



# How to Sign Up for Speech & Audiology Observations

Observation postings for the UCONN Speech & Hearing Clinic are now offered online through google drive. To sign up for observations please take the following steps:

- 1) Email [UCONNSpeechAndHearingClinic@gmail.com](mailto:UCONNSpeechAndHearingClinic@gmail.com) your UCONN email or gmail address and indicate whether you require audiology or speech observation hours.
  - **For Audiology Observations:** After completing step 1, do not go beyond this point. Audiology observations are scheduled on an as available basis. You will be contacted by the department with available dates for observation via email.
  - **For Speech Observations** – Continue through steps 2-7.
- 2) You will be entered into the group distribution for observation sign ups once your UCONN email or gmail address has been received.
- 3) Each Friday you will be “shared” the observation posting for the following week.
- 4) To sign up for an observation, click on the link in the email you received to sign up.
- 5) Click on the box under “Student Sign Up” for the time you wish to observe.
- 6) Type your first and last name in the box.
- 7) **Please do not sign up for a block where someone else has already signed their name.** Only one (1) observer is allowed in each sign-up slot.
  - **Speech Observations:** There are two (2) available slots for sign up for each speech therapy time slot. Slots may vary in length please plan accordingly.

In the event that a session is cancelled, the names will be deleted from the boxes and replaced with CANCELLED. Please check the Google doc prior to arriving at the clinic to verify the status of your observation.

*Please see the following page for important notes regarding the day of observation and required forms.*

## **Information Regarding Day of Observation**

- At the posted time of your observation, please go to the assigned observation room. Do Not Enter the room, prior to the start time of the session, as an earlier session may be in progress.
- Come prepared for your observation. Complete and sign the [Observation Guidelines Agreement and Confidentiality Statement](#). These must be received by the front desk prior to the start of your 1<sup>st</sup> observation. You may print it off from the website and bring it with you signed or you may scan a signed copy and email it to [UCONNSpeechAndHearingClinic@gmail.com](mailto:UCONNSpeechAndHearingClinic@gmail.com).
- The [Speech & Hearing Observation Hours Signature and Summary](#) form must be printed off and brought with you to your observation for completion at the end of the session.
- Following the session, complete the observation form with all information. **It is critical** that you include the initials of the client from the observation. This will be obtained during the observation.
- If supervisors are available following the session, you may ask the supervisors for their signature. However, if a supervisor is not available, you can place the completed observation form for signature, in the bin located in the lobby mail center. Supervisors will periodically check the bin and sign forms. Forms will be placed back in a bin in the lobby mail center for you to pick up at a later date.
- **Reminder:** Observers are expected to dress appropriately for the professional setting of a speech and hearing clinic. **Jeans, leggings, shorts and tank tops or revealing clothing items are examples of inappropriate attire for observing in the clinic.** It is also inappropriate to wear large amounts of cologne or perfume. If you come dressed inappropriately according to the guidelines you will not be permitted to observe.

**All forms can be found online at the Speech, Language & Hearing Sciences website under Clinical Practicum Materials:**  
**<http://slhs.uconn.edu/observation-materials>**