



Graduate Program in Communication Sciences and Disorders

## Speech, Language and Hearing Clinic External Clinical Practicum Handbook

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## Welcome

The faculty and clinical staff of the Iona University Communication Sciences and Disorders (CSD) program would like to welcome clinical supervisors and graduate students to the *Iona University CSD External Practicum Program*! You both have important and challenging roles to play in this crucial process, and we deeply appreciate your participation.

To each of you, we promise our support, and share a commitment to advance the field of speech-language pathology.

This manual is to be used in conjunction with the CFCC's *2020 Standards and Implementation Procedures for the Certification of Clinical Competence in Speech-Language Pathology* and the CAA's *2017 Standards*.

### External Site Supervisors

We wish to thank and acknowledge the clinical supervisors, who give generously of their time and share their knowledge and skills with our student clinicians. We hope that you find the supervisory experience rewarding, and that it contributes significantly to your own professional growth and development. Thank you for your contribution to the students of Iona University.

This handbook is provided as a supportive resource for linking academics with SLP practice. It is intended to assist you in your role as a clinical educator and provide you with an overview of how we can work together to guide our students in becoming competent and confident entry-level speech-language pathologists.

Your clinical knowledge and experience as a speech-language pathologist is essential in providing our students with a clinical perspective of the profession that is invaluable and impossible to achieve in the classroom. Please take a few minutes to review the enclosed materials and we hope that you find it useful. We welcome your feedback and encourage you to contact us if you have questions.

### Students

We also wish to thank the graduate student clinicians. We acknowledge you for the difference you make in the lives of the people you serve, for your contributions to your colleagues, and for choosing to launch your career as a speech-language pathologist at Iona University. This handbook is intended to orient you to off-site clinical policies and guidelines related to the requirements for clinical education at Iona University.

Please review this handbook prior to beginning your clinical externship to become familiar with your responsibilities during this phase of your clinical education. The information in this handbook includes policies and procedures related to clinical education in speech-language pathology. The purpose of this manual is to guide you through the transition from the clinical setting within the College's on-campus Speech, Language, & Hearing clinic to an external site clinical setting. It contains specific policies and procedures pertinent to your external site clinical placement in speech-language pathology. Please review and read the contents of this manual thoroughly. Each student enrolled in the graduate CSD program is responsible for the information contained herein

## Program Accreditation

### *American Speech-Language-Hearing Association*

The American Speech-Language-Hearing Association (ASHA) is the professional, scientific, and credentialing association of more than 150,000 audiologists, speech-language pathologists, and speech, language, and hearing scientists. ASHA's mission is to ensure that all people with speech, language, and hearing disorders have access to quality services to help them communicate more effectively. For more information on ASHA, visit: <http://www.asha.org/>.

### *Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA)*

The Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association is recognized by the United States Department of Education (USDE) and the Council for Higher Education Accreditation (CHEA) as the only agency to accredit graduate education programs that provide entry-level professional preparation in speech-language pathology. In speech-language pathology, entry-level education must be achieved through a graduate program. In order for an individual to be eligible to apply for national certification with ASHA, a student must initiate and complete course work and clinical practicum at a CAA-accredited institution.

The Master of Arts (MA) program in Speech-Language Pathology residential at Iona University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology (CAA) of the American Speech-Language-Hearing Association, 2200 Research Boulevard #310, Rockville, Maryland 20850, (800) 498-2071 or (301) 296-5700.

### *Complaint Procedures*

For information on filing a complaint about Iona's CSD graduate program to the CAA, please visit:

<https://caa.asha.org/programs/complaints/>

### *Council of the Academic Programs in Communication Sciences and Disorders*

The Iona University Communication Sciences and Disorders program is also an active member of the Council of the Academic Programs in Communication Sciences and Disorders (CAPCSD). CAPCSD is an organization of more than 250 member programs that offer undergraduate and/or graduate degrees in Communication Sciences and Disorders. The mission of CAPCSD is to promote quality, accessibility and innovation in Communication Sciences and Disorders in higher education. For more information about CAPCSD, visit: <http://www.capcsd.org/>

## Mission Statement

The mission of the CSD Program at Iona University is to graduate entry-level clinicians who will adhere to the highest personal, professional, and ethical standards, employ best evidence practices, critical thinking, and self-analysis, demonstrate empathy, altruism, and accountability in their clinical practice, appreciate the value of continuing education, and aspire to provide outstanding clinical services for a diversity of individuals of all ages with communication and swallowing problems. The Program is dedicated to promoting the field of communication sciences and disorders and serving the greater community. In striving to fulfill this mission, the Program seeks to contribute substantially to the success of Iona University.

## CSD Program Learning Goals

Graduate students enrolled in the CSD Program, upon completion, will:

- Engage in advanced academic coursework, developing research-based and theoretical understanding of the field, in order to become competent researchers and/or clinicians through thoughtful discussion and scientific investigation.
- Gain the knowledge and skills to be competent and compassionate speech-language pathologists who effectively assess, diagnose, and treat persons with communication and swallowing disorders.
- Demonstrate maturity, responsibility, empathy, professionalism, and effective communication skills as guided by the American Speech-Language Hearing Association's (ASHA) Code of Ethics.

## Contact Information

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Attn: Speech, Language and Hearing Clinic at 83 Clove Road

Other faculty and clinical faculty for the Department of Speech Communication Studies can be found in the following table:

<p>Department of Speech Communication Studies Faculty</p> <p>Iona University 715 North Ave. New Rochelle, NY 10801 Attn: 18 President Street Office: (914) 633-2168 Fax: (914) 633-2393</p>	<p>Department of Speech Communication Studies Clinical Faculty</p> <p>Iona University 715 North Ave. New Rochelle, NY 10801 Attn: Iona University Speech, Language &amp; Hearing Clinic at 83Clove Road Reception: (914) 712-1990 Fax: (712)-738-1056</p>
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## Overview

### External Practicum Program

The external practicum program is a critical component of the training and development of qualified speech and language pathologists. In order to comply with the Council for Clinical Certification (CFCC) in Audiology and Speech-Language Pathology's *2020 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology* and the Council on Academic Accreditation (CAA) in Audiology and Speech-Language Pathology's *2017 Standards for Accreditation of Graduate Education Programs in Audiology and Speech-Language Pathology*, the Department of Speech Communication Studies at Iona University facilitates opportunities for graduate students to receive clinical experience in various professional settings under the supervision of certified speech-language pathologists. Standard V-F of the CFCC policy states: "Supervised practicum must include experience with client/patient populations across the life span and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences, and disabilities."

