

JAMES MADISON UNIVERSITY
DEPARTMENT OF COMMUNICATION SCIENCES AND DISORDERS

GRADUATE CLINICIAN and SUPERVISOR/PRECEPTOR AGREEMENT

Off-Campus Field Placement Location Name: _____ Date: _____

The James Madison University Graduate Clinician _____ agrees to:
(printed name)

1. Begin practicum on _____ (date) and complete practicum on _____ (date).
2. Maintain the following hours and days of the week: _____
Under no circumstances are student clinicians to request absences from the off-campus field placement for:
 - Class and/or test preparation
 - JMU-recognized holidays or breaks (including Fall/Spring breaks)
 - Trips or vacations scheduled during the semester (including summer)
 - Preparation for the Praxis examination
 - Personal schedules (including work)
3. Schedule, in advance, the following days off: _____
4. Participate in at least ____ hours of clinical observation before beginning to provide clinical services.
5. Be responsible for continuity of care by not canceling or postponing clinical services without prior consent of the off-campus field placement supervisor/preceptor.
6. Submit evaluations, progress notes, therapy plans, and other reports within these guidelines: _____

7. Implement decisions regarding evaluation and intervention only after receiving approval from off-campus field placement supervisor/preceptor.
8. Observe appropriate dress codes and professional behavior while at the off-campus field placement:

9. Adhere to the following guidelines established by this off-campus field placement:

10. Recognize that the off-campus field placement may be terminated at any time during the first ____ week training period. Placement may be terminated only after careful consideration including the liaison supervisor at JMU.

11. Complete and submit the following paperwork at midterm and at the end of the placement: off-campus midterm and final evaluation via Typhon.

The off-campus supervisor _____ agrees to:
(printed name)

1. Maintain and submit proof of ASHA Certificate of Clinical Competence (CCC) and state licensure at the beginning of the off-campus field placement.
2. Direct supervision must be in real time and must never be less than 25% of the graduate clinician's total contact with each client/patient and must take place periodically throughout the placement. These are minimum requirements and should be adjusted upward if the clinician's level of knowledge, experience, and competence warrants.
3. Schedule conferences with the graduate clinician with the following frequency:

4. Schedule the graduate clinician for an estimated minimum of _____ clinical hours and an estimated maximum of _____ clinical hours of patient contact per week (based on fluctuating client census).
5. Complete and submit the paperwork from the Off-Campus Field Placement Handbook at the designated times.

Off-Campus Supervisor/Preceptor Signature (Date)

Graduate Clinician Signature (Date)

Off-Campus Supervisor/Preceptor Email: _____

Supervisor/Preceptor ASHA #: (Photo Copy upload to Typhon)
Supervisor/Preceptor - State/License #: (Photo Copy upload to Typhon)
Supervisor/Preceptor must have a minimum of three years of experience (including the clinical fellowship)
Supervisor/Preceptor must have ASHA-required 2 hours of continuing education in the area of supervision