
SLP 591 Clinical Externship- Syllabus

Fall 2024

Western Kentucky University

Department of Communication Sciences and Disorders SLP 591 Clinical Externship

Instructor Information:

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Academic Complex, Room 105 B,

April's office #: 270-745-3289

Office Hours – Mon-Fri 8-4:30

Course Description:

Advanced, supervised on-site clinical experience in a variety of settings including schools, private practices, hospitals, rehabilitation facilities, nursing homes, home health agencies, and through clinical simulation. Clinical hours meet ASHA certification requirements.

- Externship two-site option students receive three hours credit.
- Externship three-site option students receive two hours credit.

Course Materials- Required Text:

WKU Communication Sciences and Disorders Externship Policy and Procedures Manual – provided to student via electronic format. Please see newest version uploaded on CALIPSO. All revised policies and procedures are in effect.

Policies and Procedures:

The policies and procedures for clinical externships are located in the Externship Policy and Procedure Manual. Any changes to the policies and procedures will be submitted to the student in writing and will become effective immediately.

Each student should familiarize themselves with the ASHA Code of Ethics and the speech-language pathologist's Scope of Practice. If a student feels he/she is asked to engage in any practice that is in conflict with either one, he/she should immediately speak to someone in the department. The ASHA Code of Ethics and Scope of Practice can be found at www.asha.org.

It is expected that each person enrolled in SLP 591 will engage in active service delivery in the semester in which he or she is enrolled. This may be supplemented with alternative clinical education.

Length of Placement:

Each student must adhere to the time-frame for an externship placement as outlined in the Policy and Procedure Manual. Once an externship placement has been agreed upon and the length of time has been established by the faculty and supervisor, it cannot be changed without permission. If a student accumulates the minimum hours required for the externship and/or develops applicable competencies prior to the scheduled end date of the externship placement, **the student will continue in the placement.** Two-site option students must accrue 420 on-site hours/minimum of 11 weeks in the placement. Three-site option students must accrue 280 on-site hours/minimum of 7 weeks in the placement. Specific details for each option is located in the Externship Policy and Procedure Manual – POLICY 6.

Schedule:

Students will observe the schedule for the site, not the schedule of Western Kentucky University academic calendar. If the site is open for business, the student is expected to be at the externship site, following the schedule established prior to the externship placement. If adjustments are needed, the student should speak to the Externship Director. For example, Western Kentucky University will observe Spring Break for a week in March. **Students are not permitted to be absent from their externship during the University's Spring or Fall Break.** The site and the supervisor will determine the schedule.

Length of Day:

A student must be on-site participating in externship activities for a minimum of 3.5 hours on any given day in order to count the hours for that day and for at least 3 days per week. A student is not to accrue more than 12 on-site hours in one day.

Special Training Requirements and Risks:

Some facilities require additional training and/or compliance documentation that is considered specific to the site. Students will be responsible for completing the additional training/orientation and acquiring additional required compliance documents as requested by the site. The cost of the additional training/documents/testing may be the responsibility of the student.

Students may be asked to provide their own PPE (personal protective equipment), and due to the nature of the current pandemic, students may be expected to wear PPE at all times in the clinical/field setting. However, even with such measures, there are risks inherent to clinical/field experiences. Potential risks of completing clinical/field experiences include, but are not limited to:

- Exposure to infectious diseases through blood or other body fluids via skin, mucus membranes or parenteral contact
- Exposure to infectious diseases through droplet or air-borne transmission
- Hazardous chemical exposure
- Radiation exposure
- Environmental hazards, including slippery floors and electrical hazards

- Physical injuries, including back injuries
- Psychosocial hazards
- Offensive, inappropriate, or dangerous conduct by patients or clients, including violence, harassment, and sexual harassment

These risks can lead to serious complications, trauma, bodily injury or death. Students have the responsibility to report any infectious disease exposures (either from the clinical/field setting or from the general community setting) to their WKU clinical faculty member.

