



BYU McKay School of Education  
COMMUNICATION DISORDERS

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# Externship Handbook

**BYU McKay School of Education**  
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Revised July 2022

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## 1. Introduction

A significant portion of the graduate program in Speech-Language Pathology is the clinical practicum experience. Following a successful experience in the BYU Speech and Language Clinic, each student will continue their clinical training through off campus externship placements. This externship handbook serves as a resource of information as you prepare for and complete your off-campus clinical externship experiences.

The graduate clinical training program includes enrollment in clinic at the BYU Speech and Language Clinic during Fall semester, Winter semester and Spring term of your first year. Typically, during your second year you will complete two full-time 10-week externship experiences. You will have one pediatric placement and one adult placement to ensure a variety of experiences. During your first year you will attend a group orientation and individual mentoring session each semester/term to prepare you to choose, apply, and select from the available externship options.

	<b>Fall Semester</b> August - December	<b>Winter Semester</b> January – April	<b>Spring Term</b> April - June	<b>Summer Term</b> June – August
<b>Year 1</b>	Classes BYU Speech and Language Clinic Externship orientation #1 Thesis exploration	Classes BYU Speech and Language Clinic Externship orientation #2 Thesis	Classes BYU Speech and Language Clinic Externship orientation #3 Thesis	(Option to begin externship)
<b>Year 2</b>	Externship # 1 Thesis	Externship #2 Thesis	Classes Thesis	June Graduation

During your externship experience you will be required to enroll and participate in ComD 688R section 3. In addition to your site requirements, you will complete weekly online assignments and attend class once a month in the evening. Assignments may include reflective writing essays, digital dialog responses, and an in-class presentation. You will also complete a supervisor and site rating and your supervisor will submit a final competency rating of your clinic skills.

## 2. Externship Placement

### 2.1 Orientation Process

Detailed information regarding externships is found in the ComD Graduate Student Info Hub in Learning Suite which you will gain access to during your first semester in graduate school. Additionally, there will be three orientation meetings throughout your first year in graduate school. Orientation meetings will cover the follow information to help you prepare for your externships:

- Externship Orientation #1 (Fall) - Introduction of externship experiences, overview of types of sites available, and general preparation information
- Externship Orientation #2 (Winter) – Review details of application processes, deadlines, specific site requirements, letters of intent, resumes
- Externship Orientation #3 (Spring) – Review ASHA CFCC requirements, standards for clinical practicum hours, IRAMS applications, course expectations

### 2.2 Externship Sites

See the externship coordinator's database and Graduate Student Info Hub in Learning Suite for the latest information regarding specific externship site options. The Graduate Student Info Hub is a community in Learning Suite. You will have access to Learning Suite when you begin the program. Sites may change their availability to host our student clinicians from year to year depending on staffing, supervisor availability, and other needs. The database of our site partners is posted so that you may see information about location, typical schedule, and prior student feedback for each site.

### 2.3 Application Process

1. Attend mandatory externship orientation meetings and meet individually with externship coordinator, by appointment, to discuss your clinical goals and any questions you might have.
2. You may choose up to two adult sites and up to two pediatric sites to apply to. For school sites you may indicate a preference of school district or type of setting (preschool, elementary, middle school, or other types of specific focus). Your preferences will be considered, and all efforts will be made to meet them. Please remember that stating a preference is not a guarantee for a site placement.
3. Prepare your application packet. Check the Graduate Student Info Hub to verify the requirements for your chosen sites. Most sites will require a letter of intent and resume. Some sites will also require letters of recommendation and transcripts. Specific site requirements may change from year to year and current requirements are posted in the linked information in the updated yearly google doc posted in Learning Suite.

4. Meet the deadlines for application submission as posted in the Graduate Student Info Hub. Applications that are not completed within the posted deadlines may not be considered and could potentially delay your graduation.
5. Sign up, prepare for, and complete interviews as instructed by the specific sites.
6. Questions will be answered during group orientation, individual mentoring meetings, and scheduled consultations with the externship coordinator.
7. When externship placements are offered, you are required to respond promptly and professionally and cc the externship coordinator on these emails.

