

Instructions for Acquiring and Recording 100 Clinical Practicum Hours SLPA Program

1. Find an ASHA (American Speech-Language-Hearing Association) certified speech-language pathologist (SLP). (You'll know the SLP is certified by CCC - Certificate of Clinical Competence, after their name.)
2. Ask permission to work with the SLP through two semesters. You need to complete 100 hours of clinical practicum. You may work with different SLPs to gain these hours in a variety of settings and age levels –acquiring a diverse knowledge for styles, environments, treatment programs, etc.
3. Present the UVM SLPA program director with the SLP's ASHA certification number as soon as you can, so that they can verify up-to-date certification – otherwise these hours will not count. Note: Be certain that the supervising SLP has been practicing for at least two years beyond their Clinical Fellowship Year (CFY).
4. You will be providing services under the direct guidance of your supervising SLP. They need to be present during at least 50% of the 100 hours.
5. Please refer to your SLPA guidelines to familiarize yourself with what you can and cannot do as an SLPA.
6. After each session with a student (or by the end of the day), document the hours worked on your "SLPA Clinical Fieldwork Log". Be certain to document the age level for the client, the diagnosis, and the amount of time spent in hours and minutes. Note: some children receive services for different areas within a session. Consult with your supervising SLP for best documentation.
7. Discuss your sessions and observations with your supervising SLP and ask pertinent questions. This is an opportunity that may not present often in your career, so take advantage and ask clarifying questions as needed. This is how you learn!
8. Jot down pertinent notes keeping an informal journal for your final project – your portfolio.
9. **Remember to have your supervising SLP sign for each session or the time does not count!**
10. **Remember to complete 100 hours and get the signature and ASHA certification number of the SLPs you've observed.**

IMPORTANT:

At all times, present yourself in a professional manner:

- *Be respectful.*
- *Arrive on time, if not a few minutes prior to the scheduled meeting.*
- *Adhere to the schedule.*
- *Dress appropriately for the situation.*
- *Always respect confidentiality for the clients and families.*
- *Relax, have fun with the students, and exude confidence. You're doing a good job!*