During external practicum placements, students will have the opportunity to work with individuals with communication difficulties across a range of ages, disorders, and clinical approaches. The goal of these placements is to develop the knowledge and capacities necessary to become effective and skillful clinicians. These placements will enhance the students' clinical knowledge and promote evidence-based practices during direct clinical experiences. Professional activities may include formal evaluations, medical rounds, interdisciplinary meetings, parent education, screenings, report-writing, and in-services. Practicum placements provide the students with hands-on experience in order to meet the standards set forth by the American-Speech-Language-Hearing Association. Iona University currently has affiliations with schools, hospitals, healthcare facilities, agencies, clinics, and private practices throughout the New York metropolitan area.

Students that have achieved the knowledge and skills from their academic and on-site clinical experience will apply to participate in an external placement. Students may participate in a variety of clinical settings that include medical, school, or specialty placements (e.g., private practice). The student clinician will provide services under the supervision of an ASHA certified speech-language pathologist.

Students will typically "work" at the practicum site 3-5 full days per week. In order to accumulate the required total of 375 clock hours in direct client/patient contact (of which at least 325 hours must be completed at the graduate level), students should plan to acquire approximately 150 – 175 hours per semester. This works out to about 13-15 clock hours per week for a maximum of 15 weeks (this may vary based on individual student clinical and academic experiences). If students find they are not accumulating hours at this rate, they should contact the Off-Site Coordinator to discuss the situation immediately.



## External Practicum Handbook

This handbook is designed to guide and support the Iona University Communication Sciences and Disorders (CSD) graduate student clinician and the external supervisors during the external practicum placement experience. Please note that the policies, procedures and information documented here are subject to change, and may be updated as needed.

The External Practicum Handbook is designed to supplement and not replace other CSD Handbooks, including

- the Iona University Graduate CSD Handbook,
- the Iona University Clinical Practicum Handbook,
- The Iona University Graduate Catalogue.

CSD students are required to be fully acquainted with each of the above documents.

This handbook includes information pertaining to policies and procedures for successful completion of the practicum placements, and such is a general guideline for all placements. In addition to these guidelines, student clinicians are also responsible for following the policies and procedures specific to their assigned site (such as health requirements, work hours, dress code, etc.), and must review these with each specific site supervisor. It is the student's responsibility to review the handbook and follow up with a clinical supervisor if there are any questions.

## CAA and CFCC Standards

The Iona University external practicum experience is designed to meet or exceed the minimum requirements of the CAA's 2017 Standards and the CFCC's 2020 Standards and Implementation Procedures for the Certificate of Clinical competence in Speech-Language Pathology. According to these standards, "the applicant for certification in speech-language pathology must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology." Of these 400 hours, a minimum of 375 hours "must be spent in direct client/patient contact," and a minimum of 325 hours must be completed at the graduate level.

Furthermore, Standard IV-C states: "The applicant must have demonstrated knowledge of communication and swallowing disorders and differences, including the appropriate etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates in the following areas:

- Articulation
- Fluency
- Voice and resonance, including respiration and phonation
- Receptive and expressive language (phonology, morphology, syntax, semantics, pragmatics, pre-linguistic communication and paralinguistic communication) in speaking, listening, reading, writing
- Hearing, including the impact on speech and language
- Swallowing (oral, pharyngeal, esophageal, and related functions, including oral function for feeding, orofacial myology)
- Cognitive aspects of communication (attention, memory, sequencing, problem-solving,

- executive functioning)
- Social aspects of communication (including challenging behavior, ineffective social skills, and lack of communication opportunities)
- Augmentative and alternative communication modalities

*ASHA does not require a specific number of clinic hours for each category. It should be noted, the Iona University CSD program recommends 10 hours of each category for therapeutic and diagnostic experiences. The designated hours may be subject to change.*

- Only a speech-language pathologist who is a current member of ASHA and holds the Certificate of Clinical Competence, as well as, 2 hours of professional development/continuing education in clinical instruction/supervision may provide supervision.

The supervisor must be available to consult with the student in order to develop and plan clinical services.

A minimum of 25% of supervision must be provided during real time of treatment sessions. However, supervision must be shaped to meet the student's experience, knowledge and skills, and therefore a higher level of supervision will be appropriate for most student clinicians.

Services billed through Medicaid require 100% of supervision.

Accumulation of clock hours is based on direct client contact. Professional activities such as writing lesson plans, scoring tests, writing evaluations, preparing for treatment does not accrue for clock hours. Please see Appendix C (Documentation Daily Log) and Appendix D (Clinical Clock Hours – Semester Summary) for forms to document direct contact hours. Furthermore, the Council for Clinical Certification in Audiology and Speech-Language Pathology (CFCC) defines 1 clinical practicum hour as equal to 60 minutes. When counting clinical practicum hours for purposes of ASHA certification, experiences/sessions that total less than 60 minutes (e.g., 45 minutes or 50 minutes) cannot be rounded up to count as 1 hour.

## The Supervisory Relationship

The concept of establishing a positive rapport and good working relationship between clinician and client is broadly accepted as critical aspect of effective therapy. In a similar vein, the relationship between supervisor and supervisee plays a key role in the success of their shared endeavor. In *The Supervisory Process in Speech Language Pathology and Audiology* (1988), Jean Anderson stated, "The goals of the supervisory process are the professional growth and development of the supervisee and the supervisor, which it is assumed will result ultimately in optimal service to clients."

