

EXTERNSHIP CLINICAL PRACTICUM
HANDBOOK
FOR
SPEECH-LANGUAGE PATHOLOGY
DEPARTMENT OF COMMUNICATIVE SCIENCES
AND DISORDERS
HAMPTON UNIVERSITY

GUIDELINES FOR
STUDENTS AND SITE SUPERVISORS

Accredited by
Council on Academic Accreditation
Audiology and Speech-Language Pathology
American Speech-Language-Hearing Association

Mission Statement of Hampton University School of Science.

Hampton University School of Science mission is to provide quality and rigorous instructional programs, conduct discipline-specific research, engage in service and demonstrate leadership. An integral part of our mission is to educate our students based on our commitment to ethics in education and sustained excellence. With a collaborative team of interdisciplinary faculty members, we implement state-of-the-art pedagogy and innovative technologies to promote and cultivate students with competence, integrity, and compassion. Our graduates are well-prepared for professional, scientific and academic careers with applicable skills to compete for direct entry into the workforce and graduate and professional programs.

[About - School Of Science](#)

Vision of Hampton University School of Science

The vision of the School of Science is to be recognized nationally and internationally as a leader for academic and scientific excellence, creativity, and integrity, while preparing students to diversify the STEM workforce and contribute globally to society.

HAMPTON UNIVERSITY CODE OF CONDUCT

All students are expected to adhere to the University's Code of Conduct:

- To respect himself or herself.
- To respect the dignity, feelings, worth, and values of others.
- To respect the rights and property of others and to discourage vandalism and theft
- To discourage discrimination, while striving to learn from differences in people, ideas, and opinions.
- To practice personal, professional, and academic integrity, and to discourage all Forms of dishonesty, plagiarism, deceit, and disloyalty to the code of conduct.
- To foster a personal, professional work ethic within the Hampton University family.
- To foster an open, fair, and caring environment.
- To be fully responsible for upholding the Hampton code. The complete Code of Conduct may be found on the university's website

Welcome

Welcome to the Clinical Externship component of the Hampton University Department of Communicative Sciences and Disorders (CSAD). This phase of a student's graduate education represents the bridge between academic learning, in-house clinical practicum, and independent professional practice. Students will have the opportunity to apply clinical knowledge, skills, and professional judgment in diverse community-based settings under the guidance of qualified clinical educators/instructors.

The externship experience is designed to prepare graduate students for the transition from supervised learning into their Clinical Fellowship and future career as a speech-language pathologist. Through these placements, students will work with a variety of client populations, diagnoses, service delivery models, and interprofessional teams—reflecting the real-world scope of speech-language pathology practice.

External Clinical Practicum provides the students with an opportunity to transfer theory into practice by exposing them to external clinical experiences that include a variety of speech, language, swallowing and hearing disorders. The clinical education program, in coordination with the academic course work, enables the students to meet the clinical certification requirements of the American Speech-Language-Hearing Association (ASHA), as well as the certification and licensure requirements of most states. Students are to refer to ASHA's Scope of Practice in Audiology and Speech-language Pathology.

Overview of the Clinical Externship Program

Externships are a required component of the graduate program in speech-language pathology and serve as the culminating field experience. Each student will complete placements in settings that complement their prior clinical experiences, ensuring breadth and depth in their clinical competencies.

Externship settings may include:

- Public and private schools
- Hospitals and acute care centers
- Skilled nursing facilities
- Rehabilitation centers
- Private practice clinics
- Specialty programs (e.g., early intervention, voice clinics)

Placement assignments are determined by the Externship Coordinator in consultation with faculty, taking into consideration student competencies, interests, supervision needs, and the availability of clinical sites.

Mission and Vision Alignment

The externship program supports the mission of the Hampton University Speech, Language, and Hearing Clinic (HUSLHC) and CSAD Department by:

- Providing high-quality, evidence-based clinical services to diverse populations.
- Preparing competent, ethical, and culturally responsive speech-language pathologists.
- Ensuring that student clinicians meet the knowledge and skill outcomes required for **ASHA certification and state licensure**.

