



# Clinical Practicum Manual 2023

## Speech-Language and Hearing Services

SOUTHERN ILLINOIS UNIVERSITY CARBONDALE  
Communication Disorders & Sciences Program

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## **SPEECH-LANGUAGE and HEARING SERVICES**

### **INTRODUCTION**

The Master of Science degree in Communication Disorders and Sciences prepares students to work with individuals with speech, language, and hearing deficits and disorders. Early practicum training is offered through the SIUC Clinical Center (CC) and the Center for Autism Spectrum Disorders (CASD), two facilities that provide direct care services to the community. The CC provides a wide range of speech-language-hearing diagnostic and therapeutic services. The CASD specializes in services to persons with autism spectrum disorder.

All activities related to speech-language and hearing services are performed in compliance with ASHA, HIPAA, State of IL, University, and CDS graduate program requirements. All clinic supervisors are ASHA certified and Illinois State licensed to practice in Illinois. All practitioners follow the ASHA *Code of Ethics* and *Scope of Practice*.

CDS graduate students are extended clinic privileges through their enrollment in good standing in the program, in CDS 594 & 595, by maintaining cleared background checks, and complying with the SIUC *Student Conduct Code*. Students who do not maintain any aspect of good standing, or who do not comply with clinical policies and procedures, may have their privileges revoked.

**LEFT INTENTIONALLY BLANK**

**Clinical Center Contact Information:**

SIUC Clinical Center                      Phone: 618-453-2361  
625 Wham Drive                              Fax: 618-453-6130  
Room 141  
Carbondale, IL 62901

Local calls: 9+ 618 + local number  
Long distance code: 8 - 76818 + area code + number  
Copy code: 3474

Director: Dr. Holly Cormier  
Coordinator for Speech-Language-Hearing Services: Atheana Meadows, MA, CCC-A  
Office Manager: Tom Aken  
Receptionist: Roland Young  
Accountant: Michelle Mickulas  
Materials Librarian: (Student Workers)

**Center for Autism Spectrum Disorders Contact Information:**

CASD    Phone: 618-536-2122  
625 Wham Drive                              Fax: 618-453-7178  
Room 124  
Carbondale, IL 62901

Interim Director: Denise Croft, MS, CCC-SLP

## **CDS Clinical Program Policies & Procedures – All Clinicians**

### **Titles**

*CDS Program Director* – Director of the Graduate Program in CDS at SIU –  
Valerie Boyer, PhD, CCC-SLP

*Director of Clinical Education* – Coordinates clinical education experiences at SIU –  
(Currently vacant)

*CDS Externship Coordinator* – Instructor of Record for CDS 597/598 –  
Denise Croft, MS, CCC-SLP

*Coordinator of Speech-Language-Hearing Services* at the SIUC Clinical Center –  
Coordinates/schedules speech-language-hearing services utilized for clinical  
instruction at the SIUC Clinical Center-  
Atheana Meadows, MS, CCC-A

*Interim Director of the SIUC CASD*  
Coordinates/schedules speech-language-hearing services utilized for clinical  
instruction at the Center for Autism Spectrum Disorder –  
Denise Croft, MS, CCC-SLP

### **Background Checks/Student Conduct Code/Infractions**

Clinical privileges are extended only to graduate students in good standing in the CDS program and who have completed a criminal background check with the FBI and State of Illinois, HIPAA training, and the CDS program and clinic orientations.

Students are required to report any infractions that occur during any time that they are enrolled in the program, including but not limited to infractions of a legal or ethical nature, to the Director of Clinical Education immediately upon occurrence. Please see the *SIUC Student Conduct Code* at <http://srr.siu.edu/student-conduct-code/index.php> as a guide to the types of behaviors that need to be reported. This list is not exhaustive.

Students retain clinical privileges by complying with the policies and procedures as outlined in this manual, and/or provided through other means (e.g., syllabus, clinic seminar, supervision meetings, etc.). Clinicians who are challenged in maintaining these requirements may have their privileges revoked.

### **Observation Hours**

Each graduate student must upload documentation of 25 ASHA observation hours and any other hours achieved in undergrad to Calipso for the CDS program Clinic Director's approval. If these hours are lacking, they must be completed during the first half of the fall semester by midterm.

