

**GOVERNORS STATE UNIVERSITY
DEPARTMENT OF COMMUNICATION DISORDERS**

Communication Disorders Practicum Guidelines

STUDENT: _____ **SITE:** _____

The Governors State University student who is enrolled in and who has been assigned 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 the specified amount will be made up by extending the practicum termination date. Excessive absences not related to illness or family emergencies will result in a lowered grade. Both the site and GSU supervisors must be contacted when an absence occurs.
4. The student will be expected to arrive by or before the time specified in the daily schedule. Arriving late to the site in excess of one time per month will result in a lowered letter grade.
5. The student is responsible for continuity of client contact. Clinical services may not be canceled or in any way altered or postponed without prior consent of site supervisor.
6. Session plans and all reports, including evaluations and progress notes, must be submitted by deadlines specified by site supervisor:

7. The student will participate in at least 25 hours of guided observations during the practicum experience. The student will gradually assume the responsibilities of the caseload as the site supervisor deems appropriate with most or all the caseload assumed mid-way through the practicum.
8. The student will adhere to the ASHA Code of Ethics, maintain client confidentiality and HIPPA privacy rules, and adhere to the protocols of the site.
9. If any problems should arise, the GSU 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, GSU 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.
14. Students will be expected to attend the practicum seminars scheduled during the semester they are in practicum as part of their continuing education.

Dates: 1. _____ 2. _____

Student

Site Supervisor

GSU Supervisor

Date