

University of Houston

Department of Communication Sciences &
Disorders

Externship Handbook

2009-2010

University of Houston
Department of Communication Sciences and Disorders
Externship Handbook Information

The University of Houston's Department of Communication Sciences & Disorders offers a comprehensive externship program. The University of Houston has affiliations with a variety of medical facilities, public and private schools, private practices, rehabilitation hospitals, and long-term acute care facilities. Our program offers students a choice from among approximately forty different sites throughout the city. It also may be possible to arrange externships in some major city in Texas other than Houston (e.g. San Antonio, Dallas) or elsewhere in the United States.

Graduate students typically complete an adult externship placement and a child externship placement. Adult sites are classified as sites in which adults make up the primary caseload. Child sites are classified as sites where children make up the primary caseload. In medical sites, students obtain experience interacting with medical professionals such as, physicians, nurses, clinical dieticians, and rehabilitation staff. In educational settings, students interact with educational professionals such as, educational diagnosticians, teachers, psychologists, administrators, reading specialists, and counselors.

The Department of Communication Sciences & Disorders wants to thank you for agreeing to supervise one of our students. We appreciate the time and effort that you have committed to this experience. Our externship placements are critical to the education of our students. Your contribution to the department enhances our program.

The purpose of this handbook is to orient you to the procedures and process of externship supervision. This process is different from clinical supervision on campus because it trains students directly in an employment setting. We want the students you accept in your facility to become active participants in your program.

Here are some general policies regarding the externship programs that have been established by the UH faculty and staff:

- Students cannot accrue hours if a supervisor is not on site, this is a UH policy. We feel that students will gain the most productive experience if a supervisor is at the same location with the student.
- According to ASHA guidelines all student documentation must be co-signed by the supervising speech-language pathologist.
- Students should receive practicum hours for quality work. Grades of B- or lower will not count for practicum hours.
- Grade inflation, whether clinical or academic, hurts our profession and reduces the value of any grading system. You may use our system or develop one that meets your needs. We encourage you to apply stringent criteria to your grading of externs.
- Students completing externship assignments at sites where they are employed as assistants must adhere to additional requirements. An additional document noting these requirements will be made available and must be signed and returned to the externship coordinator.
- Supervisors should determine the hours that students are to be at the site, not the extern student. Students are strongly encouraged to attend five days a week.

CONTACT INFORMATION

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Disorders
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www.uh.edu/comd

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Externship Coordinator:

Kathy Ermgodts, M.A. CCC-SLP
(713) 743-0909
kermgodts@uh.edu

Department Chair:

Lynn Maher, Ph.D CCC-SLP
(713) 743-2896
LMMaher@UH.EDU

University Liaisons and Site Visits

Each student and supervisor is assigned a university liaison. This liaison is available for questions and concerns. You may also call the externship coordinator at any time if you have questions or need additional information. The liaison will make contact with the supervisors during the first week of the externship. A site visit may be scheduled during the semester, typically around mid-semester. If you would like a site visit at any time, please contact the liaison or the externship coordinator.

Supervision and Clinical Hours

Externship supervisors are expected to provide direct supervision of the student clinician's diagnostic and treatment sessions conforming to ASHA guidelines: 50% of each diagnostic session (one of two complete sessions) and 25% of treatment sessions (one of four complete sessions). Early in an externship you may provide more supervision until you feel your student is capable of and comfortable with more independence.

The new requirements (2005) specify students must earn 400 clinical contact hours, with at least 375 at the graduate level. Students must earn at least 50 clock hours when enrolled in COMD 7392 to receive credit for the course.

There are new standards for the Certification of Clinical Competence-Speech-Language Pathology that went into effect January 1, 2005. Because of these new standards, academic programs have had to make revisions that will affect academic and clinical education. These changes have been established by the Council of Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech, Language, Hearing Association (ASHA).

The philosophy and purpose of these changes are:

- Increased interaction between your academic and clinical program with a focus on the inter-relationship between the acquisition of knowledge and the acquisition of skills.
- Focus on thorough assessment throughout the masters program.

Knowledge and Skills Assessment

Students no longer need a specified number of clock hours in specific disorder areas. Rather, ASHA stipulates students need to obtain knowledge and skills across nine disorder areas and across the age span.

