

Department of Communication Sciences and Disorders

Master of Science

Master Clinician Selection, Site Selection and Contract Process

- Potential Master Clinicians are required to submit the following:
 - An intake form describing the site(s) served, including populations, age ranges, special programs, etc.
 - A brief resume
 - A copy of current ASHA CCC, CA Speech-Language Pathology License, and proof of the California Speech-Language Pathology Services Credential with or without Special Class Authorization (as appropriate.)
- The internship coordinator evaluates the submitted information, meets with the potential Master Clinician, and/or visits the site(s) (if appropriate), and consults with faculty as necessary in order to confirm placing the Master Clinicians/site(s) on the active list.
- Once a Master Clinician is placed on the active list, he or she will receive an email each semester asking if he or she is available to host an intern the following semester. The Internship Coordinator will then inform the Master Clinician if he or she has a student to place with the Master Clinician. The Master Clinician, students, and University Liaisons are then invited to a reception and training, where we provide the specific, required supervision training. A semester specific addendum to this handbook will be provided that includes the internship syllabus, and any required forms.
- It is required that a contract be established between the University and all school districts/hospitals/private practices serving as internship sites.
- Once a school district/hospital/private practice or the Department has initiated an internship placement request, the Clinic Director requests that the Sacramento State Procurement Department send a contract to the school district/hospital/private practice for approval, if not already in place.
- Once the University and the school district/hospital/private practice have approved and signed the contract, the approved school district/hospital/private practice can accept internship placements for the period specified in the contract.