

Clinical Hours:

Clinical Observation Hours:

The Department requires that students complete 25 observation hours and provide written verification of the hours to the program or clinical director. Follow [observation guidelines](#) and utilize the [observation form](#) in order to record these hours. The observations must be of evaluations and/or treatments of communication disorders which fall within the current [ASHA Scope of Practice in Speech-Language Pathology](#).

Students who enter the program with incomplete or no observation hours, under most circumstances, will be assigned CMD 461 - The Clinical Practice of Speech-Language Pathology and Audiology. Among other requirements is the completion of 25 hours of observation. Observations completed at the undergraduate or graduate level in other courses or independently may be counted toward the 25 hour total provided they are accepted by the instructor of CMD 461, or by either the program or clinical director. The [Observation/Contact Time Submission Form](#), must be completed in order to have the hours recorded on the Department computer. Students are responsible for completing the required observations and insuring that they have been recorded on the Department computer.

Clinical Practicum Hours for Speech-Language Pathology:

In order to fulfill certification, licensing, and graduation requirements, students must complete 375 clinical contact practicum hours within the course of the academic and clinical programs (400 hours total, including 25 clinical observation hours). Three hundred and twenty five (325) hours of the 400 hours must be completed in clinical practica at the graduate level. A maximum of 75 hours, including observation hours, may be accepted from undergraduate practica at the discretion of the CMD program director.

To meet Department and teacher certification requirements, a minimum of 100 hours of the 325 graduate clinical hours required for speech-language pathology must be completed in a school setting.

To meet Department requirements, clinical contact time must be recorded for each of the service categories listed below which have been derived from the current ASHA [Scope of Practice in Speech-Language Pathology](#) and the ASHA [Knowledge and Skills Acquisition \(KASA\) form](#).

Although ASHA does not require a specified number of clinical hours in each of the categories listed below, the Department encourages students to accumulate **some** contact time in child and adult evaluation and treatment in each of the nine service categories listed. Clinical hours may also be completed in Counseling and in Emerging Areas of Practice although no Department requirements pertain to these two categories.

1. Articulation
2. Fluency
3. Voice and Resonance*¹
4. Receptive and Expressive Language Disorders*²
5. Hearing*³
6. Swallowing Disorders*⁴
7. Cognitive Aspects of Communication*⁵
8. Social Aspects of Communication*⁶
9. Other Communication Modalities*⁷

*¹ Including: respiration and phonation.

*² Including: phonology; morphology; syntax; semantics and pragmatics in speaking, listening, reading, and manual modalities.

*³ Including: auditory training; speech reading; speech and language intervention secondary to hearing loss; visual inspection, listening checks and battery checks of amplification devices; audiometric screening; screening and treatment in central auditory processing disorders. Please be advised: Only those audiology hours which fall under the ASHA *Scope of Practice in Speech-Language Pathology* may be applied to ASHA hours accumulation, therefore not all of the Departmentally-required hours obtained in audiology may be eligible for inclusion in the 375 hours required by ASHA.

*⁴ Including: oral, esophageal, and related functions, including: oral function for feeding, and orofacial myofunction.

*⁵ Including: attention; memory; sequencing; problem solving; and executive functions.

*⁶ Including: challenging behavior; ineffective social skills; and lack of communication opportunities.

*⁷ Including: oral, manual, augmentative, and alternative communication techniques and assistive technologies.

Under certain circumstances, Department suggested time requirements for the numbered service categories listed above may be modified by the program director or clinic director, or be met by the completion of approved alternative clinical activities. Any such modification(s), however, does not replace clinical contact time. Students are still responsible for completing the 375 required ASHA clinical contact hours. To have these non-contact/modification hours recorded, students must submit the [Non-Contact/Modification Time Submission Form](#).

Students are responsible for completing clinical hours and assuring that the clinical hours are appropriately recorded on the Department computer. Each time hours are submitted, a Clinical Hours Tracking Packet will be sent to the student and a copy will be placed in the student's file. Students are responsible for reviewing the packet and calling any errors to the attention of the program director for rectification.

Reporting Clinical Hours:

Students are responsible for obtaining supervisor documentation of all clinical hours including signature and ASHA account number. All clinical hours completed during a semester should be tracked. At the end of the term, the [Departmental Observation/Contact Time Submission Form](#) for Speech-Language Pathology must be completed and submitted. This form must be filled out exactly according to the directions. Submit the original; photo copies are not acceptable nor are corrections, white-outs, mark-overs or strikeouts. Cells must be filled out completely on each line used; do not use ditto marks or arrows. Incorrect forms will be returned. Please refer to the [Departmental Observation/Contact Time Submission Form and the Clinical Clock Hours Summary](#) and the accompanying directions for each.

The Department and ASHA require specificity regarding the types of clinical activity for which clinical hours may be assigned. Clinical hours may be assigned only if there is direct contact with the client or the client's family in assessment, management, and/or counseling. Clinical hours may not be assigned for observing, recording data or serving as an aide. In team treatment or diagnostics, direct client contact hours are the only hours which may be assigned.

Students who fail to complete the required number of hours in the appropriate distribution, will not be permitted to graduate and will not receive Department endorsement for certifications and licensure.

Repeating Practica to Accumulate Clinical Hours:

With the permission of the program director and/or the CCD director, students may repeat a practicum course in order to accumulate needed hours in a specific category required to meet ASHA and Department requirements. Students will be responsible for all practicum requirements but will be graded on a pass/fail basis. The practicum course will appear on the transcript but will not be part of the planned program of graduate studies. Repeating a practicum to accumulate hours is not the same as repeating the practicum for academic reasons.

Undergraduate Hours In Speech-Language Pathology:

Students who have completed clinical hours in an undergraduate program and wish to have them counted as part of the ASHA total hours, must report them to the Graduate Program Advisor using the Department [Observation/Contact Time Submission Form](#). One minor difference in the instructions for filling out the form should be noted: supervisor(s) name, signature, and ASHA account number verifying hours completed must accompany the form. The supervisor(s) signature does not have to be on the Department's form but must be included within the documentation submitted to verify undergraduate hours. The **printed** name of the supervisor(s) must appear on the form as well as the supervisor's ASHA account number.

ASHA allows 75 hours of the total 400 supervised clinical experience hours to be obtained at the undergraduate level at the discretion of the graduate program. These 75 undergraduate hours may include observation hours. As a reminder, 25 hours of observation must be completed prior to graduation from the program.