SPAA 693 Medical Externship in Speech-Language Pathology Spring 2026

Instructor: Mrs. Teresa McClain, M.A., CCC-SLP, Associate Clinical Lecturer Department of Speech Pathology & Audiology (SPAA) Ball State University, Muncie, IN	
Email: tmcclain@bsu.edu	**Telephone:** (765) 285-8062
Office: HB 418	Office hours by appointment

Course Information

Catalog Description

Off-campus, unpaid externship in speech-language pathology completed in a medical or clinical facility. Externship is typically taken in one of the last two semesters of the graduate program. A total of 6 credits may be earned, but no more than 3 in any one semester or term. Open only to SLP graduate students or permission of the department chairperson.

Additional Information

The medical externship is 12 weeks, full-time (defined as 30-40 hours/week), unless other arrangements are *approved in advance in writing by both the SLP medical externship coordinator and the on-site externship supervisor.* In addition to complying with the university's requirements for an off-campus externship, the student must comply with the specific requirements of their externship facility.

Course Materials

No specific textbook is required for this course**. Students are expected to utilize the resources and textbooks pertaining to pertinent graduate courses (for example, dysphagia, voice & neuro classes.)** Most students find it useful to have access to a medical dictionary as a resource for unfamiliar medical terminology. On-site supervisors may recommend readings, which the student should interpret as a requirement.

Course Assignments and Methods of Evaluation Students

Assessment Methods and Criterion

The Ball State University Clinical Evaluation of Speech-Language Pathology Student Competencies form (a.k.a. clinical evaluation form) will be used to determine and document student performance on course objectives. **Documentation of performance on the form should be done and discussed with the student at midterm and at the end of the externship**. Performance ratings on the clinical evaluation form will be based on the advanced level scale, as found on the front of the evaluation form. **Please email a PDF copy of the form at both midterm & conclusion of the externship to Teresa McClain.**

Grades

To pass the medical externship, the student must not have a score lower than "3" on any item on the clinical evaluation form **and** must receive a passing grade ("B" or higher). Totaling **all** items scored on the clinical evaluation and dividing by the total number scored will determine the grade/score on the clinical evaluation form. The grading scale is as follows:

A	4.5 +	A-	4.25-4.49	B+	4.0-4.24
B	3.75-3.99	B -	3.5-3.74	C+	3.25-3.49
C	3.0-3.24	C-	2.75-2.99		

Failing to meet this requirement will result in failing the medical externship, and ASHA hours earned in the externship will not be logged. The on-site supervisor will report a suggested grade; however, the SLP Medical Externship Coordinator will assign the final grade. The final grade can be lowered due to issues in professionalism.

Remediation

Any item on the clinical evaluation form with a score of "2" or below requires remediation. In that situation, a remediation plan will be developed with the on-site supervisor (consulting with the SLP Medical Externship Coordinator, as needed). The remediation must include:

1. Description of knowledge and/or skills which are not being demonstrated by the clinician, based on the competencies described in the Clinical Evaluation of Speech-Language Pathology Student Competencies Form.
2. Goals and behaviors that must be demonstrated to indicate knowledge and skills appropriate for the medical externship.
3. Remediation plan implementation date and date of anticipated completion.

It is possible that remediation will be required, although the student has a passing grade in the externship. Unmet remediation goals at the end of the externship may result in an extension or repetition of the medical externship, and/or an incomplete grade, with potential to delay graduation.

Big 9 Competency Tracking Form

The supervisor will also complete the Big 9 competency tracking form at the end of the externship. This form should be completed for all areas in which the student earned three or more hours. Competency is described as acceptable performance by a student relative to his/her level of experience in that specific area. Final competency ratings of less than four will indicate a need for further experience in that area prior to graduation. This form should be emailed as a PDF along with the clinical evaluation form at the end of the externship.

NOTE: Competency is not automatically awarded when the student earns the minimum number of hours in a Big 9 category. Rather, competency is earned through demonstration of assessment, treatment, documentation and application of knowledge of that Big 9 category to clinical practice.