## 2.4 When Accepted to a Placement

1. Ask your site supervisor the following questions:
  - a. What is my start and end date?
  - b. Who is my site supervisor and what is their contact information?
  - c. Is there an orientation for this facility?
  - d. How do I start the orientation process?
  - e. When do I start the orientation process?
  - f. What types of materials can I be reviewing now to prepare for my externship experience?
  - g. What is the dress code?
  - h. Do I need to prepare a presentation during the time I am at this facility?
  - i. Any other questions you can think of.
2. Update the Externship Tracking Google Document with details regarding your externship:
  - a. Name of the site you have been accepted to
  - b. Start and end date of the externship
  - c. Name and contact information of your site supervisor
3. Complete the IRAMS application through the BYU Internship web page as instructed in orientation.
4. Complete and upload all student obligation documentation required by your externship site as posted in the IRAMS system. This may include immunizations, background check, CPR training, drug screening, etc.
5. Register for 1 credit of ComD 688R Section 3 for the semester or term when you will be completing the externship.
6. Students need a current CALIPSO registration during all externships in the graduate program at BYU. CALIPSO is a web-based application used to manage clinical performance measures, track clinical hour etc. See “Documenting Clinical Hours” and “Student Evaluation Procedures” for more information.

## 2.5 Internship Registration and Management System (IRAMS)

Students can find information regarding IRAMS at <https://experience.byu.edu/students>. Step-by-step instructions detailing how to use the IRAMS system are posted on the website.

Please follow the IRAMS link to start an externship application after you have been accepted to a site. Once you have submitted your application and it has been approved by the externship coordinator, you will be able to see what requirements your site has by clicking on the Student Obligation Documents link located in the upper right-hand corner of your application. You will not be cleared to register for ComD 688R section 3 until you have uploaded all the required documentation.

Students can search the IMA Database to see if a facility has a contract or an affiliation agreement with BYU. If you are interning or hoping to intern with an IHC facility, the externship website has a list of required documents you will need before you can be cleared to enroll in ComD 688R.

The Master Agreement (IMA) can be found at this link:

<https://intern.byu.edu/sites/intern.byu.edu/files/files/InternshipMasterAgreement.pdf>

Students are required to read and understand the IMA. This document is read together as a class during orientation.

## 2.6 Liability Insurance

The university provides liability insurance for each student who participates in an internship in accordance with university policy and stated contractual agreement. The liability insurance, however, is only in effect when both the internship provider and the university have signed the Internship Master Agreement. The insurance is in effect only for the time covered by the dates in your IRAMS application. The dates listed in your IRAMS contract must match your start and end dates.

If you need to provide documentation of this to an internship provider, you may provide this memorandum of insurance: <https://experience.byu.edu/00000172-e72a-dae9-a777-ef6e7ce20000/memorandum-of-insurance-byu-20-21-church-gl-20-21-byu-moi-internship-rev-1-pdf>

For more information go to: <https://experience.byu.edu/imas-forms>

## 3. Site Supervisor Responsibilities

### 3.1 Qualifications of a Site Supervisor

A site supervisor is a licensed speech-language pathologist who holds a current Certificate of Clinical Competence, has completed additional professional development as required by ASHA, and has agreed to supervise a graduate student while engaged in various clinical activities within the Speech-Language Pathology scope of practice. The student clinician and externship coordinator are responsible to ensure that site supervisors are current with ASHA certification and have completed all mandatory professional development.

See ASHA Standard V-E for more details: <https://www.asha.org/certification/2020-slp-certification-standards/>

### 3.2 Site Supervisor Expectations/Responsibilities

**Site expectations:** Site supervisors will inform the student of any requirements specific to a site either during the interview or during the first week of the externship. Some examples of these requirements could include the site's dress code, paperwork, insurance and reimbursement requirements, Medicare/Medicaid rules and regulations, IEP procedures, presentations and/or readings, etc.

**Start/end date:** The specific start and end date of an externship should be negotiated between the site supervisor and the student before the externship begins.

