



UNIVERSITY OF CENTRAL FLORIDA

The University of Central Florida
Department of Communication Sciences and Disorders

EXTERNSHIP POLICY AND PROCEDURES

Students who are scheduled to complete part-time and full-time externships must meet the following criteria:

- 1) **Have no outstanding incomplete ("I") grades in a course.**
- 2) **Have no more than 6 credit hours of unsatisfactory grades.**
- 3) **Have an overall GPA of 3.0 or above in the graduate program.**
- 4) **Have completed 3 semesters of clinic practicum (SPA 6505, SPA 6942, SPA 6943).**
- 5) **Have completed Differential Diagnosis Lab.**
- 6) **Have a current and correct Academic Plan of Study (APOS) on file with the departmental advising office.**
- 7) **Have an updated Clinical Clock Hours Summary Sheet.**
- 8) **Have submitted the Externship checklist with attachments.**

Eight (8) weeks prior to the beginning of the part-time externship, students are required to complete an "Externship Checklist" with the following attachments: 1) Clinical Hours Summary and 2) a copy of their most recent academic audit. Documents are to be submitted to, the Externship Coordinators, Carla Parsons and/or Amy Barrett in the Department of Communication Sciences and Disorders (HPA II, suite 101 L). Do not send by e-mail.

Students may not continue in their clinical plan of study until they have met these criteria. In the event that the student does not maintain the criteria between the time of submitting the documents and the beginning of the next semester, it is the student's responsibility to contact the Coordinators of Academic Support and Externship Coordinators. It is the student's responsibility to drop his/her registration for part-time, or first time, externship, and add any coursework required to bring their academic/clinical plan into compliance. Students failing to take this action before the end of the add/drop period can be withdrawn from their externship placement by the Department without benefit of tuition reimbursement or waiver of late fees for late add/drop. Academic deadlines are found on-line either on Polaris or on the UCF Home Page (www.ucf.edu).

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Externship Checklist

Name _____ PID _____

Part-time Externship semester _____ Full-time Externship semester _____

Prior to the beginning of the semester of the part-time-or first-externship, it is required that each student complete a “*Clinical Hours Summary*,” and the “*Externship Checklist*.” Once these materials and the student’s most recent academic **audit** have been submitted to the Externship Coordinator’s Office, the student may be assigned an externship placement. The timeframe for completing this process should be no later than eight (8) weeks prior to the initial externship. “Clinical Hours Summary” forms may be found in the clinic manual. In the space below, indicate compliance by initialing each item and sign the statement at the bottom of the page.

- | | Initials |
|------------------------------------------------------------------------|----------|
| 1. No outstanding incomplete grades in any course | _____ |
| 2. Not more than 6 hours “unsatisfactory” total for graduate courses | _____ |
| 3. Overall GPA of 3.0 or above in the graduate program | _____ |
| 4. Completed 3 semesters of clinic practicum | _____ |
| 5. Completed Differential Diagnosis Lab | _____ |
| 6. Updated Clinical Clock Hours Summary Sheet | _____ |
| 7. Required forms attached (Clinical Clock Hours Summary Sheet, Audit) | _____ |

Please read, sign, and date the following statement:

I have read and understand the Externship Policies and Procedures Statement (revised 2/07) for the Department of Communication Sciences and Disorders. I understand that it is my responsibility to inform the Department and make necessary changes to my plan of study prior to the published UCF deadlines should I fail to maintain compliance with the criteria listed above.

Printed name

Student signature

Date