Course Objectives	ASHA Standards of Certification 2020
1. The student will demonstrate application of knowledge of the nature of communication and swallowing disorders and principles and methods of prevention, assessment and intervention for people with	**Standard IV-C:** The applicant must have demonstrated knowledge of communication and swallowing disorders and differences, including the appropriate etiologies, characteristics, anatomical/physiological, acoustic, psychological, developmental, and linguistic and cultural correlates in the following areas: • Speech sound production to encompass articulation, motor planning & execution, phonology & accent modification. • Fluency and fluency disorders • Voice and resonance, including respiration and phonation

communication and swallowing disorders as measured by the Ball State University Clinical Competency Form. Experience with specific disorders will be based on caseload at the externship site.	• Receptive and expressive language to include phonology, morphology, syntax, semantics, pragmatics, (language use and social aspects of communication), prelinguistic and paralinguistic communication) in speaking, listening, reading, writing, and manual modalities • Hearing, including the impact on speech and language • Swallowing/feeding, including structure and function of orofacial myology, oral, pharyngeal, laryngeal, pulmonary, esophageal, gastrointestinal, and related functions across the lifespan; • Cognitive aspects of communication (attention, memory, sequencing, problem-solving, executive functioning) • Social aspects of communication (including challenging behavior, ineffective social skills, lack of communication opportunities) • Communication modalities (including oral, manual, augmentative, and alternative communication techniques and assistive technologies **Standard IV-D:** The applicant must have demonstrated current knowledge of the principles and methods of prevention, assessment, and intervention for people with communication and swallowing disorders, including consideration of anatomical/physiological, psychological, developmental, and linguistic and cultural correlates of the disorders.
2. The student will demonstrate application of ethical conduct standards to clinical decisions, as judged by the on-site supervisor and SLP Medical Externship Coordinator.	**Standard IV-E:** The applicant must have demonstrated knowledge of standards of ethical conduct.
3. The student will demonstrate appropriate oral and written communication skills, as measured with the Ball State University Clinical Competency Form. The student extern will follow guidelines for written documentation specific to the externship site.	**Standard V-A:** The applicant must have demonstrated skills in oral and written or other forms of communication sufficient for entry into professional practice.
4. The student will participate in the externship experience with sufficient experiences with various age groups, disorders, and those of culturally/linguistically diverse backgrounds as available at the externship site.	**Standard V-F** Supervised practicum must include experiences with client/patient populations across the life span, and from culturally/linguistically diverse backgrounds. Practicum must include experience with client/patient populations with various types and severities of communication and/or related disorders, differences and disabilities.
5. Student clinician will demonstrate clinical skills	**Standard V-B:**

expected for a medical extern as measured through use of the Ball State University Clinical Competency Form.	The applicant for certification must have completed a program of study that includes supervised clinical experiences sufficient in breadth and depth to achieve the following skill outcomes: **1. Evaluation** a. Conduct screening and prevention procedures b. Collect case history information and integrate information from clients/patients, family, caregivers, teachers, and relevant others, including other professionals c. Select and administer appropriate evaluation procedures, such as behavioral observations, non-standardized and standardized tests, and instrumental procedures d. Adapt evaluation procedures to meet client/patient needs. e. Interpret, integrate, and synthesize all information to develop diagnoses and make appropriate recommendations for intervention. f. Complete administrative and reporting functions necessary to support evaluation. g. Refer clients/patient for appropriate services **2. Intervention** a. Develop setting-appropriate intervention plans with measurable and achievable goals that meet clients'/patients' needs. Collaborate with clients/patients and relevant others in the planning process. b. Implement intervention plans (involve clients/patient and relevant others in the intervention process). c. Select or develop and use appropriate materials and instrumentation for prevention and intervention. d. Measure and evaluate clients'/patients' performance and progress. e. Modify intervention plans, strategies, materials or instrumentation as appropriate to meet the needs of clients/patients. f. Complete administrative and reporting functions necessary to support intervention. g. Identify and refer clients/patients for services as appropriate. **3. Interaction and Personal Qualities** a. Communicate effectively, recognizing the needs, values, preferred mode of communication, and cultural/linguistic background of the client/patient, family, caregivers, and relevant others. b. Collaborate with other professionals in case management. c. Provide counseling regarding communication and swallowing disorders to clients/patients, family, caregivers, and relevant others. d. Adhere to the ASHA Code of Ethics and behave professionally. Supervised clinical experiences should include interprofessional education and interprofessional collaborative practice, and should include experiences with related professionals that enhance the student's knowledge and skills in an interdisciplinary, team-based, comprehensive service delivery model

Course Statements and Policies

Course Requirements

1. The student will comply with all requirements as indicated by the on-site supervisor and facility.

2. **If requested by the on-site supervisor, the student will complete an in-service, presentation and/or project on a relevant or assigned topic.** A digital copy should be sent to the SLP Medical Externship Coordinator by the completion of the externship.

