OBSERVATION HOURS FORM
Bowling Green State University
Speech and Hearing Clinic

STUDENT: ___________________________  PID#: ___________________________

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<th>Date</th>
<th>BGSU Activity or Off-Campus Location*</th>
<th>Type of Disorder* (circle one)</th>
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Column Totals: ___________________________  Total Number of Hours this Page: ___________________________

* A/Articulation; C/Cognitive; L/Language; F/Fluency; V/Voice; SW/Swallowing; AR/Aural Rehabilitation
Guidelines for Completion of Observation Hours

General Information:

1. A minimum of 25 hours of supervised clinical observation is required as a prerequisite for enrolling in CDIS421.
2. Observations must be completed in both diagnostics and therapy of children and adults with disorders of speech, language, or hearing.
3. It is not possible for all students to complete all 25 hours of observation in CDIS401. Therefore, it is necessary for most students to complete clinical observation outside of the 401 experience.
4. Only students that have been accepted into the CDIS major may observe on-campus clinical activities.
5. You may complete up to 12 observation hours (of the minimum 25) at an off-campus facility under the supervision of a certified and licensed speech/language pathologist or audiologist.
6. The minimum 25 observation hours must be completed by the date of your final exam in CDIS401 in order to receive a letter grade. Any student who has not completed 25 hours of clinical observation by the date of the final exam will receive an “incomplete” in the course.

Guidelines for observing on-campus diagnostic and therapy sessions:

1. Any student observing an on-campus diagnostic or therapy session must be a CDIS major. Pre-CDIS majors are not permitted to observe on-campus clinical activities.
2. Prior to observing any on-campus clinical activity, the permission of the clinical supervisor must be obtained. You may request a copy of the clinic schedule from the Clinic Secretary in order to determine the session(s) you would like to observe and the name of the assigned Clinical Supervisor. The supervisor must be contacted in advance and permission to observe must be obtained.
3. The Clinical Supervisor may require you to write a summary of the session, fill out a form, observe the session in their office, or discuss the session after it has ended. The Clinical Supervisor will determine what is required of you for that observation.
4. After you have observed the session and fulfilled the Supervisor’s requirements for observation, you must have the supervisor sign your observation form. If you did not obtain prior permission from the supervisor and/or did not complete the supervisors’ requirements for observation, the supervisor can refuse to sign for the time observed.
5. When observing in the Clinic, client confidentiality must be respected. No discussion or remarks about the client or the clinical activity should be shared with anyone other than the supervisor. While observing, a “Student Observer” name tag must be worn. This name tag can be obtained at the reception desk.
6. Observations must be completed in the supervisor’s office, student work room or in the designated student observation areas. If observing in the student observation areas, the lights must remain off, window blinds must remain closed, and if talking is warranted a whisper must be used. Under no circumstances should any student be observing therapy in the parent/family observation area.

Guidelines for off-campus observation:

1. A certified, licensed speech/language pathologist or audiologist must be present to supervise the observation.
2. You may complete up to 12 observation hours (of the minimum 25) in an off-campus setting (i.e. school, hospital, clinic).
3. If observation hours are completed at an off-campus location, you must obtain a written letter from the clinical supervisor on the facility’s letterhead indicating the type and total amount of hours observed and the date of the observation. The letter must be signed by the supervisor and must include the supervisor’s ASHA and Ohio license numbers.

rev 07/2004