An important component of your education is the observation of evaluation and treatment activities in the University of Arizona Speech-Language Clinics. We want to be sure that you are aware of the procedures for completing an observation. These procedures are designed to accommodate you while assuring that we do not violate the rights of the client or disrupt the quality of service they are receiving at the Clinic.

**Required Hours**
A minimum of 25 clock hours of observation of evaluation/management of speech, language and/or hearing disorders is required prior to receiving a clinical assignment. If this requirement has not been met, use the Summary of Observation Experience form.

**Summary of Observation Experience**
You can obtain the Summary of Observation Experience form from the clinic administrative staff.

**Clinic Schedule**
The schedule board of clinic activities can be found in the East Wing of the Clinic for Adult Communication Disorders on the fourth floor. For children, the schedule board is located across from the workroom in the Grunewald-Blitz Clinic hallway. These schedules will indicate the times and rooms being occupied. Proceed to the observation area. Do not enter the treatment room itself!! If we determine that there will be no observation of a particular client, the master schedule board will reflect this information.

**Limit of Observers**
We may need to impose a limit on the number of observers at any given time within any session. Observational space varies, and often the client’s spouse or parent is observing along with the supervisor.

**Supervision**
When possible, choose sessions when the clinical instructor is present. A certified speech-language pathologist must be on-site for clinic to be conducted. Plan accordingly. Introduce yourself and ask for permission to observe that particular session. You can determine the clinical instructor’s name by the color code used on the master schedule. Look to the upper right hand corner for the corresponding names of clinical instructors.

**Confidentiality**
Please refrain from directly discussing the client with spouses, parents or the clinical instructor. Even casual comments could be misinterpreted. Also, keep in mind that your comments or reactions should remain professional in tone. The clinical instructor will frequently comment on the session you are observing. DO NOT discuss the client in the halls or request personal information that is not germane to the purpose of your observation per HIPAA policies. Maintaining client confidentiality is critical.

**Clinical Instructor Signature**
At the end of the observation, request a signature from the clinical instructor. Do not have student clinicians sign the verification of observation form.

Please avoid observations during the last two weeks of the semester.