



University Of Connecticut

Speech, Language, and Hearing Sciences Department:

Requirements for Off-Campus Observations

Students are encouraged to acquire observations in off-campus settings where audiology and speech-language pathology services are provided. In order to assure that these observations can be used to meet the ASHA requirement for obtaining the 25 observation hours, the following rules are in effect.

The following items are required to receive credit for an off-campus observation. Forms can be downloaded and printed from the SLHS website (<http://slhs.uconn.edu/observation-materials/>) and should be brought with you on the day of your observation to be filled out and completed.

1. **The Observation Hour Signature/Summary form.** This is where you will record each client specific observation. The supervising clinician will sign each event. You will record the time of the direct service to the client or group. Please do not record clumps of hours spent in a facility, but instead delineate each session with initials or a group designation.
2. **The ASHA verification form (CCC-CPC).** This form is used to verify the certification status of the individual who will supervise the observation. Each speech-language pathologist or audiologist who guides your observation must document his or her ASHA account number and state license number. Observation hours will not be approved or accepted when the speech-language pathologist or audiologist does not hold a current ASHA certification number and appropriate state license. If the state you are in when completing observations does not have licensure requirements, please provide that information on the form.
3. **Summary of Observation** – Following the observation day, you need to provide a written summary of the observation experiences. Please include your overall impression of the setting you observed, an example of the type of treatment or assessment activity that was completed and something you learned that may guide your own future practice.

When your observation activity is complete please submit all three of the above items to the Director of Clinical Education, University of Connecticut Speech, Language, and Hearing Sciences Department. These can be left in Director's mailbox on the second floor in room 225. **Originals must be submitted but please make copies for your own files of all forms before handing them in.**

If there are any questions about the information on the forms you submit, you will be contacted for clarification. Otherwise, the forms will then be submitted to the department Program Assistant who will maintain the formal record of your hours.

When you are ready to submit your observation hours to the graduate program of your choice, send an e-mail to the department Program Assistant with the contact name and full address for the graduate school program. An official letter summarizing your hours will be sent directly to the program and a copy e-mailed to you.

If you have any questions about this process please contact the Director of Clinical Education.