

**GOVERNORS STATE UNIVERSITY
DEPARTMENT OF COMMUNICATION DISORDERS**

Communication Disorders Practicum Guidelines

STUDENT: _____

SITE: _____

The Governors State University student who has enrolled for and has been assigned to a Communication Disorders Practicum has agreed to the following guidelines:

1. The student will begin the practicum experience on _____ and finish on _____
2. The student will maintain the following schedule Days per week: _____
Daily schedule: _____
3. The student is allowed 1 sick day per month. Sick days in excess of specified amount will be made up by extending the practicum termination date. Excessive absences may result in a lowered grade. Both the site and GSU supervisors must be contacted when an absence occurs.
4. Student is responsible for continuity of client contact. Clinical services may not be canceled or in any way postponed without prior consent of site supervisor.
5. Session plans and all reports, including evaluations and progress, must be submitted by deadlines specified by site supervisor:

6. The student will participate in at least 25 hours of directed observation during the first week of the practicum prior to providing clinical services.
7. The site supervisor should directly supervise 100% of each evaluation session including screening and identification, and 30% of the student's total treatment time with each client.
8. The student will adhere to the ASHA Code of Ethics, particularly maintaining client confidentiality. (See ASHA Code of Ethics)
9. If any problems should arise, the university supervisor should be contacted immediately.
10. The student will observe site guidelines of dress and behavior.
11. The student will refer to the course syllabus for details relating to practicum expectancies.
12. The practicum experience may be terminated any time at the discretion of the site supervisor, university supervisor, or Director of Clinical Education.
13. The student may not under any circumstances unilaterally terminate the practicum. In doing so, a failing grade ("F") will be given.

Student

Site Supervisor

GSU Supervisor

Date

Practicum Seminar Dates : 1. _____ 2. _____