**Best practice regarding progressing from observation to practice:** BYU students typically do not need to observe for long periods of time before starting to work with clients at an externship site. We recommend a day of observation followed by a day of co-treatment, then allowing the student to start working with clients. Of course, each student and externship site are different, and adjustments should be made to accommodate the needs of individual students or externship sites.

**Site Visit:** During the semester or term of the externship, the externship coordinator may have an opportunity to visit the site. The purpose of the site visit is to talk with the site supervisor about the experience, get feedback, and make sure the externship experience is positive for both the site supervisor and the student.

**CALIPSO:** The site supervisor is required to register for and enroll in CALIPSO so that they can a) sign off on hours earned by the student and b) evaluate the student's performance using the CALIPSO midterm and final rating system. The student is responsible to input the dates and hours into CALIPSO for the supervisor to approve.

**Feedback:** The site supervisor is encouraged to reach out to the externship coordinator with any questions or feedback regarding student performance at any time. The site supervisor is required to notify the externship coordinator immediately if the student is not meeting clinical competencies, standards of professionalism, or is in violation of the ASHA Code of Ethics.

### 3.3 Supervision Requirements

The ASHA Scope of Practice Standard V-E states that the amount of direct supervision must be commensurate with the student's knowledge, skills, and experience; must not be less than 25% of the student's total contact with each client/patient; and must take place periodically throughout the practicum. Supervision must be sufficient to ensure the welfare of the individual receiving services. Supervision of clinical practicum is intended to provide guidance and feedback and to facilitate the student's acquisition of essential clinical skills.



Direct supervision must be in real time. A site supervisor must be available and on site to consult with a student clinician who is providing clinical services. Supervision of clinical practicum is intended to provide guidance and feedback and to facilitate the student's acquisition of essential clinical skills.

See ASHA standards V-E and V-C for more detail: <https://www.asha.org/certification/2020-slp-certification-standards/>

## 4. Student Responsibilities

### 4.1 Scheduling Start and End Date

It is the student's responsibility to negotiate with the site supervisor both the start and end date of the externship. Each experience typically lasts a minimum of 10 weeks. Once the student and supervisor have agreed on the start and end dates the student is not allowed to terminate the externship early (for example, a student who has earned all their clinical hours for that site before the end date must continue to attend the externship until the agreed upon end date). Once the start and end dates have been established the student is responsible to inform the externship coordinator of the dates.

### 4.2 Meeting Site Supervisor Expectations

Students are expected to meet with their site supervisor during the first week of the externship experience to discuss the site supervisor's expectations regarding everything from dress code to paperwork procedures.

### 4.3 Standard of Personal Conduct

Professionalism is key to the success of a student's externship experience. Students enrolled in this class have begun their professional career. It is our expectation that students will behave professionally while at their externship sites. You are a representative of BYU and the ComD Department. Use your cell phones responsibly. If you have questions, please check with your supervisor. Your supervisor will mentor you through the professional requirements at your site. Please conform to BYU dress and grooming standards in addition to the externship site's dress and grooming requirements.

Students are expected to follow the ASHA Code of Ethics while participating in an externship. If a student is found to have violated the ASHA Code of Ethics, they are subject to dismissal from the externship site and will receive a failing grade for that rotation, which may also result in a remediation plan and/or a delay in graduation.

## 4.4 Externship Attendance Policy

Students are expected to match their site supervisor's hours and schedule at their externship sites. Professionalism is critical, so students are expected to be on time. Failure to attend an externship assignment without notifying externship coordinator AND the site supervisor may result in a failing grade. Student may also be subject to an immediate dismissal from the site and may not be allowed to return to that site in the future. NOTE: If a student receives a failing grade in ComD 688R, all clinical practicum hours earned during the semester or term become invalid and cannot be submitted as ASHA clinical practicum hours.

Possible exceptions to the attendance policy include:

### 4.4.1 Illness/Family Emergencies

The student must notify BOTH the site supervisor and the externship coordinator the morning that they are unable to attend due to illness. If the student misses more than one day due to illness the student is expected to contact both the site supervisor and the externship coordinator the morning of each subsequent day missed.