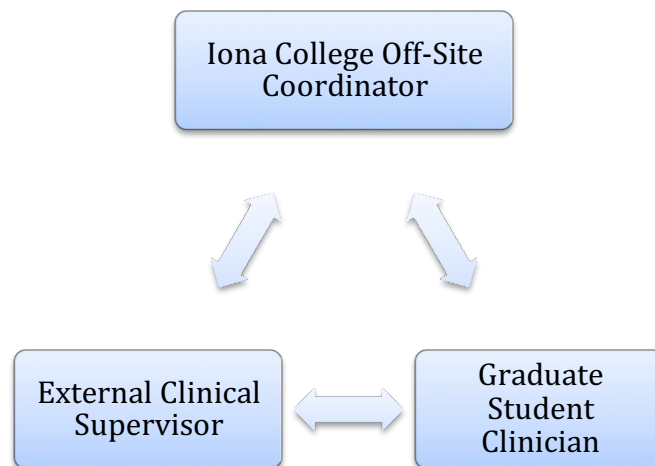
An excellent resource for clinical supervisors is the ASHA Practice Policy statement titled "Knowledge and Skills Needed by Speech-Language Pathologists Providing Clinical Supervision" (refer to resources section for details). This statement emphasizes the importance of "effective collaboration and communication" and "a professional and supportive relationship that allows for both supervisee and supervisor growth."

We also recommend students and supervisors explore the publications and resources of ASHA's Special Interest Group 11 (Administration and Supervision). A recent article that presents answers to common questions is "Supervision: The New Clinical Supervisor: Tools for the Medical Setting" (Schober-Peterson, Lulai, DeRuiter, 2012).

Some specific approaches from "On the Road to Self-Supervision" (O'Sullivan, Peaper-Fillyaw, Plante, Gottwald, 2014) that may be useful to the supervisor/supervisee include:

- Exploring supervisory needs through a structured interview,
- Creating a clinical growth plan,
- Weekly supervisory conferences, and
- Selecting a client for a case presentation in the practicum seminar.

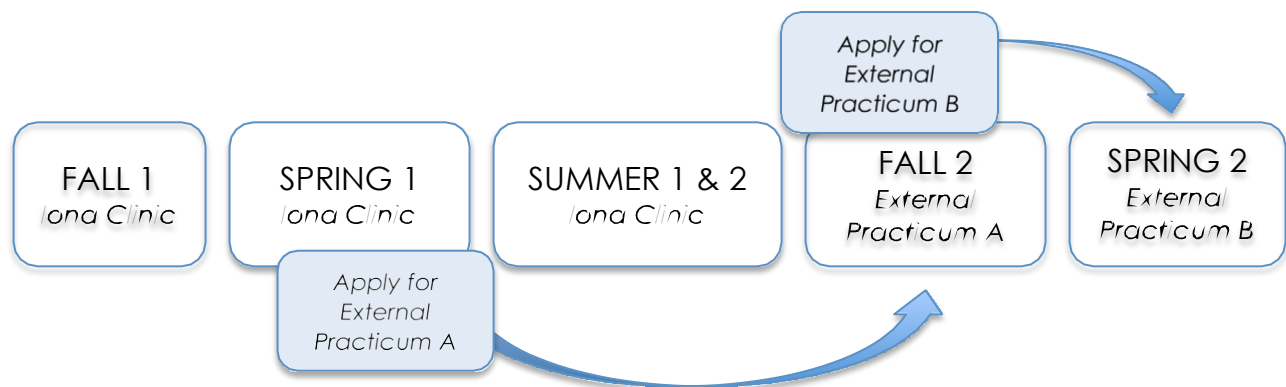
The external practicum process also involves the support and participation of the academic institution. Thus, the Iona University Off-Site Coordinator will be in communication with both the student clinician and external supervisor.



We are committed to promoting a positive and supportive relationship among members of the team so that all will benefit from the experience. See the "Contact Information" section above for details about communicating with the representatives of Iona University.

## Timeline

External practicum placements will generally take place during Fall 2 and Spring 2 semesters of the course of study. Since it may take months to screen, prepare and place students, as well as ensure there is a formal affiliation agreement, student clinicians must begin the process well in advance. Therefore, students initiating an external placement for the Fall 2 semester must meet with the Off-Site Coordinator during Spring 1 to initiate the placement process, with the application (Appendix A-1). Students initiating an external placement for the Spring 2 semester will meet with the Off-Site Coordinator during the Fall 2 semester, with the application (Appendix A-2).



## Roles and Responsibilities

ALL OFF-CAMPUS PLACEMENTS ARE ARRANGED AND CONFIRMED BY THE ASSISTANT CLINIC DIRECTOR, OFF-SITE COORDINATOR.

Iona University Off-Site Coordinator agrees to:

- Ensure that that an affiliation agreement between Iona University and the external practicum site has been approved and completed. This may include obtaining a Certificate of General Liability Insurance from the external practicum site, unless other formal agreements have been made.
- Screen student applicants, and assign to the practicum site only those students who are in good academic standing (as determined by the school) and otherwise demonstrate readiness for external practicum placement.
- Assign students to external placements, ensuring that external practicum placements will satisfy the knowledge and skills outcomes for students, in order to document clinical preparation and progress. (For details, see the following section on External Practicum Site Assignments)
- Provide the external practicum site
  - ASHA Standards
  - Graduate Program Standards
  - All necessary documentation
- Support the development of the external practicum plan between the student and external practicum supervisor.
- Complete at least one on-site observation of the student and meeting with the External Site Supervisor per practicum, to discuss clinical & professional progress and any relevant issues,

and/or per request of the Iona University student. (Off-Site Coordinator will schedule/plan visit(s) with the External Site Supervisor)

- Receive formal mid-term and final evaluations of the student's performance. The external practicum evaluation is used in conjunction with competencies required by the curriculum. The CSD Program is responsible for assigning the grade.
- Assist the student in applying and integrating theory and practice through the seminar.
- Act as a resource person for students in regard to questions, therapy resources, and suggestions for learning opportunities.
- Support external site supervisor in providing high quality, evidence-based supervision for the student clinician.

