

## **School-based Clinical Fieldwork Supervisor's Roles and Responsibilities**

### **Before Student Arrives**

1. General Information: stated in letter from Clinical Fieldwork Coordinator (CFC) Angela Mandas
2. Review the CSD Clinical manual and the CSD Graduate Student Handbook which describes supervisor roles
3. Review ASHA statement on Supervision – ASHA statement
4. Review effective clinical instruction handout
5. Establish a Calipso account if not already established.
6. Provide CFC with evidence of continuing education in supervision training.

### **First Meeting at the School**

Student completes necessary district paperwork. Fingerprints and background check must be completed before student can begin internship.

### **First week at the School**

1. Supervisor provides an orientation to the school and caseload.
2. Student and onsite supervisor go over expectations for the internship and discuss method for providing feedback.
3. Student observes supervisor in assessment and/or treatment.

### **During Clinical Fieldwork**

1. Supervisor provides the student an opportunity to ease into the caseload.
2. Supervisor demonstrates effective organizational and management skills.
3. Supervisor provides the student with feedback including examples regarding skills used in therapy.
4. Supervisor provides the student with specific and constructive feedback on behavioral management.
5. Supervisor explains and/or demonstrates clinical procedures to assist student in clinical development.

6. Supervisor provides student with helpful resources without student request.
7. Supervisor signs off clinical hours on Calipso, weekly.
8. Supervisor permits student to prepare and present in IEP's.

**Midterm** (Usually the 6-7th Friday of the quarter)

1. Supervisor grades student in areas of competencies using Calipso. (Chapman University students must maintain a B average to stay in good standing)
2. Supervisor and student discuss the evaluation which includes School Based Competencies before the student signs the document.
3. The University Practicum instructor observes student and completes Four Square reflection tool. The review occurs after the observation or at a designated time, providing the student with feedback. Calipso completed and discussed by practicum instructor.
4. Supervisor meets or has a phone conversation with University Practicum Instructor to discuss student performance.

**Final** (Usually the last two weeks of the trimester)

1. Supervisor grades student in areas of competencies using Calipso. (Chapman University students must maintain a B average to stay in good standing)
2. Supervisor and student discuss the evaluation which includes School Based Competencies on Calipso before the student signs the document.
3. Supervisor is receptive to questions regarding final evaluation on Calipso.
4. The University Practicum instructor observes student and completes Four Square reflection tool. The review occurs after the observation or at a designated time, providing the student with feedback. Calipso completed and discussed by practicum instructor.
5. Supervisor meets or has a phone conversation with University Practicum Instructor to discuss student performance.
6. Supervisor signs clinical hours and completes final evaluation review on Calipso.