Commitment to Ethical and Professional Practice

Students participating in Externships are held to the highest standards of ethical practice in accordance with:

- The **ASHA Code of Ethics**
- **Virginia state licensure regulations**
- **HIPAA** and applicable confidentiality laws
- Universal precautions and infection control procedures

The welfare of clients is the highest priority. Students are expected to demonstrate professional conduct, maintain confidentiality, respect cultural and linguistic diversity, and provide services consistent with current evidence-based practice.

General Requirements and Expectations

Hampton University Speech-Language and Hearing Clinic (HUSLHC) Placement Procedures

The first graduate practicum experience takes place in the **Hampton University Speech-Language and Hearing Clinic (HUSLHC)** and/or an off-campus site supervised by the department's clinical faculty. The Department of Communicative Sciences and Disorders assigns all graduate placements in both the HUSLHC and affiliated facilities under Hampton University supervision.

Graduate students are required to complete a minimum of **three (3) distinct practicum experiences** during their matriculation. Placement progression is as follows:

1. **Teaching Clinic (Initial Placement)** – The first hands-on experience for graduate students, conducted with HUSLHC clients under intensive supervision.
2. **Intermediate Practicum Experiences** – Typically the next two semesters, either in the HUSLHC or an off-campus site supervised by department clinical faculty, with increasing clinical independence.
3. **External Practicum** – Conducted in a setting such as a public or private school, private practice, specialized school, rehabilitation center, skilled nursing facility, or hospital.
4. **Advanced External Practicum (Optional/Additional)** – May take place in a facility providing services in a clinical area different from the student's previous experiences. This placement is often selected to address areas of interest or skill gaps.

Health Requirements for Externships

Prior to beginning any external practicum, students must submit:

- Updated immunization record, including: recent **2-step PPD**, Diphtheria/Tetanus, MMR (Measles, Mumps, Rubella), Varicella, Hepatitis B, Seasonal Flu, and, when required, COVID-19 vaccination.
- Current **BLS (CPR & First Aid) certification**.
- Updated **physical examination** documentation.
- Any **additional health documentation** required by the specific placement facility.

External Practicum Placement

Graduate students in Hampton University's Speech Pathology program participate in **two external practicum placements**. These placements occur after students have:

- Successfully completed required coursework.
- Completed **two semesters of clinical practicum** in the Hampton University Speech, Language, and Hearing Clinic (HUSLHC) under supervision of clinical faculty.
- Achieved **Level 2** clinical status and eligible for **Level 3** clinical status.
- Accrued a **minimum of 125 supervised clinical clock hours**.

Eligibility:

- **Residential students** must meet the above requirements to qualify for an external practicum.

Application for External Practicum

All students must submit the *Application for External Practicum* to the Externship Coordinator during the semester prior to their first external placement.

- **Summer and Fall placements** – Submit application in the *Spring semester prior*
- **Spring placements** – Submit application in the *Fall semester prior*

The application must indicate that the student has successfully completed all required courses listed on the *Application for External Practicum* (Form CS-35) with a grade of B or better. These courses include **CDS 500, 507, 529, 618 (Module I), 602, 612, 621, 622, 625, and 628**. Students must also submit documentation of the required health clearances along with the application.

Application Requirements:

- Completion of the following courses with a **grade of B or higher**:
CDS 500, 507, 529, 618 (Module I), 602, 612, 621, 622, 625, and 628.
- Documentation of all required **health and vaccination records** (see Appendix for full list).
- Submission of **Form CS-35** (Application for External Practicum).
- Compliance with a **Criminal Background Check** through CastleBranch
- **BLS/CPR certification**

Upon submission, students will be contacted **individually** to provide necessary personal information (e.g., date of birth and Social Security number) to initiate the Criminal Background Check, which is processed through **Castle Branch**. When required, students must participate and receive current **BLS/CPR certification**. Certification courses may be arranged by the Externship

Coordinator or Graduate Coordinator, with approval from the Department Chair. BLS/CPR is at the expense of students.

Approval and Site Selection

The **Graduate Review Committee** evaluates externship applications, résumés, and academic records during the semester prior to the placement. Students with unsatisfactory prior clinical performance will not be approved and must complete an additional semester at HUSLHC under Student success plan and guided supervision before reapplying.

