



**Speech-Language Pathology
Program Monitoring of Clinical
Education at Internship Sites
Policy
(CAA 3.9B)**

Responsible Executive:	SPLP Program Director, Internship Coordinator
Responsible Office:	SPLP Administration
Originally Issued:	July 1, 2023
Latest Revision:	N/A
Effective Date:	July 1, 2023

I. Policy Statement

This policy is designed to describe the process in which pediatric and adult internship sites are monitored to verify adequacy of clinical education.

II. Purpose of Policy

The Internship Coordinator in the Speech-Language Pathology Program ensures each pediatric and adult internship site is monitored to verify the adequacy of clinical education and to ensure educational objectives are met.

III. Applicability

This policy applies to the Speech-Language Pathology Program Internship Coordinator and graduate students.

IV. Definitions

N/A

V. Policy Procedure

The Internship Coordinator will serve as a liaison between The University of Louisiana Monroe Speech-Language Pathology Program and the internship site. The Coordinator's responsibilities are as follows:

1. The Coordinator will provide the student and the clinical educator with information regarding ASHA regulations and our graduate program requirements.
2. The Coordinator will contact the person in charge of contracts to request an Affiliation Agreement between the university and the internship site.
3. When establishing a new internship site, the coordinator will use the following vetting process:
 - a. Research facility online
 - b. Call site directly to find out which rehabilitation company the site is affiliated with and if they are willing to take a student clinician
 - c. Call facility contact for company to start affiliation agreement
 - d. Request the clinical educator's current resume with the last 3 years of continuing education experiences included
4. The Coordinator will ensure that the clinical educator aligns with the following list of qualifications:
 - a. Has had a minimum of one year of practice with CCCs. Five years of experience with CCC's is preferred.
 - b. Has a valid state license and certification (this will be double-checked through ASHA and state board websites).
 - c. Up-to-date on current best practice as noted in resume and CE transcript.

- d. Ensure the clinical educator is aware they have to complete 2 hours of continuing of education in the area of clinical supervision per ASHA's guidelines as of January 2020.
 - i. Coordinator can supply clinical educator with link to free CEUs for this requirement.
 - ii. Clinical educator must provide proof of completion of CEU in the area of supervision prior to student's start date
5. The Coordinator will ensure that the internship placement provides opportunities for diverse clinical experiences.
6. The Coordinator will ensure that the internship is able to provide a sufficient number of face-to-face hours with clients per week.
7. The Coordinator will provide the graduate student intern and the clinical educator with the Internship Handbook.
8. The Coordinator will make telephone or email contact with both the student intern and the clinical educator during the internship to monitor the student's progress and status. The Coordinator is responsible for answering questions that the student or clinical educator may have during the semester.
9. The Coordinator will send a minimum of three emails to clinical educators:
 - a. Beginning – introduction/instructions/handbook.
 - b. Midterm – check in remind to grade.
 - c. Final – wrap up/instructions for final grades and approving clinical hours.
10. The Coordinator will require weekly emails from the graduate student interns to provide the following information:
 - a. Types of feedback they are receiving from their clinical educators.
 - b. Diversity of patient population seen that week.
 - c. Any significant learning experiences from that week.
 - d. How they are using evidence-based practice.
 - e. Hours obtained during the week and hours needed to reach 375 hours
11. The Coordinator will be available to consult regarding any problems that may arise during the internship. The Coordinator will inform the Program Director about concerns within an internship placement, and will be available for conferences with the students as necessary.
12. The Coordinator will be available for in-person (if distance permits) or virtual site visits if concern is indicated by student or clinical educator.
13. The Coordinator will keep accurate documentation of the student's internship process.
14. The Coordinator will help monitor student direct contact hours through CALIPSO.
15. The Coordinator will collect all intern/ clinical educator paperwork at the end of the semester.
16. The Coordinator will be responsible for submitting internship grades at the end of each semester.
17. Upon completion of the internship placement, the Coordinator will ensure that the students evaluate clinical educators and sites on CALIPSO

During each week of the internship, students are required to submit weekly summaries of their experiences via email to the Internship Coordinator who will respond to questions, etc. The Internship Coordinator will also be in regular contact with clinical educators via email, phone and/or site visit (if necessary). At the end of the internship, students will be scheduled to check out with the Internship Coordinator. The following will be needed to check out:

- Completion of final grading on CALIPSO
- Approval of all submitted hours on CALIPSO
- Completed site surveys (both medical and school sites) on CALIPSO
- Evaluation of clinical educators on CALIPSO

VI. Enforcement

The Internship Coordinator is responsible for enforcement of this policy.

VII. Policy Management

The Program Director and the Internship Coordinator are responsible for implementation and administration of this policy.

VIII. Exclusions

N/A

IX. Effective Date

July 1, 2023

X. Adoption

This policy is hereby adopted on this 1st day of July, 2023.

Recommended for Approval by:

Approved by:



Amanda Elias, Internship Coordinator



Dr. Judy A. Fellows, Program Director

XI. Appendices, References and Related Materials

This policy aligns with the University of Louisiana Monroe Speech-Language Pathology Internship Handbook and Graduate Student Handbook.

<https://ulm.edu/slp/documents/slp-grad-student-handbook.pdf>

XII. Revision History

N/A