

# **Undergraduate Major Observation Guidelines**

## **Introduction**

Observation is one of the significant learning experiences of students. The American Speech Language and Hearing Association (ASHA) requires that students complete a minimum of 25 hours of observation before or during their graduate program. This requirement may be met in a variety and/or combination of courses in SPHS. Students may also obtain observation hours outside of the department in a variety of settings including schools, clinics and hospitals.

Students are responsible for keeping records of their observations. Students are responsible for coordinating their own outside observations in Bloomington and surrounding communities. Clinics, schools and nursing homes are acceptable sites. Given the volume of students, please DO NOT contact Bloomington Hospital for observation opportunities.

Students are responsible for conducting themselves in a manner consistent with that of working professionals while engaged in observations both in the SPHS clinic and in the community.

## **Dress Code**

For women, pants, dress shorts, skirts or dresses are acceptable. For men, pants, collared shirts, t-shirts and sweaters are appropriate. Jeans and sneakers are acceptable for observation. Sweats, torn jeans or t-shirts/shirts are not acceptable.

## **Confidentiality**

Care must be taken at all times protect the clients' privacy and insure confidentiality. Observations must not be discussed outside the clinic/hospital/school.

## **Record Keeping**

In an effort to standardize the process of conducting and reporting clinical observation hours, the Undergraduate Program in Speech and Hearing Sciences has established a series of procedures that will facilitate the reporting and record keeping of these hours. Following is a brief description of the process of conducting and reporting your observation hours. It is important for you to remember that **YOU ARE ULTIMATELY RESPONSIBLE FOR KEEPING TRACK OF YOUR OBSERVATION HOURS, AND THIS INCLUDES THOSE OBTAINED AS PART OF A COURSE REQUIREMENT AND THOSE YOU CONDUCT ON YOUR OWN.** The department will aid you in any way possible, but this is your responsibility. The established guidelines will facilitate this process and help you keep better track of your clinical hours.

## **Forms to use for keeping track of your observation hours**

All forms can be downloaded from our website.

A. Classroom Clinical Observation Record (CCOR) – This form is used to summarize observations required in a particular course. Record video and in-person observations that fulfill ASHA requirements. This form is signed by the course instructor and returned to you at the end of the course.

B. Clinical Observation Record for Non-Course and Individual Observations (CORnio) – This form is used when conducting an observation on your own at our clinic. It may also be used by course instructors. See syllabus instructions for use in specific classes.

C. Clinical Observation Record Summary (CORs) – This summary form is to keep track of all your observations, be these in class or done on your own. Enter hours obtained in courses plus individual observations obtained outside of class or in the community on this form. Submit this summary form to the Director of Undergraduate Education in SPHS at the END of your undergraduate program along with evidence of the recorded observations (CORnio and CCOR signed by instructors).

**ALL FORMS ARE TO BE KEPT BY YOU AS EVIDENCE OF COMPLETING THE OBSERVATIONS. THE DEPARTMENT OR INSTRUCTORS WILL NOT BE RESPONSIBLE. WE WILL KEEP TRACK OF YOUR OBSERVATION HOURS ELECTRONICALLY, BUT WILL NOT MAINTAIN HARD COPIES (CORs/CORnio) THAT EVIDENCE THAT THESE WERE COMPLETED. YOU ARE STRONGLY ADVISED TO KEEP A FOLDER WITH THIS INFORMATION AND IF NEEDED, MAKE A COPY.**

## **Using the Forms and Reporting Observation Hours**

### **A. CCOR**

1. These summarize all observations required in a class where the instructor approves the use of videos shown in class to fulfill the observation requirement.
2. Only videos that show clinical intervention can be used.
3. A separate line is used for each video/client observed.
4. For each video/client observation, you are to write down:
  - a. Client initials
  - b. Disorder (e.g., aphasia, autism, SLI, traumatic brain injury)
  - c. Minutes of observation – indicate the length of the video or session
5. At the end of the semester, the instructor will sign the form and return it to you.
6. You are responsible for keeping this signed form as evidence that you have completed

the observations you are reporting in the CORs.