Placement Matching Factors Include:

- Externship application details.
- Academic grades.
- Résumé.
- HUSLHC Competency-Based Evaluation and Grading Scale (C-BEGS) scores with any supervisor comments.

Students are notified of potential placements by the **Externship Coordinator**, who will also provide instructions for completing site-specific onboarding and documentation.

Important:

- Students **may not** contact externship sites directly without permission from the Externship Coordinator.
- During site finalization, students are expected to respond promptly to all communications to ensure timely submission of required materials.
- Once confirmed, students may contact their **Clinical Instructor (CI)** at the externship site to introduce themselves, confirm schedules, and complete any additional onboarding tasks.

Additional Graduate Clinical Practicum Responsibilities

1. **Site Interviews:** Students may be required to interview with the externship site and must make themselves available for this process. If not accepted, an alternative site will be assigned.
2. **Student/Supervisor Contract:** On the first day at the site, students must complete a **Student/Supervisor Contract** with the externship supervisor and submit it to the Clinic Director.
3. **Assigned Responsibilities:** External supervisors and/or the Externship Coordinator may assign specific patient care or clinical readiness tasks as needed.
4. **Evaluations:**
 - Midterm and final semester evaluations must be completed in **TYPHON** by the externship supervisor according to the due dates listed in the semester's assignment letter.

- Failure to complete or submit evaluations on time may result in disciplinary action.
5. **Student Evaluations of Supervisors:** At the end of each placement, students must complete a **Supervisor Evaluation** in TYPHON and a separate externship site survey. These are reviewed by the Externship Coordinator but do not affect the student's final grade.

Refusal of Site

Students who decline or refuse any aspect of their assigned externship must sign a **Refusal of Site Form**, acknowledging that:

- A second placement option is not guaranteed.
- Clinical matriculation and graduation may be delayed as a result of refusal.

Documenting Clinical Clock Hours

Graduate student clinicians are responsible for maintaining an **accurate, daily record** of all clinical clock hours accrued. All hours must be entered into **Typhon**, the department's subscription-based clinical tracking software, on a consistent basis throughout the semester.

Recording and Verification Process

- **Student Responsibilities:**
 - Enter clock hours in Typhon promptly after each clinical session.
 - Ensure that entries accurately reflect the type of clinical activity and the client's age group.
 - Record only **direct clinical contact** hours, which include evaluation, treatment, counseling, or caregiver training directly related to the client's communication disorder.
- **Supervisor Responsibilities:**
 - Clinical externship supervisors will have individual access to Typhon to review, approve, request corrections, or decline submitted hours in real time.
 - Supervisors determine their own review intervals but are expected to ensure timely verification of student hours.

Clock Hour Eligibility

- **Countable as Clinical Hours:**
 - Direct client contact for evaluation or treatment.
 - Interaction with the client or caregiver for information exchange, counseling, or home program training, when directly related to treatment or evaluation.
- **Not Countable as Clinical Hours:**
 - Preparation activities (lesson plans, test scoring, material creation).
 - Administrative or clerical work not involving the client.

End-of-Semester Requirements

- Students must meet with their externship clinical supervisors to finalize all clock hours in Typhon before the semester ends.
- For external placements, students must secure **the supervisor's signature and ASHA certification number** on the semester's clock hour verification form.
- **No student will be cleared for the semester** until all clock hours are documented, verified, and signed in Typhon.
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Grading for Graduate Clinical Practicum

Graduate clinical practicum performance is formally evaluated twice each semester—**midterm** and **final**—using the **Competency-Based Evaluation and Grading Scale (C-BEGS)** within the **Typhon** system.

Purpose of Evaluation

An electronic evaluation within the TYPHON system will be used to grade the graduate clinician's performance at mid-term and Final (at the end of each semester) by the student's clinical externship supervisor. The electronic evaluation is called the Competency Based Evaluation and Grading Scale (**C- BEGS**) This is the formal evaluation and rating of a student's knowledge and skills in four areas: Assessment, Therapy (planning and execution), Reporting and Interpersonal Relationships.

