GENERAL INFORMATION FOR
THE COOPERATING SLP & STUDENT INTERN

The student intern may be excused from internship for the following:

- Job interviews
- Professional conventions

The student intern shall notify the cooperating SLP, department supervisor, the clinic/hospital, and the university supervisor of any change in schedule.

The cooperating SLP will:

- Allow the student to observe each group prior to undertaking the responsibility for the caseload, assuming the responsibilities of the entire caseload will be gradual and at the discretion of the cooperating SLP.

- **ASHA requires that Speech Language Pathology interns be supervised at minimum, 25% of the time.** The cooperating SLP should adjust their supervision time according to the individual needs of the interns. This may require 50% to 75% supervision in the beginning and then tapering off to 25%. The cooperating SLP will sign the student intern’s therapy log and summary sheet. It will be the student intern’s responsibility to keep accurate records and acquire said signatures.

- Complete two student intern evaluations (mid-term = after 4-5 weeks & final = one week prior to the completion of the internship experience). Recommend to the UNK internship coordinator a passing or failing grade for the student intern.

*****Please report any problems/concerns to Mrs. Patricia Potthoff, UNK internship coordinator, immediately so that steps can be taken to alleviate the problem or concern.

Participating in a student internship is a privilege. The student intern is working with the cooperating SLP’s caseload, and both the student intern and cooperating SLP are held responsible for said caseload. Teamwork is the goal.

The student intern will:

- Display professionalism which includes: adherence to dress code, on-time/prompt for start of the day and meetings, completing all paper work in a timely fashion, and responding positively to feedback provided.

- Adhere to all rules and policies.

- Establish good rapport with all personnel.

- Provide their contact information to
  - Cooperating SLP
  - Administrator
  - All sites served during the internship experience
- Discuss with the cooperating SLP, on a weekly basis the goals, materials, and procedures used/to be used for each session. This provides an opportunity for discussion about client and student intern performance.

- Be prepared and perform assessments, therapy, and family/staff conferencing.

- Notify cooperating SLP, site, and internship coordinator of any absence from the internship experience.

- Put aside personal issues and daily tasks in order to concentrate on the caseload.

- Adhere to the strictest standards regarding confidentiality of clients.

- Complete all paperwork required by cooperating SLP & UNK. Be responsible for keeping and submitting records of therapy, diagnostic, and observation hours. These should be in accordance with CDIS department and ASHA requirements.

- Complete the evaluation form for each internship site and return to the internship coordinator.

(rev. 10-22-14)