

CLINICAL PRACTICUM Undergraduate Level
Fall 2021
CSD 495

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NOTE: Some intervention at this time will occur in a teletherapy context while some intervention will be held in-person. The procedures required to ensure safety, confidentiality and effectiveness will differ with each mode of presentation. This syllabus will largely address the common components of intervention across both tele-tx and in-person settings. Specific instructions will be provided to you based on your assigned setting.

OBJECTIVES:

- I. To gain experience providing therapy to clients with communication disorders,
1. To gain experience evaluating clients throughout the course of therapy,

To develop and improve skills in the areas of:

Therapy planning and implementation
Goal writing and other documentation
Gathering pre- and post-data
Professional report writing
Managing and interpreting data
Self-evaluation of clinical skills

- a. What information is necessary to make appropriate clinical decisions?
- b. What is the function of the lesson plan?
- c. What is the importance of self-reflection and feedback?

What is the role of the student clinician/supervisor in the clinical practicum?

To provide an opportunity to use professional interaction skills with the clinical supervisor, parents/families, and other student clinicians.

The knowledge, skills, and disposition criteria for this course are consistent with the required teaching standards. Please see Clinic Handbook for details in the CSD shared drive under forms.

ASHA and Teacher Standards

*****Refer to specific skills cited on the grading form*****

1. To develop clinical skill in oral and written communication sufficient for entry into professional practice (ASHA Stan. V-A)(INTASC Stan 6, 10)
2. To develop clinical skill in providing intervention to clients with communicative and/or swallowing disorders (ASHA Stan. IV-B-2) (INTASC Stan.1,2,3,4,5,6 & 7)
3. To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals (ASHA Stan. V-B-3)(INTASC Stan. 10)
4. To adhere to the ASHA Code of Ethics and behave professionally (ASHA Stan. V-B-3d)(INTASC Stan. 10)

Clinic COVID Guidelines Fall 2021

The UWSP clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations. Students are also expected to follow the social distancing, travel and group gatherings guidelines required by UWSP Speech, Language and Hearing Clinic (and any local, state, or federal authorities) in their personal lives, in order to protect their more vulnerable patients. This has been a rapidly changing situation. The student is encouraged to contact their supervisor if any Covid-19 related questions or situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic areas and in the community around people other than those that reside in your immediate household.
 - At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that by university policy unless everyone is wearing a face covering, in-person classes cannot take place. Failure to adhere to this requirement could result in formal withdrawal from the course.
- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Quarantine for 14 days if you are unvaccinated and a close contact of someone who tests positive for COVID
- **Students must NOT attend clinic if they are not feeling well**, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

GENERAL INFORMATION - The following is a list of requirements for clinical practicum. Please become familiar with every point, as you will be responsible for this information throughout the semester. Use the shared One-Drive folder I will send to you to save your redacted lesson plans, feedback/reflections, and FTR.

1. **THERAPY TREATMENT PLANS:** Please provide therapy treatment plans for the initial two weeks following our pre-therapy meeting. Ongoing therapy treatment plans will be required per the supervisor's discretion.
2. **SOAP NOTES:** SOAP notes must be completed after **every session within 24 hours**. Please save all SOAP notes to your S: or P: drive, *even if you are completing teletherapy this semester*. If you foresee any issues with this, please discuss these concerns with me right away.
3. **REFLECTIONS/FEEDBACK:** Included in your S:/P: Folder is a Feedback/Reflection document. I will provide written/typed feedback in that folder for the sessions I observe. Underneath each session's feedback is a spot for you to add your reflections on the session. Read the feedback provided and complete daily self-reflection within 24 hours after your session. **If we are able to meet within 24 hours of the session, this will be included within our discussion and I will not require a written self-reflection.** If we are unable to meet within 24 hours of the session, please write your self-reflection in the table provided (underneath my feedback). Please respond to any questions I asked you. Here are some considerations for your reflection:
 - a. Client's behavior (positive or negative)
 - b. Comment on the outcomes of your planned objectives
 - c. What could you have adjusted to make the session more productive?
 - d. What did you do that made the session a success?
 - e. Mention parent discussion that might be applicable
 - f. Include resources used – evidence-based research/reading.

