

**SPD Externship Policy & Expectations**

1. You will be there every day on time (get there early)
2. You will contact Ms. Hamrick & Clinical Site if you are going to miss a day before your shift starts.
3. If you are missing due to illness (during Covid) you are required to go and obtain a negative test before returning to site.
4. You can not miss more than 2 days during the entire Program including externship. (Save them for emergencies)
5. You are to upload week Time Sheet to Canvas each week by Friday 5pm (unless on the night shift, then it is due by Saturday 10am).
6. Each student must have at least one eval at the end of externship (some sites it will be weekly along with time sheets, some will be on 6th week)
7. You are responsible for turning in your paperwork when externship is completed to obtain a Certificate of Completion.
8. Professionalism is always expected during externship.
9. You are expected to take notes, stay active, always stay off your cell phone during externship.

*Student’s Initials*

\_\_\_\_\_\_\_\_\_If you get kicked out of a site for ANY reason or asked to leave you will not be allowed to come back to SVSTI for ANY programs.

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SVSTI Staff Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_