.

CONTRACT INFORMATION FORM

General Student Information	
Student Name	
Cohort / Phone Number	
Semester the Contract Will Be Used	
Contract Information	
Legal Name of Facility, Agency, or Company	
Full Legal Address	
Name of Person Signing the Contract	
Signer's Title with the Facility	
Signer's Phone Number	
Signer's Fax Number	
Signer's Email Address	
Who Have You Contacted About This Contract?	
Additional Comments	

AUBURN UNIVERSITY AT MONTGOMERY
Department of Communication Disorders
MS-SLP Student Site Placement Commitment Form

This Agreement ("Agreement") is entered into by and between Auburn University at Montgomery Master of Science in Speech-Language Pathology Program and _____ (Student Name).

BACKGROUND

- A. AUM and Student desire to cooperate in obtaining coordinated clinical placements for the Student, who has been admitted to the Master of Science in Speech-Language Pathology Program.
- B. AUM has the ability and resources to arrange for the necessary clinical experience for Student through an Affiliation Agreement between AUM and Assigned Clinical Rotation Sites throughout the student's graduate program in Speech-Language Pathology.
- C. The parties agree that the sole purpose of this Agreement is to confirm and memorialize Student's acceptance of the terms and conditions of the Site and Student's placement therein.

AGREEMENT

For and in the consideration stated above, the Student agrees as follows:

- 1. Student has requested and consents to be assigned for clinical experience to the Sites.
- 2. Student acknowledged that s/he has read, reviewed, understands, and is aware of the requirement to abide by the existing rules, policies and/or regulations of the Sites, including any additional Site-specific Code of Conduct or Student Education handbooks and materials, and the wearing of proper dress and identification.
- 3. Student is required to respect the confidentiality of all patient/client information obtained while participating in the Program at the Sites.
- 4. Student will meet Site's employee standards for safety, health, and ethical behavior.
- 5. Student shall defend, indemnify, and hold harmless AUM, its agents, officers, officials, employees, and volunteers from and against all claims, damages, losses, and expenses (including but not limited to attorney fees and court costs) arising from the acts, errors, mistakes, omissions, work or service of the Student with regard to the Student's performance of this Agreement.
- 6. Student will be responsible for any charges generated for emergency or other care related to any occupational injury, environment hazard or infectious disease incurred in the line of duty while on a clinical rotation. The University will not cover any cost related to medical care for the student.
- 7. Students are responsible for having health insurance coverage if required by site, and show documentation of such before going on any clinical rotation sites.

8. Student agrees to allow the CMDs Department to send records to clinical sites, if required or requested by site, to prove compliance with contractual terms with the site in the event of an audit or if a prerequisite to attendance at the site. Records would be limited to evidence of immunizations and TB skin test, HIPAA training, evidence of student liability insurance, drug testing, recent picture identification of student, current physical, and educational records (resume, purpose statement and transcript).

_____ Student	_____ Date	_____ AUM Authorized Official	_____ Date
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AUM S Number: _____

Site Specific Additional Documentation Requirement

Students may be required by specific sites to submit additional documentation of specialized nature, such as flu vaccinations, vaccination records, drug screening, fingerprinting, CPR training, and orientation.

Students will be expected to acquire the additional documentation as necessary. Any cost related to the documentation/training is the burden of the student. Any additional documentation must also be uploaded to CALIPSO by the student under “compliance documents.”

Students may attend workshops/professional development if requested by the externship site supervisor. Days of this type will be in addition to the minimal on-site hour Policy of the externship option chosen by the student. These days do not count towards on-site hours.

Externship Dress Code

In the absence of an externship site dress code, students will adhere to the AUM Speech and Hearing Clinic Dress Code (See AUM MS-SLP Student Handbook) for all externship placements.

Personal Device Policy

Cell Phones, smart phones and smart watches may be used as timing devices to track time during the sessions, but these devices may NOT be used for texting, photos/videos, or phone calls when completing a clinical externship. The only exception is when the approved treatment plan for the client/patient specifies therapeutic use of phones; therefore, prior supervisor approval is required. Student clinicians are not allowed to use their cell phones for personal phone calls or text messages during treatment sessions. In addition, students should not use their cell phones while at their externship site unless permission is given by the supervisor for a special circumstance or emergency situation.

Attendance

Students are expected to be on time and ALL clinical experiences. Failure to attend an activity required for the externship may result in a lower course grade or failure. The AUM Department of Communication Disorders expects that students will recognize they have entered a profession in which commitment to full participation in the learning environment is essential and will become a style of lifelong learning.

