

## POLICIES AND PROCEDURES FOR EVALUATION OF STUDENTS

### I. Policies

A. The academic performance of each graduate student will be reviewed by the speech faculty each semester. Coordination of the review will be done by the Director of Clinical Education.

B. The clinical performance of each graduate student will be reviewed by the speech faculty each semester. Coordination of the review will be done by the director of Clinical Education.

C. Students who are at-risk academically and/or clinically will be counseled regarding their status in the program by a minimum of 2 (e.g., Program Director and Director of Clinical Education) and a maximum of 4 faculty members.

### II. Procedures

A. Using the Assessment of Clinical Performance (ACP) all students participating in practicum, both internal and external will be evaluated each semester by each supervisor at each site.

1. Supervisors may submit individual evaluations or evaluations may be done cooperatively with each supervisor signing the final evaluation.
2. First semester students and any 2<sup>nd</sup>-5<sup>th</sup> semester students who may be at-risk will be evaluated at midterm. The Director of Clinical Education must be notified when a student beyond the first semester receives a midterm evaluation due to poor clinical performance. In addition, all students are instructed to consider their first three weeks at a site to be probationary in nature. If, during those three weeks, the supervisors have concerns about the ability of the student to meet the demands of the setting, they must contact the Director of Clinical Education to arrange a meeting to discuss the options available regarding that student's continued placement at that site.
3. All evaluations and the recommended final grade must be submitted to the Director of Clinical Education no later than the Wednesday following the end of practicum, internship, or in-house clinic. If the evaluation and recommended final grade are not submitted by that deadline, the student will receive an F for that practicum course. No incompletes will be permitted in clinic grades, including applied courses, unless there is a documented illness or a death in the family.
4. Following review of the evaluation, the Director of Clinical Education will place the evaluation in the student's clinic folder.
5. Discrepancies of more than .80 between supervisors on any one scale of the ACP, or on the overall scale, will be discussed with the immediate supervisors in order to determine the grade.
6. Any student receiving less than 4 on the Professionalism Scale of the ACP will receive a failing grade (F) for the semester. The director of Clinical Education, the Graduate Coordinator, and the Program

director will consider extenuating circumstances depending on the documentation from the immediate supervisor, and review.

- B. Any student who is determined to be at-risk for an evaluation of inadequate clinical skills will meet with the Director of Clinical Education, the Graduate Coordinator, and the Program Coordinator to set up a contract for clinical skill achievement. It is possible that this contract can be executed in any practicum site, but most probably will be executed in the University of Florida Speech and Hearing Clinic.
- C. Hours accrued in the clinic courses in which the student receives a D or F will not be counted toward the total of clock hours required by ASHA.
- D. In order to be assigned to an internship, a student must meet the following stipulations:
  - 1. Provide a contact name, address, and phone number to the Program Coordinator at least 3 months in advance to allow time to develop a contract with the site.
  - 2. Successfully complete the comprehensive examination.
  - 3. Have no Incompletes (I) on his/her transcript.
  - 4. Have a clinical grade of C or better for the 2 semesters immediately prior to the internship (5<sup>th</sup>) semester.
- E. Dismissal from the program may be recommended based on a student's grade in a practicum or internship:
  - 1. Any student receiving a D or F for the overall grade on the ACP and a 4 or less on the professionalism scale, will be counseled about his/her status in the program. He/she will also be assigned to an internal practicum for the subsequent semester, and a contract specifying specific behaviors and skills that need to be developed will be constructed.
  - 2. Any student receiving either a D or F for the overall grade on the ACO and a 4 or less on the professionalism scale, for 2 semester will be counseled by a committee consisting of at least the Director of Clinical Education and the Program Director, regarding further continuation in the program.

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