

## Suggested Guidelines for Clinical Practicum-Field Experience

Practicum Site: \_\_\_\_\_ Semester: \_\_\_\_\_

Graduate Clinician \_\_\_\_\_ Field Supervisor: \_\_\_\_\_

Note: it is understood that the student adheres to the ASHA Code of Ethics and HIPAA regulations and realizes the responsibilities inherent in clinical practice.

The following are suggested guidelines based upon a field assignment of 3 - 5 days per week for 10 or more weeks. Individual students and supervisors should proceed at "their own pace". These guidelines are adapted from guidelines used at Magee Rehabilitation Hospital and Christiana Care Services and modified by members of the Supervisory Advisory Committee to assist supervisors in all settings.

*(check off and date when completed)*

### Week One: Step One

- \_\_\_\_\_ 1. Program Site Orientation
- \_\_\_\_\_ 2. Review of Policy and Procedures, Student Orientation Manual, if available.
- \_\_\_\_\_ 3. Observation of Supervisor
- \_\_\_\_\_ 4. Observations of other Speech-language Pathologists (as possible)
- \_\_\_\_\_ 5. Discuss the agency/clinicians' philosophy and standard of practice.
- \_\_\_\_\_ 6. Review of Speech Charts
  - \_\_\_\_\_ Log/File/Progress Notes
  - \_\_\_\_\_ Initial/subsequent evaluations
  - \_\_\_\_\_ Case/Medical History
- \_\_\_\_\_ 7. Become familiar with working conditions, reinforcers, literature for families, therapy materials, and tests (where kept, philosophy of delivery)
- \_\_\_\_\_ 8. Discussion of appropriate dress and professional behavior
- \_\_\_\_\_ 9. Knowledge and Sensitivity to cultural and/or linguistic diversity
- \_\_\_\_\_ 10. Other \_\_\_\_\_

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**Week Two:**

- \_\_\_\_\_ 1. Active observation of supervisor (e.g. collection and analysis of language sample, written oral discussion)
  - \_\_\_\_\_ 2. Become familiar with evaluation procedures and tests
  - \_\_\_\_\_ 3. Establish frequency of supervisory meetings to provide Graduate Clinician with performance feedback, review student self monitoring (e.g., what's going right, what needs to change, what can I do to get more out of this.)
  - \_\_\_\_\_ 4. Complete supervisor-supervisee dyad form
  - \_\_\_\_\_ 5. Complete contract (to include Graduate Clinician, Field and Temple Supervisor)
  - \_\_\_\_\_ 6. Other \_\_\_\_\_
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**Week Three:**

- \_\_\_\_\_ 1. Initiate at least one therapy task with 3-4 cases
  - \_\_\_\_\_ 2. Document client performance during treatment session by writing in the daily log note and discussing with supervisor
  - \_\_\_\_\_ 3. Conduct 50% of initial evaluation with guidance from supervisor (formal or informal) and write a shadow report
  - \_\_\_\_\_ 4. Demonstrate rudimentary mastery of paperwork procedures and case management time lines. Keep daily log of ASHA hours
  - \_\_\_\_\_ 5. Supervisory meeting
  - \_\_\_\_\_ 6. Select, read and discuss relevant articles as needed or suggested by Supervisor
  - \_\_\_\_\_ 7. Other \_\_\_\_\_
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**Week Four:**

- \_\_\_\_\_ 1. Plan and implement treatment sessions for 4-5 clients.
  - \_\_\_\_\_ 2. Demonstrate ability to provide evaluative feedback to client
  - \_\_\_\_\_ 3. Write therapy notes for those individuals being followed with moderate supervision
  - \_\_\_\_\_ 4. Supervisory meeting
  - \_\_\_\_\_ 5. Conduct a full evaluation with developing naturalness, flexibility and accuracy
  - \_\_\_\_\_ 6. Other \_\_\_\_\_
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**Weeks Five, Six, Seven, Eight: (Mid-Term)**

- \_\_\_\_\_ 1. Assume responsibility for an increasing % of the caseload at the discretion of the supervisor (including documentation and collaboration with staff)
  - \_\_\_\_\_ 2. Mid-term evaluation (TEEF) is completed & reviewed (especially important to have student conduct a self monitoring check, e.g., what's going right; what needs to change; what can I do to get more out of this).
  - \_\_\_\_\_ 3. Present in-service topic to supervisor for approval - optional
  - \_\_\_\_\_ 4. Supervisory meeting
  - \_\_\_\_\_ 5. Family Contact: Discussion of therapeutic progress and/or diagnostic results
  - \_\_\_\_\_ 6. Observation and participation in an interdisciplinary consult or client discussion
  - \_\_\_\_\_ 7. Other \_\_\_\_\_
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**Week Nine-Twelve:**

- \_\_\_\_\_ 1. Assume responsibility for increasing caseload: some supervisors target 100%, others do not – depending on site and student.
  - \_\_\_\_\_ 2. Present a 30 minute in-service to agency staff – optional
  - \_\_\_\_\_ 3. Supervisory meeting
  - \_\_\_\_\_ 4. Prepare for final week/completion of practicum (review TEEF, progress notes)
  - \_\_\_\_\_ 5. Other \_\_\_\_\_
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**Last Week:**

- \_\_\_\_\_ 1. Complete final evaluation with supervisor and Temple Field supervisor
  - \_\_\_\_\_ 2. Tabulate hours and request supervisor to sign all required documentation
  - \_\_\_\_\_ 3. Completion of Evaluation of Practicum by student, field supervisor, and TU supervisor
  - \_\_\_\_\_ 4. Other \_\_\_\_\_
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**Supervisory Advisory Committee:**

Debora DiRaddo, Magee Rehabilitation Hospital  
Helene Freidman, Ken-Crest Services  
Barbara Mastriano, Temple University  
Susan Petry, School District of Philadelphia  
Kim Sabourin, Temple University  
Doris Fallon Snyder, Temple University  
Patricia Swasey Washington, Temple University