

**GUIDELINES FOR STUDENT OBSERVERS IN THE
DEPARTMENT OF COMMUNICATION DISORDERS: CLINICAL SERVICE PROGRAMS
AT SOUTHERN CONNECTICUT STATE UNIVERSITY**

Each week, sign-up sheets for the following week will be posted on the bulletin boards in the hallway outside of the graduate students' workroom (HHS 211). The sheets indicate the clinical instructor's name, the day and time of the session, the room assignment, whether the client is a child (C) or adult (A), and the disorder.

Check the cancellation board on the door of HHS 217 (across from the sign-up sheets) on the day of the observation to see if there have been any cancellations or changes. Cancellations may come in at any time, so check immediately before the session, too.

The student's role as an observer is secondary to the client, caregiver(s), clinical instructor, and graduate clinician(s). Observers need to give caregivers, clinical instructors, and any other SCSU staff the full opportunity to observe first, which may mean giving up a place in the observation room.

There are 8 small therapy rooms with adjoining observation rooms and 3 large therapy rooms with observation rooms along the corridor on the other side of the main clinic corridor. Observations are limited to one (1) person per session because the observation rooms will be occupied by clinical instructors and caregivers. Exceptions may be made only by the clinical instructor.

There is a counter in each observation room. A copy of that day's session plan will be placed on this counter. Observers can read the plan but may not remove the plan from the room. The plan contains information regarding goals, procedures, activities, and materials for the session. Session plans are ***NOT*** to leave the observation room for any reason. Photos or digital copies may ***not*** be made of session plans or any other clinical documents.

All activities that take place during sessions and between client(s), clinician(s), caregiver(s), and clinical instructor(s) is ***CONFIDENTIAL***. Observers may be asked to leave the observation room in the event of some unforeseen situation or for a private conversation between a caregiver and clinical instructor. Though inconvenient, students must be aware that the primary purpose of the session is to provide service to our clients - our presence as observers is secondary.

Student observers should *NOT*** direct questions or comments to family members or clients. They should also refrain from asking questions of the clinical instructor when caregivers are present.** Often when clinical instructors are present, they will explain aspects of the case to observers and students are free to question them at that time. In the event that a caregiver may attempt to elicit information from an observer, the student should tactfully identify him/herself as a student-observer and refrain from comment.

There is no eating, drinking, talking, or use of lights in the observation rooms. Refrain from the use of perfumes, colognes, or other scented products when observing a session.

Observers are expected to maintain an appropriate, professional appearance such as business casual when in the clinic area. Attire relative to cultural or religious practices will be respected and accommodated. Observers should avoid clothing that may express a perception of complacency or opinion. Clothing to avoid includes jeans that are unclean or torn; shorts; revealing clothing; shirts with team, marketing or political and/or personal slogans [exception would be SCSU or CMD logo clothing]. We reserve the right to ask you to modify your appearance whenever deemed necessary.

Record ASHA numbers of speech-language pathologists and audiologists for all sessions observed both on and off the SCSU campus.

Failure to abide by the above protocol may lead to revoking a student's observation privileges.

Remote group observations:

Students will have the opportunity to observe a session remotely. Students will observe these sessions as a group in room HHS 219. To maintain confidentiality, the class or clinic instructor will sign into the remote viewing platform. The instructor or a graduate assistant will be present in the remote viewing room throughout the session. The instructor should sign out of the platform when the observation is complete. The doors to the room should be shut while the session is in progress.

A hard or electronic copy of the session plan will be shared with the class instructor ahead of time to facilitate guided observation. If a hard copy is made, please make sure that the copy is disposed of appropriately.