A Skill Competency Summary Form is included in the externship information packet. This form lists the skill areas necessary for completion of the graduate program. This form will be used by extern supervisors to document competencies and skills completed during the externship practicum experiences. At the end of the externship, the clinician will ask the supervisor to sign off on the skills assessment sheets. The supervisor may sign off if they feel the student has demonstrated beginning competence with a particular skill. The student does not have to be independent, but rather, be able to demonstrate basic competence expected of a graduate student. It is the student's responsibility to present the form to the supervisor and request appropriate signatures. Students present this form at externship checkout and the externship coordinator will input completed skills into the electronic knowledge and skills tracking system.

Forms

Externship Agreement Form (Appendix A)

- Signed by the supervisor at the start of the externship
- It is a record of acknowledgment of supervisory responsibilities
- Return to Externship Coordinator

Externship Confirmation Form (Appendix B)

- Completed by the student
- Fill out completely
- Turn into externship supervisor on above listed date

- Include a copy of your supervisor's ASHA ID card and Texas Licensure card

Externship Practicum Evaluation Form (Midterm and Final on same form) (Appendices C &D)

- Completed by supervisor-Keep a copy
- Medical setting or educational setting version
- Turned in at midterm and final grading times
- See dates above
- May be faxed to externship coordinator or delivered by student in a sealed envelope
- Supervisor and student will have a grading conference at midterm and final.

Skill Competency Summary Form (Appendix E)

- Completed by the supervisor at the end of the semester
- A summary of the skills the student gained throughout the semester
- It is attached to the final grading form and turned in at externship check-out

Semester Hour Log Form, Keep Track Form & Diversity Form (Appendices F & G & H)

- Completed and maintained by student
- Signed by supervisor at the end of the semester
- Keep Track signed by the site supervisor
- Turned in to clinic director or externship coordinator after signatures are obtained
- Diversity Form completed by the student at the end of the semester. Reflects number of clients, not hours

Externship Site Evaluation Form & Supervisor Evaluation Form (Appendix I)

- Completed by the student and turned in at externship check-out at the end of the externship along with the Keep Track form.

Externship Information for Students

Externships are available for students to do practica off campus. Most externships will be more than 20 hours a week. Many externship sites require students to attend five days a week. The program is designed to minimize the number of academic courses taken concurrently with externships. Students who are off track are *strongly encouraged* not to take more than two lecture type course on campus during the externship semesters. *Prior to enrollment in an externship experience, you need to have successfully completed an in-house diagnostic team assignment with a grade of B or better.*

There are specific regulations for this experience, which are found in the externship handbook. It is important that students follow the process for externship assignments, including:

- Fill out an application the semester before you plan to do your externship. The forms are available to you in the UH Clinician's workroom or from the externship coordinator. **Fill out the entire form.** The form contains important information for the Coordinator to make appropriate placements.
- Submit the form to the externship coordinator by the posted due date. Late applications will not be accepted.
- You will list your first and second choices for externship placement in order of priority. While every effort will be made to accommodate your request, there are a number of factors that impact externship placement. There is no guarantee that we will be able to place you at your first or second choice, however, every effort will be made to substitute with a comparable placement, taking into consideration your clinical experience needs and requests from externship supervisors.
- All students must attend the pre-externship meeting to receive their externship assignment. If you DO NOT attend the meeting, you will not be allowed to begin the externship.

- For some sites, your placement is not confirmed until you have interviewed and been accepted by the site supervisor. Prepare for the interview by making a list of questions for the supervisor.
- If you are already working in the schools as an SLPA, it may be possible for you to use your site for ONE semester provided a written plan is made that describes how you will be supervised. You need to complete an additional form and secure permission from the Department Chair to do so.
- The minimum number of externship hours at a site is 20 hours a week, unless you have an exception which requires written approval by the Department Chair. However, most externships require that students be at their site more than 20 hours. Please plan accordingly.
- The externship begins the first week of the semester and ends the week before finals. All students are expected to complete the full semester.
- Students will not be granted extra time off to study before their comprehensive examinations, the Praxis II Exam, Evidence-Based Practice Reports or other program requirements.
- Students should not expect to take spring break or any other University holidays without prior written approval by the University externship coordinator and the on-site supervisor.
- Many sites may require background/security checks, TB skin tests, CPR certification, or a Hepatitis B vaccination. CPR certification will be provided during mandatory graduate orientation. Other requirements must be completed by the student.

