



DEPARTMENT OF PHYSICAL THERAPY

Attendance Guidelines for Clinical Internships

Sick Time

The student is allowed one sick day during the course of their internship. It is up to the discretion of the CI as to whether or not the student needs to make up that missed day.

If the student is sick more than one day, they must call Laurie or Danille to notify them of the absences, and will need to make up this time.

Time off

There is no time off allowed during the course of your internships, except for emergencies or illness (see sick time policy). In the case of an emergency, please contact Laurie or Danille. If the student is off from their clinical due to a holiday, we strongly recommend they make up this time, but we leave this decision up to the discretion of the CI.

Vacation Time

Absolutely no vacation time is allowed during the course of an internship

Make up time

Any make up time must be related to patient care experiences. Extra time needed to complete duties that should be completed in the course of a typical clinical day should not be included in make-up time (i.e. staying late one hour each day to complete documentation, billing, scheduling, etc...).

Please feel free to call us if you have any questions:

Danille (414) 288-3179

Laurie (414) 388-3383

Certificate of Insurance

A copy of the certificate of insurance can be found at this link:

<http://www.marquette.edu/riskunit/riskmanagement/documents/INSURANCECOVERAGESUMMARY11-01-2014.pdf>