



RESPONSIBILITY ACKNOWLEDGEMENT
FOR PARTICIPATION IN EXTERNSHIPS OR FIELDWORK
FOR THE UNIVERSITY OF REDLANDS

As a student enrolled in the University of Redlands ("University"), I (name) _____
acknowledge the following as guidelines during enrollment in the graduate program for Communication
Sciences and Disorders.

1. In an effort to fulfill my degree requirements, I am required to participate in externships or fieldwork.
2. Prior to beginning each externship or fieldwork, I will have fulfilled all necessary pre-requisite courses for the externship or fieldwork, as stated in the University graduate catalog or have obtained explicit written permission for a pre-requisite to be waived from the Department Chair or Director of Clinical Education.
3. I have reviewed the CDIS Handbook located on Canvas, which contains policies, practices and procedures. I understand the students' responsibilities described in the handbook and will fulfill those responsibilities.
4. I understand that I must disclose any employment or relational conflicts of interest with the externship coordinator and potential externship locations. I will not be placed within a district or company for which I am employed. Relational conflicts of interest may include a family member or other close relation working in the district, serving on the school board, etc.
5. Reasonable accommodations may be requested and should be reviewed with the externship coordinator prior to finding a placement. The Student Success Center will assist with documentation and support for accommodations.
6. I will attend all orientation and training provided by the University or clinical training site.
7. I will abide by all clinical training site rules, regulations, requirements, protocols, policies and procedures.
8. I will review and sign all clinical training site forms provided to me relating to the experience.
9. I will comply with all clinical training site requirements and complete all necessary paperwork within the specified timeframe.
10. My participation in the externship or fieldwork does not make me an employee of the facility.



11. My participation in the externship or fieldwork does not make me an employee of the University.
12. I am responsible for arranging reliable transportation to and from the clinical training facility. If driving a personal vehicle, I will maintain an appropriate level of automobile insurance.
13. I will fulfill all obligations for attendance, including both direct clinical contact and indirect administrative hours. Inability to do so may result in removal from the clinical placement.
14. I will notify the University externship/fieldwork coordinator if I will be absent from my externship/fieldwork placement or if changes are made to my schedule.
15. Our program prioritizes externship placements within the Inland Empire. The externship coordinator will work with each student to find placements that provide appropriate training and supervision first, location preferences second.
16. I will finish all requirements of the externship, even if this extends my clinical training experience (i.e., externship) beyond the initially projected finish date.
17. I may be asked to leave the fieldwork experience if I am unable to perform to the level expected by the supervisor. An alternative externship/fieldwork experience will not be provided that semester and may result in an extension of the anticipated graduation date.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures applicable to externship experiences.

Signature

Print Name

Date