The **C-BEGS** is used to assess and document student competency in four key areas:

1. **Assessment** – Case planning, diagnostic accuracy, and goal writing
2. **Therapy** – Planning, implementation, and execution of intervention
3. **Reporting** – Documentation, case reports, and professional record-keeping
4. **Interpersonal Relationships** – Professionalism, collaboration, and communication skills

Evaluation Process

- **Midterm and Final Evaluation:** Completed electronically in Typhon by the **Clinical Externship Supervisor**.
- **Multiple Supervisors:** If more than one supervisor evaluates the student, the final practicum grade will be the **average** of all ratings.
- **Coursework Integration:** Additional requirements from **CDS 618** are factored into the final grade according to the course module level (refer to individual course syllabi for calculation details).

Practicum Levels and Expectations

Students are evaluated based on their levels of practicum experience, levels two (1) through four (4) for graduate students. When more than one person supervises the student, the final grade is an averaged rating. Additionally, specific coursework requirements from CDS 618 are also computed into the final grade based on a percentage depending on the module level. Please refer to individual course syllabi regarding grade calculations for each course module.

Clinical assignments progress in **complexity** as students advance through practicum levels:

Level	Setting	Supervision & Expectations
Level 1	Teaching Clinic	Highly supported environment
Level 2	HUSLHC In-House Clinic	Increased independence
Level 3	External Practicum	Guided support from supervisor
Level 4	Advanced Externship	Indirect supervision, independent case management

Grading Scale and Advancement

- A **minimum final grade of 80** is required to pass the practicum.
- Students earning below 80:
 - Forfeit **all clock hours** accrued during that semester
 - Are placed on a **Student Success Plan** with a designated advisor
 - Must complete **immediate remediation** to address skill gaps
 - Must **repeat the practicum level** with a passing grade before advancing
- Failure to meet these requirements may result in **delayed matriculation or graduation**.

Any student who receives a grade below 80 in practicum will forfeit the clock hours accrued that semester. They will be placed on a student success plan with a specified advisor. Immediate remediation must take place to assist the student on getting back on track. The student will need to repeat the clinical practicum level with a passing grade in order to progress to the next level. There is a possibility of delayed matriculation and/or graduation.

Site Visits and Responsibilities

All graduate student clinicians will receive at least **one routine site visit** by the **Externship Coordinator** each semester.

Purpose of the Visit:

This visit is **not punitive**. It is intended to:

- Strengthen rapport between the facility and the University
- Support partnerships within the professional community
- Tour external facilities and observe clinical skills in action
- Address questions, concerns, or areas for improvement

Both the **Extern Supervisor** and the **student clinician** will receive advance notice of scheduled visits.

Extern Site Supervisor Requirements

Externship site supervisors must meet the following qualifications:

1. Hold a **master's degree or higher** in Speech-Language Pathology.
2. Maintain **current ASHA certification** (CCC-SLP) valid for the duration of the practicum experience.
3. Hold a **state license** in Speech-Language Pathology or Audiology (if required by the state).
4. Have at least **two years of professional experience** following receipt of the CCC-SLP.
5. Complete all **ASHA-mandated continuing education** in supervision and ethics.
6. Provide **direct observation, guidance, and regular feedback** to support student skill development.
7. Offer **direct supervision** for at least:
 - 25% of therapy sessions per client
 - 50% of diagnostic evaluations per client*(Increased supervision may be required depending on the student's competence and experience.)*

Student Responsibilities

Students enrolled in clinical externship practicum are responsible for:

1. Reading the externship handbook and being familiar with the clinic policies and procedures outlined.
2. Following the policies, procedures, and guidelines outlined in the clinic handbook and well as those specified by external practicum sites and clinical supervisors.