If a student is unable to attend a clinical assignment due to a family emergency, the student must contact the site supervisor AND the externship coordinator to make arrangements immediately.

### 4.4.2 Severe Weather/Freeway Closures

Occasionally in the winter months, weather in and around the Wasatch front can be too severe for travel on the freeways or the freeways can be closed due to an accident. If a student is commuting to a clinical assignment and is unable to attend due to severe weather conditions or a freeway closure, then the student is expected to contact both the site supervisor AND the externship coordinator immediately.

## 4.5 Time Off Policy

If a student wishes to take time off during a clinical assignment for any reason other than illness, family emergency, severe weather or freeway closures, the following procedure must be followed:

The student must submit a written request stating the reason for the time off and dates of the absence to both the externship coordinator and site supervisor. **The request must be submitted prior to placement at a site.** If the request is approved, then the student must arrange the time off with the externship site supervisor during the first week of the semester or term. Failure to obtain externship coordinator approval before discussing time off with a site supervisor will result in a failing grade. Written requests for time off do not guarantee approval. It is inappropriate for students to request time off from an externship for thesis related activities such as data collection, data analysis, meetings, etc.

Students may not make direct requests for time off from an externship to an externship supervisor without prior approval from the externship coordinator in the Department of Communication Disorders at Brigham Young University. Generally, requests for time off will not be granted for thesis related activities and personal activities.

## 4.6 Student Evaluation of Site and Supervisor

Students are encouraged to communicate any feedback or concerns with their site or supervisor immediately to the externship coordinator.

Students who engage in an externship in the BYU ComD program are required to fill out a supervisor and site evaluation at the end of each externship experience. Students will review the supervisor using the Supervisor Feedback form and the Student Evaluation of Off-Campus Placements forms located in CALIPSO. Failure to fill out an evaluation may result in lowering the externship grade one letter grade.

## 5. Student Evaluation Procedures

### 5.1 General Procedures

Students will complete a midterm clinical review with their site supervisor part way through their experience in addition to a final review at the end of their experience. The CALIPSO evaluation form is preferred for midterm evaluation and required for the final assessment. Before meeting with the site supervisor for either evaluation, the supervisor will rate the student using the appropriate evaluation form. When the student meets with the site supervisor, they will go over the CALIPSO competencies with the student and together the student and the site supervisor will identify student strengths and areas that need improvement. The student and site supervisor will then set one to three goals to work on between the midterm and final evaluation. The externship grade is based largely on the final rating the site supervisor assigns in CALIPSO. The externship coordinator assigns the final grade. Any questions regarding grading should be directed to the externship coordinator, not the site supervisor.

### 5.2 Formal Remediation Plan

If a student demonstrates need for extra support or is slow to meet competencies, the student, site supervisor, and externship coordinator will work together to informally support the student in meeting expected levels of performance. However, if a student's average score falls below a 3.0 in either evaluation skills, treatment skills, or professional qualities as documented in CALIPSO, then a formal remediation plan will be implemented. This formal remediation plan will be developed and documented in CALIPSO as part of the evaluation by the student and the site supervisor in coordination with the externship coordinator.

If a remediation plan is considered, the follow steps will be followed:

1. The site supervisor will meet with the student to discuss the concern(s) and current grade.
2. If necessary, additional supervisors or faculty members will observe the clinician in a session (live or on video) and provide feedback focusing on the stated concern(s).

3. The site supervisor will meet with the student to review feedback and plan remediation. As part of the remediation plan, the required performance criteria are set and consequences of failing to meet the criteria are discussed.
4. The site supervisor, externship coordinator, and student will sign the written remediation plan to indicate their agreement with the plan. The plan will be added to their midterm evaluation in CALIPSO in the section entitled “Recommendations for Improving Weaknesses.”
5. The student and the site supervisor should periodically discuss the student’s progress toward meeting the goals of the remediation plan so that modifications may be made as appropriate.
6. At the end of the externship, the site supervisor will update the student’s progress in the remediation plan.
7. When specific performance criteria are achieved, the site supervisor and one of the observers should initial their agreement. At the end of the semester/term, the site supervisor should complete the “Improvements Since Last Evaluation” section to indicate the effectiveness of the plan and note if any further action will be necessary.

