**CSD 602 GUIDELINES**

**Supervision**

Northern Arizona University requests that each supervisor assess a student’s clinical performance at mid-session and end-of-session. The site should choose the tasks that they expect of the student. Direct supervision must be in real time and must never be less than 25% of the student’s total contact with each client/patient and must take place periodically throughout the practicum. These are minimum requirements and should be adjusted upward if the student’s level of knowledge, experience, and competence warrants (Standard V-E).

**On-site hours vs. direct client/patient contact hours**

The CSD Department follows the Arizona Board of Regents Academic Contact Hour Policy (ABOR Handbook, 2-206, Academic Credit). We refer to the time physically present at the site as “on-site” hours. On-site hours include meetings/lunches, etc. On-site hours are not documented/logged. Therefore, with regard to NAU Practica, since 1 unit of credit = a minimum of 45 on-site hours (per semester/session):

 Clinical Practicum (3 units of credit) = minimum of 135 on-site hours

 Some possibilities include:

* over 15 weeks = minimum of 9 on-site hours/week
* over 12 weeks = minimum of 11.25 on-site hours/week

On-site hours should not be confused with ASHA’s “direct client/patient contact” hours, which are documented/logged by the student, and include evaluation, intervention, and feedback meetings. Report writing time is not included.

**Items emailed to the supervisor at the start of the clinical rotation**

* The supervisor will receive, from the course instructor, after the session starts, an email expressing thanks and the 602 Syllabus.

**Achieving needed hours**

* Students are not required to achieve a minimum number of hours, at a site, during any clinical rotation.
* Students do not need to acquire a certain number of “direct contact” hours before starting or completing a Clinical Practicum.
* Students need to advocate for themselves and make sure they are getting the hours that they need.
* Students need to have all of their hours by the conclusion of their Externship to meet the requirements of:
* CSD/ASHA Any other specific requirements established by their particular state
* The student may only log hours during the NAU dates for the session listed on the first page of the syllabus.

**Starting the clinical rotation**

* The student must follow their Course Sequence with regard to completion of academic coursework prior to the clinical rotation.
* The student’s previous clinical rotation must be completed, a grade given, and posted on the transcript to begin the next rotation.
* Clinical rotation dates are designated on the syllabus.
* The student must be registered for the course to be at the site.
* The student must be registered for the course to log direct contact hours.
* Completion of the four foundational science/math courses before registering for a clinical rotation. Unofficial and official transcripts must be submitted to the advisor to record on the KASA.

**Site expectations**

* The student is to follow procedures as outlined by the supervisor. Site expectations differ.
* The student is not required to be at the site during NAU holidays, NAU cancelled school days, or when sick. The student still needs to meet the required number of physical on-site hours at the site, unless instructed differently by the supervisor. All schedule and time adjustments must be approved by the supervisor.

**Grading**

* The supervisor completes the Clinical Evaluation at mid-session and end-of-session.
* If at mid-session the student receives a grade of “C” or below, a Clinical Performance Plan will be developed by the course instructor. The student will be emailed to discuss the Plan. The Plan will be shared with the supervisor.
* The course instructor assigns the final grade. This is based on the Clinical Evaluation submitted by the supervisor and CSD course expectations/requirements stated in the syllabus. The course instructor may not raise a suggested grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, the course instructor may submit a lower grade.
* A grade of “C” for the final grade will result in a repetition of the, however, hours are still accrued, unless the supervisor refuses to approve the hours. A Clinical Performance Plan will be developed by the course instructor. The student will be emailed to discuss the Plan. The Plan will be shared with the next supervisor.
* If this is the student’s third “C”, dismissal from the program will be recommended to the Graduate College.
* Grade of “D” or “F”: Automatically leads to probation with an action plan.
* Academic Continuation and Dismissal. <https://www9.nau.edu/policies/Client/Details/520>

**Submission of mid-session Clinical Evaluation grade**

* The supervisor is responsible for completing the Clinical Evaluation in CALIPSO.

**Submission of end-of-session Clinical Evaluation grade and other items**

* The supervisor is responsible for completing the Clinical Evaluation in CALIPSO.
* The student is responsible for submitting the end-of-session items listed in the Syllabus.

**Ending the clinical rotation**

* It is not possible to extend a Clinical Practicum beyond the NAU end-of-session dates. If the student’s required items are not turned in on time, the student receives an “Incomplete” grade by the course instructor, which will later be changed to a letter grade when all paperwork has been approved. Then, a change of grade form is submitted by the course instructor to the Department Chair and the Dean to sign. Finally, the form is sent to the Registrar and the new grade appears on the student’s transcript. This process takes place after the next session begins. The student is responsible for checking the transcript and notifying the course instructor when the grade appears on the transcript. The student is not allowed to start the next clinical rotation or accrue hours until the student’s grade appears on the transcript.
* Taking the Praxis Exam is a requirement for the completion of this course.
	+ CSD will obtain scores on the ETS website.
	+ Follow the information provided in the CSD Graduate Student Handbook (Praxis).
	+ Advisors record the score on the student’s KASA form.
* Completion of the Comprehensive Exam is a requirement of the CSD program.
	+ The exam is online and comprises the final exam for the Praxis Review course that takes place during the first 5 weeks of P1.
	+ The comprehensive exam must be passed with a 70% or better. You may attempt to take this exam twice.
	+ If the exam is not passed in two attempts, a remediation plan will be put in place for the student to support areas of academic weakness.

**Additional student information**

* The syllabus will be on Canvas before the start of the session. It states all of the requirements for your course. Follow the dates!
* CALIPSO provides detailed instructions to the student and to the supervisor.
* All required forms are on the CSD website. Do not use old forms, as they will be returned to you.
* Always refer to the most recent information given to you by NAU.
* The student may have more than one site during a clinical rotation. Affiliation agreements are required for sites at which the student is NOT employed and should be arranged prior to the start of the clinical rotation.
* The student may have more than one supervisor.
* (Summers students) Practicum 1 and 2 may be at the same site. Note that many states (e.g., CA) require that clinical experiences occur across 3 settings, so think carefully about how to gain experience across settings in your clinical placements.
* See the CSD Graduate Student Handbook for details regarding withdrawing from a clinical rotation and/or requesting to switch sites.
* See the CSD Graduate Student Handbook for details regarding dismissal from a clinical rotation.
* See the CSD Graduate Student Handbook for details regarding GPA Requirements and Course Repeat Policy.
* See CSD Graduate Student Handbook for details regarding Clinical Performance Plans.

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