**Recording Clock Hours**

Students are expected to maintain complete clock hour records. During the semester the student maintains a running record of clock hours using the practicum clock hour form. At the end of the semester students must total all clock hours accumulated and enter them on the "Clinical Clock Hour Summary" form. All students must obtain the signature and ASHA account number of each site clinical educator. Clinical hours will not be accepted unless properly signed. Students must submit the individual practicum clock hour forms, as well as the summary forms, to the Communication Disorders Clinic in order to receive a grade for clinical practicum.

The Department of Communication Sciences and Disorders will need the ASHA account number of all clinical educators for our records, as well as a copy of the current ASHA card and a copy of the current state license for the practice of speech-language pathology/audiology. The graduate clinician may fax or bring this information back to the Communication Disorders Clinic. ASHA requires that we clear all clinical educators before involving them in a practicum experience.