3. Student externs should consider supervisor's requests (student might want to, it would be nice if student, etc.) as requirements.

4. Students are required to follow the facility's infectious disease management and prevention. This includes but is not limited to submitting evidence of influenza vaccinations (typically required October – March annually), reporting COVID-19 vaccinations as requested and complying with time-off policies for positive test results and contagious illnesses.

5. Students will likely be required to wear **Personal Protective Equipment** at the facility, which is usually supplied by the facility for student. **It is the student's responsibility know and follow what is required.** If a student has questions after talking with the on-site supervisor, please notify Mrs. McClain.

Maintaining Contact with the SLP Medical Externship Coordinator

1. Students should complete the ***Contact Information for SLP Externs*** during the first week of the externship. This will be posted on Canvas as an assignment.

2. Student externs should maintain regular contact with the SLP Medical Externship Coordinator. Students will be asked to complete an externship summary at regular intervals throughout the externship. These will be posted on Canvas as assignments. The summary will also include the # of observation hours & clinic hours logged since the previous summary. The summaries are due at the **end of weeks 2, 4, 7*, 10 and 12. *Copy of midterm clinical evaluation should be included with week 7 summary.**

3. If concerns or problems arise, contact the SLP Medical Externship Coordinator via email or telephone as soon as possible. If a student is feeling uncomfortable about a situation, please call to discuss it sooner, rather than later.

4. The SLP Medical Externship Coordinator will be in contact (via telephone or email) with the on-site supervisor about 2 times during the externship.

Attendance Policies

1. Student externs are expected to attend every day* of the assigned externship, unless they have a contagious illness, as determined by the facility's disease prevention policies.

2. If students have an illness or true emergency, the extern is responsible to contact the on-site supervisor no later than the start of the on-site supervisor's workday. Student externs are responsible for obtaining all contact information directly from their supervisor and verifying how the supervisor wishes to be contacted in these circumstances (at home, by cell phone, leave message at work, etc.) If students are absent from their externship for any reason, **Mrs. McClain needs to be notified via email the same day**.

3. If necessary, the on-site supervisor and/or externship coordinator may add make up days to the end of the placement.

4. Students do not have "Personal" days. However, if the student has a situation in which they need to see a medical professional during the regular work hours, the student must notify the supervisor in advance. If possible, please schedule appointments before or after work. Students should make contingency plans of how they will handle alternate childcare or sick child days, so as not to miss days of the externship.

5. Two professional days are permissible for professional development, taking the Praxis Exam and/or interviewing purposes **only**. Please arrange these in advance with the on-site supervisor.

6. **Student externs will follow the calendar of their facility AND their supervisor**, rather than that of BSU. This means that BSU's breaks and holidays will not be followed. At times, students will be required to work on a major holiday (for example, President's Day, Memorial Day, etc.)

7. **Student externs will follow the work schedule assigned by their on-site supervisor** (usually work the same hours/days as their supervisor). If the supervisor works weekends or holidays, the student may be required to be there, as well. In addition, if the student is short on hours (either in general or in a specific area, OR need additional experience to meet competency), they may be asked to work additional hours.

8. At the minimum, student externs should adhere to the assigned hours for their medical externship. Externs should not ask to come in late or leave early. **Tardiness is not acceptable.** Students need to be aware that as census increases, the hours may as well. Students will need to be prepared to stay later or come in earlier than regular hours, as the census demands. If census is lower, please use the extra time productively and show initiative to learn more about the facility, materials, other therapies, special procedures, etc.