Compliance Requirements:

All students must maintain current compliance documentation throughout the clinical externship, with documentation uploaded and kept current in the *Call of Medicine* platform:

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- ☐ **Physical (within the past year)-expires annually (each year)**
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- ☐ **Negative 2 Step TB Test or Negative Quantiferon Gold Blood test-expires annually**
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- ☐ **Student professional liability insurance (limits must be \$1 million/ \$3 million or higher) -expires annually**
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- ☐ **HIPAA training certificate-expires annually- The course cost is free, course info: <https://www.train.org/ky/home>**

You will have to create an account. Take the course "HIPAA Awareness-Module 1 (1047429)." Make sure to download course completion instructions and take the survey after the course. If you are having difficulty accessing the course, make sure you are in the "National/Kentucky" group and select agency for "College and University." If you are still having difficulty, contact their support center via email at: kytrainsupport@ky.gov

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- ☐ **FERPA training certificate-one and done**-Course is free: 2021 FERPA 101: Local Education Agencies (Accessible). You will need to create an account, register and complete the course: <https://studentprivacy.ed.gov/training/ferpa-101-local-education-agencies>
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- ☐ **Student Site Placement Agreement form-one and done**-form is on Call of Medicine site
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- ☐ **Criminal Background check-expires annually-order through Call of Medicine**
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- ☐ **ASHA verification form for supervisor(s)-Must enter for each supervisor using, each semester, in externship. Supervisors will change so this requires new submittal of verification form for each supervisor each semester.**
<https://apps.asha.org/eweb/ashadynamicpage.aspx?site=ashacms&webcode=ccchome>

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- ☐ **Proof of ASHA Supervision CEU's for supervisor-Required based on results of ASHA verification letter.** If letter reads at bottom of page, "has met the 2020 ASHA certification standards for providing clinical instruction and supervision," then the CEU's do NOT need to be submitted. Completed each semester as needed.
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- ☐ **OSHA For Healthcare Compliance Course with Bloodborne Pathogens 2024 Training-one and done-** The course is free and can be found here: <https://epicourses.com/product/osha-for-healthcare-compliance-course-with-bloodborne-pathogens-2024-training-free/>
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- ☐ **Proof of Health Insurance-One and done, unless insurance provider changes**
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- ☐ **Ten Panel Drug Screen(minimum)-expires annually and order through Call of Medicine or complete through WKU Campus Clinic**
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- ☐ **Current Photo ID-Government issued only- one and done-** Includes the following: Driver's License (Issued within US including US Territories, Non-driver photo ID (Issued within US including US Territories), US Passport, US Passport Card, Foreign Passport, US Military Card, US Military Dependent's ID Card, or Tribal Card.
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- ☐ **Standard Precautions-Hand Hygiene Certificate of training-one and done-**Students should enroll in the Hand Hygiene course here: <https://openwho.org/courses/IPC-HH-en>
 - ☐ The course is free. Just register for an account on OpenWHO and take the course!
 - ☐ Gain a Record of Achievement by earning at least 70% of the maximum number of points from all graded assignments.
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Immunization Records as follows: (all one and done except for flu vaccination)

- ☐ COVID vaccination records-vaccination card, or approved exemption or signed declination
 - ☐ Hepatitis B-3 Hepatitis B vaccinations, or 2 Hemislab-B vaccines, or positive titer, or signed declination
 - ☐ Measles, Mumps, and Rubella (MMR) Vaccination-2 doses of vaccine or positive titer
 - ☐ Tdap (Tetanus, Diphtheria, Pertussis) Vaccine-Must show that vaccine was given within the last 10 years
 - ☐ Varicella (chickenpox) vaccine-either 2 doses of varicella vaccine or a positive titer
 - ☐ Influenza vaccination-during dates between Oct.1st through March 31st (flu season)- Proof of flu vaccination or signed declination form. New vaccination should be obtained annually
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- ☐ **Copy of BLS CPR Card-good for 2 years**

IT IS THE RESPONSIBILITY OF THE STUDENT TO KNOW WHEN THEIR COMPLIANCE DOCUMENTATION EXPIRES. STUDENTS MAY NOT BE PRESENT AT AN EXTERNSHIP SITE WITH EXPIRED COMPLIANCE

DOCUMENTATION. STUDENTS COULD BE REMOVED FROM THE PLACEMENT INDEFINITELY IF THIS OCCURS. EXPIRED COMPLIANCE DOCUMENTATION VIOLATES THE AFFILIATION AGREEMENT/CONTRACT HELD BETWEEN WKU AND THE SITE. IN SOME CASES, THE EXTERNSHIP PLACEMENT MAY BE FORFEITED DUE TO NON- COMPLIANCE WITH THE CONTRACTUAL AGREEMENT. IT IS A SERIOUS LIABILITY TO THE STUDENT, SITE, AND UNIVERSITY. Expired compliance documentation will result in suspension of clinical clock hours, on site hours, and attendance at the externship site until the compliance documents are updated.