3. Attending the clinical externship orientation
4. Contacting the clinical supervisor to schedule an initial meeting/introduction no later than 24 hours after receiving finalization of clinical assignment
5. Adhere to timelines and dates for externship site documentation in addition to dates specified in the handbook and those specified by externship coordinator.
6. Adhere to the timelines for paperwork for external facilities.
7. Commit to making graduate work and clinical practicum a priority. Students are required to have a minimum of 375 clinical contact CLOCK hours and 25 observation hours for graduation and ASHA certification.
8. Adhere to the ASHA Code of Ethics.
9. Adhere to the dress code policies and professional decorum policies outlined by externship handbook and extern site facility.
10. Maintain client and facility confidentiality.
11. Adhere to HIPPA
12. Complete all paperwork and record keeping requirements of clinical facilities in an accurate and timely manner.
13. Keep the externship coordinator apprised of any changes in personal contact information.
14. Check your email/mailbox often for updates to practicum information.
15. Maintain records of clinical practicum hours on TYPHON.
16. Submit clock hours at least on a bi-weekly.
17. Adhere to universal precaution guidelines.
18. Never leave clients unattended.
19. Operate within the parameters of each site, *e.g.* dress code, hours of operation, parent-teacher conference schedules, holidays, and institute days.
20. Communicate regularly with clinical faculty and keep them apprised of clinical experiences. Do not wait until problems arise.
21. Be positive, professional, and communicate interest in the well being of each client.
22. Demonstrate an interest and respect for other professionals.
23. Establish and maintain harmonious professional relationships with faculty, staff, clients, and their families.

Student–Supervisor Problem-Solving Guidelines

In the event of a concern or conflict in the student–supervisor relationship:

1. **Discuss the issue directly.** Many misunderstandings can be resolved through clear communication.
2. If unresolved, work together to develop a **plan for improvement**, reviewing it regularly.
3. Notify the **Externship Coordinator** after attempting direct discussion.
4. If the problem persists, request a **consultation** with the Externship Coordinator to explore options.
5. **Reassignment** will only be considered as a **last resort**.

Professional Ethics & Responsibility

All graduate student clinicians are required to become familiar with and strictly adhere to the **American Speech-Language-Hearing Association (ASHA) Code of Ethics**.

The ASHA Code of Ethics:

- Outlines the principles and rules guiding professional conduct for SLPs, audiologists, and speech/hearing scientists.
- Protects the welfare of clients.
- Promotes integrity within the profession.
- Maintains high standards in both clinical practice and research.

Full details of the ASHA Code of Ethics can be found at: **<https://www.asha.org/Code-of-Ethics/>**

Attendance & Punctuality Policy

Consistent attendance and punctuality are essential to professional growth, client care, and successful completion of clinical requirements. This policy applies to all graduate student clinicians in the Speech-Language Pathology program, whether placed at the **Hampton University Speech, Language, and Hearing Clinic (HUSLHC)** or an **Externship site/placement**.

Absence Notification Procedures

A. HUSLHC Placement

1. Contact your **Clinical Supervisor** first.
2. Contact the **Externship Coordinator** immediately afterward.

B. External Facilities

1. Contact your **Clinical Supervisor** by **7:30 a.m.** via phone call or text.
2. Notify the **facility** directly.
3. Leave a message for the **Externship Coordinator** by phone (**757-727-5432**) or email.

C. Therapy Cancellations

- **Never** cancel a therapy session without first informing your Clinical Supervisor and discussing how the session will be handled.

Excused vs. Unexcused Absences

Excused Absences (maximum of **three (3)** per semester):

- Illness (requires **medical documentation** if more than one day is missed, unless otherwise approved by the Externship Coordinator)
- Death in the immediate family
- Other circumstances approved by the Externship Coordinator in advance

Unexcused Absences:

- Car trouble
- Completing other assignments during therapy time
- Scheduling personal, business, or medical appointments during therapy time without prior approval

Penalties for Unauthorized Absences

- **1st Unauthorized Absence** → Written warning from the Externship Coordinator

- **2nd Unauthorized Absence** → Meeting with Externship Coordinator and Graduate Coordinator; remediation plan initiated
- **3+ Unauthorized Absences** → Removal from clinical placement for the semester

If Removed from Placement:

- Student will be reassigned to the **HUSLHC clinical rotation** for observation and guided assistance.
- If late in the semester and no independent caseload is feasible, the student will:
 - Assist another student clinician, and
 - Complete **career readiness assignments** as assigned by the Clinical Director

Tardiness Policy

Definition: Arriving **five (5) minutes or more** after the scheduled start time.