### **Coursework Requirements**

All students enrolled in CDS 594 & 595 must have completed all required graduate coursework with a final grade of B or better. A grade of B- or below, or a grade of INC in any course related to a disorder area, may result in an interruption in clinical practicum assignments. Students must demonstrate mastery of all didactic content prior to application to practicum, including externships and student teaching. Consequently, students who do not pass an academic course may be restricted from enrolling in CDS 594, and may not be permitted to enroll in CDS 597 – Public School Practicum or 598 – Internship in CDS.

## **Clinical Advisement**

The CDS Program Director monitors student's clinical performance utilizing Calipso semester review procedures to ensure assessments were finalized and clinical hours were documented. Advisement to students about the routine process through the clinical sequence is the responsibility of the CDS program director. Additional advisement support for clinical aspects of the semester is supported by the CDS 595 instructor and the CDS academic advisor.

## **Clinical Redress**

If a student experiences problems in the clinical program, his/her first redress is to speak with the clinic supervisor most closely associated with the situation in which the difficulty is experienced. If the problem is not resolved at this level, then the student may contact the persons below, preferably in the order listed:

1. Director of Clinical Education
2. CDS Program Director
3. Director of the School of Health Sciences
4. Dean of the College of Health & Human Services

Students have available to them the Academic Grievance Policy/Procedures as detailed in the Graduate School Catalog.

## **Performance Evaluation/Remediation**

A graduate student's performance in clinical courses is routinely formally reviewed at midterm and final grading periods using Calipso. Supervisors will meet with students and both student and instructor will sign the assessment in Calipso. A final grade of B or better must be earned in each clinical assignment to pass the course.

If at any point during practicum the supervisor evaluates the student to be performing at a grade equivalency of B- or lower, informal, or formal remediation may begin. Informal remediation is intended for short-term support needs that are expected to be mastered within a 2-3-week period. The student remains enrolled during this time. If informal remediation is successful, the student resumes usual supervision. If unsuccessful, the student will progress to formal remediation, during which time the student is removed from practicum until the conclusion of the remediation period. If successful, the student may return to clinical practica. If unsuccessful, the student will be terminated from enrollment in clinical practica courses.

A student may lose clinical privileges if they:

1. Is on academic probation or has an excessive number of INC grades.
2. Earns a grade of B- or less in clinical coursework.
3. Is on informal remediation.
4. Does not successfully complete informal remediation.
5. Violates the *SIUC Student Conduct Code*.
6. Engages in illegal behavior.
7. Engages in unethical behavior.
8. Violates the *ASHA Code of Ethics* and/or *Scope of Practice*.
9. Violates the policies and procedures of this manual.
10. Demonstrates non-compliance with any policies/procedures that may apply.

## Clinical Practicum

The minimum practicum requirements for all SIUC graduate students meet ASHA certification requirements. All hours required by ASHA must be completed prior to graduation.

ASHA requires a minimum 400 hours of clinical hours for certification. Of these 400, 25 must be observation, and 325 must be accrued at the graduate level. A maximum of **50 hours accrued at the undergraduate level may be considered in the 400 total**. Undergraduate hours are only considered if a student is short graduate level hours.

Students wishing to transfer clinical hours into the SIUC CDS program must request from their previous program authorized copies of practicum and observation hours, and submit through Calipso. Students will upload documents in the document file. Once reviewed by a Calipso administrator, hours can be signed and added to the student's clinical record. Students must have three enrollments in CDS 594 at SIUC, but hours accrued elsewhere can be used to supplement total ASHA hours earned.

There is no minimum number of hours required in any specific disorder area, age, severity, or cultural diversity of clients; however, ASHA does require that students have a breadth of experience across all disorder areas, populations, and clinical activities. The SIUC CDS graduate program will attempt to provide each graduate clinician with a breadth of experience that spans the expectations as implied in ASHA Standard V-B. Over the course of three semesters of CDS 594, and enrollments in CDS 597 & 598, students will gain experience with a wide variety of clients for diagnosis and treatment in each of the "ASHA Big 9" disorder areas. Our goal is for students to have at least some clinical hours in all areas of assessment and intervention included in the Calipso hours record. If students have areas of deficiency, simulated clinical instruction will be used to supplement CDS 594 and CDS 597/598 enrollments.