#### The External Practicum Site agrees to:

- Maintain Comprehensive General Liability and Professional Liability insurance for the organization, its agents, employees, and voluntary workers. Such coverage shall be in full amount no less than required by New York State, and shall be considered primary insurance. At School's request, the Placement Site will supply certificates of insurance proving such coverage.
- Assume responsibility for losses of any kind (e.g., property damage, physical injury, etc.) that may occur as a result of the act or omission of the Placement Site's employees or agents.
- Not discriminate in the performance of this Agreement because of race, color, gender, sexual orientation, age, religion, handicap, marital status or national origin in violation of any federal, state or local law or regulation.

#### External Practicum Site Supervisor agrees to:

- Act as the primary clinical instructor and supervise the Iona University practicum student according to the American Speech-Language-Hearing Association's (ASHA) regulations and standards, including the *2020 Standards and Implementation Procedures for the Certificate of Clinical Competence in Speech-Language Pathology*.
- Maintain current credentials and submit documentation of credentials to the Iona University Off-Site Coordinator, including ASHA Certificate of Clinical Competence in Speech-Language Pathology, ASHA membership, state licensure as a Speech-Language Pathologist and 2 hours of professional development/continuing education in clinical instruction/supervision.
- Orient new students to the external practicum site structure and function, student responsibilities, policies and procedures, and commonly used community resources.

- Assign duties and responsibilities of increasing difficulty and challenge as appropriate in consultation with the student.
- Complete and submit the External Site Profile (Appendix B) to the Off-Site Coordinator at least two weeks prior to the start of a student's placement.
- Monitor the student clinician's clinical skills upon arrival and as their skills develop to assist in assigning and managing an appropriate caseload.
- Provide written and verbal feedback to the student clinician in order to develop clinical knowledge and skills and other professional capacities.
- Be on site for all clinical hours obtained by the student.
- Immediately contact the Iona University Off-Site Coordinator (within 24 hours) if the student compromises professional standards.
- Provide supervision commensurate with the student's knowledge, skills, and experience, and not less than 25% of the student's total contact with each client/patient, and provide supervision periodically throughout the practicum, as per Standard V-E. (Though not required in the 2020 Standards, the level of supervision appropriate for diagnostics will be greater, and 50% is recommended).
- Provide 100% supervision for Medicaid clients.
- Complete midterm and final formal evaluations using the evaluation form in CALIPSO (you can also refer to Appendix E for a hard copy version). The Off-Site Coordinator is responsible for assigning the final grade.

#### Student Clinician agrees to:

- Complete an application (see Appendix A-1, A-2) and submit it to the Off-Site Coordinator approximately two semesters in advance of the placement for initial placements and one semester in advance for final placements (specific dates TBD by Off-Site Coordinator). With consideration of the student clinician's experience, skills, interests and location, the Off-Site Coordinator will select one or more potential placements, and the student will apply for practicum placement at these potential sites. The student will also submit a professional resume to the Off-Site Coordinator. The Off-Site Coordinator will submit the student's resume and letter of introduction to an off-site placement for the student to be considered for an interview. Upon those documents sent to the practicum site, as well as a professional interview held with the external supervisor and/or representatives of the agency, the practicum site is finalized. The external practicum site representatives have the right to accept or decline each applicant on a case-by-case basis.
- Document each session using the Documentation Daily Log (Appendix C), and complete the Clinical Clock Hours Semester Summary on CALIPSO (refer to Appendix D for hard copy

version) at the end of the placement. In order to monitor clock hours, updated Appendix C copies are to be submitted periodically throughout the semester to the Off-Site Coordinator (dates TBD on course syllabus).

- Participate in an observation and/or meeting with the External Site Supervisor and the Iona University Off-Site Coordinator at least once during the practicum placement. The External Site Supervisor will be responsible for evaluating the student clinician's performance using the Externship Evaluation Form on CALIPSO (please refer to Appendix E for a hard copy version), and the Off-Site Coordinator will complete a separate observation and rating of the student during the off-site visit.
- Complete an evaluation of the practicum experience at the end of the semester (Appendix G – External Site Assessment).
- Sign the Agreements form (Appendix H) to indicate that you have received and reviewed this External Clinical Practicum Handbook.
- Behave in a professional manner, taking responsibility to understand duties, seek supervision when needed, and carry out assignments.
- Adhere to the Code of Ethics Set forth by the American Speech-Language and Hearing Association, as the CSD department staff and External Site Supervisor(s) are bound. <http://www.asha.org/Code-of-Ethics/>
- Be in attendance at the practicum site at days and times agreed upon by the student and external practicum supervisor and, if unable to attend, notify both the external site supervisor and Iona University Off-Site Coordinator at the start of the workday.
- Abide by the external site's policies and procedures, including confidentiality, HIPAA and FERPA guidelines, and clinical requirements.
- Bring to the attention of the external supervisor any questionable professional practices within the agency.
- Participate in all Iona University classes associated with the practicum, if applicable.
- Maintain a copy and update immunizations as required by the specific facility.
- Maintain and provide documentation of up-to-date CPR certification for Healthcare Providers.
- Maintain and provide documentation of up-to-date student speech-language pathology professional liability insurance.
- Participate in trainings regarding infectious materials and HIPAA as instructed by the facility.
- Submit to a criminal background screening as required.

Note: External sites may have specific health and safety requirements that differ from those of the Iona University on-site practicum. Student clinicians are responsible for meeting all such standards at their own expense, unless otherwise specified by the external site. In addition, external sites may require additional professional activities that may include, but are not limited to, staff in-service, family education, presentations, and team meetings.

- Report any issues at the practicum site directly to the external practicum site supervisor. If the issue is not resolved, the student must inform the Off-Site Coordinator or Clinic Director at Iona University.
- Be independent for transportation purposes to the assigned site, accepting responsibility for meeting all such needs at their own expense.

