**CSD 608 GUIDELINES**

**Supervision**

Northern Arizona University requests that each supervisor assess a student’s performance at the mid-session and at the end-of-session. We do not make any other requests, as we believe that 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 clinical rotations, since 1 unit of credit = a minimum of 45 on-site hours (per semester/session):

Externship (12 units of credit) = minimum of 540 on-site hours

 Some possibilities include:

* over 15 weeks = minimum of 36 on-site hours/week = 540 total on-site hours
* over 12 weeks = minimum of 45 on-site hours/week = 540 total on-site hours
* over 8 weeks = minimum of 45 on-site hours/week = 360 total on-site hours
* Monday-Friday. 8-5 PM.

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

**Before starting the Externship**

* Students must pre-approve, with the course instructor, the site/s they intend to contact for possible Externship. The course instructor must approve the site. The student needs to send the course instructor an email or speak with the instructor for approval. This is especially important if the site is not a hospital/rehabilitation/nursing home setting. Even if a site is approved, there may be circumstances that indicate that the site is not an appropriate placement for the student. At that time, it may be necessary for the student to choose an alternative site that is pre-approved by the course instructor. The course instructor may make the decision that the student needs to find a different, pre-approved site, at any time prior to the Externship.
* Discuss start and end dates, with the supervisor, at the time of the interview. The supervisor needs to know these dates before accepting the student for the Externship. Since NAU has a contract with the Externship site, which has a “start date” and an “end date”, the student has flexibility to establish, with the supervisor, the start and end dates, although, the start date may not be earlier than NAU’s start date. It is possible to customize how many days/hours are worked each week.
* Part-time Summers students only:

If a student is unable to have a 12 week externship length due to conflicts with their work schedule, it is possible to reduce the externship length down to 8 weeks. Less than 8 weeks is not possible. First, the student must email the course instructor stating the need for a reduced externship length, give the reason, and provide the start and end dates for the reduced externship length. Include the exact number of weeks. The student must receive approval from the course instructor for the reduced externship length. Next, the student is responsible for getting the approval of the site for a reduced externship length prior to accepting the Externship at the site. The student must use the form “Reduced Externship Length Petition” on the CSD website and provide necessary documentation delineated in the CSD Graduate Student Handbook.

* Discuss any needed “extra requirements” that differ from NAU’s Registration Checklist and complete these prior to the Externship.
* The Externship site must be different than previous sites and provide the student with a sufficiently diverse clinical experience across ages and disorder types.

**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 an Externship.
* 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 requirements as logged on the CSD Daily Logs form (some hours in each of the 9 major disorder areas of the Summary tab and a total of 400 hours, 25 which are observation)
* Any other specific requirements established by their particular state
* The student may only accrue hours during the dates established between the site supervisor and the student.
* Students need to acquire all required hours to complete the Externship experience.

**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 accrue direct contact hours.

**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.
* The mid-session date may vary from the course syllabus depending upon the start and end dates established between the site supervisor and student.
* 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 evaluation grade from the site supervisor, however, if the course instructor deems that the student has not achieved expected competencies, professional or otherwise, the course instructor may submit a lower grade.
* A grade of “C” for the final grade will result in a repetition of the rotation, 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://policy.nau.edu/policy/policy.aspx?num=100319>

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

* The supervisor is responsible for completing the Clinical Evaluation in CALIPSO.
* The student is responsible for submitting the mid-session CCE if not using 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 CCE if not using CALIPSO.
* The student is responsible for submitting the end-of-session items listed in the Syllabus.
* Tracking may be used but is not necessary.

**Ending the clinical rotation**

* The length of the Externship may not be reduced just because the 375 direct client/patient contact hours have been achieved.
* If the student started later than the NAU Externship date on the syllabus, it is possible to extend the Externship end date beyond the NAU end-of-session date on the syllabus.
* The syllabus will be on Canvas before the start of the session. It states all of the requirements for your course. Follow the dates.
* 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 although this practice is not encouraged during externship due to the clinical commitment required by most sites.
* The student may have more than one supervisor.
* 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.