The CDS program director in consultation with the instructor of CDS 597/598/595 monitors assignments of both on-and off-campus practica to ensure students receive the maximum breadth of experiences possible. Clinical instructors of CDS 594 may also provide consultation to assignments. Students may request assignments, but those requests are not guaranteed.

## Clinical Training Sequence

During graduate training, students participate in six semesters of clinical experiences. The typical time frame is outlined below. However, the general sequence may be changed to accommodate individual needs.

<b>Semester</b>	<b>Course</b>	<b>Credit Hours</b>
First (Summer)	CDS 494	1
	CDS 595	1
Second (Fall)	CDS 594	3
	CDS 595	1
Third (Spring)	CDS 594	3
	CDS 595	1
Fourth (Summer)	CDS 594	2
Fifth & Sixth	CDS 597 (fall & spring only)	12
	Or	
	CDS 598	9

Students entering or continuing the clinical course sequence must have their registration approved by the Director of Clinical Education or the CDS Program Director. A student's progress through the clinical sequence will be monitored using appropriate program forms.

**CDS 594 – Advanced Clinical Practicum:**

CDS 594 experiences are initially conducted in the CC or the CASD, on the SIUC campus. Each student is supervised by ASHA certified and Illinois State licensed CDS faculty. Three successful enrollments in CDS 594 and CDS 595 are required before the student is eligible for off-site practicum placement. Additional offsite practicum placements may be utilized in semesters three and four.

All clinical practica assignments (i.e., CDS 594, 597, 598), are made at the discretion of the CDS Program Director, in consultation with CDS faculty. Students may not refuse client/site assignments, unless such an assignment presents a conflict of interest. Clinic schedules are made in consideration of classes and client appointments. It is impossible to accommodate each individual student's personal schedule. Likewise, externship assignments are ultimately at the discretion of the CDS program.

Students are encouraged to inform the Speech-Language coordinators of the CC or the CASE of their clinical interests; every effort will be made to accommodate.

Students, who are unable to accept client assignments, or attend other required clinical activities, will be given the option to delay enrollment in clinical practicum until the following semester.

**CDS 595 – Clinic Seminar:**

All seminars are mandatory. Topics are offered only once per year (Summer, Fall, Spring). Topics covered are of professional interest and necessity, as mandated by ASHA, the State of Illinois, and the SIUC CDS program. Topics covered also partially fulfill requirements for the IL Professional Educator License (PEL).

**CDS 597 – Public School Practicum:**

Students seeking the State of IL Professional Educator License (PEL) with School Support Personnel Endorsement for SLP: Non-teaching will enroll in CDS 597 during their fifth or sixth semester in the practicum sequence. This is a full-time experience during which the student works under the supervision of a certified and licensed speech-language pathologist in a public-school setting. The student-teacher will participate in a range of professional experiences expected in a public-school setting and acquire direct contact hours in education-based, pediatric assessment, and treatment of communication disorders. Student-teaching is a full-time experience, which may require that the clinician reside in areas distant from campus.

Meeting standards for public school "PEL" licensure is not a program requirement; however, in the State of Illinois, public school licensure is required to practice speech-language pathology in the public-school setting for the CFY year.

**Illinois Public School License - State of IL Professional Educator License with School Support Personnel Endorsement for SLP: Non-teaching**

Students who would like to hold the credential necessary to work in an IL public school need to complete additional requirements. The State of IL Professional Educator License with School Support Personnel Endorsement for SLP: Non-teaching (PEL) permits the SLP to work as an itinerant, and/or provide services other than in a self-contained classroom (i.e., "push-in/pull-out" therapies).



Students wishing to complete the PEL will identify themselves to the PEL advisor, Dr. Valerie Boyer, to arrange a separate advisement meeting to review requirements. Plans for completing the requirements will be coordinated by the advisor.

