

PERSONAL CLINICAL EDUCATION CHECK-OFF LIST

(AKA Paperwork to take care of while out on your **final** internships)

Here is a listing of all of the paperwork needed during each one of your final internships. Also included are some reminders of when each one is due back at the University, and important signature(s) which might be necessary for the form(s) to be complete.

Internship III	Internship IV	
		POSTCARD – Fill in all of the blanks and e-mail it within the first 2 days
		WEEKLY LOGS – Complete a single page for each week that you are in the clinic (with CI initials). DUE back at school within 3 working days after completing the internship.
		REFLECTIVE CASE STUDY – DUE during the final week of each internship
		WEB CLINICAL PERFORMANCE INSTRUMENT FORM – self-assessment must be completed at the point of midterm and during the final week of the internship
		STUDENT EVALUATION OF CLINICAL EDUCATION EXPERIENCE – is completed during the last weeks of the internship (MUST be co-signed by student, clinical instructor and CCCE). DUE back at school within 3 working days after completing the internship
		ADMINISTRATIVE PROJECT – is strongly encouraged (in lieu of an in-service) at each site; copy or summary is due with other paperwork, within 3 days after completing the internship
		PHARMACOLOGY LOG
		TRANSCRIPT FORMS/LICENSURE APPLICATION – University of Scranton signature needed

MAILING ADDRESS: Barbara Reddien Wagner, PT, DPT, MHA
 Director of Clinical Education
 University of Scranton
 Physical Therapy Program
 800 Linden Street
 Loyola Hall of Science, Room 228A
 Scranton, PA 18510-4586

PHONE: (570)941-7936 (Barbara office)
barbara.wagner@scranton.edu
 (570)941-7494 (Tammi)
 (570)941-7783 (Lynn)
 *inquire for Barbara's home or cell number

FAX: (570)941-7940