I. General 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 of ways. You are encouraged to distribute your observations across locations. How to document your hours varies, depending on whether the clinical observation takes place inside or outside the Speech and Hearing Sciences (SPHS) Department. An additional option is to obtain hours by accessing a library of online videos for a small fee.

Master Clinician Network Online Videos

- Students may sign up at masterclinician.org for access to a large library of evaluation and treatment sessions across the age span and disorders. A one-year student membership fee is $25 and is paid online.
- Click on “Clinical Videos” menu and select the video. Client backgrounds and goals are also presented along with the video. Complete all questions at the end of the video and then “Submit”
- The observation will be “pending” until the clinic director (Laura Karcher) approves the video.
- Select the “Summary of Observation Reports” button to download a copy of your report. Once the report is printed, give it to the front office (prior to the end of the semester) and it will be signed by the clinic director. It is NOT necessary to add these observations to the IU Summary of Clinical Observations Record you will fill out.

SPHS Department

- Students may obtain observation hours through the Robert L. Milisen Speech and Language Clinic at IU.
- To count towards your 25 observation hours, EVERY observation you complete within the Clinic at IU must be recorded on a separate Narrative Clinical Observation form that can be downloaded from the departmental website.
- Also required and available for download on the website is a Summary of Clinical Observation Record that provides a concise outline of your observations within the SPHS clinic.
- Classroom videos may also count towards your 25 hours. No Narrative form is needed for classroom videos; simply record the hours on your Summary form and obtain the instructor’s signature. Further instructions for how to keep track of your observation hours are explained in Section III.

Outside the Department
- Students may also obtain observation hours outside of the department in a variety of settings including schools, clinics, nursing homes, and hospitals, both in Bloomington and the surrounding community.
- Observations at these outside sites should be under the direction of ASHA-certified clinicians or students supervised by ASHA-certified clinicians.
- Students are responsible for coordinating their own outside observations and for keeping records of those observations. Given the volume of students, please DO NOT contact Bloomington Hospital for observation opportunities.

Please note that IU faculty will no longer sign off on hours obtained outside the Department. However, a formal letter from the clinician at the outside site on the institution’s letterhead can be obtained and submitted to your future graduate program for approval to count towards fulfilling ASHA requirements.

II. Professional Etiquette

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. These guidelines are made to relieve the clients and their parents from undue stress and concern that occurs naturally when one is being observed by a group of strangers. These guidelines also protect the rights of the clients to receive the best service in a confidential manner.

Courtesy
- TURN OFF CELL PHONES. Anyone using a cell phone during an observation session will be asked to leave the observation room immediately.
- DO NOT EAT OR DRINK in the observation room.
- OFFER YOUR SEAT to parents and supervisors when present, and position yourself so that everyone can watch the session. The supervisor normally carries a clipboard. Other adults will be family members or caregivers.
- BE DISCREET by exercising self-restraint in speech and conduct. Some clients get nervous if they know they are being watched.

Confidentiality
- Care must be taken at all times to protect the clients' privacy and insure confidentiality. Observations must not be discussed outside the clinic/hospital/school.
- Do not discuss the client with a parent or caregiver. You may talk privately with the student clinician or supervisor before or after the session – never in the presence of the client or anyone else.
Dress Code
- For women: pants, skirts, and dresses are acceptable, but should be appropriately tactful (e.g., skirt length, neckline, accessories). Tank tops, miniskirts, leggings, and stilettos are not appropriate attire.
- For men: pants, collared shirts and sweaters are appropriate (ties, jackets are not required).
- For both women and men: jeans, cargo pants, shorts of any length, sneakers and other athletic attire are not acceptable. If you are unsure whether your clothing is appropriate, please check with your supervisor.
- Jewelry should be kept to a minimum; it is preferred that body tattoos be covered.

III. Observation Forms
It is important for you to remember that YOU ARE ACCOUNTABLE FOR KEEPING TRACK OF YOUR OBSERVATION HOURS. Although the SPHS Department is here to assist you, the ultimate responsibility is yours.

Record Keeping
- There are two forms to use for keeping track of all observation hours that take place in the Robert L. Milisen Speech and Language Clinic at IU. Both forms can be downloaded from the departmental website.
- For observation hours that take place outside the SPHS Department, do not use these IU forms; rather obtain a formal letter from an ASHA-certified clinician on the institution’s letterhead which details your experience.
- For observation hours based on classroom videos, use the Summary form; it is not necessary to fill out a Narrative Clinical Observation.
- All documents are to be kept by you as evidence of completing the observations. You are strongly advised to keep a folder with this information and, if needed, to make copies. The Department will NOT keep independent records of your observation hours.

(A) Narrative Clinical Observation Record
- This form is filled out by you after EVERY observation.
- Record your name, date and time of observation, number of minutes observed, the area of disorder observed (e.g., autism, phonology, hearing loss, voice therapy, etc.), the client’s initials and observation room number (for SLP only), and the name of the supervisor.
- Write a brief summary of the clinical session you observed in the space provided.
- Obtain the signature of the graduate clinician in charge to verify your presence (for SLP only).
(B) **Summary of Clinical Observation Record**

- This form is signed by the faculty supervisor after you transfer the information from your individual Narrative Clinical Observation Record forms to this summary sheet. In the case of classroom videos, the summary sheet is signed by the faculty instructor; no Narrative form is needed.
- Record the date, disorder area, and total hours on the summary sheet after each observation (or video).
- Obtain the signature and ASHA certification number from the faculty supervisor (or classroom instructor) immediately following the session (or class unless otherwise instructed).
- For observations in the clinic, you will need to show the supervisor a Narrative record for each entry. Alternatively, you may turn in both the Narrative and Summary forms to the receptionist in the front office. Allow 3-5 days before returning to pick up the signed form, along with the Narrative record.