### 5.3 Procedures for Unanticipated Termination of the Externship

Occasionally externships must terminate for unexpected reasons. Reasons an externship placement might need to be terminated include: a student failing the externship placement and remediation needing to take place before the student can successfully complete an externship rotation, serious illness, family emergencies, and/or ethics violations.

If termination needs to take place because a student is failing to meet minimum expectations, the student will be informed by the externship coordinator and the department chair of the termination. The externship coordinator and the department chair will meet with the student to discuss the documentation of the failure and the strategies the site supervisor used to attempt to remediate the student’s clinical skills prior to termination. Please be aware that the site supervisor is not obligated to provide remediation to the student. The Department of Communication Disorders is responsible to ensure that students are ready for the challenges of an externship before placing the student in that rotation. If the site supervisor is unwilling to provide support to the student for remediation purposes, the responsibility of remediation is on the Department of Communication Disorders. The externship coordinator will write a remediation plan as outlined in the syllabus (see section titled Remediation Plan).

If termination is due to illness or family emergency or any other non-grade issue, then the externship coordinator will contact the site supervisor to explain the circumstances and reason for termination. A student may need to file an Incomplete with the university or may need to withdraw from the class depending on the university schedule.

## 6. ComD 688R Section 3

### 6.1 Prerequisites for ComD 688R section 3

1. Acceptance to the graduate program in ComD

2. Students must complete undergraduate and graduate courses with a B- or better grade
3. Participation in all mandatory Pre-Externship Orientation sessions
4. Approval from the externship coordinator through IRAMS
5. Students will be cleared to begin an externship upon completion of:
  - a. An IRAMS application
  - b. Posting evidence of completion of all student obligation requirements specific to the site (e.g., immunizations, drug screen, CPR training, background check, etc.)
  - c. Enrollment in 1 credit of ComD 688R section 3 or 4

## 6.2 Enrollment in ComD 688R Section 3

For a ComD graduate student to be covered under the University Liability Insurance, students must be enrolled in 1 credit of 688R while participating in an externship experience.

As a graduation requirement, students are required to earn a minimum of 5 credit hours in ComD 688R to graduate. The required credit hours include 3 credits in the BYU Speech and Language clinic (typically a fall, winter, and spring in first year) and 2 credits of externships (typically during second year).

This course is available Spring, Summer, Fall and Winter. Most students choose to complete their externships during Fall and Winter semesters of their second year, however there may also be opportunity to complete an externship during Spring or Summer term depending on your individual needs and the opportunities offered by our externship partners.

Students may enroll in additional ComD 688R credit for a variety of reasons, all of which will need to be approved by the externship coordinator.

## 6.3 Class Attendance

Students are required to attend all practicum class meetings during the semester or term they are enrolled in 688R. Classes are held in person. Zoom is only available for emergencies with advance permission from the externship coordinator. Failure to attend may result in the externship grade being lowered by one letter grade.

## 6.4 Supervisory Contact

The ComD 688R class provides opportunity for the externship coordinator to meet with students 4 times during the semester (2 per term) in a face-to-face group experience. Face-to-face meetings allow the externship coordinator to interact with students, assess how the students are progressing in their externships, answer any questions the students may have, and act as an advocate for students while they are participating in an externship.

Direct supervision of ASHA hours during an externship will be the responsibility of the site supervisor. Site supervisors will follow ASHA guidelines regarding supervision. See “Supervision Requirements” section above for more details regarding supervision standards.

## 6.5 Grading Policy

Consistent with the Department of Communication Disorders graduate grading policy, students must earn a B- or better in the course to be considered passing the course.