## External Practicum Site Assignments

### Policies and Procedures

The Assistant Clinic Director, Off-Site Coordinator is responsible for contractual agreements between Iona University and external placements. The contract agreement must be valid and fully executed at the time a student is placed at an external site. The student clinicians will be required to submit a resume and meet with external supervisors or other agency representatives for an interview prior to placement. Upon those documents sent to the practicum site, the practicum site is considered finalized. The external practicum agency has the right to accept or decline each applicant on a case-by-case basis.

As stated in the Iona University Graduate CSD Program Student Handbook and as previously acknowledged by students in the Iona University Speech, Language and Hearing Clinic, students must be capable of performing the essential functions required of the professional program in speech-language pathology. These skills are required and extend to the off-site practicum experience. These essential functions include sensory/observational abilities, communication abilities, motor abilities, intellectual/cognitive abilities, behavioral and social abilities, and professional responsibility. Students with a disability who anticipate the need for any type of accommodation in order to participate in off-site practicum are encouraged to make appropriate arrangements with the Director of Academic Support (914-633-2226), as well as the Department Chair, Program Coordinator, Clinic Director, and Assistant Clinic Director/Off-Site Coordinator.

Students will not be assigned to a clinical site where a conflict of interest is judged to present. This includes but is not limited to, sites where a student may have been or is currently employed, sites where a family member may be in any supervisory position or can directly influence the clinical education experience, etc.

The start and end dates of an external practicum experience will follow an academic semester. The dates, times, and weekly schedule will be specified according to the site and the student's schedule. Each External Site will complete an External Site Profile (Appendix B), which will be reviewed by the Off-Site Coordinator.

Days off and holidays are determined by the schedule at the external site agency, NOT the academic



calendar.

Email response time at supervisor discretion.

Typical practicum site hours:

- School sites - 6.5 hours (Hours to be specified by site)
- Medical Sites/Private Practice - up to 8-hour days (Hours to be specified by site)

All student clinicians are required to participate in a weekly seminar class on campus.

[Off-site placements are final.](#)

## Dress Code, Attendance and Professional Etiquette

All students are expected to follow a professional dress code.

### Guidelines for Appropriate Dress

#### Women

- Shoes should be worn. Open-toe, beach flip-flops, and sneakers are not acceptable.
- Please allow clothing that lets you move comfortably without exposing yourself. Thus, shoulders, cleavage, midriff, navel, small of back, and/or posterior must be covered at all times.
- Jeans, shorts, and fleece (sweatpants) are not permissible.
- No facial or intra-oral piercing/jewelry are allowed.
- Tattoos must be covered.
- Excessive jewelry that can be distracting is not permissible.

#### Men

- Shoes or loafers should be worn. Beach flip-flops, and sneakers are not acceptable.
- Dress shirts, knit shirts, and sweaters are acceptable.
- Jeans, shorts, and fleece (sweatpants) are not permissible.
- No facial or intra-oral piercing/jewelry are allowed.
- Tattoos must be covered.
- No hats
- Excessive jewelry that can be distracting is not permissible.

The Dress Code may be individualized for the specific site, therefore students must abide by the site's rules and confirm the dress code with the External Site Supervisor.

## Guidelines for Attendance

The attendance for particular days follows the external site calendar, NOT the academic calendar. The attendance calendar for the site will be documented with all parties.

If the student clinician is NOT present due to illness or unforeseen circumstance, the student must inform the External Site Supervisor within 24 hours and email both the Off-Site Coordinator and the External Site Supervisor. Documentation for any absence must be provided to the Off-Site Coordinator.

If a student presents with 2 unexcused absences, a formal meeting will be warranted to determine continuation of the placement site and implementation of an intervention plan, if deemed appropriate.

## Guidelines for Professional Etiquette

Students will demonstrate appropriate professional skills by arriving at least 15 minutes prior to their scheduled start time. Students are expected to be prepared for all sessions, complete all professional activities as outlined, uphold HIPAA requirements, and adhere to confidentiality procedures.

Cell Phones: Students should use official communication channels to communicate with their clinical supervisors. It is up to the discretion of the external site supervisor whether or not they would like to provide their personal phone numbers to their students. Students should only use texting as a means of communication with their supervisor, if this communication method has been approved by the external site supervisor. During clinical practicum hours, students should keep their cell phones muted and not engage in active cell phone activity.

## Clinical Preparation for an External Placement

Graduate students participating in clinical practicum will be provided with opportunities to work with diverse client populations across the age span, cultural and linguistic backgrounds, and severity/types of disorders.

The candidate for an external placement will have completed 25 hours of observation, two or three on-site clinical practicum experiences, and may have completed an initial external placement.

In addition, students will complete a formal meeting with the Off-Site Coordinator for the following purposes:

- Complete and review application for an off-site placement (Appendix A-1, A-2).
- Demonstrate good academic standing in the program (i.e., achieve and maintain a cumulative 3.0 GPA; achieve a grade of B or higher in CSD 611 and CSD 612).
- Review course work to determine completion of appropriate academic prerequisites.
- Review CFCC Standard V-B 1 a-g, 2 a-g, 3 a-d (“experiences sufficient in breadth and depth to achieve... skills outcomes” in evaluation, intervention, and interaction and personal qualities).
- Review prior supervised clinical experience and clinical competency levels.
- Discuss student’s interest and location.
- Review grades for coursework related to a specific scope (e.g. Dysphagia).
- Review documentation of clinical requirements (e.g. CPR, Liability Insurance).

The Off-Site Coordinator will assign the student to the external placement. Student refusal of an assigned placement must be appropriately documented on the designated department form and in accordance with the established policy & procedure. Iona University will not provide an alternative placement within the same semester should a student refuse an assigned practicum placement. Please see the Off-Site Placement Policies and Procedures Handbook for further information.

## Supporting Success and Evaluating Performance during External Placement

During the course of each external placement, the student clinician, site supervisor and the Off-Site Coordinator will meet at least one time at the site. These meetings will be scheduled by the Off-Site Coordinator and site supervisor. The Off-Site Coordinator will observe the student (and the external placement supervisor, if applicable) during direct client care (a minimum of 1 session). A formal meeting may then be completed to discuss and review student progress to date, as well as to target areas for improvement.

