Procedures for Observing at KSU Speech and Hearing Clinic

1) At the front desk, sign up a minimum of 24 hours prior to session start time for your observation. BE SURE to include your email so that you can be contacted in case of a cancellation.

2) 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.

3) If you are observing a session that begins at 5pm or later, check in with the clinical supervisor. The front desk closes prior to 5pm.

4) Make sure you sign an Observer Confidentiality Agreement if you haven’t yet.

5) If you are unable to make it to your observation, call the front desk to cancel at (330-672-2672) so another student can take advantage of that observation slot.

Behaviors during observation:

- Dress “business casual”
  - no jeans, flip flops, casual T-shirts, or shorts. No revealing clothing.
  - If you are dressed inappropriately, you may be asked to reschedule your observation for another date.
- Turn off cell-phones
- Arrive at the observation room at least 10 minutes early for the session. If you arrive late you may not be allowed to observe.
- Introduce yourself to the student clinician. He/she might not be able to talk for long prior to the session but will provide you with information on the client and planned activities.
- 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.
- Allow room for any family members and the clinical instructor to sit close to the observation window.
- Use 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
- Thank appropriate individuals for allowing you to observe (instructor, student, client, etc.) If the student clinician has time, he/she may be able to answer some questions you have and will do so only in a private place
Procedures for Observing at KSU English Language Proficiency Clinic

Contact Mrs. Lynn Berk at 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

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 of these sites for externship opportunities for you, our students. Leaving a VERY GOOD impression is to your benefit. So, dress neatly and present yourself as the professional you want to become.