

◆ Student Observer Expectations ◆

• Please DO:

- Email: Contact your supervisor from your UVM email as soon as you sign up
 - 24 hours notice required
 - Identify yourself (name, year, basic background) to the supervisor
 - Be polite -- observing is a privilege not a right!
 - If you come last minute or there are too many observers (more than 2), the supervisor can refuse the observation
- Find the Room: Look on the schedules on the doors in the treatment hallway for the supervisor's initials (if they do not tell you the room #). You will observe from the attached room.
- Dress appropriately: Think business casual or what a person in their 40s-50s would wear. No jeans, flip-flops, shorts/skirts with hems above tips of fingers, or leggings without a long tunic.
- Come 5 minutes early: Quietly let yourself in if the observation room is open, or wait in the atrium outside the treatment hallway if the door is locked
- Stay hidden and unobtrusive:
 - Leave the lights off
 - Stay in the room during and after session
 - Adjust the speakers to an appropriate level
- Bring a copy of your [HIPAA Compliance training form](#) and show it to the supervisor
 - You cannot observe without this form!
- Wait: Stay in the observation room and wait for supervisor to come back to sign your hours form after the client leaves. Please fill out as much of the form as possible to save time.



• Please DO NOT:

- Chat or text (it is distracting and your focus should be on the session)
- Talk to the parents (unless you are introducing yourself)
- Ask questions of the supervisor during the session (ask afterwards)
- NEVER walk into a session which is underway



• General:

- In the event of a cancellation, the supervisor will try to let observers know as soon as possible
- Your supervisor will speak up if they want to share information with you . . .
- Otherwise, silent observation is important to allow the supervisor to focus on the session / family / student

THANK YOU!