

Department of Speech and Hearing Sciences
Clinical Practicum
Students Grading: CR/NCR Guidelines

A. FOR ALL STUDENTS

All practica are graded on a C/NC – only basis. UW grading policy: “The standard for granting credit in credit/ no credit ... is the demonstration of competence in the material of the course to the instructor’s satisfaction.” Students receiving a NC must repeat that particular practicum successfully to receive credit. Clinical clock hours for ASHA certification will not count in a practicum with a grade of NC.

1. All meetings with students should be documented.
2. At the beginning of each term, supervisors and students should review the standard competencies for the particular practicum. Performance and progress on those competencies determine whether a student receives credit for the practicum. Experience level of a student needs to be taken into account when judging performance on competencies.
3. Mid- and final-term written evaluations should be held to discuss student progress. This should contain details about performance, particularly items relevant to concerns. This should be shared with the student and the student’s advisor.

B. FOR STUDENTS WHOSE PERFORMANCE IS OF CONCERN

During the course of the quarter, a supervisor may determine that a student is not performing as expected on required competencies. Guidelines for identifying, evaluating, and supporting students who are performing less than adequately include:

1. Supervisors should identify, as early as possible, any practicum student whose performance is of concern. Problems identified by the supervisor should be shared with the student immediately.
2. The student should be notified that the Interest Area Head, the student’s advisor, and the Graduate Program Coordinator (GPC) will also be alerted.
3. The supervisor should begin documenting a student’s weaknesses/problems as soon as possible. Specific, detailed notes should be kept by the supervisor and shared with the student.
4. A Plan of Improvement with specific goals should be developed with the student, with clear expectations for reaching these goals and receiving credit for the practicum experience. From midterm until the end of the quarter, the supervisor should keep detailed notes and the student should receive frequent, written feedback related to the Plan. The student of concern may be discussed at a Supervisors’ meeting for the purposes of gathering ideas about how to best improve performance. Credit/no credit for the experience will be given based on the student’s ability to reach the identified goals and required competencies.
5. Students of concern should be discussed as soon as possible within the Interest Area. He/she should be brought to the attention of the Interest Area. A “0” may be awarded in the progress point system even if a student eventually passes the practicum experience, but did not make independent and timely progress.
6. **An Incomplete (I) should only be given if a student cannot complete a practicum due to illness or some other emergency.**
7. If at any time during this process a student has concerns about the supervisor’s evaluation, he/she should request an appointment with the Graduate Program Coordinator. A joint conference may be arranged with the GPC, supervisor, and student.