9. Contingency plans should be made in advance as to what a student extern should do if the supervisor is absent. In most situations, the student extern will be under the supervision of another SLP at that facility. In some situations, the student extern will be assigned observations with other medical personnel for the day or other duties, not involving direct patient care (e.g., chart review, report writing). Students are **not** permitted to provide direct patient services if **a licensed, certified SLP that meets ASHA's supervision guidelines** is not in the building.

10. More details on university policies related to attendance can be found here. This includes information related to approved reason jury duty, bereavement, observance of religious holidays and pregnancy leave.

Clinic Hours

1. The student extern is responsible for logging **clinic hours in minutes** on a **daily** basis using the clinic hours logsheet or their own spreadsheet. Clinic hours should be listed according to the appropriate age category, Big 9 area and evaluation or treatment, exactly as they have been logged for on-campus clinical experiences. These should be checked periodically by the on-site supervisor. If a student extern has more than one supervisor, a separate logsheet will need to be maintained for each supervisor. **Please note telehealth hours should be logged separately from face-to-face hours.**

2. At the end of the externship, the student will *convert the total number of minutes per category to hours.* Once they have completed the **graduate clinician hours summary sheet,** the sheet will need to be signed by the supervisor**,** who must indicate the total number of hours supervised. **One sheet should be used for each supervisor**. Once the summary sheet(s) have been completed and signed by the supervisor, it should be

emailed to Mrs. McClain as a PDF. Once the summary form is received, the SLP Clinic Director's graduate assistant will enter the hours into the database.

3. Student externs will be given a copy of their clinic hours summary at the start of the medical externship. It is the **student's responsibility** to share the summary with their on-site supervisor **at the beginning of the externship** and work with that supervisor to obtain needed hours, both in total numbers and in type and variety, prior to the completion of the medical externship. In most situations, students will obtain more than the minimum number of clinic hours required for ASHA certification; however, **completion of clinic hour requirements does NOT signal the end of the medical externship**. In rare situations, students may not have obtained the minimum number of clinic hours required for ASHA certification by the end of the 12th week of the medical externship. If the externship is the student's final semester of graduate school, the student will need to arrange with the SLP Medical Externship Coordinator and the on-site supervisor to extend the externship until the minimum number of hours has been met.

4. The student extern is responsible for logging **observation** hours on a regular basis using the **observation** hours logsheet or the Excel spreadsheet. Observation hours should be logged in minutes and then converted to hours at the end of the experience. The on-site supervisor is likely to request/require that student observe other medical professionals (PT, OT, etc.…) as a valuable part of the externship experience, and students should comply. However, do not log these observations on the observation log; only observation of SLPs providing direct patient care can be logged. At the end of the externship, students will complete & submit the observation hours summary sheet, which their on-site supervisor will sign. **Please continue to log observation hours, even if student have reached the allotted 25 observation hours.**

5. It is the responsibility of the student extern to ensure that all forms have been received and the SLP Medical Externship Coordinator has verified hours**.**

Professional Behavior

1. **Personal calls, texts & e-mails should be avoided** during the workday.

2. Personal information on Facebook, Instagram, Twitter or other personal websites or blogs should be set to restricted access. Please be aware that externship supervisors and potential employers may search for student on social media.

3. All written communication, including e-mails, are to incorporate proper conventions, mechanics and spellings.

4. Student externs are to represent themselves in a professional manner in **all** dealings with **all** staff, patients, families, and supervisors.

5. Student externs are required to strictly follow their facilities' guidelines for HIPAA and patient confidentiality. Failure to comply will result in immediate dismissal from the externship placement.

Professional Attire

1. Student externs are expected to ask for and follow the dress code policies of their facility. In general, clothing should be cleaned, pressed, functional, neat and mended. Student may be required to purchase a specific uniform shirt or scrubs.

2. In most facilities, closed-toe shoes **and** stockings/socks are required. Heel height may be restricted.

3. The following attire is **not** acceptable for an extern: jeans, shorts, sweats, sleeveless shirts/tops/dresses, shirts with screen-printed logos, leggings, yoga pants.