The minimum number of hours you must accrue at your site is **50** clock hours. If this number is not achieved, you will earn a grade of incomplete. You must complete your hours at the current site or be assigned another site by the Externship Coordinator. Please see the Clinic Handbook and graduate Handbook regarding the Department's policies on grades of Incomplete. Externship students should also refer to these handbooks for the policies regarding remediation and complaint procedures.

COMD 7392
Advanced Practicum in Speech-Language Pathology:
Externship

SYLLABUS

Course Name/Section Numbers:

COMD 7392 Advanced Practicum in Speech-Language Pathology:
Externship

Course Description:

A supervised advanced clinical practicum in speech-language pathology under the direction of a University of Houston faculty member and a certified, licensed speech language pathologist. Students will obtain information regarding professional issues such as credentialing, licensures, reimbursement, and other professional issues. Information will vary based on facility and clientele of the site.

Instructors:

Katherine Ermgodts, M.A. CCC-SLP
Lynn M. Maher, Ph.D CCC-SLP

Prerequisites:

- Successful completion of COMD 7391 Clinical Practicum
- Successful completion of COMD 7391 Clinic Practicum-Diagnostics
- Completion of at least 100 contact hours
- Completion of 25 observation hours
- Approval of department chair or clinic director

LEARNING OUTCOMES:

This course will meet the following standards for the Clinical Competence in speech-language pathology and the following Learner Outcomes/Behaviorally Defined Indicators (BDIs) in each standard.

Standard III-D: Knowledge of the principles and methods of prevention, assessment and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates of the disorders. Students will be able to:

- 1) Describe principles underlying intervention for children and adults exhibiting a variety of disorders.
- 2) Discuss different intervention approaches for a variety of communication disorders exhibited by adults and children
- 3) Summarize anatomical/physiological and psychological factors relevant to the variety of disorders.
- 4) Explain the linguistic and cultural aspects of behavior that need to be considered when developing intervention programs for adults and children with disorders.
- 5) Develop procedures to measure outcomes of performance resulting from intervention

Method of Evaluation: Supervisor observation, midterm evaluation, final evaluation, review of daily documentation in client charts or files

Standard III-E: The student must demonstrate knowledge of standards of ethical conduct. Students will be able to:

- 1) Describe the principles in ASHA's Code of Ethics
- 2) Identify ethical issues prevalent in clinical practice
- 3) Compare and contrast examples of ethical and unethical behavior
- 4) Explain methods that should be implemented to ensure client confidentiality

Method of Evaluation: Supervisor observation, midterm evaluation, final evaluation, review of daily documentation in client charts or files

Standard III-G: The student must demonstrate knowledge of contemporary professional issues. The student will be able to:

- 1) Describe the certification process, including requirements for clinical hours, including supervision at all levels

- 2) Discuss ASHA's policies and guidelines relevant to the profession
- 3) Compare relevant legislation and policies and procedures of speech-language pathology at the local, state and federal levels.
- 4) Examine appropriate service delivery settings and business practices including reimbursement policies in different settings
- 5) Compare and contrast different paperwork needed in different settings.
- 6) Summarize liability, healthcare service delivery options and other relevant issues.
- 7) Judge hypothetical situations regarding professional behavior (e.g. liability, sexual harassment)

Method of Evaluation: Supervisor observation, midterm evaluation, final evaluation.

Standard III-H: The student must demonstrate knowledge about certification, specialty recognition, licensure, and other relevant professional credentials. The student will be able to;

- 1) Describe state and national regulations for certification and licensure in speech-language pathology.
- 2) Explain the relevance and importance of state and national regulations regarding certification and licensure.
- 3) Compare and contrast the paperwork necessary for state and national professional credentials.

Method of Evaluation: Supervisor observation, midterm evaluation, final evaluation.