4. **DATA COLLECTION:** You are required to collect data during each therapy session, which may include quantitative and/or qualitative measures. The data collected will support the content of your SOAP note. **Keep all your data sheets in one location so we can refer to them.**
5. **WEEKLY SUPERVISORY MEETINGS:** Weekly scheduled meetings are an option for all clinicians at the discretion of either the clinician or supervisor. I do intend to provide prompt feedback and promote an **open dialogue throughout the semester.**
6. **OBSERVATION:** At the beginning of the semester observation will be more frequent, as you become more skilled these observations will not be as frequent. The purpose of the observation and feedback is to facilitate the development of your clinical knowledge and skills.
7. **CANCELLATIONS:** If the parent or client cancels therapy, cancellation notices will be posted by the faculty mailboxes. If you cancel therapy, it is YOUR responsibility to let your supervisor Amanda Pagel (920-475-8867), Ms. Christine Skebba (346-2900) (**Ms. Skebba only needs to be contacted if you are seeing your client in the clinic**). If one member of the team needs to cancel, it is expected that the other clinician will take over the entire session. You must contact supervisor and parent if you are cancelling a session.

DEMONSTRATION THERAPY: I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know that client better. Please know that I view practicum as a team effort.

CAREGIVER CONTACT: Always keep the caregivers informed of what you plan on working on that day; at the end of the session give the parents information about the session. Typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because the parent watched the session that they have a good grasp of what happened. If the caregiver is not able to observe, you will need to come up with a method of communication (e.g., notes sent home, phone calls, e-mail, etc.) **Please make sure to log any emails/phone calls in a communication Log and any handouts or homework given.**

8. **WRITTEN ASSIGNMENTS:** The writing portion of this course will include a minimum of your final therapy summary report and:
 - a. **Self-Evaluation of Writing;** during the semester, you will have opportunities to evaluate your own writing skills. You will revise your therapy report according to feedback given.
 - b. **Lesson Plans/SOAP notes/Self-Evaluations;** as stated previously, you will write weekly lesson plans for your client and will receive feedback on the lesson plans. Students are also required to write weekly reflections. SOAP notes are completed after every session.
 - c. **End of Semester letter to the next clinician.** To include: Strategies you know work with your client. Activities you found helpful. Insights that would benefit the next clinician.

FINAL REPORTS: Final Therapy Reports (FTRs) are to be completed for each client each semester. You will see examples of previous FTRs as you review your client's file. However, if you would like to see more examples, please let me know and I will be happy to provide you with some.

As you will see in the examples, the FTRs are typically completed in sections that lend themselves nicely to the progression of therapy. Please plan to have the following sections *drafted* by the following dates:

Background Information - 9/13/21

Status at the Beginning of Therapy – 9/20/21

Goals, Objectives, and Baselines – 9/27/21

Results, Procedures, Summary/Impressions, Recommendations – 11/29/21

CLINICIAN GOALS: At midsemester, we will meet to discuss midterm grades and establish goals for yourself as a clinician for the remainder of the semester. These goals should focus on clinical skills that you would like to grow, and may include areas such as clinical writing, data taking, behavior management, integration of evidence-based practice, etc. You will be asked to come up with at least one goal for yourself, but additional goals may be generated by and/or with the supervisor.

9. **INFECTION CONTROL AND UNIVERSAL PRECAUTIONS:** In addition to wearing face coverings, students must also work to prevent the spread of infection/illness by properly cleaning the therapy room after sessions. Students must use disinfectant wipes to clean all table surfaces, chairs, high-touch points (such as doorknobs/light switches) and all clinic materials that are to be returned to the CMC. **Additionally, leave all therapy doors OPEN between sessions to allow for better ventilation of air.**
10. **CONFIDENTIALITY:** Please refer to the Center’s policies and procedures regarding electronic information, client records and audio/video recording.

ACCOMMODATIONS: Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification for you to participate fully in this course. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.

