

**GRADUATE EXTERNSHIP PLACEMENT PROCESS  
DEPARTMENT OF COMMUNICATION DISORDERS  
SOUTHEAST MISSOURI STATE UNIVERSITY**

In the first year of graduate school, students in the Department of Communication Disorders will develop an Initial Study Plan, which includes two off-campus practica during the second year of graduate studies. Each student should work closely with his/her graduate advisor to plan which semesters these externships will be most feasible.

The process for applying for graduate externships and completing all requirements are as follows:

1. In March, first year graduate students attend an externship information meeting with Mrs. Edwards, the graduate externship coordinator for the department. The following topics are discussed and handouts are distributed regarding these topics: prerequisites for off-campus placement, ASHA requirements regarding placements at a minimum of two sites external to the University Speech and Hearing Clinic, clock hour requirements for ASHA certification eligibility, possible placement sites in the southeastern Missouri, St. Louis, and southern Illinois regions, how and when to apply for off-campus placements for the next academic year. Students must get approval to enroll for externships from their graduate advisors prior to requesting externship placements during the coming year, e.g. fall/spring, fall/summer, or spring/summer placements. Determination of externship semesters is usually dependent upon research requirements, graduate assistantship responsibilities, and/or other employment schedules of prospective externs. (If a student prefers a placement in a city outside of the Southeast/St. Louis region, he/she must make an appointment with Mrs. Edwards to discuss possible sites to contact; this may need to be done during the first semester of graduate school to ensure time for contract development and preferred placement.)
2. Once applications are submitted, the externship coordinator contacts prospective sites and supervisors for each student. Affiliation agreements are developed with each site where a student is accepted for placement. The externship coordinator also requires documentation of the supervisor's current certification by the American Speech, Language, Hearing Association. Responsibilities of the externship coordinator, the graduate student, and the training site are presented in detail on the *Externship Agreement for Graduate Students in Speech Pathology*.
3. Students are notified of their placements approximately 4-6 weeks prior to the actual starting date. The student is then required to contact the off-campus site supervisor prior to the starting date to arrange a meeting time and check on specific requirements of the site (e.g. TB testing, CPR training, etc.)

4. The externship coordinator mails a packet of evaluation forms, ASHA requirements, clock hour sheets, and site summary forms to each supervisor prior to the starting date. All students enrolled for externship have an orientation meeting on the first day of the externship semester with Mrs. Edwards, before beginning the practicum later that week. Clinical clock hour documentation forms and other pertinent information are distributed that that meeting.
  
5. During the semester, the externship coordinator has frequent phone and e-mail contacts with graduate externs and the site supervisors. In addition, Mrs. Edwards visits each site at least once (as proximity to campus permits) to confer with the supervisor and observe the graduate extern. Additional individual conferences with students and/or supervisors are scheduled on an as-needed basis. Midterm evaluations are completed by the off-campus supervisors and submitted to the externship coordinator approximately halfway through the externship semester. Follow-up communications or conferences are conducted with students and supervisors, if needed.
  
6. At the end of the semester, each graduate extern is required to meet for a final conference with Mrs. Edwards during Finals Week. At that conference, the off-campus supervisor's semester evaluation is reviewed and clinical clock hours are verified, totaled, and recorded, according to ASHA guidelines. Each student submits an *Evaluation of Clinical Supervisors by Student Clinicians* form to Mrs. Edwards. In addition to *Clinical Practicum Student Evaluation Forms*, each off-campus supervisor submits a *Summary of Clinical Practicum* form (for accreditation review purposes), as well as an *Externship Supervisor Survey* (for departmental assessment purposes).