

**GOVERNORS STATE UNIVERSITY
DEPARTMENT OF COMMUNICATION DISORDERS
INFORMATION FOR GSU UNIVERSITY SUPERVISORS**

Credentials:

- ASHA certified
- 2+ years experience beyond CFY year.

Role of the GSU University Supervisor

During practicum, students will be directly supervised by the cooperating speech-language pathologist at the clinical site (the "site supervisor"). Students will also be assigned a "university supervisor." Your role as GSU university supervisor is to serve as liaison between the clinical site and the university.

Practicum Visits

Students enroll in five practicums during their year in clinical practicum:

1. CDIS 850 Practicum in Audiology: Assessment
2. CDIS 852 Practicum in Audiology: Rehabilitation

3. CDIS 853 Practicum in Speech-Language Pathology
4. CDIS 854 Practicum in Speech-Language Pathology: School Setting
5. CDIS 858 Practicum in Speech-Language Pathology: Medical Setting

University supervisors typically supervise 4 of 5 off-site clinical practicums. Three on-site observations are made during each of the three practicums in speech-language pathology (CDIS 853, CDIS 854, and CDIS 858). One on-site visit will be made during the aural rehabilitation practicum (CDIS 852).

On-Site Visits

- Phone the site supervisor during the first week of practicum. Provide the supervisor and student with contact information and set up the first observation.
- Confer with the site supervisor prior to observing the student to assess how he/she functions on a daily basis. Ask pointed questions (questions will be forwarded to you). Inquire about the goals that the supervisor would like the student to achieve by the end of the practicum.
- Obtain session goals prior to observing therapy.

- Observe several therapy sessions to obtain an accurate idea of the graduate student's clinical skills. Provide verbal and written feedback to the student at the end of your visit. Make copies of your written information for the site supervisor and student. Arrange the next visit.
- Complete appropriate paperwork as needed.
- Oversee the development and execution of the student's single-subject practicum project. Each student is required to evaluate the effectiveness of treatment with one client during their year in practicum.

Single-Subject Study

During one of the practicum experiences, students will complete a single-subject clinical study with a client or clients in their caseload. The purpose is for students to have the opportunity to participate in clinical research and to draw a very real connection between research and clinical practice.

To complete the study, students will prepare a proposal, collect data, present the project at a practicum seminar, and prepare a written report of the project for faculty review. More detailed information about the practicum project sequence, guidelines for single-subject experimental designs, and the project proposal and final report are available on the CDIS Website at http://www.govst.edu/chhs/dcd/mhs_cd/default.aspx?id=6418 (click on Practicum link on left side of page).

Grade Entry:

The GSU university supervisor will determine the student's grade based upon reports of daily performance from the site supervisor, direct observations at the site, collaboration during the grading of the midterm and final evaluations and student interactions.

Upon your initial employment at GSU, you will be required to complete a tutorial (FERPA and Student Records) on privacy requirements for student information (www.govst.edu/ferpa). You are encouraged to complete this on-line tutorial as soon as possible upon employment. It is recommended that you take care of this as soon as GSU's Office of Human Resources provides you with your GSU e-mail account. You will not be able to submit grades for your practicum students until the tutorial has been completed and your GSU e-mail account has been activated.

1. Fill out the Access to CARS form that is provided at the end of the tutorial.
2. Print out a copy of the form before you hit "Submit."
3. Submit the on-line Access form.
4. Submit the original completed (printed) form to the department chair, and he will initial it and send it to the Dean of the College of Health and Human Services for final signature.

Please be sure to contact Human Resources if you have any questions at 708-534-4100.

This process will authorize you to submit grades on-line. At the end of the trimester, grades are due on-line by 5:00 PM on _____. Paper (i.e., hard-copy) grades are no longer accepted by the university. To submit grades on-line, go to www.govst.edu Then navigate as follows:

1. Click GSU Online from the menu at the top of the page.
2. Click Faculty View from the menu at the left of the page.
3. Enter User Name and Password (GSU will notify you of your user name and password.)
4. Click Grade Entry from the menu at the left of the page.
5. Click Select Course for grade entry.
6. Enter your grades. Upon submitting your grades, you will receive an e-mail confirmation.

If you are experiencing any difficulty entering your grades, please be sure to contact the Department of Communication Disorders at 708-534-4590.