Ongoing communication between a site supervisor and the Off-Site Coordinator via phone calls and emails will be utilized to provide support, answer questions, collaborate and problem-solve during a student's practicum experience. If a student is not meeting expectations during an external practicum placement or there are other concerns about a student clinician, this should be reported to the Iona University Off-Site Coordinator within 3 - 5 sessions/scheduled days, in order for appropriate intervention and/or clinical focus planning to be discussed/implemented.

The external placement supervisor will report on student progress and make recommendations for the student. The site supervisor will complete the formal Externship Evaluation Form (on Calipso) at the midterm and final points of the experience and forward to the Off-Site Coordinator.

As per the graduate handbook, student progress toward acquiring the competencies required for graduation and certification (i.e., skills specified by CAA standards & CFCC standards, and relevant to external practicum placements), will be tracked manually by the program director of the CSD program using the Iona University CSD Knowledge and Skills Acquisition form (KASA form).

Clinical students will participate in a weekly clinical seminar class as part of the required curriculum.

## Clinical Hours and Grading Policy

In order for students to meet the eligibility requirement for graduation and achieve the standards set forth by the CFCC and the CAA of the American-Speech-Language-Hearing Association, a minimum of 400 hours must be obtained during direct client contact.

It is the responsibility of the students to input hours on CALIPSO at the end of the semester. The external supervisor will sign off on the hours accrued at the end of the semester on CALIPSO. (*See Appendix C for Daily Log and Appendix D for Clock Hour Form hard copies*). Students are required to maintain their own original clock hour documentation.

Note: awarding/granting of clock hours is at the discretion and delegation of the external site supervisor, based on clinical judgment/rationale and in accordance with ASHA guidelines.

External site supervisors will submit the evaluation form on CALIPSO. The Off-Site Coordinator, as the instructor for the Practicum 4 and 5 (CSD 613/614) courses, is responsible for assigning the grade.

As per Iona University CSD clinic policy, clock hours will NOT be awarded to clinical practicum students receiving a grade below "B-" for the semester. The Iona University graduate degree program in Speech-Language Pathology is a competency-based program. Therefore, students are expected to achieve a minimum competency level of "B-" in all clinical practicum courses (*refer to the grading policy in the Iona University Graduate CSD handbook*).

## Student Concerns and Grievances

If students have a concern or grievance during their clinical practicum the following steps are required in the order documented:

1. Contact the Off-Site Coordinator to discuss/address the situation.
2. If the situation is not resolved, the Clinic Director MUST be notified and a meeting MUST be completed with the Clinic Director.
3. A final meeting may be recommended with the Chair of the SCS Department and the Program Coordinator of the Graduate Program in CSD.
4. If the issue is not resolved to the student's satisfaction by the Chair and/or Program Coordinator then, and ONLY then, the student can request a meeting with the Dean's Office at the School of Arts and Science.

The following contact numbers may be helpful:

Dr. Katherine Zaromatidis  
Director of Graduate Studies, School of Arts & Science  
(914) 633-2375

Iona University Counseling  
Center Spellman Hall  
914-633-2038

Additionally, for any problem, complaint or grievance that has not been successfully resolved within the CSD Departmental Program, students may also submit the unresolved issue to the Council on Academic Accreditation (CAA) of the American Speech-Language-Hearing Association through their website at <http://www.asha.org/academic/accreditation/accredmanual/section8.htm>

## Intervention Planning for External Placements

### Policies and Procedures:

Students are expected to demonstrate knowledge and skills in the areas of evaluation, intervention and interaction/interpersonal skills.

A student that is demonstrating clinical skills that require maximum support with minimal growth and/or a grade below “B-” at the midterm point of the off-site experience, will be required to participate in a formal intervention plan (*See Appendix F*). As determined by the Off-Site Coordinator in collaboration with the External Site Supervisor, a plan will be individualized by Iona University to support the student for improved clinical knowledge and skills. This plan will allow the student to remain at the current practicum site.

Students who may need to withdraw from a Clinical Practicum (CSD 613, 614) due to unforeseen or extraneous circumstances must meet directly with the Off-Site Coordinator and Clinic Director, as well as a follow up meeting with the Program Coordinator and SCS Chairperson to determine status in the graduate program. Unforeseen/extraneous circumstances are defined and/or approved by the Program Coordinator, SCS Chairperson, and the Dean’s office. Though the Iona University student has the right to withdraw/terminate their participation in a practicum placement, such request requires a 14 day notice via written request and verbal consultation with the Off-Site Coordinator and Clinic Director. Iona University will not provide an alternative placement within the same semester, should a student withdraw. Per Iona University policy, students who find it necessary to withdraw from a course shall complete a withdrawal form and submit it to the appropriate dean’s office in New Rochelle, within the specified timeframe per the academic calendar.

## Termination of External Practicum Placement

### Policies and Procedures:

If, after implementing a formal Intervention Plan, the external site supervisor or Iona University Assistant Clinic Director/Off-Site Coordinator determine that despite maximum support, the student clinician is still performing without adequate development of skills, the external site and/or Iona University Off-Site Coordinator and Clinic Director may determine that it is necessary to terminate the student from the off-site placement. The Off-Site Coordinator and Clinic Director will inform the SCS Chairperson and CSD Program Coordinator in writing.

In addition, the external site supervisor may determine that the Iona University student has compromised the ASHA Code of Ethics or the external site’s written policies. The Clinic Director will be informed immediately and convey to the student regarding termination from the off-site placement, if that is deemed necessary.

Termination of placement will impact academic and clinical progress, as well as a student’s status in the Iona University graduate CSD program. Termination of a practicum placement may result in an automatic “F” grade, and any accrued clinical hours will NOT be awarded upon termination of a practicum placement. Iona University will not provide an alternative placement for a terminated student within the same semester. Upon termination, the student will be referred to the Program Coordinator and SCS Chairperson for discussion and management of the situation to determine the next appropriate steps, and/or the student’s eligibility for continuation in the graduate CSD program.

