# Procedures for Completing Undergraduate Observation Hours

# *Observation hours are only required for students who are pursuing graduate education in Speech Pathology. They are not required for students who are pursuing graduate education in Audiology.*

1. Sign up a minimum of 24 hours prior to session start time for your observation at the front desk in the CPA Speech Pathology Program area. BE SURE to include **your email** so that, if time allows, you can be contacted in case of a cancellation. Some clients contact the clinic at the time of their session and advance notice will not be possible.
2. Email the student clinician(s) immediately who you will be observing to let them know when you are scheduled to observe so that they can share relevant information about the session with you.
3. Every student must be identified as an observer. Undergraduates must wear an “Observer” badge. Make sure you ask for this at the front desk when you arrive for the session.
4. If you are observing a session that begins at 4:30 pm or later, check in with the clinical supervisor (listed on the sign-up page). The front desk may close prior to 4:30 pm.
5. Observer Confidentiality Agreements must be signed every semester. They are located in a folder next to the sign-up sheets. Please sign one and turn it in at the front desk. If the front desk has closed, please turn it into the clinical instructor.
6. Obtain a copy of the *Record of Guided Undergraduate 25 Observation Hours* form found on the [Speech Pathology and Audiology website](https://www.kent.edu/ehhs/hs/spa/undergraduate-observation-hours). You will complete this form as, or after, you observe the session.
7. E-mail your completed form to the clinical instructor within 48 hours of the observation. Forms submitted late might not be signed at the discretion of the clinical instructor. Please expect the form to be signed and returned to you within 2 weeks. You will want to store your form in a safe location as the information will be needed once you start graduate school. We do not maintain copies of them.
8. When you arrive, introduce yourself to the student clinician(s). They might not be able to talk for long prior to the session but will provide you with information about the client and planned activities.
9. Introduce yourself to the clinical instructor and family observers as a student in the Speech-Language Pathology program and thank them for allowing you to observe.
10. After the session, thank appropriate individuals for allowing you to observe (instructor, student, client, etc.) If the student clinician has time, they may be able to answer questions you have.

**Professional Expectations**

* Dress is “business casual.” Please do not wear jeans, flip flops, casual t-shirts, shorts, or revealing clothing. If you are dressed inappropriately, you may be asked to reschedule your [observation for another date.](https://www.kent.edu/sites/default/files/file/Off%20Campus%20Observation%20Summary%20v2_0.pdf)
* If you are observing a virtual session, you will still want to dress “business casual” and log in from a quiet, non-distracting location that can maintain the client’s privacy. Headphones are suggested.
* Arrive at the observation room or log into your virtual session at least 1*5* minutes early. If you arrive late, you may not be allowed to observe.
* Turn off cellphones.
* Allow room for any family members and the clinical instructor to sit close to the observation window.
* Be actively engaged by taking notes, using the Record of Guided Undergraduate Observation Hours form (link above).
* Use the client’s first initial when you take notes and do not document any personal information.
* You may ask the clinical instructor questions but be unobtrusive. Time your questions appropriately and limit questions to clinically relevant information.

**Procedures for Observing at KSU English Language Proficiency Clinic**

Contact Mrs. Lynn Berk at [lberk1@kent.edu](mailto:lberk1@kent.edu) to request information on doing observations at the ELPC clinic in Nixson Hall. Follow all other procedures listed above for observations at the CPA.

**Procedures at Off-Campus Sites**

You are encouraged (but not required) to complete some observations off-campus. This is a great way to get exposure to different settings and client diagnoses, beyond what you’ve experienced, as well as network with SLPs in your future profession. Observations can be completed in any city and state. ASHA has requirements that must be met for an SLP to supervise students, even for observation hours. To make sure your supervisor is meeting these requirements, when you contact a facility, please ask them if the SLP has completed

(1) a minimum of 9 months of post-certification, full-time experience and

(2) a minimum of 2 hours of professional development in the area of clinical instruction/supervision.

Prior to the observation, you will want to make sure you have downloaded the Record of Guided Undergraduate Observation Hours form (link above) to take with you to the facility. You can use one form per day. Please make sure **before** you leave the facility you have the supervising SLP sign the form, including their ASHA number and state license number. You will need this information to submit to your future graduate program. If you are returning to the same facility another day, it is strongly suggested you have the supervising SLP sign the form for your first day in the event there’s an emergency preventing you from getting it at a later time. As stated above, you will not need to turn this form into anybody, but you will keep it for your records.

All facilities will require that students follow their own protocol for observations. Some sites may require you to complete a background check or provide proof of vaccinations, while some will only have you fill out a form. Please follow procedures set into place. Also, remember that you represent the KSU Speech Pathology & Audiology program when you are observing. Your behavior is always noted by others. We rely on many local sites for externship opportunities for our students. Leaving an outstanding impression benefits us all. So, dress neatly and present yourself as the professional you want to become.