STUDENT RESPONSIBILITIES:

1. A minimum of twenty hours a week of student time in the facility is required. Regular attendance is required.
2. Complete at least 50 client contact hours to earn credit for COMD 7392

3. Attend all scheduled meetings at the University of Houston
4. Comply with all policies and procedures set forth by the externship facility
5. Maintain student liability insurance
6. Maintain professionalism at all times
7. Complete a Keep Track form at the end of the externship
8. Complete and Externship Site and Supervisor Evaluation form at the completion of your externship.
9. Attendance policy: two unexcused absences are allowed. If you accrue more than two absences you need a doctor's note and may be required to make up missed days at the end of the externship.

If you fail any portion of this course it is your responsibility to make an appointment with the instructor to show proficiency in the area you failed. If you do not, the CAA dictates that we will be unable to sign off on certification requirements.

Forms

Externship Agreement Form
Externship Confirmation Form
Practicum Evaluation Form-Medical Setting (Mid-Term & Final)
Practicum Evaluation Form-Educational Setting (Mid-Term & Final)
Skill Competency Summary Form
Semester Hour Log
Keep Track Form
Diversity Form
Site/Supervisor Evaluation Form

University of Houston
Department of Communication Sciences and Disorders
Externship Agreement Form

General Policies & Guidelines

- The externship supervisor, or other designated speech-language pathologist, must be on site in order for the student to perform any evaluation or treatment.
- According to ASHA guidelines all student documentation must be co-signed by the supervising speech-language pathologist.
- The student must earn a grade of B or better to count accrued practicum hours.
- Students completing externship assignments at sites where they are employed as speech-language pathology assistants must adhere to additional requirements. An additional document noting these requirements will be made available and must be signed and returned to the externship coordinator.
- Supervisors should determine the hours that students are to be at the site, not the extern student. Students are strongly encouraged to attend five days a week unless an alternative schedule has been arranged by the site and Externship Coordinator.
- The minimum number of externship hours at a site is 20 hours a week, unless you have an exception which requires written approval by the Department Chair.
- The externship begins the first week of the semester and ends the week before finals. All students are expected to complete the full semester. Beginning and ending dates may vary due to site requirements or student needs.

Supervision & Grading

- Externship supervisors are required to provide direct supervision of the student clinician's diagnostic and treatment sessions conforming to ASHA guidelines: 50% of diagnostic sessions and 25% of treatment sessions.
- Externship supervisors will assign a midterm and final grade to the externship student and hold a midterm and final conference with the student
- Externship supervisors will complete the SLP Disorder Based Skill Competency form indicating the type and level of evaluation and intervention skills obtained.
- The minimum number of hours students must accrue at a site is 50 clock hours to receive credit for COMD 7392

As a clinical externship supervisor I agree to follow these above stated guidelines and policies and comply with the ASHA required supervision amounts.

Signature

Date

Printed Name

Site

**University of Houston
Externship Confirmation Form
Return to Externship Coordinator**

Name _____ Phone: _____

Address: _____

Email
address: _____

Site: _____

Supervisor: _____

Address: _____

Phone: _____

Email
address: _____

Supervisor ASHA ID _____ TX License
Number _____

***Please attach copy of ASHA ID card and Texas License**

***Start Date:** _____

***End Date:** _____

Hours: Monday: _____
 Tuesday: _____
 Wednesday: _____
 Thursday: _____
 Friday: _____

Scheduled time off during the semester: (If this section is not completed, you will be expected to adhere to the above schedule for the duration of your externship)

Externship Confirmation Form
Page 2

Please be certain that you have discussed the following points in your interview.

Dress code: _____
Scheduled meetings: _____
Expected caseload: _____
Clinical goals: _____
Attendance policy: _____
Schedules for paperwork: _____

*You are required to begin your externship the first day of the semester and remain at your externship site until the stated end date of externship or a predetermined end date. An end date that differs from the official externship end date may be determined only by the externship coordinator or the externship supervisor prior to the commencement of your placement. The clinic handbook states that if you leave or drop a practicum assignment once you have been assigned you will not be eligible to be assigned another practicum for twelve months unless prior approval is granted by the clinic director. If you are participating in the Beck Scholarship as one of your externships you are expected to comply with the full time commitment (six months) of the Beck Scholarship.