## References

American Speech-Language-Hearing Association. (2008). *Knowledge and skills needed by speech-language pathologists providing clinical supervision* [Knowledge and Skills]. Available from [www.asha.org/policy](http://www.asha.org/policy).

American Speech-Language-Hearing Association. (2016). *Code of ethics* [Ethics]. Available from [www.asha.org/policy/](http://www.asha.org/policy/).

Anderson, J. L. (1988). *The supervisory process in speech language pathology and audiology*. Austin, TX: Pro-Ed.

Council for Clinical Certification in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association. (2017). *2020 Standards for the Certificate of Clinical Competence in Speech-Language Pathology*. Retrieved from <https://www.asha.org/Certification/2020-SLP-Certification-Standards/>.

Council on Academic Accreditation in Audiology and Speech-Language Pathology. (2017). *Standards for accreditation of graduate education programs in audiology and speech-language pathology* (2017). Retrieved from <https://caa.asha.org/wp-content/uploads/Accreditation-Standards-for-Graduate-Programs.pdf>.

Geller, E. Foley, G. M. (2009) Expanding the “Ports of Entry” for Speech-Language Pathologists: A Relational and Reflective Model for Clinical Practice  
*American Journal of Speech-Language Pathology*, 18, 4-21.

O’Sullivan, J. Peaper-Fillyaw, R. Plante, A. Gottwald, S. (2014) On the road to self-supervision. *SIG 11 Perspectives on Administration and Supervision*, 24, 44-50.

## Resources for the External Site Supervisor

- ASHA Position Statement on Clinical Supervision in Speech-Language Pathology
  - <http://www.asha.org/policy/PS2008-00295/>
- ASHA Technical Report for Clinical Supervision in Speech-Language Pathology
  - <http://www.asha.org/policy/TR2008-00296.htm>
- Knowledge and Skills Needed by SLP's Providing Clinical Supervision
  - <http://www.asha.org/policy/KS2008-00294/>
- ASHA Code of Ethics
  - <http://www.asha.org/Code-of-Ethics/>
- Supervision of Student Clinicians
  - <http://www.asha.org/Practice/ethics/Supervision-of-Student-Clinicians/>
- ASHA Scope of Practice
  - <http://www.asha.org/policy/SP2016-00343/>
- Tips for first-time Supervisors of Graduate Student Clinicians
  - <http://www.asha.org/slp/supervisortips>



Graduate Program in Communication Sciences & Disorders

## Appendix A- 1 -- Clinical Application for Initial External Placements

*Instructions: Please complete this form for the initial off-site practicum placement. Form must be submitted to the Off-Site Coordinator for Fall placements.*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School e-mail: \_\_\_\_\_ Alt. e-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Student address (at time of Fall off-site placement): \_\_\_\_\_

Means of transportation to site (car/public transit): \_\_\_\_\_

Application for: Fall 2 (Year: \_\_\_\_\_)

Prerequisites:

<u>Class</u>	<u>Grade</u>	<u>Hours</u>	<u>Speech Dx Treated</u>	<u>Background of Client( s)</u>	<u>Age(s)</u>
CSD 610					
CSD 611					
CSD 612					

Expected Date of Graduation: \_\_\_\_\_ Total clinic hours to date: \_\_\_\_\_

Are you able to communicate in a language other than English (including ASL)?

If so, indicate language(s) and level of proficiency: \_\_\_\_\_

Areas of Special Interest or Skills (e.g. experience with particular populations or disorders):

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Appendix A-1 -- Clinical Application for Initial External Placements – Page 2

Do you hold a degree, certificate, or have training/work experience in another field? If so, please describe: \_\_\_\_\_

\_\_\_\_\_

What are your goals for the off-site semester? (Goals may reflect clinical skills you'd like to improve, training or experience you'd like to have, or other areas): \_\_\_\_\_

\_\_\_\_\_

Do you plan to apply for the TSSLD (Teacher of Students with Speech and Language Disabilities)?

\_\_\_\_\_ Yes \_\_\_\_\_ No

*Note: The Iona University CSD program is not a NYS registered TSSLD program, and therefore does not guarantee that practicum placements will support or satisfy NYS application requirements for the TSSLD.*

Other factors you would like considered: \_\_\_\_\_

\_\_\_\_\_

Student Signature

Date

(DO NOT write below this line)

Off-Site Coordinator use only:

Clinical Requirements

25 hours of Clinical Observation			
Child Abuse Seminar			
Fingerprinting Receipt/Background Check (if applicable)			
Proof of Liability Insurance			
Resume			
CPR Certification			
HIPAA Training			
On-Site Final Competency Levels:	Fall 1:	Spring 1:	Summer 1:
<u>Clinical Needs:</u>			

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## Appendix A- 2 -- Clinical Application for Final External Placements

*Instructions: Please complete this form for the final off-site practicum placement. This form must be submitted to the Off-Site Coordinator for Spring placements).*

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

School e-mail: \_\_\_\_\_ Alt. e-mail: \_\_\_\_\_

Home phone: \_\_\_\_\_ Mobile phone: \_\_\_\_\_

Application for: Spring 2 (Year: \_\_\_\_\_)

Student address (at time of Spring off-site placement): \_\_\_\_\_

Means of transportation to site (car/public transit): \_\_\_\_\_

Prerequisite Experience:

<u>Class</u>	<u>Grade</u>	<u>Hours</u>	<u>Speech Dx Treated</u>	<u>Background of Client(s)</u>	<u>Age(s)</u>
CSD 610					
CSD 611					
CSD 612					

Fall semester (initial) Off-Site Placement:

<u>Class</u>	<u>Site Name</u>	<u>Setting Type</u>	<u>Age(s)</u>
CSD 613			

Expected Date of Graduation: \_\_\_\_\_ Total clinic hours to date: \_\_\_\_\_

Are you able to communicate in a language other than English (including ASL)?

