

**U of T Department of Speech-Language Pathology**  
**RECORD-KEEPING SUMMARY TABLE**  
 All originals to be handed in to U of T (*NO COPIES*) \*

FORM	TO BE COMPLETED BY:		TO BE GIVEN TO:			DEADLINE
	STUDENT	CLINICAL EDUCATOR	STUDENT	CLINICAL EDUCATOR	U of T	
(1) Internship Practicum Contract	✓	✓ & Sign	Copy	Copy	Quercus Course & Original	Electronic copy due within 2 business days of completion  <u>Original documents are due at post - placement lecture</u>
(2) Midterm Evaluation and Summary Comments	✓ & Sign	✓ & Sign	Copy	Copy	Quercus Course & Original	Electronic copy due within 2 business days of completion  <u>Original documents are due at the post - placement lecture</u>
(3) Final Evaluation and Summary Comments	✓ & Sign	✓ & Sign	Copy	Copy	Quercus Course & Original	Electronic copy due within 2 business days of completion  <u>Original documents are due at the post - placement lecture</u>
(4) Summary of Clinical Hours for S-LP (CASLPA/CASLPO)	✓	Sign	Copy	N/A	Online Hours database & Signed Original	Due one week post placement  <u>Original documents are due at the post - placement lecture</u>
(5) Evidence of Completion of the Minimum Expectations	✓	N/A	✓	N/A	Originals	<u>Bring hardcopy evidence to the post - placement lecture</u>
(6) Student Clinical and Professional Development Goals	✓	✓	✓	N/A	Quercus Course	Electronic copy due within 2 business days of completion  Original document is maintained by student for use at next placement and/or professional development after final placement
(7) Evaluation of Clinical Faculty Teaching	✓	N/A	N/A	N/A	On-line Evaluation form	Day of paperwork submission in hardcopy to U of T

◇ Documents must be copied by the student and the Clinical Educator for their own files ◇

◇ An administrative fee will be charged for copies ◇