- Time management is a necessary professional skill, and punctuality is expected in professional workplaces.
- Punctual attendance is expected in all educational activities, and required for clinical experiences. Students will not be excused from clinic for job interviews/orientations/outside employment or personal/family events.
- Routine healthcare of a non-urgent nature and personal plans (e.g. flight arrangements) should be scheduled during the regular AUM semester breaks in or order to avoid unexcused absences from clinical experiences.

- Externship supervisors will be provided with information pertaining to the reporting of student absences to the Clinical Site Coordinator.
- Students may be suspended or dismissed from their externship due to absences at the discretion of the site supervisor or the Clinical Site Coordinator.
- Unexcused absences:
 - If a student misses 3 days at a placement for reasons not judged to be emergencies or personal illness, the placement will be terminated.
 - Another placement will NOT be assigned for that semester. The student can choose to withdraw from the course.
 - Individual sites may have policies regarding attendance and punctuality. The consequences outlined in the company/facility policy may supersede departmental policies.

Externship Attendance Record

Students must record all time spent at the externship site on the Externship Attendance Timesheet form. The Timesheet should be saved and completed for each month of a placement and emailed to the Clinical Site Coordinator weekly.

- Keep in mind that you must work a minimum of 3.5 hours in a day, and 3 days per week in order for your time to count towards your externship total. Anything less than 3.5 hours will be counted as '0.'
- Attendance Timesheets are located on CALIPSO. To navigate to the form, click on Student Information, Clinical Placement, and then look under "clinical externship" to find the "attendance timesheets."

Externship Schedule Requirement

Students will adhere to the schedule as established prior to the beginning date of the externship placement. The Site Supervisor may request schedule changes at his/her discretion. Schedule change requests proposed by the student should be minimal. Students should expect to not be allowed to take vacations, spring or fall break, etc. during externship placements in order to fulfill clinical hour policy. Students are expected to follow the schedule as established by the supervisor and not request accommodations.

All changes to the schedule, including changes requested by the supervisor, must be communicated by submitting the "EXTERNSHIP SCHEDULE CHANGE/ABSENCE NOTIFICATION FORM" to the Clinical Site Coordinator.

Changes to your schedule and all absences must be reported through the use of this form and submitted to the Clinical Site Coordinator within 48 hours upon return to site after occurrence.

EXTERNSHIP ABSENCE AND SCHEDULE CHANGE NOTIFICATION

General Student Information	
Student Name/Cohort	Name: Cohort:
Email Address/Phone	
Date form submitted	
Absence Reporting	
Externship Site	
Supervisor Name	
Email Address	
Date(s) of absence	
Reason for absence	
Make Up Schedule	
Permanent or Temporary Schedule Changes	
Reasoning:	
Old Schedule:	
New Schedule:	
Required supervisor signature on ALL absences AND schedule changes Printed Name _____ Signature _____	
Student Signature: Printed _____ Signature _____	

Clinical Clock Hour Policy

Students are responsible for maintaining handbook clinical clock hour logs. Logs will be retained by the student. The AUM MS-SLP graduate program reserves the right to request copies of all log sheets as official documentation.

Clinical Clock Hours and Competencies Tracking System (CALIPSO)

CALIPSO is a web-based tracking system that logs completion of your coursework, clinical hours and competencies for graduation. The supervisors on and off campus also use this system to complete an evaluation of you during your clinical affiliations and approve your clinical hours. You will receive more information at orientation in the fall about how to create an account, use the system, which documents to upload and how to retrieve those documents. The cost for each student is a one-time fee of \$125.00 upon initial registration.

CALIPSO Clinical Skill Evaluation and Scoring

At mid-term and at the end of every semester, the student's supervisor will complete an evaluation of the student's performance. The student must enter the hours accrued in various categories within CALIPSO weekly, and the supervisor will complete the Performance Rubric ratings which indicate the level of competencies and skills the student has achieved. The student and preceptor should review and discuss this evaluation at mid-term and at the end of the semester.

Competency Monitoring Policy

Students are responsible for monitoring competencies during externships to assure all areas are met for graduation in a timely manner. Student competencies are determined through the SLP supervisor's scoring on the STUDENT PERFORMANCE EVALUATION completed in CALIPSO.

