AGREEMENT: Externship for Graduate Students in Speech Pathology

This Agreement between Southeast Missouri State University and _____ will be effective for the period beginning _____ and ending ____. It is subject to renewal on an annual basis. Should either party wish to terminate the agreement, each must give written notice of intent to cancel.

The Southeast Missouri State University and _____ mutually and informally agree with each other in establishing an externship program for graduate students completing the clinical requirements for certification by the American Speech-Language-Hearing Association. The guidelines below will be followed by the Department of Communication Disorders at Southeast Missouri State University and administrators and speech pathologists in off-campus facilities serving as externship sites.

I. Specific Purpose of the Externship

Graduate students should have a variety of clinical experiences in a variety of professional settings. The specific purpose of this externship is to provide graduate students in speech pathology with additional clinical experience in diagnosis and treatment of communication disorders in a setting other than the University Speech and Hearing Clinic.

II. Length of Externship

The externship shall take place during the regular academic calendar year and it shall not exceed the length of a regular semester. The amount of time spent at the off-campus site will be determined by the university coordinator and administrators directing the off-campus training sites.

III. Responsibilities of the Coordinator, Southeast Missouri State University

The university coordinator shall be responsible for the following:

A. to assign graduate clinicians to the off-campus training site;
B. to provide the training site speech pathologist with appropriate forms and materials including:
   1. forms for evaluating the student’s performance.
   2. weekly log sheets for students to use in calculating clinical hours.
   3. observation sheets for students to use in making clinical hours.
   4. speech pathology-audiology manual to acquaint the supervisor with the training program in speech pathology at the University.
   5. to provide diagnostic and/or therapy materials for externship sites that do not employ a speech pathologist.
   6. to abide by the existing rules and regulations established by the training site.
   7. to abide by the Code of Ethics of the American Speech-Language-Hearing Association
   8. to serve as liaison between the speech pathologist employed at the training site and the University.
   9. to verify that the graduate clinician has obtained professional liability insurance prior to engaging in the clinical practicum at the off-campus site.

OR

10. direct and supervise the diagnostic and treatment program in sites that do not employ a speech pathologist. (All individuals who supervise student clinicians must hold the Certificate of Clinical Competence in Audiology and/or Speech Pathology.)

11. In addition, the University will:
   a. instruct students regarding OSHA Blood borne Pathogens and Tuberculosis regulations before beginning clinicals in the hospital.
   b. upon request, submit evidence that each student has had an initial physical examination and annual TB skin testing or chest x-ray.
   c. upon request, submit evidence that each student in the obstetrical department has had a Rubella immunization or a positive Rubella titer.
   d. upon request, submit evidence that each student has received Hepatitis B vaccinations or signed a waiver registering they are aware of the risks without vaccinations.
IV. Responsibilities of the Student  The graduate student shall be responsible for the following:
A. to provide his/her own transportation to and from the off-campus site.
B. to abide by the rules and regulations established by the training site.
C. to abide by the Code of Ethics of the American Speech-Language-Hearing Association
D. to abide by the guidelines set forth in the Speech Pathology-Audiology Handbook
E. to develop a diagnostic-therapy schedule with the off-campus supervisor and/or university coordinator and to be available during those hours designated by the schedule.
F. to replace materials lost or destroyed and not covered by insurance carried by the off-campus training site.
G. to obtain professional liability insurance prior to engaging the clinical practicum at the off-campus site.

V. Responsibilities of the Training Site
A. to provide the student with supervision and instruction (where necessary in the diagnostic-remedial program provided by the training site).
B. to provide the student with opportunities for a variety of clinical experience in the diagnostic and treatment of communication disorders.
C. to provide the student with opportunities to observe difference individuals engaged in the diagnosis and treatment of communication disorders.
D. to supply the student with the appropriate materials necessary to carry out evaluations and treatment as well as materials appropriate for reports required by the supervising clinician.
E. to provide the university coordinator with an evaluation of the student's performance in the training site.

Internship sites not employing a speech pathologist shall be responsible for the following:
F. to provide the university coordinator and graduate clinician with space in which to conduct diagnostic and/or remedial speech, language, hearing services.
G. to allow the university coordinator and graduate clinician to conduct a diagnostic and/or treatment program which may include frequent or periodic sessions with parents or guardians of those receiving services.

VI. Mutual Responsibility  The directors of each externship site and the university coordinator shall cooperate in an on-going evaluation of the externship program in an effort to (1) maintain a high quality program for graduate students, and (2) maintain the quality of service provided to individuals with communication disorders.

VII. Financial Obligations  The training site is under no financial obligation to the University, the university coordinator, or the student.

VIII. Affirmative Action  Administrators and supervisors at off-campus training sites shall adhere to the University's Affirmative Active Policy: "Southeast Missouri State University is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to sex, handicap, race, or other legally protected classifications."

Dean, College of Health & Human Services  Program Director – Off-Campus Training Site
Chair, Department of Communication Disorders  Speech Pathologist – Off-Campus Training Site
University Externship Coordinator  ASHA Certification #: CCC-SLP
Missouri Licensure #: (If Applicable)

* Please attach a copy of your ASHA Membership Certification Card for the year you will be supervising a graduate clinician.

Copies should be maintained by:
1. College Dean
2. University Coordinator
3. Training Site Program Director