Student’s final grades are based on the following:

1. Final clinical skills competency rating for your externship site
  - a. Grades for student clinical performance at the site are calculated using the CALIPSO grading scale. See Learning Suite>Content>CALIPSO for the grade scale. The CALIPSO rating for the site constitutes a majority of the grade.
  - b. Students will be assessed at midterm in various ways and at final using CALIPSO. The student and site supervisor will set one to three goals targeting clinical skill improvements between the midterm and final evaluation.
2. Academic clinical assignments
  - a. BYU’s internship policy states that an internship is an **academic, curriculum-based** practical work experience. Therefore, there is an academic portion to the externship experience. Policy states that assignments must include combinations or elements of the following: texts, papers, projects or research, demonstrations, or presentations etc. For more details go to: <https://experience.byu.edu/internship-coordinator-handbook>
  - b. Assignments outlined in Learning Suite make up the remaining portion of the grade. See the assignment section of Learning Suite for more details.
3. Students must earn a final rating of 3 or better on each of the competencies listed in CALIPSO and must earn a final rating of a B- or better for the class.

**NOTE:** Please be aware that if a student fails a rotation on final evaluation (receive lower than a B- on the CALIPSO rating form) then the student will fail the course. Any hours earned during a failing site rotation will not be counted towards hours needed for graduation. The student will need to demonstrate successful passing of a similar rotation at another time. The details will be coordinated with the student and externship coordinator.

## 7. Standards For Clinical Hours

Standards for clinical hours are based on the ASHA Standards for the Certificate of Clinical Competence. See <https://www.asha.org/certification/2020-slp-certification-standards/>. These, however, are minimum requirements. By the time a student completes the clinical training program, they should have acquired hours well above the minimum standards.

## 7.1 Clinical Hours Required for Graduation

In alignment with ASHA standards, students must complete a minimum of 400 clock hours of supervised clinical experience in the practice of speech-language pathology to qualify for graduation. Twenty-five hours must be spent in guided clinical observation and at least 375 hours must be in direct client/patient contact. A minimum of 325 clock hours of supervised clinical practicum must be completed while the student is enrolled in the graduate program. 50 clock hours may be completed at the undergraduate level.

The guided observation and direct client/patient contact hours must be within the ASHA scope of practice and must be under the supervision of a clinician who has met the ASHA requirements. Only direct contact (e.g., the individual receiving services must be present) with the individual or the individual's family in assessment, intervention, and/or counseling can be counted toward practicum. When counting clinical practicum hours for purposes of ASHA certification, only the actual time spent in sessions can be counted, and the time spent cannot be rounded up to the nearest 15-minute interval.

Supervised clinical practice must include experience with individuals across the life span and from culturally/linguistically diverse backgrounds. Supervised clinical experiences should include interprofessional education and interprofessional collaborative practice as well as experiences with related professionals that enhance the student's knowledge and skills in an interdisciplinary, team-based, and comprehensive service delivery model.

Additionally, clinical experiences include assessment/diagnosis/evaluation, screening, treatment, report writing, family/client consultation, and/or counseling related to the management of populations that fit within the ASHA Scope of Practice in Speech-Language Pathology. Standard IV-C defines the types of disorders in which we obtain clinical experience. Students must earn a minimum of 5 clinical hours in each of these categories. They are as follows:

Area	Description	As Recorded in CALIPSO
Speech Sound Production	Includes articulation, motor planning and execution, phonology, and accent modification	Speech Sound Production
Fluency and Fluency Disorders	A fluency disorder is an interruption in the flow of speaking characterized by atypical rate, rhythm, and repetitions in sounds, syllables, words, and phrases. This may be accompanied by excessive tension, struggle behavior, and secondary mannerisms.	Fluency
Voice and resonance	Includes respiration and phonation	Voice
Receptive and expressive language	Includes phonology, morphology, syntax, semantics, pragmatics (language use and social aspects of communication), prelinguistic communication, paralinguistic communication (e.g., gestures, signs, body language), and literacy in speaking, listening, reading, and writing	Language

Hearing	Includes the impact on speech and language	Hearing
Swallowing/feeding	Includes (a) structure and function of orofacial myology and (b) oral, pharyngeal, laryngeal, pulmonary, esophageal, gastrointestinal, and related functions across the life span	Swallowing
Cognitive aspects of communication	Includes attention, memory, sequencing, problem solving, and executive functioning	Cognition
Social aspects of communication	Includes challenging behavior, ineffective social skills, and lack of communication opportunities	Social Aspects
Augmentative and alternative communication modalities	Includes oral, manual, augmentative and alternative communication techniques and assistive technologies	AAC

For more details see ASHA Certification Standards V-C, V-D and V-F:

<https://www.asha.org/certification/2020-slp-certification-standards/>

Once students have completed their clinical hours, they will have an exit interview with the chair of the department who will certify completion of hours and verify that a student has had quality practicum experiences throughout the graduate program.