**CDS 598 – Internship in CDS:** All graduate students will enroll for a minimum of one semester of internship outside the public-school setting and may enroll under this course number for up to two semesters if no public school experience is desired. Students enrolled in this course are assigned to sites outside of the public school system, which typically include hospitals, rehab centers, skilled nursing facilities, private clinics, home healthcare, early intervention, private schools, and private practice. The intern will participate in a range of professional experiences and acquire direct contact hours in a variety of settings. Internship is a full-time experience, which may require that the clinician reside in areas distant from campus.

### **Externship/Student-Teaching Placements**

Externships/student-teaching must be requested during the first semester of enrollment in practicum (CDS 594). A session of clinic seminar is dedicated to this topic early in the fall semester. A list of active externship sites will be made available from the clinic coordinator. Students may request externship sites not listed on the current master list, but the request should be either in a geographic area where there are no current sites available, or the new site will provide a distinctly different experience. **All requests and assignments are granted at the discretion of the CDS program. Students are given the opportunity to request sites; however, the CDS program retains authority to assign each student based on site availability and student need. No request is a guaranteed assignment.** On occasion, a student may be required to remain at a local site so that the CDS Externship Coordinator may provide additional supervisory support.

### **Professional Conduct**

Clinicians will maintain the highest standards of integrity and ethical principles to ensure the responsible discharge of services. Clinicians will be familiar and act in accordance with the *ASHA Code of Ethics* and *Scope of Practice* and the *SIUC Student Conduct Code*.

Following are some highlighted professional behaviors, although it is not an exhaustive list. Clinicians are required to apply the *ASHA Code of Ethics and Scope of Practice*, the *SIUC Conduct Code* and professional judgment to all situations.

**Confidentiality:** All information regarding a client is confidential. Information is released to other parties only with the written consent of the client or guardian. All materials containing identifying information must remain on the premises. Email correspondence may only contain the client's initials or I.D. number. Please do not discuss your client with anyone outside of the program, and not in public venues.

**Student Observation of Sessions:** Graduate students are encouraged to observe their peers' sessions. When in the observation room, please refrain from discussing the client with anyone other than the supervisor, and only with prior approval. Never comment on anything to anyone else in the presence of a family member or caregiver. Students are given priority to observe. Please inform the supervisor so that they are aware of your presence beforehand and can make accommodation for you.

**Relationships:** To avoid conflict of interest, clinicians will refrain from treating family members or close friends/associates. The clinician will advise the clinic coordinator should such an assignment occur.

Clinical relationships will remain professional. If a personal relationship appears to be developing between you and your client, the clinician will inform the Director of Clinical Education and a decision will be reached to protect the objectivity and judgment of the clinician, and the integrity of the clinical assignment.

Students are prohibited from socializing or otherwise engaging with clients outside of the clinical context, and from providing personal favors such as babysitting, transportation, loans, etc.

**Attire:** Clinicians will wear maroon, gray, or white polos and black-, gray-, or khaki-colored slacks.

**Fragrance use:** For the comfort of our clients, clinical facilities are fragrance-free. Please refrain from the use of perfume/cologne as it may cause sensory responses from clients.

**Jewelry** should be minimal and simple. Avoid dangling, sparkling or other jewelry that may distract the client, and/or result in the client attempting to touch or remove it.

Visible **body piercings** to areas other than the ear should be removed during clinical activities.

**Substance use:** Alcohol and illegal substances are prohibited in clinical settings. Students may not consume alcohol or illegal substances prior to clinical sessions.

**Weapons:** Any item that may be construed as a weapon is prohibited. Sprays carried for self-defense may remain in your possession; however, please secure the canister so that clients do not have opportunity for accidental misuse.

**Food/Drinks:** CC clinicians may not consume food/drinks inside therapy rooms. Only food items which are used for therapeutic purposes may be brought to therapy rooms. CASD students will follow the policies of that agency.

**Cell phones:** Use of a cell phone for non-emergency purposes is prohibited. Leave the clinic area when using a cell phone.

**Reception Area:** Please do not use reception areas or the hallways to conduct consultations or to socialize. Consultations will be conducted in a private office; socializing is conducted off clinical premises.

**Gossip:** The function of gossip is to hurt the reputation of another person. Information about the personal situation of a client, peer, or any other person should be shared only on a need-to-know basis. Use good professional judgment, and refrain from engaging in such discussions.

