

APPENDIX D

- Observation Guidelines -

OBSERVATION GUIDELINES FOR THE CENTER FOR COMMUNICATION DISORDERS - SOUTHERN CONNECTICUT STATE UNIVERSITY

1. The student's role as observer is secondary to client, family members, supervisor, and graduate clinician. Observers need to give family members, supervisors, and any other SCSU staff full opportunity to observe first, which may mean giving up a place in the observation booth.
2. Check the cancellation board on the day of the observation to see if there have been any cancellations or changes.
3. Every Thursday, sign-up sheets for the following week are posted across from the main door of the department. The sheets indicate clinician's name, supervisor's name, type of case, age of client, time of session, and room assignment.
4. Most sessions take place in Rooms 018C, 019, or in suites 25 and 27. Some sessions are held in other areas by prior arrangement.
5. Each suite has three (3) rooms on each side: 2 treatment rooms and 1 observation room. Observations are limited to two (2) persons per session because the observation rooms will be occupied by supervisors and family members of clients. Exceptions may be made only by the supervisor.
6. 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.
7. All activity that takes place during sessions, and between client, clinician, family and supervisor is CONFIDENTIAL. Observers may be asked to leave the observation booth in the event of some unforeseen situation or for a private conversation between parent and supervisor. Though inconvenient, students may be aware that the primary purpose of the session is to provide service to out clients - our presence as observers is secondary. Please use earphones in the booth if a discussion between supervisor and family members takes place to ensure confidentiality of that discussion.
8. Student observers should refrain from asking questions of the supervisor when family members are present. No observer should direct questions or comments to family members or clients. Often when supervisors 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 family member may attempt to elicit information from an observer, the student should tactfully identify him/herself as a student-observer and refrain from comment.
9. There is no eating, drinking, talking, or use of lights in the observation rooms.
10. Record ASHA numbers of speech-language pathologists and audiologists for all sessions observed both on and off the SCSU campus.