## 7.2 Documenting Clinical Hours

Students are responsible for completing and submitting their record of clinical hours. The BYU ComD program uses CALIPSO to document clinical hours. CALIPSO stands for Clinical Assessment of Learning Inventory of Performance Streamlined Office Operations. All students are required to use the CALIPSO database to document and track their clinical hours. Students register for CALIPSO during their first semester or term at BYU. For registration information, cost, etc., go to:

<https://www.calipsoclient.com/index.html>.

## 7.3 Completing Clinical Hours

All students must complete two externship placements in their second year of graduate school. Students must complete a pediatric placement and an adult placement. During your time working at the BYU Speech and Language Clinic and your two externship placements, you must complete at least 400 clock hours. The duration of the externship experience must be completed in its entirety, even if you earn 400 hours prior to the scheduled end date. If an externship needs to be extended due to not earning enough hours, a student must coordinate the extension with the externship coordinator. At the end of both externships, students must verify they have completed all the hours with the department secretary.



## 8. Other Policies

### 8.1 ASHA Code of Ethics

Please follow the link below to find a copy of the ASHA Code of Ethics. Each student is expected to read, understand, and adhere to the ASHA Code of Ethics in any clinical placement. Any faculty, student, or site supervisor who fail to comply with the ASHA Code of Ethics may be subject to sanction.

Adherence to ethical standards is measured in CALIPSO. In the final evaluation, students must have a minimum section average performance rating of 3.0 or above in the CALIPSO Professional Practice, Interaction, and Personal Qualities section. This score includes adherence to the ASHA code of ethics, scope of practice, and ethical interactions (see std IV-E, V-B, 3d, std 3.1.1B, 3.1.6B).

For more information go to: <http://www.asha.org/Code-of-Ethics/>

### 8.2 Client Rights

Clients seen in an affiliated externship site are entitled to speech and language services in an environment free from unlawful discrimination. Any student who unlawfully discriminates against a client on the basis of race, color, sex, national origin, religion, age, veteran status, genetic information and/or disability may be subject to sanction.

### 8.3 Confidentiality Policy

Students must follow the confidentiality procedures of their externship sites. Confidentiality policies and procedures vary depending on the externship site. Please refer to the site supervisor, human resources department, or orientation packet for details regarding client/patient confidentiality protocols specific to your site.

### 8.4 CPR Training Policy

For specific medical sites graduate students may be required to be certified in CPR training. This is a site-specific requirement. Please check the requirements of your site before seeking this training.

### 8.5 Drug Screening, Fingerprinting, and Background Checks

Drug screening, fingerprinting and FBI background checks are site specific. Please check with the BYU IRAMS system to verify if your site requires a drug screen or background check. You can check the IRAMS system by clicking on the Student Obligation Documents link at the top right corner of your application.

Fingerprinting and FBI background checks are available through the McKay School Advisement Center. For instructions go to: <https://education.byu.edu/advisement/fingerprinting>.

Approved locations to obtain a drug screening can be found here:

<https://experience.byu.edu/https://brightspotcdn.byu.edu/88/84/2cc9de4a490d849706176fcb328f/ihchsdrugtestingservices.pdf>

## 8.6 HIPAA

All students are required to successfully complete the HIPAA for health care workers training through an online course. See the department secretary for directions on how to enroll online. When your course is completed, make sure your certificate is on file with the department secretary.

