

The Department of Speech and Hearing Science's Practicum Handbook describes performance criterion for practicum grades of A, B, C, etc. These criteria will be considered in assigning grades in addition to the student's development of the skills, behaviors listed below. Grade assignments will also consider factors such as (a) a student's prior experience, (b) prior and current course work, and (c) improvements in performance over the current semester and from prior semesters.

The contents of this handout will be reviewed item-by-item at the initial practicum meeting with first semester students. A complete copy of the department's Practicum Handbook is available at: <http://www.usm.edu/shs/curre.htm>. Refer to this handout and the Practicum Handbook often.

OFF-CAMPUS STUDENTS: It's a good idea to bring this handout with you to your externship. Use it as a format for orienting yourself to your practicum facility. It can serve as a useful guide in helping you understand the manner in which your off-campus supervisor(s) will evaluate your performance.

REMEDIATION

Students whose practicum performance falls below 70% can contact the supervisor to request remediation. Remediation may consist of, but is not limited to, any one of the following:

1. Extra reading assignments on pertinent topics and submission of written summaries of those readings to the supervisor;
2. Additional practicum experiences that address the problem area(s);
3. Additional meetings with the supervisor at prearranged times to further discuss the problem area(s) and possible alternatives for improvement.

FIRST SEMESTER [Learning Goals/Objectives/Outcomes]

Pre-practicum

1. Submits a semester schedule, current address, and phone number to the clinic coordinator;
2. Reads the practicum handbook;
3. Familiarizes self with storage and location of materials and equipment in the Audiology Clinic; [A "scavenger hunt" exercise will be assigned at the first meeting. The form for this exercise is due by Friday of the week of the first meeting with new students.
4. Arranges with another Audiology student to "cover" all appointments in case of an emergency arises [i.e., the "buddy" system];
5. Obtains appropriate malpractice insurance; fees are automatically assessed; coverage applies only to practicum sites approved by the department;
6. Familiarizes self with the location of fire extinguishers and emergency exits. See practicum handbook for emergency procedures [Students are taken on a walking tour of the building];
7. Requests an optional name tag from the Speech-Language Clinic director [\$6.00];

During practicum

1. Reports to the clinic prior to appointment times;

[Report at least 20 minutes early to prepare for client (review folder with supervisor, check over instrumentation, prepare clinical area .) Report even earlier to complete electroacoustic checks of hearing aids for fitting/followup sessions.]
2. Completes daily biological listening checks if first to use an audiological suite on a given day;

(A copy of the daily bio-cal protocol and a log is posted to the clipboard in each sound suite; the log should be signed daily).
3. Checks with supervisor to determine the appropriate amount of time to wait for a "no show;"
4. Assists supervisor with pretest interview and post-test counseling;

5. Initially assists, then begins conducting basic behavioral audiometric* and tympanometric* workups;
6. Uses appropriate lighting arrangement in testing suites;
7. Completes otoscopic screen* prior to tympanometry and prior to and after making ear mold impressions;
8. Assists with behavioral infant testing*;
9. Assists with evaluations, adjustments, and electroacoustic analyses of hearing aids*;
10. Assists making ear mold impressions*, completes hearing aid forms, FDA screening items, and assists with hearing aid orientations;
11. Completes a fee slip for all clinical activities (including screenings, ear mold impressions, tymps, hearing aid fittings, and "no shows:"
12. Checks with supervisor prior to releasing a client;
13. Obtains a signed release form for distribution of report(s);
14. Initially assists, then actually prepares reports;
15. Uses a word processor [in the student computer lab] to complete rough and final drafts of reports;
16. Hands-in report and folder with appropriate materials to supervisor within 24 hours after a client was seen for services;

[Forms such as audiograms should be completely filled-out; no "white out," please. Use red or black felt tip pens to enter and connect thresholds on the audiogram, itself.]
17. Allows equipment to run all day; does not force knobs on equipment or in anyway abuse instrumentation;
18. Returns all materials and equipment to appropriate storage areas after each use [especially dangerous liquids that can be ingested by children];
19. Maintains security [eg., locks doors] when using clinic resources at night and over the weekend;
20. Keeps clinical area and testing suites neat and orderly;

The clinic is assigned a grade each semester based on its appearance. That grade becomes the highest that any student can obtain in practicum, regardless of individual performance. This means that everyone must make a concerted effort to "clean up" after themselves and, sometimes, others.
21. Follows the Clinic's Universal Precautions Procedures;
22. Keeps an ongoing record of clinical hours / KASA experiences;
23. Meets with the Audiology coordinator to tally and file clinical hours / KASA experience forms at the end of the semester [due the last day of classes];
24. Makes a photocopy of signed hours forms for personal records;
25. Informs supervisor when forms are running low; does not use the last copy of any form;
26. Does not leave any child unattended [see Practicum Handbook, Safety of Clients and Pupils];
27. Avoids congregating around the main office [as requested by the Department Chair];
28. Avoids loud talking and uses appropriate language in the halls;
29. Appropriately attired while providing clinical services;
30. Demonstrates appropriate professional behavior when interacting with faculty, staff, and clientele/their families;
31. Attends weekly practicum meetings as applicable;
32. Maintains confidentiality of all clinical information-
 - a. refrains from discussing ANY client information with anyone except the immediate supervisor. Academic discussions of clinical cases in class/practicum meeting contexts are confidential;

- b. Does not discuss client information with any other supervisor/faculty member. Supervisors are not interchangeable; do not consult with Supervisor B when working with Supervisor A;
- c. Does not make copies of any materials [lesson plans, assessment reports, etc.] in a client's folder;
- d. Does not remove client folders or contents from the SRS Building [folders should remain in the clinic area [eg., the computer room, the rehab room, you supervisor's office]. If you're not working on a report, folders can be stored either in your supervisor's office or the main office.
- e. Shreds all rough draft copies of confidential materials for a given client prior to their disposal [includes computer printouts, rough drafts of audiograms, etc.]
- f. Does not contact clients outside of clinical situations without prior approval from the appropriate supervisor.

SECOND SEMESTER [Learning Goals/Objectives/Outcomes]

1. Criteria from the first semester;
2. Conducts pre-test interview and post-test counseling* with "occasional" assistance from the supervisor;
3. Completes basic audiometric* and tympanometric* workups;
4. Prepares reports;
5. Assists with hearing aid evaluations; begins associations of audiometric with electroacoustic data;
6. Completes hearing aid fittings* and electroacoustic analyses of hearing aids*;
7. Makes ear mold impressions*;
8. Recites criteria for masking; completes masking procedures with assistance [SHS 528];
9. Interprets pure tone and speech audiometric and tympanometric results [SHS 528, 623];
10. Forms are filled-out completely and accurately;
11. Uses appropriate instructions for administering tests [SHS 528, 623];
12. Begins observing client's overall communicative performance as a basis for referral for additional services*;
13. Increases efficiency in conducting clinical sessions;
14. Initiates modifications in test procedure to meet clients' needs.

THIRD SEMESTER [Learning Goals/Objectives/Outcomes]

1. Criteria from first and second semesters;
2. Completes pre-test interview and post-test counseling* sessions;
3. Completes hearing aid evaluations*;
4. Masks without assistance;
5. Completes error-free reports.