Completion Documentation Policy

Students are responsible for submission of completion documentation at the end of an externship to be eligible for a passing grade in each CMD5 7944. Completion documentation includes:

- **Finalized Performance Evaluation of the student in CALIPSO**- The supervisor packet of information given to the site supervisor at the beginning of the externships will provide instructions regarding the completion of this evaluation. Students should expect the supervisor to discuss the performance evaluation with them.
- **Attendance Timesheets** submitted to the Clinical Site Coordinator by email. All on-site hour requirements for an externship must be met.
- **Clinical Clock hours entered and approved** by the supervisor in CALIPSO. All minimum hours requirements for an externship must be met.
- **Completion of all Portfolio items**- Purpose Statement, Reflection Statement, Resume, Supervisor Feedback Forms and the Student Evaluation of Off-Campus Placement must be completed in CALIPSO.
 - This evaluation is an opportunity for the student to provide feedback about the supervisor and externship experience. These

CALIPSO PERFORMANCE RATING SCALE

CALIPSO's Performance Rating Scale will be used by externship site SLP supervisors to evaluate students' performance.

Performance Rating Scale

- 1 Not evident:** Inadequacies were present that suggest the student fails to understand and/or apply skills in relation to clinical applications. Performance was inadequate.
- 2 Emerging:** Needs specific direction and/or demonstration from the supervisor to perform effectively.
- 3 Present:** Requires general direction with occasional specific direction from the supervisor to perform effectively.
- 4 Developed:** Demonstrates independence with occasional collaboration with the supervisor. Initiates changes when appropriate and is effective in demonstrating clinical skills.

According to the Auburn University at Montgomery Department of Communication Disorders MS-SLP degree plan, each student must successfully complete at least one semester of CMDS 7914 Clinical Practicum and at least two semesters of CMDS 7944 Clinical Externship. In these clinical experiences, students must obtain a grade of at least a B (3.0) for all ASHA competencies and standards.

Clinical Intervention Plan

In the event, that a student appears to be at risk of not reaching the required minimum clinical grade (3.0 on KASA evaluation form) as documented in CALIPSO, an identification and intervention protocol has been established. This plan is intended to identify students with marginal clinical skills and to prevent inadequately prepared student clinicians from matriculating through the program. Clinical faculty or external site supervisors will identify students who may be at-risk for poor clinical performance before a formal at-risk protocol is enacted. Below average clinical skills should be identified early in the semester and efforts should be made to improve these skills immediately up on identification. The purpose of early identification and intervention is to guide students toward clinical independence and autonomy.

If a clinical faculty member or external site supervisor has observed and documented sub-standard clinical performance in clinical practicum, he/she will present these concerns to the student immediately. A meeting will be scheduled between the student, the supervisor, and the clinical site coordinator to review the relevant standards and skills scored poorly on the Performance Evaluation form in CALIPSO. Performance requiring intervention is defined as scoring at an average of 2.99 or below for CMDS 7914, CMDS 7944, or for any individual competency standard. The supervisor notifies the student clinician in writing and indicates that the student has been identified as at risk for inadequate clinical performance.

CMDS 7944 CLINICAL EXTERNSHIP CLINICAL INTERVENTION PLAN

If the site supervisor identifies cause for concern regarding the student clinician's performance in the clinical externship, the site supervisor will notify the clinical site coordinator of the need for intervention. The site supervisor identifies standards and skills from the Performance Evaluation form uploaded on CALIPSO. Performance requiring an intervention plan is defined as scoring at an average of 2.99 or below for CMDS 7944 or for any individual competency standard. The clinical site coordinator notifies the student clinician in writing, indicating that the student has been identified as at risk for inadequate clinical performance.

RESPONSIBILITIES AND ACTIONS UPON NOTIFICATION OF AT RISK PERFORMANCE:

Student Clinician:

- **Self-evaluation.** The student may be asked to complete a self-evaluation form regarding clinical performance. Self-evaluations will be completed at mid-term and end of semester, routinely.
- **Clinical Intervention Plan.** The student clinician works with the clinical site coordinator and site supervisor to develop and sign a remediation improvement plan, which includes specific objectives to improve clinical skills and behaviors as identified on the Performance Evaluation form in CALIPSO.
- **Meetings:** The student meets with the clinical site coordinator and site supervisor on a weekly basis (via telephone conference, Zoom or email) to discuss progress toward achieving the specific objective(s).

Clinical Site Coordinator

- **Student Notification.** The clinical site coordinator notifies the student in writing that the student will be placed on an intervention plan.
- **Clinical Improvement Goals:** The clinical site coordinator will develop and sign clinical improvement goals based on input from the site supervisor and the student.
- **Meetings:** The clinical site coordinator will schedule weekly meetings (via email, phone or Zoom) with the student and the site supervisor to discuss the student's progress on the intervention plan.
- **Record of Notification.** The clinical site coordinator files a copy of the written notification and goals in the student's administrative file and uploads to CALIPSO. The clinical site coordinator will notify the Chair.