EVALUATION: Formal evaluations will be completed at midsemester and at the end of the semester. Your final grade will be determined by the average of the two grades. Grades will be based on the following:

A 95.5-100	B- 81-83.99	D+ 66.5-70.00
A- 91-95.49	C+ 78-80.00	D 61-66.49
B+ 88-90.99	C 74-77.99	F Below 61.0
B 84-87.99	C- 71-73.99	

11. **PROFESSIONALISM:** Your conduct, the attitude you display, and your attire influence your credibility as a professional. Being prepared, being organized, being respectful of individuals you interact with during your clinical experience (client, client’s family, supervisors, other student clinicians, other associated professionals, etc.), and showing confidence and respect for others is important qualities. Students will have to follow the Clinic Dress Code and dress professionally, if not you will be asked to go home and change your clothes.
12. **PARTNERSHIP:** We are entering into a form of partnership. We share several common goals including (but not limited): to improve the client’s communication status; to increase your clinical expertise; to improve your ability to develop clinical solutions; to develop your ability to accurately assess your own

clinical performance; to learn how to make therapy a truly enjoyable experience for the client and yourself; etc. We can meet these goals through mutual cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that for the most part our relationship of supervisor/supervisee will be one that is more collaborative in nature.

13. ATTENDANCE: Since clinical practicum is an essential part of your clinical training, it is assumed that **you will attend all your weekly therapy sessions with your clients and any weekly meetings with your supervisor**. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. You have my phone number and email, so there is no reason you should not be able to get in touch with me. You are also responsible for contacting your client and the front desk. You may need to make up therapy sessions that you cancel. **DO NOT COME TO CLINIC IF YOU ARE NOT FEELING WELL**. We don't want to make our clients sick. Please see Clinic COVID Guidelines located at the beginning of the syllabus for more information.
14. PUNCTUALITY: Please be on time and do not keep the clients waiting. A good rule of thumb is to be in the waiting room (VIRTUAL AND IN PERSON THERAPY) at least 5 minutes before your session is to start. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

Child Safety in the Clinic

- Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it.)
- An adult must be with children that are washing their hands.
- **Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.**
- Do not plan art projects that require glue guns, staplers, etc.
- Do not use items such as balloons, pointed scissors, etc.
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- **Do not reinforce your client with candy or other high-sugar snacks**; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. **Talk to me before you plan a cooking activity.**

PRE-THERAPY INFORMATION

1. AN EMAIL NOTIFICATION WILL BE SENT to you that your client has been assigned. Please E-Mail me or see me and we can make a time to meet via Zoom or in person so I can give you that information either on Thursday 9/2 or Friday 9/3. The purpose of this meeting is to meet each other, briefly overview the client, and discuss your experience and comfort level. I will also give you the client's contact information so that you can establish contact and schedule your sessions. I am expecting this meeting to last about 15 minutes. (If you have a partner, please coordinate this so you are both present.)
2. Regardless of if your client is in-person or participating in teletherapy, please go to the clinic office to request your client's chart to review. (As you review, this would be an excellent time to draft the "Background Information" portion of your Fall 2021 Final Therapy Report (FTR). See more information about the FTR below).
3. SCHEDULING THERAPY- Please schedule your therapy session ASAP by contacting the client/parents. Clinic begins on 9/8/2021. We will talk about time recommendations as well as in-person and virtual options before you call the parent or client.

4. Schedule a 30 minute Zoom or in-person meeting with me to discuss the background information on your client and plan for your first day of therapy. This should occur on Mon 9/6 or Tues 9/7. (If you have a partner, please coordinate this so that you are both present.) Be prepared to discuss the following issues: Any questions you may have regarding the client's disorder and therapy; questions we need to have answered regarding the client/disorder to assist in treatment planning; a general plan for the first two sessions.
5. CMC - Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items.

Documentation Guide for Writing Soaps

Documentation of time

Begin each daily note by stating the amount of time spent with the client and in which format. For example, The client was seen for 65 minutes for a teletherapy session.

Soap format

(S) Subjective

All relevant information stemming from the session that is not measurable. This would include client or family member comments of success or struggle. In addition, please add your thoughts on their perceived attitude, motivation and level of cooperation.

(O) Objective

All relevant information derived from the session that is measurable. For example, accurate in 65% attempts with minimal assistance. In theory, you (present in the therapy room) and I (watching remotely) should be able to write the same objective statement.

(A) Assessment

As an SLP, what is your interpretation of the above information? The assessment section is not a reiteration of the above, nor should it ever contain information that is not conveyed in either S or O.

This is your professional opinion of the current state of the client. For example, XX persists with expressive > receptive aphasia as evidenced by continued word retrieval struggles. These word finding issues limit his participation in his areas of responsibilities and desired interests. It should be noted, however, that XX was benefitted by the provision of phonemic cues to elicit the target word.