End of semester Paperwork (FINAL COMPLETION DOCUMENTS):

Please refer to the Externship Policy and Procedure Manual regarding completion documents to be submitted prior to receiving a grade for SLP 591. **For the Fall 2024 semester, completion documents are due on Tuesday, December 3rd 2nd by noon.** If the due date changes due to course section dates, students will be notified on Blackboard. Completion documentation received after the due date/time will result in an "IN PROGRESS" grade until the documentation has been submitted and processed. "IN PROGRESS" grades can result in the delay of the next externship starting date as well as a delay in graduation.

If this is your graduating semester and you do not turn in documents on time, your graduation date will be pushed to the next semester. Degrees are only conferred on May 31st, August 31st, or December 31st. You could also be required to enroll in the 1- hour matriculation course as it is university policy that a degree-seeking student be actively enrolled in a course their graduating semester or term of completion. If you have questions that occur about this situation, please contact April Hardison as soon as possible.

Blackboard

To facilitate communication, a Blackboard course site will be established. Each student will contribute to each discussion board assignment in which clinical experiences are shared along with practical assignments to aid understanding of the clinical process. Feel free to ask questions and assist your classmates or the instructor. You must appropriately participate and comment on each discussion board post in order to receive a grade in SLP 591.

Course Evaluation

This course is graded as either PASS or FAIL. Student grades are submitted at the end of each semester the student is enrolled in SLP 591. Students must submit all final documentation for externship completion by noon on the Tuesday of finals week. The following grades can be received for SLP 591:

"PASS" (P) - A passing grade will be assigned based on acceptable submission and approval of all completion documents as outlined in the policy and procedure manual as well as a competency rating average of 3.0 or above cumulatively for the semester by the external supervisor(s).

"IN PROGRESS" (IP)- An in-progress grade will be assigned if the student's performance has been deemed satisfactory by both the external supervisor and externship coordinator; however, the student needs more time to complete the required number of externship hours and competencies due to extenuating circumstances. Please note an IP grade automatically turns to a fail after one year.

“FAIL” (F)- A failing grade will be assigned if the student is dismissed or removed from the externship site due to unacceptable performance or unprofessionalism or if the student receives a cumulative competency rating of below 3.0 for the semester by the external supervisor(s). The student will be required to satisfactorily complete an individualized remediation plan prior to being eligible to move forward to another externship site. The student will repeat the failed SLP 591 course within the same type of clinical population/setting in which the student failed. The student can expect a delay of at least one semester in their graduation date. A failing final performance evaluation will be changed to a mid-term grade at the end of the externship. The student will not earn clinical hours nor competencies that were accrued under the supervisor who entered the failing evaluation.

Final Completion Documentation:

1. Submit a written Goal Statement to CALIPSO utilizing guidelines in the Externship Policy and Procedure Manual, during the first week of the externship placement.
2. Submit the CALIPSO Data Sheet (found in the Externship Policy and Procedure Manual) to april.hardison@wku.edu. The form is due the first week of the externship.
3. Complete a minimum number of on-site hours appropriate for your Externship Option Choice: Two-site option- 420 on site hours and Three-site option- 280 on-site hours. Student must also maintain monthly externship timesheets signed by the student and the supervisor.
4. Complete the minimum clinical clock hours appropriate for your Externship Option choice. Two-sites: 75 hours, Three-sites: 50 hours. If it is your final externship, then you must have a total of 400 clinical hours cumulatively in order to receive a passing grade as well as an average of 3.0 in all areas of competency and professional skills listed on the cumulative evaluation.
5. Maintain all clinical clock hour documentation (Excel Clock hour logs and summary form) throughout the semester and have these signed at the end of the semester in **blue ink** by the external supervisor.
6. Complete all assignments and discussion board posts in Blackboard.
7. Submit a written Reflection Statement to CALIPSO utilizing the guideline in the Externship Policy and Procedure Manual.
8. Submit/Update Resume in CALIPSO utilizing the guideline in the Externship Policy and Procedure Manual.
9. Review your final performance evaluation with the supervisor and make sure supervisor finalizes the evaluation in order to earn your competencies.
10. Complete Supervisor Feedback Form in CALIPSO.
11. Complete and submit a Student Evaluation of Clinical Placement Form in CALIPSO.
12. Submit Clinical Clock hours in CALIPSO. Supervisor must approve hours in CALIPSO for the hours to be considered submitted.
13. Send completed and signed Attendance Timesheets, Schedule Changes, and Absence Notification forms to your assigned externship director. All sheets must be signed by the student and supervisor in

blue ink and must be readable. If supervisor is unable to sign by hand, then a digital signature with certificate will be accepted.