Site supervisor

- **Clinical Intervention Goals:** The site supervisor will work with the clinical site coordinator to develop and sign clinical improvement goals based on input from the student.
- **Meetings:** The site supervisor (via email, phone or Zoom) will meet regularly with the student and the clinical site coordinator to discuss the student's progress on the intervention plan.

AT THE CONCLUSION OF THE INTERVENTION PLAN:

- If the student has met all standards targeted and earned a grade of 3.0 (B) or higher, the student will proceed with the next appropriate clinical placement and/or graduation.
- If a student clinician earns a final grade of C (2.99) or below or does not meet a specific standard, the student:
 1. Will be placed in the intervention plan the following semester
 2. Will re-enroll in CMDS 7944 the following semester
- A committee (of two or three clinical and academic faculty) is appointed by the clinical site coordinator and department Chair to identify specific areas of concern based on the final assessment from the preceding semester and to plan the next appropriate clinical experience.
- The committee will meet with the site supervisor (face to face or via email, phone or Zoom) to develop goals and outcome measures. The goals will be reviewed with the student.
- The clinical site coordinator will meet with the site supervisor regarding performance expectations; the nature of performance evaluation; and the roles and responsibilities of the student clinician and the instructors. A written summary is provided for all involved parties. A signed copy is placed in the student's administrative file and uploaded to CALIPSO.
- The clinical site coordinator will hold regular conferences with the student and the site supervisor to monitor the student's progress. Communication will be face-to-face, Zoom, e-mail, or telephone conversations.

ADDITIONAL CONSIDERATIONS FOR PROGRESSION TOWARD DEGREE:

- If a student clinician earns a grade 2.99 or lower or does not meet a standard for CMDS 7944, the student will repeat the course, which will add another semester to the program, and delay graduation.
- If a student clinician earns a grade 2.99 or lower or does not meet a standard in any subsequent CMDS 7944 courses, the student is deemed unprepared to practice as a speech-language pathologist and will be counseled regarding dismissal from the program

**Auburn University at Montgomery
Department of Communication Disorders
MS-SLP Graduate Program
Clinical Intervention Plan**

Student:	Date:
Supervisor:	Clinical Site Coordinator:
1. Identify and develop agreement regarding competencies not being achieved during the practicum period (list/describe using verbiage from document of reference): 	
2. Plan of Action (describe the clinical skills, including assessment, intervention and/or interaction/personal qualities to be addressed): 	
Target date for completion of proposed plan of action: ____	
Signatures for Plan of Action: Student _____ Supervisor (s) _____ Clinical Site Coordinator _____ Date signed: _____ Page 1	

3. Action Steps Addressed:

Decision based on action plans/outcome:

_____ **Extend time at current practicum site**

_____ **Continue practicum at another site**

_____ **Terminate practicum**

_____ **Other** _____

Comments:

Signatures for Plan of Action DECISION:

Student _____

Supervisor(s) _____

Clinical Site Coordinator _____

Department Chair _____

Date signed _____

Document Portfolio Policy

Students will develop a portfolio of documents pertaining to each externship throughout the graduate program. The documents of the portfolio will be uploaded and stored on CALIPSO. Students may be suspended from the externship placement for failure to submit components of the portfolio by specified deadlines. There are three procedures listed for this policy.

1. Students will complete a narrative essay, Purpose Statement, within the first week of each externship placement. The essay will be housed within the student's CALIPSO account. The essay should:
 - Describe specific goals for the externship experience and what the student hopes the outcome of the placement will be.
 - Reflect graduate level thought, grammar and composition.
 - Be no less than one typed page in length.
 - Identify the placement site, semester in which the placement will be completed.
 - Describe the competencies the student hopes to gain.
 - Provide information relating current experience to previous ones (both in and out of the profession).
 - Explain how the student believes the experience will contribute to his or her knowledge and skill development.
 - Students will upload the narrative essay to CALIPSO
2. Students will complete a narrative essay by the last week of each externship placement, referred to as a "Reflection Statement". The essay will be housed within the student's CALIPSO account. The essay should:
 - Directly correlate to the narrative essay "PURPOSE STATEMENT" written at the beginning of the externship placement.
 - Identify the externship site and supervisor.
 - Identify the semester in which the placement was completed.
 - Narratively outline the timeline by which the placement was completed.
 - Answer the following questions, displaying graduate level thought, grammar and composition: How did the placement contribute to your professional goals? What type of critical thinking skills did you develop during the experience? What clinical strengths emerged in you during the placement? What clinical challenges did you face in the placement? What did you learn that will help you with future placements? What competencies did you gain during this externship?
3. Students will upload a personal resume by the end of the first CMDS 7944 to CALIPSO using the guide provided below.

