CSD 608 Guidelines

Northern Arizona University requests that each supervisor assess a student's performance by using our "Clinical Competency Evaluation" form 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 IV-E).

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. On-site hours should not be confused with ASHA's "direct contact" hours, which are documented/logged electronically by the student. Therefore, with regard to NAU's Externships, 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 (CSD does not require more than 540)

Some possibilities include:

over 15 weeks = minimum of 36 on-site hours/week

over 12 weeks = minimum of 45 on-site hours/week (M - F, 8 AM - 5 PM)

- **<u>Your previous clinical rotation grade must be posted on your transcript to begin the next rotation!</u>**
- **<u>Clinical rotation dates are designated on your syllabus!</u>**
- **<u>You must be registered for the course to be at the site!</u>**
- **<u>You must be registered for the course to log direct contact hours!</u>**
- **<u>All academic coursework must be completed before your Externship rotation!</u>**
- **Your course instructor assigns your final grade. This is based on the CCE submitted by your supervisor <u>and</u> CSD course expectations/requirements stated in the syllabus.**
- **Your supervisor will receive, from NAU, a Letter of Thanks, Syllabus, and the Clinical Competency Evaluation form prior to your rotation. These CSD 608 Guidelines are attached to the end of the syllabus.**
- **When you are at a site, follow procedures as outlined by your supervisor. Sites differ with regard to expectations.**
- **It is possible to extend an Externship beyond the NAU end-of-session dates. You will receive an "In Progress" grade. This grade remains until you have: 1) accumulated a minimum of 375 direct contact hours and 2) all of your paperwork has been approved. A letter grade will be assigned and a change of grade form will be submitted to the Registrar. This takes time! Check your transcript to be sure that you receive a letter grade!**
- **You are not required to be at the site during NAU holidays, NAU cancelled school days, or when you are sick. You still need to meet the required number of physical on-site hours, <u>unless</u> instructed differently by your supervisor. Discuss all schedule and time adjustments with your supervisor.**
- **Your syllabus will be on Blackboard Learn 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.**
- **You do not need to acquire a certain number of "direct contact" hours before starting an Externship. You do need to acquire an accumulated total of 375 direct contact hours by the conclusion of the Externship. You may not reduce the length of your Externship just because you have 375 direct contact hours.**
- **You will usually have only one site, but you might have two.**
- **You will usually have only one supervisor, but you might have two.**
- **Direct contact hours include evaluation, treatment, and feedback meetings.**
- **If you are worried that your paperwork might not be received by the CSD Office, use tracking.**

CSD 608 Guidelines

- **Discuss your start and end dates, with your supervisor, at the time of your interview. You supervisor needs to know your requests before accepting you for the Externship.**
- **Since NAU has a contract with the Externship site, which has a "start date" and an "end date", you have some flexibility to establish, with your supervisor, your start and end dates. These may differ from NAU's. You may, also, customize how many days/hours you work each week. You may not, however, start earlier than the NAU calendar date for that session.**
- **This rotation is done in a medical/non-school setting.**
- **Pre-approval of the intended Externship site is required. Send course instructor an e mail. This is especially important if the site is not a hospital/rehabilitation/nursing home setting.**
- **(Summers-Only students) Pre-approval of a reduced externship length is required. Refer to the policy in the SO Orientation PowerPoint for details.**
- **A grade of C or lower for the final grade will result in a repetition of the rotation, however, hours are still accrued, unless your supervisor refuses to sign the hours. A Clinical Performance Plan will, also, be developed between the student and the course instructor. This will be shared with the next supervisor.**