14. Students will maintain the original copies of the Excel Clock hour sheets. Students **ARE NOT** required to send the Excel Clock hour sheets to WKU unless audited by the department.

Again, all above items must be completed, submitted, and received by your externship director by noon on December 3rd. Any documentation received after that time, could result in an "In Progress" grade until all documentation has been received and processed. If it is the final semester of your graduate program, your graduation will be delayed until the end of the next semester if the documentation is not submitted by the specified date and you may be required to enroll in a matriculation course. If it is not the final semester of the graduate program, students may not begin another externship placement/receive a course pass for SLP 591 until an "In Progress" grade has been resolved.

Technology Management:

This course will involve the use of Blackboard software. Managing student technology is the sole responsibility of the student. The student is responsible for making sure that: (a) student word processing software is compatible with that used by the University; (b) student email software is working properly and that students know how to use it (e.g., to send attachments to the professor); (c) Internet service providers' equipment and software are installed and working properly in conjunction with student computers; (d) in the event that a student's computer stops working properly or becomes totally inoperative, the student has another means by which he or she can successfully complete the course; and (e) any other student technology problem or issue gets successfully resolved, and this in part implies that if a student cannot resolve any personal technology difficulties, his or her only workable solution may be to drop the course. The IT Help Desk can be reached at 270-745-7000.

*Please make sure you have installed an updated version of Excel in order to be able to successfully complete the attendance timesheets. The Mac version of spreadsheet software is not compatible with the timesheet forms and the actual Excel program must be installed and used.

Student Disability Services:

In compliance with university policy, students with disabilities who require accommodations (academic adjustments, and/or auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The phone number is 270-745-5004; TTY is 270-745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the OFSDS.

Plagiarism:

The University definition of plagiarism is found in the Faculty Handbook. To represent ideas or interpretations taken from another source as his/her own is plagiarism. Plagiarism is a serious offense. The academic work of students must be their own. Students must give the author(s) credit for any source material used. To lift content directly from a source without giving credit is a flagrant act. To present a borrowed passage after having changed a few words, even if the source is cited, is also plagiarism. Student work presented in this course may be analyzed using plagiarism detection software.

Accreditation:

The Master of Science education program in speech-language pathology at Western Kentucky University is accredited by the Council on Academic Accreditation in Audiology and Speech-Language Pathology of the American Speech-Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850, 800-498-2071 or 301-296-5700.

Council on Academic Accreditation (CAA) Complaint Process:

Students in WKU's speech-language pathology program may submit opinions and concerns to the Council on Academic Accreditation using the following procedure: Complaints about programs must: (a) be against an accredited education program or program in Candidacy status in speech-language pathology and/or audiology, (b) relate to the standards for accreditation of education programs in audiology and speech language pathology, and (c) include verification, if the complaint is from a student or faculty/instructional staff member, that the complainant exhausted all institutional grievance and review mechanisms before submitting a complaint to the CAA. All complaints must be signed and submitted in writing to the Chair, Council on Academic Accreditation in Audiology and Speech-Language Pathology, American Speech Language-Hearing Association, 2200 Research Boulevard, #310, Rockville, MD 20850. The complaint must clearly describe the specific nature of the complaint and the relationship of the complaint to the accreditation standards, and provide supporting data for the charge. The complainant's burden of proof is a preponderance or greater weight of the evidence. Complaints will not be accepted by email or facsimile.

COVID statement:

All students are strongly encouraged to [get the COVID-19 vaccine](#). In accordance with WKU policy, all students must call the WKU COVID-19 Assistance Line at 270-745-2019 within 4 hours of testing positive for COVID-19 or being identified as a close contact to someone who has tested positive. The COVID Assistance Line is available to answer questions regarding any COVID-19 related issue. This guidance is subject to change based on requirements set forth by federal, state, and local public health entities. Please refer to the Healthy on the Hill website for the most current information. www.wku.edu/healthyonthehill

You may contact Student Accessibility and Resource Center ([SARC](#)) via the following: [270-745-5004](#) (voice), [270-745-3030](#) (TTY), or [270-288-0597](#) (video). You may contact Ms. Andrea Anderson via: 270-745-5398 or via email at andrea.anderson@wku.edu.

Regular and Substantive Interaction statement:

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

- On-site direct supervision for at least 25% of the time by an ASHA certified SLP
- Participation in a specified number of discussion boards,
- Regular announcements, and

- Timely and detailed feedback on discussion board questions.

Inclusion Statement

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicities, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socio-economic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately without fear of reprisal.