

CLOCK HOURS

The following page is an example of the Weekly Practicum Report which you use to document the clock hours you earn in the UFSHC, your outside practica and your externship. The form is filled out as an example for you to follow, and you must remember the following guidelines in order to assure that you receive credit for all of the clock hours that you earn!!

- 1) Complete the clock hour forms in black ink. Make a copy of your hours before you submit them, and submit the original (you keep the copy). Do not use the office printer to make copies of your hours. Use the xerox machine in the library or at one of the local copying businesses.
- 2) Be sure your name is written at the top of each form. Under site, put the site at which the clock hours were earned, followed by parentheses containing what semester. For example, hours earned at Shands in the summer semester would be written as Summer (3) indicating that this is the 3rd semester in which you have earned clock hours.
- 3) Clock hours must be signed by a supervisor who has CCC in the area of specialty in which the hours are earned. Those supervisors with CCC/SLP may sign aural rehabilitation hours and hearing screening hours. They may not sign for complete audiological evaluations.
- 4) Supervisors may sign once and draw an arrow to the bottom of the page for therapy. However, each evaluation needs to be signed separately.
- 5) If you see the same client for the same action more than once a week, you need to enter his/her name on a separate line for each session.
- 6) If you do two types of therapy with one client, again, you need to enter his/her name only once. Under the evaluation/treatment columns, indicate the total amount of time he/she was seen for each type of therapy.
- 7) If you do testing during a therapy session with a client, you need to enter his/her name only once, and indicate the amount of time spent on testing and the amount of time spent on therapy.
- 8) If you do screenings at local schools and preschools, you may simply write screenings in the First Initial & Age column, and indicate the total amount of time you spent testing the children.
- 9) Round off your hours to the nearest 1/4 hour as indicated at the bottom of each hour form.

- 10) Please adhere to the age groupings indicated on the clock hour form. Under the first initial & age column, put the client's first name initial, followed by A, B, or C to indicate the age group.
- 11) Do not forget to write in the totals per column at the bottom of each page (don't total more than one page at a time). Double check your math so that you do not have any unpleasant surprises at the end of the semester regarding the total number of hours you have earned!!
- 12) Hours are to be turned in by placing them in the accordion file in the clinic office. The file is on top of the file cabinets and is marked "Clock Hours". Please do not put them in my box, as this increases the likelihood that they will be misplaced.
- 13) Clock hours are due the last Wednesday of each month.
- 14) The last week of each month, I will enter the clock hours into the computer. When they are entered into the computer, I will initial the bottom of the sheet and put it in the office to be placed in your file. If there is a mistake, the sheet will be placed back in your box in the clinicians' room with a note as to what action you need to take.
- 15) Clock hours are one of the major requirements for certification by ASHA. Therefore, we are quite stringent in this documentation. ***You must make a copy of the clock hours you earn*** for your own protection in the event that you ever have to prove that these hours were actually earned.
- 16) With the exception of the first semester, you should average 85 clock hours per semester.
- 17) When you prepare for your exit interview, your hours will be printed out on a form that must be signed by the Director of Clinical Education and the Graduate Coordinator. Please allow 48 hours notice prior to your exit interview for the hours to be processed.