

## Internship Requirements

The purpose of the internship course is to provide field placements for graduate students in supervised and approved clinical settings, such as public schools, hospitals, and community clinics. To be successful, positive working relationships between our program and the intern sites are important. Open lines of communication are encouraged. The expectations and responsibilities of the onsite supervisors, university supervisors and students are stated below to clarify and ensure successful participation of all parties. Prior to placement, the Clinic Director must ensure that there is a current contract affiliation or Memorandum of Understanding (MOU) between the internship site/agency and CSUEB. Please also refer to the SLHS 698 syllabus as well as the updated communication (Intern Supervisor Letter and Intern Memo) for each term.

### I. COURSE REQUIREMENTS

#### A. Interns

##### 1. Eligibility

- a. Intern must be a second year graduate student.
- b. Intern must have successfully completed pertinent course work
- c. Intern must have completed all practicum coursework with the exception of Assessment, which may still be in progress.

##### 2. Submission of a Completed Internship Plan to the Intern Supervisor

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x "Consultation/collaboration in IEP/IFSP setting" – Intern should report hours here, and in Treatment and/or Evaluation only if client and/or caregiver are present.

3) Please refer to Internship Memo provided prior to internship each term.

##### b. Recommended arrangement of hours:

- 1) At least 15-20 hours weekly, with medical settings typically requesting a full time commitment.
- 2) 1/2 day, 5 days per week or full-day, 3 or 4 days per week for 12-13 weeks. Schedule to be mutually arranged between site supervisor and student intern.

Final arrangements will depend on the background, interests and general competence of the intern. The onsite supervisor will make decisions, with intern's input, as to how early direct patient contact will begin and how soon thereafter cases will be assigned. The intern should gradually assume

transfer of responsibilities of case management to the intern. A suggested schedule is as follows:

' 2-3 weeks

#### IV. RESPONSIBILITIES OF INTERNSHIP SITE SUPERVISORS

- A. Clinic Director provides each site supervisor with information on clinical internship requirements and current ASHA clinical practicum supervision standards. Each site supervisor will be provided with a CALIPSO orientation email outlining the evaluation metrics and process.
- B. Complete the CALIPSO Performance Evaluation once at mid-term and again at the end of the internship, based on on-going observation of the intern during assessment, treatment and consultative sessions. Please refer to the Addendum for CALIPSO grading rubrics and areas to be evaluated
- C. Throughout the internship, provide the intern with consistent, frequent feedback, both written and verbal, regarding competencies aligned with ASHA Standards in the following areas: Evaluation; Treatment; Additional Clinical Skills, Professional Practice, Interaction, and Personal Qualities; and Written Documentation, along with Met/Not Met competencies as outlined in CALIPSO.

#### V. RESPONSIBILITIES OF CSUEB CLINIC DIRECTOR

- A. Arranges for a Zoom conference with the internship site supervisor and the intern approximately midway during the internship based on the Internship Information and Agreement form submitted within the first two weeks of the practicum.

## Internship Procedures

(Please refer to SLHS 698 syllabus, Internship Planning Meeting outline, including resources, Intern Memo and Supervisor Letter, which provide details regarding these procedures.)

### Preliminary Arrangements

1. See advisor at least three months prior to the start of the first planned internship term after attending the Internship Planning meeting, scheduled in early Fall and Spring semesters. This meeting includes details of the process. Complete Internship Planning Form with faculty advisor three months prior to the start of the first planned internship. In addition, clinicians may consult with the Clinic Director regarding interests and possible placements.
2. Return the Internship Planning Form, signed by the clinician's advisor, to the Clinic Director who will initiate arrangements for the internship via Adobe Sign process as outlined in Internship Planning meeting. Clinicians will be kept informed of progress in arranging the internship.

### Once Internship Arrangements are Final

1. Interns are responsible for contacting onsite supervisor to arrange schedule, including start date and making sure that they have fulfilled requirements of assigned internship site (e.g., TB clearance, Live Scan, HR procedures, etc.)
2. As soon as the internship begins, interns are responsible for the following:
  - a. Completing the Internship Information and Agreement to return to Clinic Director by the end of the second week of the internship.
  - b. Maintaining accurate records of clinical hours by using either the Temporary Intern Clock Hour Tracking Form available under Resources on the department website, or another method agreed upon by the intern and the internship supervisor. Clock hours should be logged weekly into CALIPSO for eventual submission to the internship supervisor for approval at the end of the internship.

### Following the Internship

1. When the internship is completed, interns are responsible for completing CALIPSO Supervisor Feedback form(s) and Student Evaluation of the Clinical Experience as outlined in Intern Memo and mid-term conference.