

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

Each week, sign-up sheets for the following week are posted on the observation bulletin board outside the department office. The sheets indicate clinician's name, clinical instructor's name, type of case, age of client, time of session, and room assignment.

Check the cancellation board in the Department office on the day of the observation to see if there have been any cancellations or changes.

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

Each suite has three (3) rooms on each side: 2 treatment rooms and 1 observation room. Observations are usually limited to one (1) 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 running along the bottom of each observation mirror. A copy of that day's session plan will be placed on this counter. Observers should be sure to share the plan and 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 booth for any reason. Photos or digital copies may not be made of session plans or any other clinical document.

All activity that takes place during sessions and between client, clinician, caregivers and clinical instructor is CONFIDENTIAL. Observers may be asked to leave the observation booth in the event of some unforeseen situation or for a private conversation between a caregiver and clinical instructor. Though inconvenient, students may be aware that the primary purpose of the session is to provide service to our clients - our presence as observers is secondary. Please use earphones in the booth if a discussion between clinical instructor and family members takes place to ensure confidentiality of that discussion.

Student observers should refrain from asking questions of the clinical instructor when caregivers are present. No observer should direct questions or comments to family members or clients. 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.

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.