If so, indicate language(s) and level of proficiency: \_\_\_\_\_

Areas of Special Interest or Skills (e.g. experience with particular populations or disorders):

\_\_\_\_\_  
\_\_\_\_\_

Any related work experience or participation in research? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any relevant coursework outside of the Iona University CSD curriculum (e.g., continuing education trainings or workshops, degree in a related field, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

What are your goals for your final off-site semester? (Goals may reflect clinical skills you'd like to improve, training or experience you'd like to have, or other areas): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Do you plan to apply for the TSSLD (Teacher of Students with Speech and Language Disabilities)?

☐ Yes

☐ No

*Note: The Iona University CSD program is not a NYS registered TSSLD program, and therefore does not guarantee that practicum placements will support or satisfy NYS application requirements for the TSSLD.*

Other factors to be considered: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

(DO NOT write below this line)

Off-Site Coordinator use only:

Clinical Requirements (up-to-date/verified):

Proof of Liability Insurance	
Resume	
CPR certification	
HIPAA overview/training	
Background Check and/or Fingerprinting Receipt (if applicable)	
Signed Handbook Agreement (Appendix H)	
Clinical Needs:	Fall 2 Final Competency Level:

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## Appendix B - External Site Profile

*Instructions: Please complete this form for each external practicum placement at least two weeks prior to the start of the placement.*

Name of Person Completing this form: \_\_\_\_\_

Name of External Practicum Site: \_\_\_\_\_

Site Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Academic Prerequisites: \_\_\_\_\_

Clinical Prerequisites (including assessments frequently used at site): \_\_\_\_\_

External Practicum Site Supervisor ( Primary): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

ASHA Account Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

State Licensure: \_\_\_\_\_ License Number: \_\_\_\_\_

If more than one speech-language pathologist will provide supervision, please indicate by providing additional credentials here. (Please note, the Primary Site Supervisor will be responsible for providing evaluation, and all supervisors must hold ASHA's Certificate of Clinical Competence and appropriate state license in speech-language pathology).

• Additional External Practicum Site Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

ASHA Account #: \_\_\_\_\_ License State/Number: \_\_\_\_\_

• Additional External Practicum Site Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

ASHA Account #: \_\_\_\_\_ License State/Number: \_\_\_\_\_

**Expectations of Student:**

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Monday – Friday?: ☐ Yes ☐ No If **NO**, please specify: \_\_\_\_\_

Hours of Work: \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_

Other (please specify): \_\_\_\_\_

Other Notes (Dress Code, Trainings Required, etc.): \_\_\_\_\_

Procedure for Reporting Absence (Sick Days): \_\_\_\_\_

\_\_\_\_\_ Check here if additional documents are attached.

**Kindly return this form along with photocopies of the following for all supervisors:**

- **Proof of current ASHA membership**
- Teaching Certification (if applicable)
- Proof of 2 hours of Professional Development CEUs
- Proof of Professional Liability Insurance (if an independent contractor)

Please return this form and accompanying documents electronically to Kathryn Vaccaro at kvaccaro@iona.edu

**Reviewed by:**

\_\_\_\_\_  
Kathryn Vaccaro, MA, CCC-SLP, TSSLD  
Assistant Clinic Director, Off-Site Coordinator  
Iona University Speech, Language & Hearing Clinic

\_\_\_\_\_  
Date



## Appendix C – Iona University Documentation Daily Log

Please use this form to document diagnostic and treatment services provided by student clinician on a daily basis. This form is due at the end of the semester, but will be checked by Iona representatives periodically during a practicum placement and must be kept up-to-date. Make additional copies as needed.

Semester: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

[illegible]

## Disorder abbreviations:

Articulation - **Artic**      Fluency - **F**      Voice & resonance - **V**      Receptive & expressive language - **L**      Hearing - **H**  
Swallowing - **Sw**      Cognitive - **Cog**      Social Aspects of Communication - **Soc**      Augmentative & ACM - **AAC**

Page Totals:

Treatment			Diagnostics	
C:	A:	Articulation	C:	A:
C:	A:	Fluency	C:	A:
C:	A:	Voice/Resonance	C:	A:
C:	A:	Receptive/Expressive Language	C:	A:
C:	A:	Hearing	C:	A:
C:	A:	Swallowing	C:	A:
C:	A:	Cognitive	C:	A:
C:	A:	Social Aspects of Communication	C:	A:
C:	A:	Augmentative & ACM	C:	A:





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Graduate Program in Communication Sciences and Disorders

## Appendix D – Iona University CSD Clinical Clock Hours – Semester Summary

*Please use this form to document diagnostic and treatment services provided by student clinician at the end of the semester. This clock hour form is to be recorded on CALIPSO by the student at the end of the semester, and signed off by the external site supervisor.*

STUDENT CLINICIAN: \_\_\_\_\_ STUDENT ID #: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

PRACTICUM SITE: \_\_\_\_\_

Treatment			Diagnostics	
C:	A:	Articulation	C:	A:
C:	A:	Fluency	C:	A:
C:	A:	Voice/Resonance	C:	A:
C:	A:	Receptive/Expressive Language	C:	A:
C:	A:	Hearing	C:	A:
C:	A:	Swallowing	C:	A:
C:	A:	Cognitive	C:	A:
C:	A:	Social Aspects of Communication	C:	A:
C:	A:	Augmentative & ACM	C:	A:

C = [EI] Early Intervention (0-3); [PS] Preschool (3-5); [SA] School Age (5-17)

A = Adult (18 and older)

Treatment Total Time: \_\_\_\_\_

Diagnostic Total Time: \_\_\_\_\_

\_\_\_\_\_  
Clinical Instructor - Print Name

\_\_\_\_\_  
Clinical Instructor - Signature, Date

\_\_\_\_\_  
ASHA Membership Number

*Acknowledged upon receipt by:*

\_\_\_\_\_  
Kathryn Vaccaro, MA, CCC-SLP, TSSLD  
Assistant Clinic Director, Off-Site Coordinator  
Iona University Speech, Language & Hearing Clinic