**Social Media Postings:** No student will post comments on any social media outlet about clients, peers, faculty, supervisors, staff, or any other person related to the CDS program, the Clinical Center, or CASD. When such posts are negative/critical in nature, this reflects poorly on you. Public statements of criticism indicate a lack of professional judgment and may be indicative of a student's need to remediate and mature into readiness for clinical practice.

**Smoking:** No smoking anywhere on campus. Please do not come to therapy sessions with the smell of smoke on your person. This may have a negative sensory response from your clients and may offend the olfactory sense of those with whom you come into contact.

**Physical contact with clients:** Physical contact with clients is only as necessary to assist, redirect, or prevent injury to the client and/or others. It is permissible, in fact recommended, to hold a child's hand between the reception area and the therapy room. It is also permissible to provide gentle, discreet, and limited physical cues to redirect or prevent a behavior. Consult with your supervisor regarding individual client needs.

**Toileting assistance with clients:** Consult with your supervisor prior to consulting with the client's parent regarding toileting preferences and skill level. If the child needs assistance, the parent must remain in the waiting area to be available for toileting needs. If an unexpected situation occurs and no parent is available, seek another party to accompany you and the child to the restroom. If another clinician is not available, ask any supervisor from any discipline to help you. Please do not ask support staff. Follow toileting routines as instructed by the parent. If the child is of the opposite sex, and the child is not independent in toileting, use the bathroom of your own identified sex after it is cleared. Whenever you are assisting a client, keep the main bathroom door open, and the second party in view of the process. These procedures will protect you from any possible misrepresentations of interactions between you and the client.

## CLINICIAN-RELATED DOCUMENTATION FOR ASHA CERTIFICATION

Each clinician will maintain the accrual of ASHA hours. Students will document the number of minutes spent in direct service delivery. Direct service delivery is defined as any clinical activities involving the client or caregiver. If neither the client nor the caregiver is present for the clinical activity, it is not direct service – it is indirect service. Indirect services are not recorded using minutes; rather, you will use a checkmark to indicate that you engaged in that activity.

### ASHA Standard V-B Form

All students will maintain their ASHA hours through CALIPSO. Please see attached CALIPSO Student Training Guide for details.

The only valid approval of clinical hours for departmental purposes will be the signature of the assigned supervisor in Calipso or the CDS program director. CALIPSO houses all data related to student hours.

### **Appraisal of Clinical Competence**

The *Student Evaluation* will be completed in CALIPSO to evaluate clinician's performance at minimum intervals of midterm and final. Students may receive evaluations from more than one supervisor in a semester. The Final evaluations will reflect the clinician's level of performance at the end of the semester. CALIPSO will average all scores from all midterm finals to assign a final grade. A grade of B or higher is needed to pass. Please see your 594 Syllabus for grading scale.

### **Supervisor Evaluation**

Clinicians in all practicum courses will submit an evaluation of each supervisor at the end of each semester in CALIPSO. The CDS Program Director reviews the evaluations and forwards the anonymous files to each supervisor for the purposes of professional development.

### **Clinical Center Check-Out\***

Each semester, all clinicians will be cleared to receive a final grade for clinical practicum by completing clinic "check-out." At the conclusion of practicum (including externship), clinicians will submit:

1. ASHA Hours via CALIPSO
2. Supervisor Feedback form on CALIPSO
3. Client-related reports
4. Materials to their original checkout point—CC Materials Room, CASD, Supervisor
5. If transferring to CASD or offsite and NOT returning to CC, return mailbox key and badge to Tom Aken.

***\*Final grades will not be posted to your transcript until all the above check-out requirements have been met and all Titanium reports and notes have been signed by both you and your supervisor.***

# CALIPSO INSTRUCTIONS FOR SLP STUDENTS

## Step 1: Register as a Student User on CALIPSO

- Before registering, have available the PIN provided in the CALIPSO registration e-mail.
- Go to your school's unique login URL provided in the CALIPSO registration email, or go to <https://www.calipsoclient.com/school-login>
- Schools are listed alphabetically; locate your school in the list, and click on the school name link.
- Click on the "Student" registration link located below the login button.
- Complete the requested information, being sure to enter your "school" e-mail address, and record your password in a secure location. Click "Register Account."
- Please note: **PIN numbers are valid for 40 days.** Contact your Clinical Coordinator for a new PIN if 40 days has lapsed since receiving the registration e-mail.

