



**Speech-Language Pathology
Program Internship Site
Selection and Placement of
Students Policy**
(CAA 3.9B)

Responsible Executive:	SPLP Program Director, Internship Coordinator
Responsible Office:	SPLP Administration
Originally Issued:	July 1, 2023
Latest Revision:	N/A
Effective Date:	July 1, 2023

I. Policy Statement

This policy is designed to describe the internship site selection process and placement of students at the internship sites.

II. Purpose of Policy

The Internship Coordinator in the Speech-Language Pathology Program ensures pediatric and adult internship sites are selected appropriately and guidelines for placement of graduate students at these sites are standardized.

III. Applicability

This policy applies to the Speech-Language Pathology Program Internship Coordinator and graduate students.

IV. Definitions

N/A

V. Policy Procedure

During the semester in which Speech-Language Pathology graduate student clinicians anticipate completion of on-campus ASHA clock hour requirements (140 hours), they are expected to complete documentation to start the process of internship placement. The Speech-Language Pathology Internship Coordinator will provide the documents to be completed and meet with the students to discuss specifics. During both a group and individual meetings, students will have the chance to ask any questions regarding the internship process. All applications are reviewed for completeness by the Internship Coordinator. The students are required to list their top 3 choices of placements for both adult and pediatric placements. The Internship Coordinator will make every attempt to place students in one of their three requested locations; however, placement at a requested site is not guaranteed. Placement at a site within Northeast Louisiana is not guaranteed. Placement at a site in one's hometown is not guaranteed.

The Speech-Language Pathology Program maintains on-going contracts with a number of agencies and facilities in the United States in order to provide a wide variety of settings and experiences to match the individual needs of its students. The Internship Coordinator is responsible for the acquisition and maintenance of these contracts. Students wishing to complete internships at sites that do not have a current contract with ULM may provide contact information for the agency/facility to the Internship Coordinator, who will contact appropriate parties to determine if a contractual arrangement is possible. Interns are not to contact facilities to secure contracts or inquire about internship placement availability.

The Internship Coordinator will serve as a liaison between The University of Louisiana Monroe Speech-Language Pathology Program and the internship site. The Coordinator's responsibilities are as follows:

1. The Coordinator will provide the student and the clinical educator with information regarding ASHA regulations and our graduate program requirements.
2. The Coordinator will contact the person in charge of contracts to request an Affiliation Agreement between the university and the internship site.
3. When establishing a new internship site, the coordinator will use the following vetting process:
 - a. Research facility online
 - b. Call site directly to find out which rehabilitation company the site is affiliated with and if they are willing to take a student clinician
 - c. Call facility contact for company to start affiliation agreement
 - d. Request the clinical educator's current resume with the last 3 years of continuing education experiences included
4. The Coordinator will ensure that the clinical educator aligns with the following list of qualifications:
 - a. Has had a minimum of one year of practice with CCCs. Five years of experience with CCC's is preferred.
 - b. Has a valid state license and certification (this will be double-checked through ASHA and state board websites).
 - c. Up-to-date on current best practice as noted in resume and CE transcript.
 - d. Ensure the clinical educator is aware they have to complete 2 hours of continuing of education in the area of clinical supervision per ASHA's guidelines as of January 2020.
 - i. Coordinator can supply clinical educator with link to free CEUs for this requirement.
 - ii. Clinical educator must provide proof of completion of CEU in the area of supervision prior to student's start date
5. The Coordinator will ensure that the internship placement provides opportunities for diverse clinical experiences.
6. The Coordinator will ensure that the internship is able to provide a sufficient number of face-to-face hours with clients per week.
7. The Coordinator will provide the graduate student intern and the clinical educator with the Internship Handbook.
8. The Coordinator will make telephone or email contact with both the student intern and the clinical educator during the internship to monitor the student's progress and status. The Coordinator is responsible for answering questions that the student or clinical educator may have during the semester.
9. The Coordinator will send a minimum of three emails to clinical educators:
 - a. Beginning – introduction/instructions/handbook.
 - b. Midterm – check in remind to grade.
 - c. Final – wrap up/instructions for final grades and approving clinical hours.
10. The Coordinator will require weekly emails from the graduate student interns to provide the following information:
 - a. Types of feedback they are receiving from their clinical educators.
 - b. Diversity of patient population seen that week.
 - c. Any significant learning experiences from that week.
 - d. How they are using evidence-based practice.
 - e. Hours obtained during the week and hours needed to reach 375 hours

11. The Coordinator will be available to consult regarding any problems that may arise during the internship. The Coordinator will inform the Program Director about concerns within an internship placement, and will be available for conferences with the students as necessary.
12. The Coordinator will be available for in-person (if distance permits) or virtual site visits if concern is indicated by student or clinical educator.
13. The Coordinator will keep accurate documentation of the student's internship process.
14. The Coordinator will help monitor student direct contact hours through CALIPSO.
15. The Coordinator will collect all intern/ clinical educator paperwork at the end of the semester.
16. The Coordinator will be responsible for submitting internship grades at the end of each semester.
17. Upon completion of the internship placement, the Coordinator will ensure that the students evaluate clinical educators and sites on CALIPSO

VI. Enforcement

The Internship Coordinator is responsible for enforcement of this policy.

VII. Policy Management

The Program Director and the Internship Coordinator are responsible for implementation and administration of this policy.

VIII. Exclusions

N/A

IX. Effective Date

July 1, 2023

X. Adoption

This policy is hereby adopted on this 1st day of July, 2023.

Recommended for Approval by:

Approved by:



Amanda Elias, Internship Coordinator



Dr. Judy A. Fellows, Program Director

XI. Appendices, References and Related Materials

This policy aligns with the University of Louisiana Monroe Speech-Language Pathology Internship Handbook and Graduate Student Handbook.

<https://ulm.edu/slp/documents/slp-grad-student-handbook.pdf>

XII. Revision History

N/A