



Guidelines on Student Absence from Externships

I. Absences for health reasons:

It is typical that a student might miss one or two days of an externship due to illness, doctor's appointment, etc.

It is important, however, that the student have ample opportunity to develop clinical skills over the full externship period. If a student misses more than 10% of the externship (e.g. 4 days of a 7 or 8 week externship; or 3 days of a 5 or 6 week externship), the time must be made up by either:

- extending the externship by the amount of time missed; or
- completing a clinical project agreed upon by the clinical educator, clinical coordinator and the student (when it is not possible to extend the externship).

II. Absences for educational reasons:

Professional educational opportunities such as professional conferences also provide important learning experiences for students. However, this must be balanced against valuable clinical time.

Students wishing to attend a professional educational event, not offered as part of their externship, **must review this request with their Clinical Coordinator PRIOR to discussion with Clinical Educator.** Approval will be considered on a case-by-case basis.

Any days for professional education will have to be made up by either:

- extending the externship by the amount of time missed; or
- completing a clinical project agreed upon by the clinical educator, clinical coordinator and the student (when it is not possible to extend the externship).

III. Absences for personal reasons:

For any other absence, students **must review this request with their Clinical Coordinator PRIOR to discussing with their Clinical Educator.** Approval will be considered on a case-by-case basis.

Any days for personal leave will have to be made up by either:

- extending the externship by the amount of time missed; or
- completing a clinical project agreed upon by the clinical educator, clinical coordinator and the student (when it is not possible to extend the externship).