

Information for Internship

The capstone clinical experience for graduate students is the practicum experience in the internship placement. The opportunity to participate in the varied aspects at an external facility is critical to the training program. The clinical educator for internship and the program facility will work with you in determining how you can get specific clock hours. However, it is difficult for a facility to promise or guarantee a certain number or type of clinical hours.

In addition to the expectations for clinical practicum, these additional items are expectations for internship.

Before leaving Boone

1. Your start and ending dates are given to you in the letter confirming your internship placement. Call the clinical educator for your internship to confirm these dates as well as any special requirements, and hours needed. The start and ending date commitments are based on a time agreement between Appalachian State University and the placement, not on the number of hours completed.
2. Check your Plan of Study against your transcript to make certain you have taken all course work. If you need to make changes, file a Change Authorization form in consultation with your academic advisor.
3. Meet with your academic advisor to be sure your KASA form is up-to-date. Check it for competencies that you are missing. During internship you must complete these competencies.
4. You should have taken the PRAXIS Series Test in Speech-Language Pathology (**0330**) during the semester before the internship placement. Send the report to Appalachian State University (**0215**) so we can file a Comprehensive Exam Report. If for some reason you do not pass the examination, plan to take the test again during your internship. After you receive your scores, check with the Student Services Manager in LRE (828) 262-2182 to be sure your scores were received in the Department.

Your scores are automatically sent to the North Carolina Department of Public Instruction. However you may want to make a copy to give to the Field Experience office when you turn in your educational licensure forms. You will need to send the PRAXIS scores to the North Carolina Board of Examiners for Speech-Language Pathologists and Audiologists (**7757**) for licensure in speech-language pathology. If you are applying for licensure in another state, you will need to get the appropriate state code. For those planning on obtaining ASHA certification, exam results must be sent directly to ASHA (**5031**).

REMEMBER – the PRAXIS is your Comprehensive Examination for the Communication Disorders Program and you must have a score of **600** to pass. We only can see your PRAXIS scores three times before you are out of the program with no degree. So if in doubt, send the PRAXIS scores to Appalachian State University after you pass the examination.

5. Apply for graduation (\$20.00 fee) at the Graduate School which will trigger a preliminary graduation check; make sure you have completed all course work on your Program of Study or have filed the appropriate Change Authorization form(s) in consultation with

- your academic advisor. The graduation application will prompt a graduation audit. You will be notified of deficiencies. Make sure the Registrar's office has your correct address.
6. If appropriate, before coming for the exit interview, locate your paperwork for advanced Educational Licensure (\$55.00 fee) at the RCOE Field Experience Office.
 7. When you return for your exit interview, you will complete Form V for advanced educational licensure along with all the paperwork for educational licensure. All educational licensure forms will be turned in at the end of your internship, no matter when you completed the Practicum in the Schools coursework.
 8. The Clinic website contains most of the paperwork needed to complete the placement.
 9. Be sure to get a copy of your insurance coverage, PPD results, Infection Control/HIPAA, and Background check forms to take with you to the internship, just in case you need them. You also may need a copy of your immunization record.
 10. Leave an address, phone number, and email address where you can be reached with the Clinic Office. Please report any changes immediately. **If you miss announcements and information from us, you may not be allowed to count the hours from the internship placement.**
 11. Print the necessary forms for certification. The ASHA information is available at <http://www.asha.org/NR/rdonlyres/58C92D87-70F1-4A8F-8BF2-092AD04FD7C6/0/05SLPapp.pdf>. Once you have downloaded the appropriate form, complete the forms in pencil.

The North Carolina licensure form can be downloaded at www.ncboeslpa.org. Look under Application Forms for the SLP Application Form. Complete the form in pencil. There is a sample form available in LRE for North Carolina licensure application.

If you are not planning to work in North Carolina, contact the licensure office for the appropriate state and get the proper forms. You can check the ASHA website (www.asha.org) under state licensure to access information and forms concerning all 50 states.
 12. Even though you cannot complete the forms until you finish your Internship, you can have them to work on during your final semester. It takes several days to complete the forms. There is a sample of the completed North Carolina licensure forms that you may pick up in the LRE Office.
 13. Continue to check your ASU e-mail as we will often communicate important information via the list serve.

During Internship

1. In the middle of the semester call for an exit interview appointment. You will need to meet with the Clinic Coordinator for about 15 to 20 minutes and with the Communication Disorders Program Coordinator for about 30 to 60 minutes. Call Donna Brown at (828) 262- 6053 to schedule both appointments. You may email your request for an appointment to browmdm@apstate.edu. **The exit interview will be scheduled**

after classes end, but before graduation. We cannot make exceptions to this rule.

2. Complete the appropriate forms **before and by the given dates on the Clinic Schedule** for the exit interview. These include: KASA form, Cumulative Log Sheet, NC Licensure form (or the appropriate state form for the state in which you will be employed), ASHA Application for Membership/Certification, Clinical Educator Evaluation Form (to be completed on-line), and Practicum and Internship Site Evaluation (to be completed on-line).
3. Call the Board of Examiners for Speech-Language Pathologists and Audiologists licensure office (336-272-1828) or check the website (www.ncboeslpa.org) to determine meeting times and deadlines. The paperwork for licensure in the state of NC must be to the Board of Examiners seven days before the Board meeting date. You may go to work 3 days after the meeting. **Your paperwork for the Board of Examiners should be sent after the exit interview.**

If you are not planning to work in North Carolina, contact the licensure office for the appropriate state and get the proper forms.

4. Make copies of all your paper work. LRE needs a copy of your ASHA and state licensure forms once they are completed and signed.
5. If at any time during the Internship you have questions or concerns, call Mary Ruth Sizer at (828) 262-6071 - office - or (828) 264-0951 - home. You may email any concerns to sizermr@appstate.edu.
6. Remember that internship dates are often different from the clinic dates listed on the Clinic Schedule. When in doubt, refer to the letter that you received and internship calendar on the website concerning your internship placement. They will give you the correct dates for internship.

During the Exit Interview

1. **YOU MAY NOT SCHEDULE AN EXIT INTERVIEW UNTIL YOU HAVE PASSED THE PRAXIS and have completed all ASHA-required hours.** However, even if you have not passed the PRAXIS, you will need to complete all of your forms for the internship placement. These forms include your grades, clock hours, clinical educator evaluation, and site evaluation.
2. Be prepared to discuss your Internship experience as well as your experience in the program.
3. **COME WITH ALL PAPERWORK COMPLETED.**
4. Check your academic plan of study.
5. Check your cumulative log sheet.
6. Check your licensure forms
7. Check your ASHA forms.

8. Check your KASA form for completeness.
9. Give the Student Services Manager in the LRE Office a copy of your completed and signed ASHA and licensure forms.
10. Turn in all your original hours and cumulative sheet to the Clinic Office for proper filing. **KEEP COPIES.**
11. Make arrangements to have a temporary transcript sent to the Licensure Board and a permanent one sent when they are ready. You cannot work in most states without a license.
12. For North Carolina licensure you also must do a **North Carolina Supervised Experience Year Plan (SEY)** at the beginning of your employment and the Speech Language Pathology Clinical Fellowship (SLPCF), as required by ASHA for certification. North Carolina requires more supervision time than ASHA and it must be included in your plan. ASHA requires CF information at the end of the fellowship.
13. Be sure to get a letter from Mary Ruth verifying your total clock hours for your state licensure form.
14. Leave your address and phone number in your LRE file.