4. Please check with the facility on policies related to body piercings, tattoos & fingernail length.

5. Student externs should be odor-neutral and avoid colognes & perfumes.

6. Revealing clothing is not permitted, the same as the BSU SPAA Clinic dress code.

University Policies

University Statement

We are committed to ensuring that all members of the community are welcome, through valuing the various experiences and worldviews represented at Ball State and among those we serve. We promote a culture of respect and civil discourse. If student need course adaptations or accommodations because of a disability, please contact the instructor of record as soon as possible. Ball State's **Disability Services** office coordinates services for students with disabilities; documentation of a disability needs to be on file in that office before any accommodations can be provided. Disability Services can be contacted at 765-285-5293 or **dsd@bsu.edu**.

Freedom of Expression

In this course, we are committed to fostering a learning environment that values intellectual diversity, encourages free expression, and promotes open inquiry. As members of the Ball State Community, we treat each person in the Ball State community with civility, courtesy, compassion, and dignity and respect and learn from differences in people, ideas, and opinions. Please review Ball State University's **Statement on Freedom of Expression** the resources on Ball State's **Freedom of Expression webpage**, and **Ball State's Beneficence Pledge.**

University Grade Appeal Policy

If you believe you received a final course grade that does not reflect your performance due to fairness or a procedural issue, student have the right to file an appeal within 5 school days after final grades are posted by the Office of the Registrar. Review the **University Grade Appeal Policy and Process**.

Title IX

Ball State University is committed to providing a safe and inclusive learning environment for all students. If student or someone student know has experienced sexual harassment—including sexual assault, dating violence, domestic violence, or stalking, please know that you are not alone. The University offers support services and resources. For more information or to report an incident, please visit **bsu.edu/titleix** or contact the Title IX Coordinator at 765-285-1545 or at **titleix@bsu.edu.**

As your instructor, I am a mandatory reporter under the Title IX policy and required to report any information I receive about possible sexual harassment. This includes information shared in class discussions, assignments, or private conversations.

What happens after I report? The Title IX Coordinator will email the person who experienced sexual harassment (complainant) and invite them to schedule a meeting. If the complainant chooses to meet with the Title IX Coordinator,

- Title IX Coordinator will offer supportive measures (e.g., counseling, extensions on deadlines, course-related adjustments, changes to work or class schedules, and/or referrals to campus offices), review the policy, and discuss options to move forward.
- If a complaint is filed by the complainant or the University, an investigation will begin following University policy.

Ball State Academic Ethics Policy

Honesty, trust, & personal responsibility are fundamental attributes of the university community. Academic dishonesty & other forms of academic misconduct threaten the foundation of an institution dedicated to the pursuit of knowledge & will not be tolerated. To maintain its credibility & reputation, & to equitably assign evaluations of scholastic & creative performance, Ball State University is committed to maintaining a climate that upholds & values the highest standards of academic integrity. Visit the VPAA's **academic integrity website** (Students tab) for resources on understanding academic integrity, citing sources properly, and avoiding inadvertent academic dishonesty. To learn about BSU's academic integrity expectations and students' rights, please read the University **Student Academic Ethics Policy**.

Academic integrity violations include giving or receiving an unfair academic advantage (cheating), presenting someone else's ideas or work as your own (plagiarism), and falsifying academic records. Unless otherwise indicated, student must work independently by yourself. Check with me if you are unsure whether something constitutes academic dishonesty. Examples of academic integrity violations include but are not limited to:

- Using resources not authorized by the faculty member (including devices, AI tools, hidden notes, and open books)
- Using commercial study websites to find answers to graded assignments (Chegg, Course Hero, StudyPool, OneClass, etc.).
- Without the instructor's written permission, giving away, buying, or selling graded assignments class notes, exams, study guides, or other course materials to other students or to third-party vendors (Course Hero, Chegg, 24HourAnswers, etc.).
- Working with another person on any assignment other than authorized group projects.
- Sharing or allowing others to access your files, whether done with permission or not.
- Reusing your own work from another semester, course, or section.
- Sharing answers with others during exams (passing notes, texting, whispering, gesturing)
- Discussing exam questions and answers with students who have not taken the exam.
- Soliciting others to complete work for student.