#### B. CORnio

1. These will be available on our web site.
2. A separate CORnio must be completed for EVERY observation conducted not in coordination with a class (although faculty may choose to use this form for your clinical observations required for the class) in our clinic.
3. You should keep the signed copy for your records, as you will need to hand this in your last semester at Indiana University.

#### C. Observations outside our clinics

1. Students may choose to conduct observations at other sites. If this is done, it is important that the observations are of ASHA certified clinicians or of students supervised by ASHA certified clinicians.
2. Students may choose to fill out CORnio for these observations, but it is not required.
3. Required documentation for outside observations is a formal letter from the SLP at the site that the student observed or that has a supervisory role. The letter must be in the institution's letterhead. The letter must include the following:
  - a. the name of the student conducting the observations
  - b. the number of hours the student observed
  - c. the name of the clinician/supervisor with their signature
  - d. the clinician/supervisor's ASHA number

#### D. CORs

1. All observations are to be written in this form, both class and individual
2. You will need to fill out ALL columns for each client/class.
3. For observations conducted in class, you will write down:
  - a. date/semester – semester you took the course (e.g., Spring 2002)
  - b. course/client – course number
  - c. supervisor of record – Fill in the instructor's name. If there was a supervisor assigned to all cases observed, you would write his/her name.
  - d. ASHA number – Obtain the certification number (ASHA) from the instructor/supervisor
  - e. Total hours – Indicate the total number of hours completed for the class

4. For individual observations:

- a. date/semester – Fill in the day you completed the observation
- b. course/client – Fill in the client initials
- c. supervisor of record – Fill in the name of the supervisor assigned to the case
- d. ASHA number – Fill in the supervisor’s ASHA certification number
- e. Total hours – Indicate length of time of that observation (not the length of the session, but the length of your observation).

5. Each Spring semester, you will hand in this form to the undergraduate advisor and she will electronically record the number of hours completed that semester. After doing this, she will return the form to you and you will be responsible for keeping the form and thus the evidence that you have conducted a specified number of clinical observation hours.

- a. Your last semester, (be it spring or fall) at the university, you will hand this form to the Director of Undergraduate Education and he/she will approve these hours (i.e., he/she will sign the CORs form). This should be done no later than the Monday of the last week of classes. When you hand these in for the final check, **YOU WILL NEED TO BRING EVIDENCE (CORnio and CCOR) THAT YOU HAVE COMPLETED ALL THE OBSERVATIONS SUMMARIZED ON THE FORM.**

The undergraduate coordinator will corroborate that the hours reported in the summary sheet are correct and will approve the report by signing it. This report will be returned to you. These will be available in a designated folder outside the undergraduate advisor’s office. The department will keep a computer record of your hours.

**Conducting observations on your own (not related to class)**

Regardless of how you complete your hours (individual observations and/or class requirements), you are to follow the procedures outlined by the clinic and discussed by your professors concerning observation etiquette. Students who are planning to conduct individual observations in the SPHS Clinics need to adhere to the following guidelines:

- 1- Sign up for an observation ahead of time. The observation sign up is available at the clinic office and you can request it from one of our secretaries.
- 2- Be in the observation room on time to conduct the observation. If there is a parent or family member and/or the supervisor, please make sure to let them sit down.
- 3- The clinic office will also have a form that you need to fill out as evidence that you were present conducting the observation (Clinical Observation Record for Non-Course and Individual Observations - CORnio). You can also download the form from our website.
- 4- The clinical faculty member and student will need to sign the form after you have completed

the summary statement. This should be done after the session has been completed. If you cannot get the student's signature, leave the form in his/her box to sign. After the student has signed the form, the supervisor must sign it as well. If you cannot get hold of the supervisor, leave the form in her mailbox. It may be picked up in the clinic office. It is your responsibility to track the form and keep it as evidence that you have completed the observation you are reporting in the CORs.





