

CERRITOS COLLEGE HEALTH OCCUPATIONS DIVISION

Speech-Language Pathology Assistant Program

Clinical Experience Contract

POLICY AND PROCEDURES FOR FIELDWORK PLACEMENT:

Clinical training as a SLP assistant represents a major component of the learning experience in the program. Therefore, it is essential that students are informed of the following policies and procedures for successful completion of this course:

Availability:

Students will fill out an intake form that indicates their most current contact information and a schedule of availability. A MINIMUM of TWO FULL DAYS during the BUSINESS WEEK (Monday-Friday, 7am-6pm) must be clearly indicated on the intake form. Half-days and weekends cannot be accommodated. Changes in schedule may jeopardize a student's ability to get placed and result in a drop from, withdrawal from or failure in the class. **It is the student's responsibility to clear the necessary time from their schedule to be available for a placement;** sometimes placement days change due to the needs of the site and supervisor and the student MUST be flexible and adapt to the needs of the site and supervisor. **All school-related absences must be disclosed by the second week of class. Because field placement days may not be made up, school-related absences are not authorized for the days the student is scheduled for their placement.**

Location & Access:

Students are placed where sites are available that semester, which could be as close as 15 minutes from campus or at least 1.5 hours from campus. Student's geographical preferences are taken into consideration but matching a student to a site is first based on supervisor availability. Students may have to commute at least an hour to their placement site. Students who have transportation issues must indicate these to the course instructor PRIOR to enrollment. Placement cannot be guaranteed if the student does not have a way to organize transportation to the internship site.

Placement Assignment:

Once the students have submitted the intake form the first night of class, they may not change their schedules as that form will be used to match them to a placement. Unless there is a conflict of interest in a student's placement, **all placements are final** and the student must accept the placement and sign a contract agreeing to the policies, procedures, and requirements of the course. Because all internship sites must have contracts with Cerritos College, students ARE NOT PERMITTED TO LOOK FOR THEIR OWN PLACEMENTS. They may contact the course instructor and inquire about whether a facility/institution has a pre-existing contract with Cerritos College but may not directly phone SLPs or program directors regarding possible internships.

Placement Notification & Follow-Up:

- Students are assigned a placement by the instructor and will receive a placement assignment/calendar with the supervisor's information and the name of the site/district. Students must initiate the process to receive security and health clearance as well as any other procedures necessary to begin their placement (e.g., interviews, drug testing) **within a week** of receiving the assignment/calendar. It is recommended that students keep a log of their contact with the site and efforts to begin the clearance process.
- Students who seek out their own placements, decline a placement, or stop participating without notice will be dropped from and/or receive a failing grade for the course.
- Students must sign a contract agreeing to the requirements of the course in order to be placed.
- If students are assigned to a placement in which they are employed, they must arrange for release time from work to complete their clinical hours. It is illegal and unethical to get paid as a SLPA intern without a SLPA license.

Security/Health Clearance:

- Once students are assigned to a placement they are required to complete all the required background and health procedures of the designated placement site at their own expense
- Students must initiate the required procedures to get cleared for their placement **within a week of receiving their assignment** (it is recommended they keep a log and email records of their attempts to contact the HR personnel and progress towards clearance)
- All sites may require (at minimum) a recent negative TB test or negative chest X-ray, as well as:
 1. Application
 2. Up to date immunizations
 3. Current CPR certification
 3. FBI/Department of Justice (DOJ) fingerprinting & background check
 4. Interview
 5. References
- *Students who do not pass the application/security/health clearance procedures will be dropped from the class*
- *Errors in safety and/or judgment, aberrant behavior, or any action which places a patient or co-worker at risk are grounds for immediate removal from a placement and disciplinary measures.*

Attendance Policy:

SLP 241 & 246 Class meetings:

- The on-campus portion of this course meets for one hour weekly for the duration of the semester. Students are required to attend and actively participate in all meetings. Punctuality is essential as the class only meets for an hour. Students who are less than 15 minutes late will be marked as tardy. **Three tardies = ONE absence. Students are not permitted more than 2 absences from the class meetings.** For the on-campus portion of this course, the attendance policy is aligned with the Cerritos College policy on excused and authorized absences:

“Certain academic and career technical education areas may have stricter attendance requirements [than excess of 10% of the total class hours]. Listed below are two types of absences which permit the making up of work missed, provided the work is of such a nature that it can be made up:

- Authorized absence: for an approved educational field trip or school activity
- Excused absence: for illness, injury, or quarantine

A student may be involuntarily removed from a course due to excessive absences, failure to meet prerequisites, or as a result of official disciplinary action.”

Field Placement Attendance:

- Once the student has been placed and cleared for placement, they will fill out their **assignment calendar** with their supervising SLP. The calendar should reflect **all dates and times of attendance**, and an estimate of clinical hours accrued each month. **Students must disclose all personal days needed at the beginning of the semester (e.g., a wedding, graduation, important meetings). Students may not ask for special favors, such as leaving early, showing up late, etc.**
- **GIVEN THE SENSITIVE NATURE OF CLINICAL WORK AND REQUIREMENTS FOR COURSE COMPLETION, ALL AUTHORIZED ABSENCES RELATED TO SCHOOL ACTIVITIES OR KNOWN HEALTH-RELATED ABSENCES MUST BE DISCLOSED IN THE FIRST WEEK OF THE SEMESTER. IF A STUDENT IS GOING TO MISS MORE THAN 10% OF THEIR SCHEDULED CLINICAL HOURS, THEY WILL NOT BE ELIGIBLE FOR ENROLLMENT IN THE FIELDWORK CLASSES.**
- The supervisor will initial the calendar in agreement with the student, and a copy will be given to the course instructor within a week of the student beginning their field placement. The supervisor should have their own copy of the calendar and the student should keep their calendar in their portfolio.

