

**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 practicum has agreed to the guidelines listed below. The student should refer to the course syllabus for details relating to practicum expectancies.

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. Session plans and all reports, including evaluations and progress notes, must be submitted by deadlines specified by site supervisor:  
\_\_\_\_\_  
\_\_\_\_\_
4. The student will be expected to arrive at least 15 minutes before the time specified in the daily schedule. Arriving late to the site more than one time per month will result in a lowered letter grade.
5. The student is responsible for continuity of client contact and must be present for each session. Clinical services may not be canceled or in any way altered or postponed by the student. Any scheduling changes are considered the sole discretion of the site supervisor.
6. The student must be in contact with the Department when absences occur. Both the site and GSU supervisors must be contacted, and the Director of Clinical Education should be CC'd on any email correspondence.
7. The student is allowed one episode of absence per practicum assignment. An episode is considered one or more consecutive days missed. All days missed for illness or family emergency must be made up either by rescheduling or extending the practicum end date. Excessive absences will result in a lowered grade.
8. Guided observations during the practicum experience are expected, which should include discussion of therapy or evaluation procedures observed. If this is the student's **first** practicum experience, a minimum of 25 hours must be accrued throughout the practicum.
9. The student will gradually assume the responsibilities of the caseload as the site supervisor deems appropriate with most if not all the caseload assumed mid-way through the practicum.
10. 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. This will include observing site guidelines of dress and behavior.
11. If any problems should arise, the GSU supervisor should be contacted immediately.
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