

CALIPSO Clock Hours Entry Instructions

Please use the following guidelines when entering your clinical clock hours in CALIPSO.

Clinic Hours

(completed on-campus; Pacific Speech, Hearing and Language Center or the RiteCare Childhood Language Center of Stockton)

When entering Pacific/ RiteCare Childhood Language Center of Stockton clinical practicum hours, please use the following criteria:

- **Supervisor:** choose your site supervisor from the dropdown menu
 - **Site:** Pacific Speech, Hearing & Language Center **or** RiteCare Childhood Language Center of Stockton
 - **Semester:** choose the current semester from the dropdown menu
 - **Clinical setting:** University Clinic
 - **Completion month:** Dec (for fall) or Apr/May (for spring)
 - **Year:** current year
 - **Date:** date you are entering the hours
 - **Course number** (select the appropriate course):
 - SLPA 189A - Beginning Clinic (fall)
 - SLPA 189B – Intermediate Clinic (spring)
 - SLPA 289A – Advanced Clinic (fall)
 - SLPA 289B – Advanced Clinic (spring)
 - **Training level:** Undergraduate or Graduate
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Externship

(completed off-campus; medical placement)

When entering externship hours, please use the following criteria:

- **Supervisor:** choose your site supervisor from the dropdown menu
 - **NOTE:** if multiple supervisors are signing off on your hours, please make one entry in CALIPSO for each supervisor
 - **Site:** select the site you were placed for your externship
 - **Semester:** choose the current semester from the dropdown menu
 - **Clinical setting:** Hospital – IP (if it was inpatient) **or** Hospital – OP (if it was outpatient **or** Hospital - Rehabilitation
 - **Completion month:** Apr/May (for spring), Aug (for summer) or Dec (for fall)
 - **Year:** current year
 - **Date:** date you are entering the hours
 - **Course number:** SLPA 288 – Externship in Speech & Hearing
 - **Training level:** Graduate
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Hearing Screenings

(completed off-campus; various sites)

Specific instructions will be sent out by the department upon completion of the annual hearing screenings.

**Internship &
Fieldwork**

(completed off-campus;
school site)

When entering internship hours, please use the following criteria:

- **Supervisor:** choose your site supervisor from the dropdown menu
NOTE: if multiple supervisors are signing off on your hours, please make one entry in CALIPSO for each supervisor
 - **Site:** select the site you were placed for your internship
 - **Semester:** choose the current semester from the dropdown menu
 - **Clinical setting:** School
 - **Completion month:** Dec (for fall) or Apr/May (for spring)
 - **Year:** current year
 - **Date:** date you are entering the hours
 - **Course number:** SLPA 287A (fall semester); 287B (spring semester)
 - **Training level:** Graduate
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**Summer Camp &
Aural Rehab Camp**

(completed during the
summer at the RiteCare
Childhood Language
Center of Stockton)

When entering summer camp and aural rehab camp hours, please use the following criteria:

- **Supervisor:** choose your site supervisor from the dropdown menu
NOTE: if multiple supervisors are signing off on your hours, please make one entry in CALIPSO for each supervisor
 - **Site:** RiteCare Childhood Language Center of Stockton
 - **Semester:** Summer
 - **Clinical setting:** University Clinic
 - **Completion month:** JUL
 - **Year:** current year
 - **Date:** date you are entering the hours
 - **Course number:** Summer Camp
 - **Training level:** Undergraduate or Graduate
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