## Step 2: Login to CALIPSO

- To login, go to your school's unique login URL listed in the header at the top of this page, or go to <https://www.calipsoclient.com/school-login>, locate your school, and login to CALIPSO using your school e-mail and **password that you created for yourself during the registration process (Step 1)**.
- Upon logging in for the first time, you will be prompted to pay the student fee (if applicable) and to provide consent for the release of information to clinical practicum sites.

## Step 3: Enter Contact Information

- Click on "Student Information"
- Click on "Contact Info" and then "Edit" for each corresponding address.
- Enter your local, permanent, and emergency contact info. Enter "rotation" contact info when on externships. Return to this link to update as necessary.
- Click "Home" located within the blue stripe to return to the home page.

#### Step 4: View and Update Immunization and Compliance Records

- Before each semester, click on “Student Information” and then “Compliance/Immunizations” to view a record of compliance and immunization records.
- Missing or expired records are highlighted in red.
- Upload an electronic file(s) of immunization, training or screening documents as required by your program by clicking on the “Files” link located within the blue stripe at the top of the page.
- Click the “Edit Compliance/Immunization data” link located just beneath the blue strip to enter the effective dates for the immunization, training or screening items as required by your program. Click in the box to the right of the item for which a date is to be entered, and select the effective date from the pop-up calendar. Click the “Save the changes below” button to save the entered dates.
- To create a “Health Record” document to save and/or print for clinical placements, click “Printable view (PDF)” located within the blue stripe.
- Click “Home” located within the blue stripe to return to the home page.

#### Step 5: View Clinical Assignments & Site Information Forms

- Within “Student Information,” click the [Clinical Assignments](#) link to view information pertaining to the current semester’s placement, including contact information for your Supervisor.
- Note the details of your assignment’s Semester, Clinical Course, Site and Clinical Setting; when entering clock hours (*see Step 7a*), be sure to record your clock hour entries to match the assignment.
- Additional information about the Site may be available under “Site Information Forms” Click the “Home” link to return to the Lobby page, then click **View** > [Site Information Forms](#).
- To view available information, identify the desired site and click “View” located in the fifth column under submitted. [Please note: “In progress” forms are not accessible to students; only “submitted” forms are accessible to students.]

#### Step 6: View/Upload Documents and Clinical Placement Files

- The file management feature allows you to upload any type of file (e.g. Word, PDF, JPEG, audio/video) to share with your clinical supervisor or clinical administrator.
- From the Lobby, click on “Student Information” and then “Documents” to upload your own file and/or view a file uploaded by your supervisor or clinical administrator.
- **First, select a folder by clicking on the folder name or create a new folder or subfolder.** To create a new folder or subfolder, type in desired folder name in the “Add folder” field and press “create.”
- **Upload a file** by pressing the “Browse” button, selecting a file, completing the requested fields, and clicking “upload.” The upload fields will display if you have selected an unrestricted folder. **Set the file permission** by choosing “public” for supervisor and clinical administrator access or “private” for clinical administrator access only.
- **Move files** by dragging and dropping from one folder to another.
- **Rename folders** by clicking the “rename” link to the right of the folder name.

- **Delete files** by clicking the “delete” button next to the file name. **Delete folders** by deleting all files from the folder. Once all the files within the folder have been deleted, a “delete” link will appear to the right of the folder name.

## Step 7a: Enter Daily Clock Hours

- Click on the “Clockhours” link located on the lobby page or the “Student Information” link then “Clockhours.”
- Click on the “Daily Clockhours” link located within the blue stripe.
- Click on the “Add new daily Clockhours” link.
- Complete the requested information and click “save.”
- Record clock hours and click “save” located at the bottom of the screen. You will receive a “Clockhours saved” message.

To add clock hours for a **\*different\*** supervisor, clinical setting, or semester:

- Repeat above steps to enter additional clock hours gained under a different supervisor, clinical setting, or semester.

