Speech-Language Pathology Practicum Forms

The forms to be used by the students and the clinical educators are included in the Appendices. Following is a brief description of each form:

**Guidelines for Clinical Practicum (Appendix I)** - outlines general information for practicum and the grades received by students.

**Clinical Outcomes Agreement Form (Appendix I)** - The form should be reviewed by the student and the clinical educator at the beginning of the practicum assignment. Using this form, goals for the semester are defined. The clinical educator(s) and the student clinician sign the form as agreement concerning goals for the semester.

**Grade Form (Appendix I)** – The grade form is to be used for both the midterm and final evaluations of the student. Students will bring copies of these forms with them to the clinical assignment or they may be downloaded from the Clinic website at [www.cdclinik.appstate.edu](http://www.cdclinik.appstate.edu). Approximately eight weeks after the beginning of the placement, the clinical educator completes the grading form and reviews it with the student. Typically the assigned ratings should reflect those areas that need improvement. The Clinical Educator may want to give the students suggestions for improving performance.

At the end of the semester the clinical educator completes the Final Grade Form and reviews it with the student. After both have signed the form, it is returned to the Clinic Director for a grade.

**Feedback/Rating Form (Appendix I)** – This form also can be utilized to give the student written feedback following an observation by the clinical educator. The form lists the categories on the Clinical Outcomes Agreement and Grade forms allowing the student to gain general knowledge concerning the skills in each section. The clinical educator may copy this form as needed. It may be downloaded from the Clinic website at [www.cdclinik.appstate.edu](http://www.cdclinik.appstate.edu).

**Clinical Educator Rating Scale (Appendix I)** – Although this is not a form that must be completed by the clinical educator, it gives the clinical educator guidance concerning the rating scale for the Practicum Evaluation.

**Behavioral Descriptors for Clinical Outcomes Form (Appendix I)** - contains information concerning each of the outcomes. It is to assist the clinical educator in understanding the expected outcomes for clinical practicum.

**Clock Hours Sheets (Appendix J)** – to be completed by the student to maintain a record of the clock hours obtained during the assignment. At the end of the semester the student would total the hours completed with each clinical educator and enter the number on the Clock Hour Summary Form. The clinical educator needs to sign the hours on the Practicum Clock Hour Form and the appropriate line on the summary form, including the ASHA account number.

**Clock Hour Summary Form (Appendix J)** – allows the student to summarize all clock hours obtained to-date. The student is responsible for completing the form and returning it along with the Practicum Clock Hour Forms to the Communication Disorders Clinic.

**Clinical Educator Evaluation Form (Appendix K)** – to be completed by all students relevant to their clinical educators at the end of the semester. This form is anonymous, and is submitted on-line to the Director of the Communication Disorders Clinic prior to the end of the semester. The Director will have the results summarized and given to the clinical educator annually.
Other forms in Appendices I, J, and K - Several other forms are located in the appendices and may be used by clinical educators as needed.