Student Participation and Coordination

***Requirements***

Students are welcome to participate in Up to 3 in many ways including

* Student teacher placement
* Practicum placement
* Graduate Assistantships
* Internships
* Observation
* Practicing the activities specific to their field
* Giving feedback through NIRS survey
* Joining Staff meeting and other training opportunities
* Participating in research projects

In order to participate, **ALL** students must:

* Read, sign and return a copy of the Early Intervention Ethics and Confidentiality Code of Conduct Agreement
* Complete a fingerprinted background check at their own expense. Paid placements will receive reimbursement for this expense.
* Receive a copy of the NIRS survey form to return to Molly Kenning upon completion of their experience

Some student placements will require the completion of all or some of the on-boarding training within 1-2 months of starting placement. Program administration will determine the appropriate on-board training required.

* Required on-boarding training for student teachers, practicum students, graduate assistants and interns:
	+ Using BTOTS: Documenting visits, contacts & assessment, BTOTS forms & processes: Prior Notices, Permission to Evaluate, and Releases of Information, Making IFSP amendments
	+ Up to 3 At a Glance Orientation
	+ Virtual Visits Orientation
	+ Using Wellsky
	+ Evaluation & Eligibility
	+ IFSP Development
	+ Up to 3 Service Array
	+ Interdisciplinary staffing & teaming practices

Observation Scheduling Procedure:

Up to 3 Staff Assistant, Miriam Chavez, will contact a provider in the student’s area of interest to coordinate mentoring and supervision. She will share contact information for the provider to the student and vice versa so the two can coordinate scheduling visits with families that are open to students coming. Miriam will complete these activities for IDASLstudents, Human Development and Family Studies students, Pre-Ot, Pre-Pt, and Nutrition Students.

**IDASL students** will coordinate their background check and EI Ethics and Confidentiality Form with the instructors of IDASL class. IDASL instructors will collect NIRS surveys for these students and report it in the database. IDASL students do not need to have BWEI credential but are welcome to access modules.

**SPED 5810 students** will be assigned a mentor by Up to 3 Program Director in coordination with Sped Instructors. Students will meet with their mentor weekly. They will participate in the Up to 3 program visits or onsite activities during the hours scheduled for them by the SPED Instructor. Students will have access to WellSKy to schedule their own visits. See the link to the USU SPED document guiding this process. SPED instructors will give NIRS document to these students as part of their final exam and return the results to Up to 3 Program Coordinator.

5810 students have the option to complete their BWEI credential by taking an additional course and completing the credential activities: modules, quizzes, observations and demonstrations. This can be completed concurrently with 5810 semester or following it, depending on student choice. They will work with their USU Instructor to complete the credential requirement and submit application to BWEI.

**Human Development and Family Studies** students usually contact Up to 3 program administration to develop a plan for participation. Program administration will help coordinate a mentor and visits. They will refer the student to Staff Assistant to ensure NIRs, EI Ethics, and background check requirements are completed to begin student hours. The participating mentor will gather NIRS survey either electronically or on paper at the end of the student’s placement and return it to office staff for recording.

**Nutrition Students** Usually contact Up to 3 nutritionists to develop a plan for participation. Nutritionist or program administration will coordinate visits and observation schedule. They will refer the student to Staff Assistant to ensure NIRs, EI Ethics, and background check requirements are completed before beginning student hours. Nutritionist will gather NIRS survey either electronically or on paper and return it to office staff for recording.

Complete on-boarding training, as appropriate (see above).

**Pre-Ot students** contact Up to 3 OT or program administration to develop a plan for participation. Program administration will consider program capacity and coordinate student contact with an OT. The student and OT will coordinate visits and observation schedule. Program administration or OT will refer the student to Staff Assistant to ensure NIRs, EI Ethics, and background check requirements are completed before beginning student hours. OT will gather NIRS forms at the end of each semester, either electronically or on paper, and return them to office staff for recording.

**Pre-PT students** contact Up to 3 PT to develop a plan for participation. The student and PT will coordinate visits and observation schedule. They will refer the student to Staff Assistant to ensure NIRs, EI Ethics, and background check requirements are completed before beginning student hours. PT will ensure students return NIRS form and give it to office staff for recording.

**Social Work Interns** Social work Interns are selected through screening by Social Work Intern supervisors at UP to 3. Currently this is Jamie and Ashlyn. They review the responsibilities with the students and train them in their role and the procedures at UP to 3. Ashlyn and Jamie will ensure social work interns have NIRs, EI Ethics, and background check requirements completed before beginning student hours. They will gather NIRS forms at the end of each semester from the students and return them to office staff for recording.

Complete on-boarding training, as appropriate (see above).

BWEI Credential - Social Work interns complete two semesters with Up to 3 but do not pursue Baby Watch CSPD credential due to having no bachelor’s degree or being hired to provide a service.

**Speech Language Pathology Students** The Comm D department contacts Up to 3 SLPs or program administration about upcoming students requesting placement. The student and SLP will coordinate visits and observation schedule. SLPs will refer the student to Staff Assistant to ensure NIRs, EI Ethics, and background check requirements are completed before beginning student hours. SLPS will gather NIRS survey either electronically or on paper at the end of the student placement and return it to office staff for recording.

Complete on-boarding training, as appropriate (see above).

Practicum Placement: - The Comm D department may ask to place an SLP student in the Logan ABC Autism class. This is coordinated with Janel Preston. She will refer the student to Staff Assistant to ensure NIRs, EI Ethics, and background check requirements are completed before beginning student hours. Janel will gather the NIRS information at the end of the student placement and return it to office staff for recording.

Complete on-boarding training, as appropriate (see above).

**Psychology Graduate Assistantships:** Up to 3 is a placement for USU graduate level psychology students. The Director of Clinical Training (DTC) in the Psych department coordinates with UP to 3 and Gretchen Gimpel-Peacock for placing students. Up to 3 and Gretchen introduce the placement option to psych students. Students contact Gretchen or Up to 3 administration or both about their interest in this site. Up to 3 completes interviews and provides recommendations to the DTC regarding which students would be a good fit in Up to 3. Final decisions are made by the Clinical training placement committee and Up to 3 is notified.

Graduate psych students provide behavior training to parents and have weekly consultation with Gretchen.

Program Coordinator and CSPD mentor will ensure NIRs, EI Ethics, and background check requirements are completed before beginning student hours. They will also collect CSPD Application and proof of at least a bachelor’s degree and submit them to BWEI for the students. (see requirements for CSPD credential below and this link for full policy: <https://health.utah.gov/cshcn/pdf/BabyWatch/CSPD%20policy.pdf>

Graduate Psych students are also required to have BWEI approval before beginning their placement.

Before beginning placement, graduate psych students must

* Submit Provisional CSPD Credential Application to BWEI
* Submit copy of Bachelor’s or Master’s degree for review by BWEI

Within month of starting placement

* Complete on-boarding training, as appropriate (see above).

Within 3 months of starting placement

* Complete Modules 1 and 2 of CSPD Canvas Course and pass quizzes with 80%
* Complete Self-assessment activity and identify collaboratively with Coach the resources, guidance, or other learning opportunities needed to achieve learning priorities from the self-assessment.

Within the first year –

* Complete CPR and first aid certification
* Have at least 2 observations. Other CSPD Observations and Demonstrations are not required for provisional credential.

Provision credential expires one year from the start date.