Artificial Intelligence (AI) Policy – Very Limited Use of Generative AI Permitted

All work conducted and/or submitted in this course must be your own, completed in accordance with the Ball State University's **Student Academic Ethics Policy**. *At the discretion of your supervisor, student may use generative AI applications for development of clinical materials*. Student should not use generative AI applications at any other time for this course. [Note that text predictions and AutoComplete features of applications such as Grammarly, Microsoft Word, Canva and electronic medical records are acceptable.]

Canvas and Student Privacy

Canvas Accessibility

Canvas provides a user experience that is easy, simple, & intuitive. Special attention has been paid to making Canvas screen-readable. The Rich Content Editor encourages users to create accessible content pages (i.e., text formatting is accomplished using styles). Canvas is designed to allow limited customization of colors & schemes to be accessible for all users. The National Federation of the Blind granted Canvas the Gold Level Web Certification in 2010.

Find more information by visiting the **Canvas Voluntary Product Accessibility Template (VPAT).**

FERPA & Privacy

As a student, your educational records are considered confidential. Under FERPA (Family Educational Rights & Privacy Act), your records are confidential & protected. Under most circumstances, your records will not be released without your written & signed consent. However, some directory information may be released to third parties without your prior consent unless a written request to restrict this is on file. Student can learn more about student rights to privacy by reading **Ball State's FERPA & Privacy & Protection.**

Video Conferencing Recording

In this class, software may be used to record live class discussions. As a student in this class, your participation in live class discussions may be recorded. These recordings typically will be made available only to students enrolled in the class, to assist those who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Students who prefer to listen only must disable their audio capability & visual camera. If student have concerns, please discuss these options with me.

Academic Support Services

The Basic Needs Hub

If students are having difficulty affording enough food, do not have a safe & reliable place to sleep, and/or experiencing an emergency or crisis, help is available through the **Basic Needs Hub.** The Basic Needs Hub has information, resources, & provides individualized support to students. To talk with a supportive staff member about your experience, receive one on one assistance, or learn more about resources, student can submit a **Basic Needs Assistant Form**.

The Counseling Center

The Ball State University Counseling Center offers free and confidential services to all students. The Counseling Center is located in Lucina Hall, Room 320. To schedule an appointment, student can contact us at 765-285-1736. Ball State now also offers a 24/7 Crisis Line, which can be reached at 765-285-HOPE (4673). The Crisis Line is a mental health resource for those who are struggling with any mental health concerns, including thoughts of self-harm &/or suicide.

At the Ball State Counseling Center, we see students for a variety of reasons, some of which include homesickness, relationship concerns, anxiety, & depression. At your first appointment, student will work with a therapist to create a plan that will connect student with resources that best fit your needs. We assist students with getting connected to therapy at our Center as well as connecting students to self-help resources, other on-campus resources, & community-based resources. All Ball State students also have access to several on-demand, self-help resources through a variety of different platforms. All of these resources, including a direct link to our website, can be found **here**.

The Learning Center

The Learning Center offers free Tutoring & Academic Coaching for many courses at Ball State. Students can make appointments for online (Zoom) or in-person (NQ 350) appointments. To make an appointment, visit myballstate.bsu.edu & click on "Navigate" in the Additional Tools Section, or just go directly to **https://bsu.navigate.eab.com.**

Testing accommodations for students with disabilities are available for students who have received the appropriate documentation from Disability Services. Tests may be administered in the Learning Center.

Supplemental Instruction is available in select courses. If student have an SI leader for your course, that person will provide students with information the first week of school regarding weekly study sessions. For more information about all of our programming, visit **bsu.edu/learningcenter** or call 765-285-1006. Follow us on Instagram: **BallStateLC**.

The Writing Center

All writers improve with practice and feedback. Student are encouraged to use the Writing Center (in Robert Bell 295 during weekdays, Bracken Library First Floor West in the evenings, or online during any of our regularly scheduled hours) to get additional feedback on your writing.

The Writing Center offers free planning, feedback, and accountability sessions (in person and online) to all students composing essays, reports, reflections, research projects, web content, lesson plans, slideshows, poster presentations, resumes, and other digital or print texts. To schedule a free appointment to discuss your writing, go to **http://www.bsu.edu/writingcenter.** Online & in-person appointments are available; however, plan ahead because appointments book quickly!

Subject to Change Statement

This syllabus & schedule are subject to change in the event of extenuating circumstances.