Notification:

- Contact your **Extern Supervisor** as soon as you know you will be late.
- In an emergency, notify both the **Extern Supervisor** and **Externship Coordinator** by phone before your scheduled arrival time.
- Documented emergencies may be considered **excused tardiness**.

Penalties for Unexcused Tardiness:

- **1st Incident** → Written warning
- **3 Incidents** → One-letter grade reduction and meeting with the Externship Coordinator
- **More than 3 Incidents** → Removal from clinical site

Persistent Excused Tardiness:

- More than **three (3)** excused incidents in a semester will result in a one-letter grade reduction.

Graduate Clinical Practicum — Health & Safety Guidelines

The Department of Communicative Sciences and Disorders is committed to ensuring the health, safety, and protection of both student clinicians and their clients. To maintain a safe clinical environment, all students participating in practicum are expected to follow the guidelines below:

Health Requirements

- Students who have not had a **complete physical examination** and a **two-step tuberculin (TB) test** within the past **two years** should complete these requirements before beginning practicum.
- Immunization records should be reviewed to ensure accuracy and completeness.

Infection Control & Universal Precautions

- When working in situations that may involve contact with body fluids, **plastic/latex gloves** must be worn at all times.
- Universal safety precautions must be strictly followed in accordance with CDC and site-specific guidelines.

Food Preparation Safety

- Students involved in any food preparation activities must wear **plastic gloves** to prevent contamination and ensure client safety.

Illness & Contagious Conditions

- If a student contracts a communicable illness, they must **avoid direct contact with clients** until the infectious period has fully passed.
- Students should notify their **Extern Supervisor** and **Externship Coordinator** if illness will affect attendance or client care.

Site-Specific Safety Policies

- Students placed at external practicum sites must consult both the **Externship Coordinator** and the **site's Director** to review and follow any additional **health and safety policies** specific to that facility.

Professionalism Standards

Graduate student clinicians represent the Department of Communicative Sciences and Disorders, Hampton University, and the profession of Speech-Language Pathology. Professionalism in behavior, communication, and appearance is essential for maintaining trust, respect, and the highest standards of care.

Discretion & Confidentiality

- Discussions related to clinical practicum should be conducted **only in private settings**—behind closed doors and in areas without video or audio recording capabilities.
- Clinicians should **assume they may be overheard** in public spaces or rooms with audiovisual equipment and act accordingly.
- Confidentiality must be maintained at all times, in compliance with HIPAA and professional ethics.

Professional Attire

- **General Standard:** Dress in a manner that reflects professionalism, safety, and respect for clients, families, and colleagues. The dress code of the externship facility takes precedence while on site.
- **Prohibited:** Jeans, shorts, overly casual attire, tank tops, midriff-baring tops, and clothing with writing or images (unless part of a facility-issued uniform).
- **Female Attire:**
 - Skirts/dresses no shorter than fingertip length.
 - Blouses/tops must have sleeves, cover shoulders and midriff, and sufficiently cover the chest.
 - A brassiere must be worn, and clothing should ensure modest coverage.
 - Cultural/religious head coverings are permitted.
- **Male Attire:**
 - Button-down or polo shirts (tucked in with a belt).
 - No jeans, shorts, or T-shirts with writing/images.
- **Additional Options:**
 - Scrubs or scrub bottoms are permitted.
 - Comfortable, **closed-toe shoes** are required for safety.

Communication with Clients & Families

- Interactions must be **professional, respectful, and supportive** at all times.
- All communicative events, whether in person or by phone, must be **documented accurately** in accordance with program and site policies.

Communication with Supervisors & Staff

- Clinicians should interact with externship supervisors and facility personnel in a courteous, respectful, and timely manner.
- Always keep in mind that you are representing **yourself, Hampton University, and the profession.**

Professional Boundaries

- Maintain a professional rapport with clients and families.
- **Prohibited:** Soliciting or accepting monetary/material gifts or offers of employment from clients or their families.

Appendix

Externship Application Form (CS-35)
Competency-Based Evaluation and Grading Scale (C-BEGS)
Weekly Clinical Hour Log Template
Site Evaluation Form (Completed by Student)
Midterm and Final Evaluation Forms
HIPAA Compliance Acknowledgment Form