## 8.7 BYU Honor Code

In keeping with the principles of the BYU Honor Code, students are expected to be honest in all their academic work. Academic honesty means, most fundamentally, that any work you present as your own must in fact be your own work and not that of another. Violations of this principle may result in a failing grade in the course and additional disciplinary action by the university. Students are also expected to adhere to the Dress and Grooming Standards. Adherence demonstrates respect for yourself and others and ensures an effective learning and working environment. It is the university's expectation, and every instructor's expectation in class, that each student will abide by all Honor Code standards. Please call the Honor Code Office at 422-2847 if you have questions about those standards.

**Honor Code expectations extend to all off-campus externship sites.**

For more information go to: <https://policy.byu.edu/view/index.php?p=26>

## 8.8 Immunizations

Students participating in an externship may be required to update their immunizations. If you are externing at a site with immunization requirements, the site's specific requirements will be outlined in the "Student Obligations" section of the IRAMS internship application. You will need to upload the required documentation in IRAMS as directed.

## 8.9 Infection Control

The Centers for Disease Control and Prevention (CDC) recommends certain practices for the prevention of infection. Here are some resources to help audiologists and speech-language pathologists in all practice settings protect themselves and their clients, students, and patients from infection:

<https://www.asha.org/practice/infection-control/>

## 8.10 Preventing and Responding to Sexual Misconduct

All forms of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking are contrary to the teachings of The Church of Jesus Christ of Latter-day Saints and the [Church Educational System Honor Code](#). Brigham Young University prohibits sexual harassment by its personnel and students and in all its education programs or activities.

For more information go to: <https://policy.byu.edu/view/index.php?p=155>

## 8.11 Reporting Abuse

Please be aware of the reporting requirements in Utah concerning the abuse of a vulnerable adult or a child. You can find policies, procedures, and contact information at the following links:

Vulnerable Adults Abuse: <https://daas.utah.gov/adult-protective-services/>

Child Abuse: <https://dcfs.utah.gov/services/child-protective-services/>

## 8.12 Statement of Nondiscrimination

Admission to the Brigham Young University and the Department of Communication Disorders graduate program is nondiscriminatory. You may find our full nondiscrimination policy at:

<https://hrs.byu.edu/student-nondiscrimination-policy-at-byu>.

## 8.13 Student Rights

Students are entitled to study in an environment free from unlawful discrimination. Any student, staff employee, or faculty member who unlawfully discriminates against a student on the basis of race, color, sex, national origin, religion, age, veteran status, genetic information and/or disability may be subject to sanction.

### 8.14 Students with Disabilities

Brigham Young University is committed to providing a working and learning atmosphere that reasonably accommodates qualified persons with disabilities. If you have any disability which may impair your ability to complete this course successfully, please contact the University Accessibility Center (UAC), 2170 WSC or 422-2767. Reasonable academic accommodations are reviewed for all students who have qualified, documented disabilities. The UAC can also assess students for learning, attention, and emotional concerns. Services are coordinated with the student and instructor by the UAC. If you need assistance or if you feel you have been unlawfully discriminated against based on disability, you may seek resolution through established grievance policy and procedures by contacting the Equal Employment Office at 422-5895, D-285 ASB.

For more information go to: <https://policy.byu.edu/view/index.php?p=13>

### 8.15 Other

The BYU office of Experiential Learning and internships has a website with extensive information regarding BYU Policies and Procedures regarding externships. Please see <https://experience.byu.edu/> for a complete list of policies and procedures associated with your externships.

## 9. Competency Checklist

Please print this page, then sign and date when you have completed the following items to complete your externship training. Please return your completed checklist to the externship coordinator.

Thank you!

Competency Task	Signature	Date
Read the ASHA Code of Ethics found at: <a href="https://www.asha.org/code-of-ethics/">https://www.asha.org/code-of-ethics/</a>		
Complete HIPAA training and provide certificate of completion to the department secretary		
Review Infection control guidelines at: <a href="https://www.asha.org/practice/infection-control/">https://www.asha.org/practice/infection-control/</a>		
Read the Internship Master Agreement (IMA) found at this link: <a href="https://intern.byu.edu/sites/intern.byu.edu/files/files/InternshipMasterAgreement.pdf">https://intern.byu.edu/sites/intern.byu.edu/files/files/InternshipMasterAgreement.pdf</a>		