(P) Plan

The plan indicates the recommended direction that the therapist and client should take on subsequent session(s). Continue with plan of care is inadequate. Instead, "Continue with provision of phonemic cues to assist with word finding skills toward stated expressive language goals, instruct family members as able."

Clinical Practicum – Fall 2021 CSD 495

Supervisor: Bethany Weltzin, M.S., CCC-SLP

Office: CPS 044A

Email: bweltzin@uwsp.edu

PRACTICUM OBJECTIVES:

1. To gain experience evaluating and providing therapy to individuals who have communication disorders.
2. To develop and improve skills in the areas of:
 - Clinical decision-making
 - Therapy planning and implementation
 - Writing goals, objectives, and other documentation
 - Gathering, managing, and interpreting data
 - Professional report writing
 - Self-evaluation of clinical skills
3. To provide an opportunity to use professional interaction skills with the clinical supervisor, parents/families, and other student clinicians.

ASHA and Teacher Standards

****Refer to specific skills cited on the grading form****

- To develop clinical skill in oral and written communication sufficient for entry into professional practice (ASHA Stan. V-A)(INTASC Stan 6, 10)
- To develop clinical skill in providing intervention to clients with communicative and/or swallowing disorders (ASHA Stan. IV-B-2) (INTASC Stan. 1,2,3,4,5,6 & 7)
- To develop interaction and personal qualities for effective professional relationships with clients, families, caregivers, and other professionals (ASHA Stan. V-B-3)(INTASC Stan. 10)
- To adhere to the ASHA Code of Ethics and behave professionally (ASHA Stan. V-B-3d)(INTASC Stan. 10)

BEFORE THERAPY BEGINS:

1. Stop by and see me for your clinic assignment, at which time you will receive an informational ("yellow") sheet. Please bring your schedule, as we will discuss possible therapy times based on the client's preferences as well as your schedule. Once we have spoken, you can contact your client or the client's parents to set up therapy; try to do this before our first meeting (see #2).
2. Sign up for a 30-minute meeting time with me. If you have a co-clinician, coordinate the meeting time with them. Bring your schedule. Prior to this meeting, complete the following:
 - Read the client's file carefully and fill out the "Client File Review" form, one per clinician, and bring it to the meeting (this form is in the S drive under "Forms -- bweltzin")
 - Think of some general ideas for your first session

3. As therapy arrangements become finalized, you will need to sign up for a therapy room. You can fill out the sign-up sheet on the door of the room you choose. We will discuss rooms before you sign up as some clients need a larger or smaller room. Once you sign up for a room, turn in the white card to Ms. Skebba.
4. If you are providing virtual therapy, ensure that you are using your HIPAA account. Let me know if you have a 40 minute or unlimited version.
5. Read the procedures for the Infection Control Policies for Clinical Practicum.
6. Be aware of the policies and procedures for the CMC. Please reserve your materials in advance of your sessions if you anticipate difficulties obtaining any items.

WRITTEN REQUIREMENTS AND COLLABORATION:

*Note: Forms can be found in the S drive under "Forms -- bweltzin"; please make a copy of the forms and save them in your S drive (or P drive if co-clinicians). Check your saved documents regularly for any feedback that may be added.

Therapy Plans: Please provide therapy plans for the first week following our pre-therapy meeting. Therapy plans for each upcoming week should be completed in the S drive (or P drive if co-clinicians) no later than 12:00 noon on Fridays of the week before. As the semester goes on, the need for weekly submission of therapy plans is subject to change at the discretion of the supervisor.

- When thinking about therapy plans, remember to always over-plan! Think in terms of no longer than 10-15 minutes per activity for a preschooler and be prepared with a couple of back-up plans just in case.

SOAP Notes: SOAP notes must be completed after every session within 24 hours; save to the S drive (or P drive if co-clinicians).

Feedback and Reflection Form: I will be observing your therapy sessions while writing feedback on your "Feedback and Reflection Form," which will be in your S drive (or P drive if co-clinicians). The purpose of the observation and feedback is to facilitate the development of your clinical knowledge and skills. You will then have an opportunity to reflect on your therapy sessions using that same form, underneath each session's feedback. Read the feedback provided, answer any questions that were asked, and complete your daily self-reflection; reflections must be completed after every session within 24 hours (a helpful tip is to do this after your SOAP note, as both are due within 24 hours after your session). If you are co-clinicians, please write your reflections one after another on the form, indicating which reflection belongs to which clinician.