To add additional clock hours to the **\*same\*** record:

- Click on the “Daily Clockhours” link located within the blue stripe.
  - Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click “Show.”
  - Click the “Copy” button located next to the date of a previous entry.
  - Record the new clock hours (changing the date if necessary) and click “save” located at the bottom of the screen. You will receive a “Clockhours saved” message.
- To **view/edit** daily clock hours, click on the “Daily Clockhours” link located within the blue stripe.
  - Select the record you wish to view (posted by supervisor, semester, course, and setting) from the drop-down menu and click “Show.”
  - Select the desired entry by clicking on the link displaying the entry date located along the top of the chart. Make desired changes and click save.
  - Please note: Supervisors are not notified and are not required to approve daily clock hour submissions.

## Step 7b: Submit Clock Hours for Supervisor Approval

- Click on the “Daily Clockhours” link located within the blue stripe.
- Select the record you wish to view (posted by supervisor, semester, and course) from the drop-down menu and click “Show.”
- Check the box (located beside the entry date) for all dates you wish to submit for approval then click “Submit selected Clockhours for supervisor approval.” Clock hours logged for the dates selected will be consolidated into one record for supervisor approval. The designated supervisor will receive an automatically generated e-mail requesting approval of the clock hour record.
- Please note: Daily entries cannot be edited once approved. However, if you delete the entry from the “Clockhours list” link prior to approval, daily hours may be resubmitted.
- View consolidated clock hour entries by clicking “Clockhours list” located within the blue stripe.

## Step 8: View Clinical Performance Evaluations

- Click on “Student Information” and then “Evaluations.”
- As clinical performance evaluations are completed on you by your supervisors, the evaluations will automatically post to this link.
- View a desired evaluation by clicking on the “current evaluation” link highlighted in blue.

## Step 9: View Cumulative Evaluation

- Click on “Student Information” and then “Cumulative evaluation” to view a summary of your clinical competency across the 9 disorder areas.
- Upon graduation, you must demonstrate competencies for all clinical competencies listed on the form.
- Please make note of any areas of deficiency which are highlighted in orange.

## Step 10: View KASA

- Click on “Student Information” and then “KASA” to view your progress in meeting the academic and clinical requirements for graduation. KASA stands for Knowledge and Skills Acquisition, which is a “roadmap” of academic and clinical standards toward certification requirements.
- Upon graduation, all requirements should have been met, represented with a green check mark.

## Step 11: View Performance Summary

- Click on “Student Information” and then “Performance summary” to view a summary of your clinical performance across all clinical courses to date.

## Step 12: View My Checklist

- Click on “Student Information” and then “My Checklist” to view your progress in meeting the clinical requirements for graduation.
- Upon graduation, all requirements should have been met, represented with a green check mark.



### Step 13: Complete Self-Evaluation

- At the completion of each clinical course or as directed by your Clinical Coordinator, complete a self-evaluation.
- From the lobby page, click on the “Self-evaluations” link.
- Click on “New self-evaluation.”
- Complete required fields designated with an asterisk and press “save.”
- Continue completing self-evaluation by scoring all applicable skills across the Big 9 using the provided scoring method and saving frequently to avoid loss of data.
- Once the evaluation is complete, check the “final submission” box and click “save.”
- Receive message stating “evaluation recorded.”
- Please note, you may edit and save the evaluation as often as you wish until the final submission box is checked. Once the final submission box is checked and the evaluation saved, the status will change from “in progress” to “final”.
- To view the evaluation, click “Evaluations list” located within the blue stripe.

### Step 14: Complete Supervisor Feedback Form

- At the completion of each clinical course or as directed by your Clinical Coordinator, complete feedback for each clinical supervisor.
- From the lobby page, click “Supervisor feedback forms.”
- Click “New supervisor feedback.”
- Complete form and click “Submit feedback.”
- Your completed feedback form will be posted for Clinical Coordinator approval. Once approved, feedback will be posted for the clinical supervisor to view. Until approved, the feedback may be edited by clicking on “View/edit.”

### Step 15: Complete Evaluation of Off Campus Placement

- At the completion of each clinical course or as directed by your Clinical Coordinator, complete feedback for each off-campus placement.
- From the lobby page, click “Student Evaluation of Off Campus Placement.”
- Click “New off campus placement evaluation.”
- Complete form and click “Save.”