

Responsibilities

For the Student

1. Conform to the rules and regulations of the practicum site.
2. Maintain regular attendance at the site during hours arranged for the placement. Absences must be reported to the clinical educator and Clinic Coordinator and lost time must be made up. However, the student is normally entitled to the regular vacation and holiday leave granted by the university or the site, whichever is appropriate.
3. Maintain regular and prompt attendance at supervisory conferences for which the student carries major responsibilities, such as clarifying issues, asking questions, seeking out learning opportunities, and exposing problems that the student is experiencing.
4. Fulfill in a professional manner all the duties and responsibilities assigned by the clinical educator. Special emphasis is placed on abiding by the personnel policies of the site, maintaining confidentiality with regards to sensitive information gained in the work environment, and following all health and safety guidelines of the facility.
5. Participate openly and honestly in the evaluation process.
6. Seek out and, with the clinical educator's approval, engage in any learning opportunity appropriate to the student's interest, previous experience, and academic preparation.
7. Report any inappropriate situations or unresolved matters to the lead clinical educator or to the Coordinator of the Communication Disorders Clinic.

For the Participating Sites

1. Assign an ASHA-certified clinical educator to work directly with the student to achieve the educational goals of the practicum by assigning appropriate work duties (see Appendix D).
2. Determine the work space of the student.
3. Provide the student with an orientation to the work-site duties, hours, and site expectations.
4. Adjust the nature and amount of clinical supervision to the experience and ability of the graduate clinician; however, a minimum of 25% of therapy sessions, as required by the American Speech Language Hearing Association, and 50% of each diagnostic session, as required by the state of North Carolina, must be observed by the clinical educator.
5. Schedule regular meetings with the student and provide an appropriate evaluation of the student's performance.
6. Assist the student in integrating theory and practice within the profession. All major decisions regarding evaluation and treatment are implemented or communicated only after approval by the clinical educator.
7. Evaluate the student's performance and return all appropriate forms to the Clinic Coordinator by the dates specified.

8. Provide a safe, secure workplace at which the student can meet the educational objectives of clinical practicum.
9. Ensure a person holding an appropriate credential to assist with a client's disorder is available and on-site at all times when a graduate clinician is providing clinical services.
10. Provide the Clinic Coordinator with any information concerning student difficulties or issues.
11. Provide the Communication Disorders Program with advance notice of any practicum program or site changes, i.e. shifting the student to a site not previously agreed upon.

For the University

1. Notify the practicum site with the name of the graduate clinician(s) to be assigned to the facility.
2. Provide the student with a practicum orientation for the site (see Appendix E for off-campus practicum information and Appendix F for Internship information).
3. Approve all off-campus settings to be utilized by students.
4. Provide the off-campus clinical educator with a summary of the student's education, experience, and particular needs, if requested.
5. Provide support for the off-campus experience through site visits, email, telephone contact and written communication with the site clinical educator as needed.
6. Provide the participating site with appropriate instruments for evaluating the student.
7. Collect site data through student's evaluations and reporting forms.