Final Therapy Report (FTR): You will begin to work on your FTR fairly early on and will work on it section by section throughout the semester; please see the end of the syllabus for the Practicum Schedule, which includes deadlines. A professional writing style free of grammar, spelling, and typing errors is mandatory. It is also imperative that subsequent drafts address questions, comments and concerns that I voiced on the previous drafts.

Data Collection: Data must be collected during each therapy session to monitor the client's progress towards his/her goals, and to support the content of your SOAP note. Keep all your data sheets in one location so we can refer to them.

Supervisory Meetings: You will attend a weekly meeting (with your co-clinician if applicable). During this meeting we will discuss writing skills, clinical skills, and any other details relevant to your client. As the semester goes on, the need for weekly meetings is subject to change at the discretion of the supervisor.

Demonstration Therapy: I will be available to demonstrate therapy if necessary. Please let me know if you would like assistance in any area. There may be times when I will enter your session to assist, clarify, or just to get to know that client better. Please know that I view practicum as a team effort.

Collaborative Experience: This semester will be full of collaboration as we work together. We share several common goals including (but not limited to): to improve the client's communication status, to increase your clinical expertise, to improve your ability to develop clinical solutions, to develop your ability to accurately assess your own clinical performance, to learn how to make therapy a truly enjoyable experience for the client and yourself, etc. We can meet these goals through cooperation and consistent communication. I will, at times, assume an evaluative role with you, but it is my intent that for the most part our relationship of supervisor/supervisee will be one that is more collaborative in nature.

GENERAL PRACTICUM INFORMATION:

Clinic COVID Guidelines Fall 2021

The UWSP Speech, Language and Hearing Clinic will supply the student with appropriate personal protective equipment (PPE) and follow infection control measures recommended by the CDC/University/Professional organizations. Students are also expected to be mindful of implementing the Covid guidelines required by UWSP and the UWSP Speech, Language and Hearing Clinic (and any local, state, or federal authorities) in their personal lives, in order to protect their more vulnerable patients. This has been a rapidly changing situation. Students are encouraged to contact their supervisor if any Covid related questions/situations come up that are not covered here.

If you are seeing patients in person at the UWSP Speech, Language and Hearing Clinic this semester you are expected to:

- Wear a well-fitting face covering that covers your nose AND mouth when you are in the clinic. At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the Disability and Assistive Technology Center to discuss accommodations in classes. Please note that by university policy unless everyone is wearing a face covering, in-person classes cannot take place. Failure to adhere to this requirement could result in formal withdrawal from the course.
- After each therapy session, wipe down/sanitize surfaces in the therapy room including the table, chairs, light switches, and your own belongings. Follow the CMC's policy for the cleaning of borrowed CMC materials.

- Wash/sanitize your hands frequently, especially before and after touching your face or face covering.
- Quarantine for 14 days if you are unvaccinated and a close contact of someone who tests positive for COVID.
- Students must NOT attend clinic if they are not feeling well, and they must follow any isolation or quarantine protocol required by the clinic and university. Please contact your supervisor if extended absences will be necessary so clinic coverage can be arranged.

Professionalism: Your conduct, the attitude you display, and your attire influence your credibility as a professional. Being prepared, being organized, being respectful of individuals you interact with during your clinical experience (client, client's family, supervisors, other student clinicians, other associated professionals, etc.), and showing confidence and respect for others are important qualities.

Dress Code: As previously stated, your attire is an important part of professionalism. The clinic has a well-stated dress code policy that you are expected to follow; please review it thoroughly and implement it daily. Professional dress is mandatory.

Attendance: Since clinical practicum is an essential part of your clinical training, you must attend all your weekly therapy sessions with your clients and all weekly supervisory meetings with me. If for any reason you need to cancel a therapy session or a meeting with me, please let me know ASAP. Please see "Therapy Cancellations" below for additional information about your responsibilities if you need to cancel therapy.