- **ANY PROPOSED CHANGES TO THE CALENDAR BY THE STUDENT MUST BE APPROVED BY BOTH THE COURSE INSTRUCTOR (FIRST) AND THE SUPERVISOR (SECOND).** Supervisors may have to cancel days due to illness, testing, or other workplace demands. **Students are REQUIRED to email the instructor of any canceled days by themselves or the supervisor immediately.**
- **Students will have varying start dates due to the nature of the clearance process, but all students will complete their hours by the date stated on the calendar.** There is a minimum number of clinical hours required (50) in the event that the student has an excessively late start date due to administrative issues. See the Incomplete policy regarding hours acquired after the semester ends.
- The schedule and caseload that each student commits to, as documented in the calendar/placement assignment form, is designed to further their clinical abilities and is based on consistency, continuity, and relationships with the clients and supervisors. It is not permissible to “make up” this work and absences could compromise the student’s ability to fulfill the course objectives. **Excused and authorized absences do not apply to field placement work.**
- **For the field placement portion of this course, students are not permitted to miss more than 10% of the estimated hours on-site, regardless of the reason (medical, personal, school-related, etc).** For example, if a student is scheduled to be on-site for 100 hours (as documented in their calendar), that means they can only miss 10 hours of placement time. If a student is scheduled to be on-site for 200 hours, that means they can miss up to 20 hours maximum. It is the student’s responsibility to properly manage their health, transportation, academic, and personal affairs so they may be responsible and professional during the course of the field placement experience. Students who exceed this amount will receive a notice from the course instructor and are subject to drop.
- **Reporting absences to supervisor and course instructor:** In the unlikely event that a student needs to be absent from their field placement for a half or full day, students are MANDATED to contact the supervisor AND course instructor as soon as possible about the impending absence via telephone, email, and/or text. **Students who do not communicate with the both the supervisor and instructor in a timely manner will have their grade dropped by one letter for each day the absence was not reported to the supervisor and/or instructor.**

 - The text, email or phone call should be professional in nature and state the reason for your absence without going into personal detail (e.g., “This is Ivana

Beaslippa and I am unable to come into my placement tomorrow due to a family emergency/illness. Please contact me at (000)000-0000 with any questions or concerns”).

- Keep in mind that any absences should be UNAVOIDABLE—picking up family members from the airport, birthday parties, car breaking down, daycare canceled, **are not acceptable absences.**
- **Students who exceed the permissible number of hours absent will be dropped from the course or receive an F(W).**

- **Submission of weekly log sheets:** For each week the student attends their field placement, they will document their time logged at the site through a specific log sheet given in class. Students MUST submit the log by **Friday at 11:59pm each week** by uploading it to the Dropbox on Talonnet at www.cerritos.edu. This is a Cerritos College requirement for attendance in a field placement class and students must adhere to this, otherwise they will lose points for the course and will be subject to drop as they are considered absent for the weeks they do not submit timesheets for. This should be seen as a virtual timesheet as any employee would submit to their employer. Students who do not submit a timesheet will be considered absent and subject to drop.

- **Completion of hours after the semester ends:** There is no uniform start date for student placements due to the variety of Human Resources procedures at each site. All hours must be completed for the semester in which the student is enrolled. In the unfortunate event that there is a delayed start to a student’s internship (through no part of the student), the student will receive an incomplete for the semester and may finish the hours in the following semester as the site permits. As soon as all course requirements are met, the grade will be calculated and a grade change form will be completed and submitted to Admissions & Records.

Supervision:

- Students must be supervised under a state-licensed SLP. The SLP should be on-site for the scheduled field placement days.
- Students may be permitted to work alone with clients in a therapy room based on the supervising SLP’s judgment and readiness/agreement of the student
- If an SLP will be absent, and there is another SLP on-site that is licensed, the student may attend that day if they have communicated with the course instructor and provided the name and license number of the substitute supervising SLP to the course instructor.

Student Dress Code

Student appearance and selection of clothing should reflect professionalism and concern for the welfare of the patient. The following guidelines are required for appropriate dress on the field placements as a minimum (some sites have further guidelines regarding physical appearance):

1. No jeans, sweats, shorts or torn clothing. Clothing must be clean, neat and free of stains and wrinkles. Cleavage should be covered up.
2. Hair is to be neat and clean. Some sites require staff and interns to have hair at the base/natural color (no bright dyes)-a natural wig may be permitted but it is best to use natural color. Facial hair should be short and neatly trimmed.
3. Makeup should not draw attention to oneself and worn in moderation.
4. Application of strong scented perfume, cologne or aftershave is not acceptable.
5. Shoes should be close-toed, safe and appropriate for the setting. No sandals or flip-flops are allowed.
6. Jewelry should be functional and selected for safety; any jewelry that could catch on clothing, equipment or patients should not be worn.
7. Students will wear a badge that identifies their name, affiliated school and position (SLPA intern).

Rev. 5/15

I, _____(print name), have read and agree to follow the policies and procedures for Field Placements in the Speech-Language Pathology Assistant Program at Cerritos College.

Student Signature

Date