CLOCK HOURS

To complete the clinical clock hours forms use the following steps to enter the data:

Students should obtain a copy of the Communication Disorders Clock Hours Sheet in order to maintain clock hours via a Microsoft Excel Spreadsheet.

For Netscape: To get a computer copy of the Clock Hours Sheet, go to the Clinic website at: www.cdclinic.appstate.edu/. The clock hours form is in Appendix I in the Clinic Manual (Clock Hours Sheet). When the student clicks on “Clock Hours Sheets,” the sheet should automatically download to the Excel Program.

For Explorer or Mozilla: To get a computer copy of the Clock Hours Sheet, go to the Clinic website at: www.cdclinic.appstate.edu/. The clock hours form is in Appendix I in the Clinic Manual (Clock Hours Sheet). When the student clicks on “Clock Hours Sheets,” the student will be prompted to either open or save the form. Either option may be chosen.

Throughout the semester the student should maintain clinical clock hours on the appropriate Clock Hour Log sheet. A separate sheet should be used for each different category and for each clinical educator. For example, if a student clinician is working with a child in both receptive and expressive language and articulation treatment, then two daily log sheets should be maintained. On the other hand, if a clinician is working with two articulation case under the same clinical educator, only one form would be maintained. There are two worksheets for each of the ASHA-designated categories.

Students may count only those hours for which they have taken or are currently taking the coursework appropriate to the area of the disability.

Choose the appropriate sheet according to the “Big Nine” categories (articulation, fluency, voice, hearing screening/treatment, expressive/receptive language, swallowing, cognitive communication, social communication, and communication modalities). The hours are then entered under either diagnostic or treatment. Phonologic clients usually should be split as articulation and language.

The entire workbook should be saved for the semester. It is best to save the workbook using the current semester and year, i.e., “Fall 2015 Hours.”

Always be sure to enter the identifying information, including the student name, setting, semester, year, and clinical educator’s name on the form.

The Setting is the location on the contract. For most on-campus placements, the site is ASU. The PLC group and Watauga Medical Center count as separate sites. The Hanen Program, diagnostics and treatments done in day-care centers and schools under the supervision of Clinic personnel are counted as ASU.

When entering data, the Date should include month, day, and year.

The Client Initials should be the initials of the client or if the session is a group, the group name.
**Total Time** is entered as the exact time the student spends with the client and is recorded in minutes. The time should be categorized according to the client's age. Pre-school (PS) includes ages birth to 4 years, school-age (SA) 5 years to 17 years of age, adult (A) 18 years to 64 years of age, or geriatric (G) 65 years and over.

**Observed Time** is the time that the clinical educator spent observing the session. This entry is also entered in minutes and will assist the student in demonstrating the appropriate amount of supervision.

If needed on the worksheet, extra lines can be inserted by putting the cursor where you want the rows inserted. Choose "Insert" on the Tool Bar and click "Rows." Extra lines should be added in the middle of the sheet, not at the top or bottom of the category.

**Clinical Educator Signature** is the space for the clinical educator to sign the form. Different clinical educators have different rules concerning the signing of forms. Students should check with each individual clinical educator to determine the correct signing protocol.

As the hours are entered on the form, they are automatically totaled in the appropriate box at the bottom of the page.

At the end of the semester the student clinician should print a copy of each clock hour sheet showing accumulated time in minutes. The student can then use the totals in the gray areas to determine the total number of minutes accumulated during the semester. Those minutes are entered in the appropriate column on the **Clinical Clock Hour Summary** form and are converted automatically into Semester Total Hours and Total Clock Hours.

Students should obtain a copy of the Communication Disorders Clock Hours Summary in order to maintain a running total of clock hours accumulated via a Microsoft Excel Spreadsheet. To get a computer copy of the Clock Hours Summary, go to the Clinic website at: www.cdclinic.appstate.edu/. The clock hours summary is under Appendix I in the Clinic Manual (Clock Hours Summary). The student will need only one sheet for the entire undergraduate and graduate program. Always enter the student name on the top right hand portion of the summary sheet. When entering "Observation" hours, do not exceed 25 hours. ASHA does not permit more than 25 hours in observation.

The summary sheet will automatically add the hours obtained during the current semester to the hours obtained in previous semesters to determine the total hours completed. The student should attempt to get as many hours in each of the Big Nine categories as possible. The student should also compare the totals to the hours that are required for licensure in the state of North Carolina. The student cannot complete the graduate degree until all required hours have been completed. Students
planning to apply for licensure in another state have the responsibility of checking on the clinical clock hours requirement for that state.

List any site up to a total of nine different sites.

At the appropriate designated time, have any clinical educators with which you worked sign the summary sheet. Remember that the clinical educator also should sign your Practicum Clock Hour Log form.

Keep a copy of all forms on a computer disk. This should include the Practicum Clock Hour Log forms and the Clinical Clock Hour Summary forms.

Make a copy of all forms for your records and place the original forms in your Clinic file in the Clinic Office. It is the student’s responsibility to make sure that the clock hours are correct, neat, and complete.

To password protect any of the clock hour forms, go to “Tools” once the document has been opened. Choose “Options” then “Security” and select a password to open. Protecting the document will prevent others from accessing the information.