Punctuality: Please be on time and do not keep the client waiting. You must be in the waiting room at least 5 minutes before your session is to start. Double check that all your clocks coincide. Your therapy start time should start once you are in the therapy room. Please be prompt for all meetings. Adhere to deadlines for all paperwork.

Confidentiality: Confidentiality is mandatory. Please refer to the Center's policies and procedures regarding electronic information, client records, and audio/video recording.

Child Safety in the Clinic:

- Don't ever leave a child unattended (e.g., if you have forgotten something, take the client with you to go get it).
- An adult must be with children that are washing their hands.
- Do not let children stand on chairs, lean back in chairs, sit on a counter, etc.
- Do not plan art projects that require glue guns, staplers, etc.
- Do not use items such as balloons, pointed scissors, etc.
- Monitor activity level in the lobby and hallways.
- Encourage walking, not running.
- Do not reinforce your client with candy or other high-sugar snacks; typically eating and talking do not go well together. We can discuss appropriate reinforcements for your client. Talk to me before you plan a cooking activity.
- Monitor how the child uses the automatic doors.
- Monitor your child's behavior in terms of getting "too wild" or "too loud."

Caregiver Contact: Always keep the caregiver(s) informed of what you plan on working on that day, and at the end of the session give the caregiver(s) information about the session; typically, this involves any new communication skills that were achieved, a general idea of progress, etc. Do not assume that just because the caregiver(s) watched the session that **they have a good grasp of what happened**. **If the caregiver is not able to observe, you will need to come up with a method of communication** (e.g., notes sent home, phone calls, emails, etc.). Please make sure to log any notes/emails/phone calls in a correspondence log, as well as any handouts or homework given.

Therapy Cancellations:

- If the client or client's parents cancel a therapy session, cancellation notices will be posted by the mailboxes.
- If your client lets you know that he/she will be cancelling a future therapy session, let Ms. Skebba and me know about the cancellation.
- If you cancel therapy, it will be your responsibility to let me, Ms. Skebba, and the client/client's parents know of the cancellation, as well as update the therapy observation board. You may need to make up therapy sessions that you cancel. If you are not feeling well, you must NOT attend clinic; please see mandatory COVID Guidelines above.
- If one member of a clinician team needs to cancel, it is expected that the other clinician will take over the entire session.

Accommodations: Reasonable accommodations are available for students who have a documented disability. Please notify your supervisor and the Clinical Director during the first week of classes of any needs based on a disability that may require a reasonable modification for you to participate fully in practicum. All accommodations should be approved through the Office for Students with Disabilities in the Student Services Center.

Practicum Schedule: (See next page).

Date	Fall 2021 Practicum Schedule
Week 1 9/2-9/3	Receive clinical assignment, schedule therapy, plan for start of therapy
Week 2 9/6-9/10	<i>(Labor Day- 09/06: no school)</i> First week of clinic Attend initial supervisory meeting, hold first therapy session
Week 3 9/13-9/17	Therapy "Identifying Information" and "Background Information" sections of FTR due 9/17 at 4:30 PM
Week 4 9/20-9/24	Therapy "Status of Client" section of FTR due 9/24 at 4:30 PM
Week 5 9/27-10/1	Therapy "Goals and Objectives" section of FTR due 10/1 at 4:30 PM
Week 6 10/4-10/8	Therapy
Week 7 10/11-10/15	Therapy
Week 8 10/18-10/22	Therapy Midterm Practicum Meetings Billing forms due to supervisor to review
Week 9 10/25-10/29	Therapy
Week 10 11/1-11/5	Therapy
Week 11 11/8-11/12	Therapy Procedures section of FTR due 11/12 at 4:30 PM
Week 12 11/15-11/19	Therapy Work on "Summary and Impressions" and "Recommendations" sections of FTR (due 11/23)
Week 13 11/22-11/26	<i>(Thanksgiving Break- 11/25-11/26: no school)</i> Finalized "Summary and Impressions" and "Recommendations" sections of FTR due 11/23 at 4:30 PM
Week 14 11/29-12/3	Last week of therapy Finalized, proofread FTR should be completed at least 24 hours before the final client meeting Final meetings with clients/clients' parents
Week 15 12/6-12/10	<i>(December 10- last day of Practicum)</i> Final Practicum Meetings Billing forms due to supervisor to review Clock hours due to Mrs. Reynolds, return all CMC materials