

**WELCOME to the clinical education team at the University of Memphis School of Communication Sciences and Disorders! Thank you for agreeing to work with our graduate student(s) this semester. The clinical education experience you offer is valuable beyond measure and we are deeply grateful for your contribution to our students, our program, and the profession as a whole. Below is information regarding confirming clock hours, attendance policies, evaluating the student, and more.**

**Student Clock Hours:** Students are responsible for entering their practicum clock hours in the Typhon System. You will receive an email from Typhon with a link to the system and your ID and password. Keep this information in a safe place so that you can log in frequently to approve the clock hours. The student can only count hours if they are actively participating in the service delivery. Observation (beyond the required 25) and paperwork do not count toward clock hours. Active participation can include collecting data, taking clinical/observation notes, etc.-it does not necessarily have to mean the student leading the session independently. It is appreciated when you can find ways for the student actively participate even if they are not yet ready to lead/operate independently.

**Typhon:** When you log in to Typhon, please update your profile page to ensure the information entered is correct. I mainly need your ASHA number, whether you have completed training in supervision, and the location you are practicing.

**Coursework in Clinical Education:** As of January 1, 2021, ASHA requires all individuals who supervise students or CFs to complete a minimum of two hours of instruction in supervision/clinical education. The Council of Academic Programs in Communicative Sciences and Disorders (CAPCSD) has a series of online learning experiences for individuals who provide clinical education to CSD students. CAPCSD makes these available at no charge to assist Universities in delivering the best clinical education to future professionals. They can be found at the links below. Feel free to choose the ones that seem most useful or do them all. You will have to add them to your cart (they cost \$0) and create an account in order to access them and get ASHA CEUs. Let me know if you have any trouble accessing them. Once you have completed the training, please indicate this on your Typhon Profile page.

- Foundations of Clinical Education, Modules 1-5: <https://www.pathlms.com/capcsd/courses/21495>
- Effective Student-Clinical Educator Relationships, Modules 1-5: <https://www.pathlms.com/capcsd/courses/21574>
- Feedback in the Clinical Education Environment Modules 1-5: <https://www.pathlms.com/capcsd/courses/21579>
- Assessing Student Performance Modules 1-5: <https://www.pathlms.com/capcsd/courses/21586>

**Telehealth and Telesupervision:** ASHA allows students to provide services via telehealth. The supervision requirements for telehealth services are the same as for in-person services. The clinical educator must provide 25% direct supervision and be available 100% of the time. A student cannot count more than 125 telehealth hours.

**Student Absences:** Students are not required to be at their clinical placement on religious holidays, during University holidays/closures, or on the dates of comprehensive exams or the MidSouth Conference. (They may choose to attend their placement during university breaks/holidays.) If the student attends ASHA or TAASLP, this is also considered excused. Absences due to illness, critical medical appointments, or emergencies are excused, but the student should offer to make up the time that is missed (you are not obligated to make it up with them, but they are obligated to offer.) For all absences, the student should advise you of their absence as soon as they know about it.

If a student is absent/tardy for reasons not listed here or is not communicating with you about absences or offering to make up the time missed, please contact me at k.mendez@memphis.edu. In the final student evaluation, there will also be place for you to indicate whether the student's attendance/timeliness was acceptable or not.

### **Important dates:**

#### **Fall Semester:**

- First day of the fall semester: **August 28**
- Labor Day: **September 4**
- TAASLP Conference: **September 15-16**
- Fall Break: **October 14-17**
- ASHA Conference: **November 16-18**
- Thanksgiving Break: **November 22-26**
- Last day of the semester: **December 6**

#### **Spring Semester**

- First day of the spring semester: **January 16, 2024**
- MidSouth Conference on Communicative Disorders: **February 29-March 1, 2024**
- Spring Break: **March 4-10, 2024**
- Last day of the spring semester: **April 24, 2024**

#### **Summer Semester**

- First day of the summer semester: **May 28, 2024**
- Break: **July 4, 2024**
- Last day of summer semester: **August 2, 2024**

**Student Evaluations:** We are implementing a brand-new student evaluation system this semester, so I will provide more information about it as the semester progresses.

**Supervisor Evaluations:** At the end of the semester, our student(s) will evaluate you as a clinical educator. Procedurally, I recommend that this process begins at the beginning of the semester, with each of you sharing your expectations and establishing goals. At mid-term, schedule a meeting to exchange information about the learning experience and adjust goals for the remainder of the semester. At the end of the semester, the student will complete the supervisor evaluation on

Typhon, and you will have access to the results. The student is encouraged to give you feedback verbally and not just through Typhon.

**HIPAA Training:** All students have attended a session on HIPAA. Your facility may have additional requirements/training for students.

**University of Memphis CSD Clinical Education Website:** A variety of clinical education resources as well as the liability insurance policy covering our students can be found a <https://www.memphis.edu/csd/clinicaleducators/index.php>

**If you have concerns about a student:** Please do not hesitate to reach out to me if you have concerns about a student's skill level or professional behavior during the semester. I like to address the issues early enough in the semester to improve by the end of the term. Your honest feedback is greatly appreciated.

**Betty Webster Symposium on Clinical Education:** Please watch for announcements!

**Mid-South Conference:** The 54<sup>th</sup> Annual Mid-South Conference on Communicative Disorders will take place on February 29-March 1. We hope that all of you can join us. If you are not on the mailing list to receive information about presenters and how to register, please email me at k.mendez@memphis.edu and I will be happy to add you!

**\*\* It is imperative to complete the grades on time. A student who receives an incomplete must re-enroll in (and pay for) the course no matter the reason for the incomplete. If it is a graduating student, they will not graduate.**

Once again, thank you for agreeing to be an external clinical educator. I encourage you to call me if a question or situation arises during the semester. The U of M faculty and I value what you are teaching our students and the experiences you are providing them. The more we can make it a combined effort, the better prepared these new professionals will be.

Sincerely,

Katherine Mendez, MA, CCC-SLP

Co-Director of Clinical Education, Speech-Language Pathology

School of Communication Sciences and Disorders