Resume Checklist

Each content area is suggested, not required. You may use them in a different order than listed below.

- Education
- Practicum experience (list clinical experience completed as a student)
- Related experience (SLPA, CNA, special education teacher, etc.)
- Work experience (can be combined with related experience)

- Honors and Awards
- Certifications or recognized skills
- Research
- Presentations
- References

Formatting tips

- The word resume should not appear at the top of the page
- If a hard copy is required, use resume paper (available at most office supply stores)
- Use black ink
- If your resume contains bullets, make sure they are completed
- If a second page is needed, your name and page numbers should be in the header
- The layout should be concise and intuitive
- Use an appropriate font size (ex. 10, 11, or 12 point)
- Simple, readable fonts are suggested: Arial, Times New Roman, Tacoma, Georgia, Courier, etc.
- Margin size should be consistent and no less than 0.7"; 1" is standard
- Paperclip your resume if more than one page is used for a hard copy

Content tips

- Reduce or avoid overuse of common phrases such as "responsibilities were and/or duties included"
- List jobs in order of importance or chronologically; be consistent
- Use action verbs (e.g. developed, created, supervised, researched) with consistent verb tense
- Make sure that what you present is relevant to your objective
- Avoid acronyms or abbreviations known primarily to SLP (GFTA, CAAP, WAB, etc).
- Proofread more than once and have someone else to also proofread it.
DO NOT rely on Microsoft Word for proofreading
- Avoid too many pronouns
- Follow the site's instructions for submitting your resume
- **Be careful to note:**
 - Master of Science in Speech-Language Pathology (not Speech and Language Pathology)
 - Distance learning students do not have to cite the manner in which the degree was earned
 - Master's degree, not Masters ("I will receive my Master's degree this year." "I will receive a Master of Science degree this year")
 - SLPs (if you're talking about more than one SLP); SLP's (if you're talking about something belonging to an SLP)
 - Use a professional email address that will remain valid after graduation.
- If you cite a phone number on the resume, make sure to include the area code and that the phone number is current and available; the voicemail message should be professional and include your name

Blackboard Ultra Policy

Students will participate in Blackboard Ultra throughout each CMD5 7944 course. Students will be required to participate in Discussion Boards and Assignments to correlate with the externship experience. Participation is mandatory.

A weekly seminar dedicated to various clinical issues including accountability, evidence-based practice, processes of clinical education and supervision, professional conduct, ethics, self-reflections, case study analysis, and other related topics will be held during the clinical externship experience. One of the primary purposes of this seminar is to enable students to understand the processes of clinical education; and the process, regulations, and requirements for clinical supervision. These seminars will be held via Zoom or Blackboard Collaborate Ultra. Student performance in the seminar component of this course will be assessed by rubrics, quizzes, and rating scales that will be made available in the first synchronous class meeting.

ASHA Ethics and Scope of Practice Policy

Students must adhere to the ASHA Code of Ethics and the ASHA Scope of Practice.

Students must read, familiarize, and adhere to both the ASHA Code of Ethics and the ASHA Scope of Practice. Students may follow the links provided below to access both documents. At any time during the course of clinical experiences, if the student feels as if he/she is being requested to violate the Code of Ethics or perform outside the Scope of Practice, the student should contact the Clinical Site Coordinator or Department Chair immediately, a copy of the Code of Ethics is found in the MS-SLP Student Handbook.

KASA Form Policy

Upon completion of the AUM MS-SLP program, each student should be competent in the skill area delineated in the KASA form. (Refer to the KASA form in CALIPSO). Students should monitor progress toward acquisition of the academic and clinical competencies. The KASA form will be incorporated in the ASHA membership and certification application that must be submitted prior to graduation.

Conflict of Interest Policy

The AUM MS-SLP graduate program does not provide stipends for externship supervisors. We do not allow students to pay mentors to assist with the externship process. ASHA does not allow Clinical Fellowship Supervisors to be paid. The AUM Department of Communication Disorders will maintain consistency with ASHA policies.