

# A GUIDE TO EXTERNSHIPS

## For Three Year Programs

*Unveiling the mystery for current and future AuD students in three-year programs*

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Through the combination of university didactic and clinical coursework, doctoral students in audiology acquire the knowledge fundamental to practicing as an independent clinician. The final year of study is devoted to the clinical externship. The externship is a remarkable experience where AuD students incorporate their working knowledge of the many facets of the profession in order to provide evidence-based audiological service to the public.

The process of finding and applying to externships can be extremely daunting. When, where, and how do you apply? These are all questions that we hope to answer in this guide for audiology students.

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# YEAR ONE

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## **Create a binder to organize important documents**

Your life will be much easier in the long run if you organize your materials right away. Having these documents on-hand and in order will be important when applying for an externship position. Some tabs may not be applicable to you, as some things are dependent on your program and/or future externship site. However, it is always a good idea to be as prepared as possible. We recommend keeping the following tabs within your binder:

### 1) **Academics**

- KASA Projects (if CAA-ASHA accredited)
- Unofficial transcripts from all current and former institutions

### 2) **Clinical Work**

- Clinic grades and hour totals

### 3) **Background Information**

- Immunization records
- Background checks
- CPR/First Aid certification

### 4) **Certification**

- ABA
- ASHA

### 5) **Licensure**

- Praxis information

Again, some of these tabs may not apply to you during your first year. Keep this preliminary information in mind as you continue in your program and learn more about the externship process.

## **Create a skeleton curriculum vitae (CV) and cover letter**

Outlining your CV and cover letter will save you time later. Gradually fill them in as you complete different clinical placements and participate in various activities. Have a professor and/or supervisor review these documents as needed. Check with your university about resume workshops and career services to help you draft your CV and cover letter.

## **Talk with your program coordinator/advisor**

Check with your program about the recommended timeline to discuss externships, as all programs will vary. Important questions include:

- What is the university's policy or process for finding externship placements?
- Who is responsible for finding the placements and making initial contacts?
- Are there university specific requirements that a site must meet prior to approval?

## **Become a student member of your state's Academy of Audiology**

This is a great way to get connected with other students as well as local audiologists.

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- **Consider getting involved with other organizations (e.g. NSSHLA, AAS, EHDI, VEDA, ADA). Students can join these organizations and many more!**

- **Browse Externship Opportunities**

<https://hearcareers.audiology.org/jobseekers/internships/>

As you learn more about the different specialties in Audiology, think about the type of externship experience you desire. Begin to search the registry for potential clinic sites and geographic regions where externships may be available.

- **Take note of application deadlines and requirements**

Take note of application deadlines and requirements, particularly for positions or locations pique your interest. This will help you to prepare a timeline for your 2nd year and begin developing questions to help determine if a site is appropriate for you. Think about your interests as a future audiologist and what sort of setting you might like to work in.

- **Make a list of professional references: supervisors, professors, etc.**

Some sites will require letters of recommendation as part of your application materials. Determine who you will ask to write you a letter of recommendation. Some sites only accept letters from clinical supervisors. Others require a letter from an academic faculty member. Make sure you follow the instructions for each individual externship site application before requesting a letter.

- **Research the sites to which you'd like to apply**

Make a list of 10 placements that you are interested in learning more about. Consult with your program for university-specific protocol for contacting placements. Make an Excel document or table outlining important questions to ask about each position. Example headings include the following:

- Name of the externship site
- Contact person
- Location of the externship site
- Description of the externship site
- Application deadline
- Necessary application materials
- Salary/stipend offered
- Website URL to the externship site
- Length of externship
- Onsite ASHA/ABA certified clinicians
- Externship license requirement for that state

# YEAR TWO

## Start applying!

Get excited and have fun! Have confidence in yourself as a student and as a professional. Pay attention to application deadlines and the required application materials for each site. Set up a mock interview at your school's career center or with a professor. Work on your elevator pitch (two-minute description of who you are).

## Consider taking the Praxis Examination

Some sites require that you pass the Praxis examination prior to beginning your externship year. Check with your sites to decide when to take the exam.

### **Important dates to remember:**

**July-September of your first year:** research externship programs and have a good idea of the programs you wish to apply to.

**October-November of your second year: Apply!** Note the due dates of each program you are applying to. Some programs have earlier due dates than others, such as in the first few weeks of October. In this case, it is a good idea to start your application in August or September.

For more information visit:

<https://www.audiology.org/education-research/education/externships/suggested-timeline-12-month-aud-externships>

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# YEAR THREE

## DURING YOUR EXTERNSHIP...

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**Update your CV and post it on HEARCareers**

The Academy offers a free resume review service for SAA members. Check out the all the employment resources below.

<https://www.audiology.org/professional-development/employment-resources>

**Document your acquired clinical for licensure/certification**

Review the requirements for ABA and/or ASHA certification. Determine which documents/information that you will need for licensure in the state in which you wish to work. Research licensure reciprocity with other states to help when planning job relocations.

**Organize all documents needed for graduation and meeting hour requirements.**

*For ABA Certification, visit:*

<http://www.boardofaudiology.org/board-certified-in-audiology/>

*For ASHA Certification, visit:*

<http://www.asha.org/certification/AuDCertification/>

**If you haven't already, become a student member/volunteer with your state's Academy of Audiology**

This is a great way to network with local audiologists and potential future employers.