**This outline should be modified to fit individual center and student needs**

Supervisors should decide on appropriate student assignments and assign due dates.

**Week #1**
1. Orientation
2. Observation of patient evaluation, interview, treatment
3. Assist in treatment of patients under supervision
4. Review documentation requirements
5. Complete chart review
6. Attend staff meetings/rounds, etc.
7. Schedule meetings with team members for orientation to their roles (speech, nursing, PT, social service, case manager, etc.)
8. Meet with supervisor

**Week #2**
1. Expected caseload: ____ (1-2 pts. recommended)* or (co-lead #____ groups)*
2. Complete interview, ADL assessment
3. Assist with additional patient treatment as requested
4. Complete treatment plans on all assigned patients
5. Complete documentation on all assigned patients
6. Meet with supervisor

**Week #3**
1. Expected caseload: ____ (3-4 pts. recommended)* and/or (lead/co-lead #____ groups)*
2. Complete screenings
3. Complete an assessment used in facility after demonstrating service competency
4. Continue with #3, 4, 5, and 6 outlined in Week #2
5. Present idea for inservice/student project to supervisor for approval
6. Develop a proposal for a group program for an identified need in the facility

**Week #4**
1. Expected caseload: ____ (4-5 pts. recommended)* and/or (lead/co-lead #____ groups)*
2. Complete an assessment used in facility after demonstrating service competency
3. Continue with #3, 4, 5, and 6 outlined in Week #2
4. Make a list of strengths/weaknesses in preparation for midterm review
5. Submit group proposal to supervisor for approval
6. Review midterm with supervisor

**Week #5**
1. Expected caseload: ____ (5-6 pts. recommended)* and/or (lead #____ groups)*
2. Fabricate a splint or adaptive equipment or game/activity
3. Continue with #3, 4, 5, and 6 outlined in Week #2 (may delete #4 with supervisor approval)
4. Complete assessments as requested

Week #6
1. Expected caseload: ____ (5-6 pts. recommended)* and/or (lead #_____ groups)*
2. Present inservice/student project
3. Continue with #3, 4, 5, and 6 outlined in Week #2 (may delete #4 with supervisor approval)
4. Observe/contribute to home assessment
5. Implement group program
6. Complete assessments as requested

Week #7
1. Expected caseload: ____ (5-6 pts. recommended)* and/or (lead #_____ groups)*
2. Continue with #3, 4, 5, and 6 outlined in Week #2 (may delete #4 with supervisor approval)
3. Complete other projects as assigned
4. Complete assessments as requested

Week #8
1. Expected caseload: ____ (5-6 pts. recommended)* and/or (lead #_____ groups)*
2. Continue with #3, 4, 5, and 6 outlined in Week #2 (may delete #4 with supervisor approval)
3. Prepare patients/staff for transition of caseload
4. Complete evaluations of facility
5. Meet with supervisor to review final evaluation

♦ Number of patients depends on severity of patients on caseload and individual student abilities. Caseload should offer sufficient time to benefit from a variety of learning experiences.
♦ Students should be able to manage an entry-level caseload by Week 6.