

HESP 386

Observational Learning Information Guide



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HESP 386 Observational Learning Information Guide

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Introduction

The University of Maryland prides itself on providing all students with an enriched and challenging educational experience through a variety of learning opportunities. While many of these opportunities occur in the classroom, it is the university's belief that active, engaged students benefit significantly from activities that include participation in the field in which they are interested. To this end, the Hearing and Speech Sciences Department offers HESP 386, an experiential learning program.

Experiential Learning Opportunities are designed to give students an experience to help them integrate classroom learning with practical experience; gain career experience; make professional contacts; observe professionals in the field; experience different educational, work or cultural environments; and clarify personal and professional goals.

Observing speech-language pathologists and audiologists in real-life work settings can be a source of considerable enrichment for students.

Learning Outcomes

- Understand the role of the SLP in different settings
- Gain knowledge of a variety of speech-language disorders
- Learn about diagnostic procedures and how goals are determined based on diagnostic findings
- Learn about goal development and therapy techniques

Eligibility Requirements

The following requirements must be met for a student to register for HESP 386.

- Completion of a minimum of 56 credits (Junior standing), including 12 credits completed at UMCP.
- Completion of a minimum of 15 credits in the HESP department (must include 202, 305, 300, 400, and 311).
- A 386 course may only be taken once within a department and a total of 12 credits of 386 may be applied to a degree.
- Approval of the Learning Proposal by the HESP Undergraduate Advisor.

Course Description

For HESP 386 a student will directly observe a speech-language pathologist or audiologist work in a service-delivery placement. HESP 386 is a variable credit course and can be taken for 1 to 6 credits. However, departmental policy dictates that only 3 credits may be applied toward the HESP major. HESP 386 must be taken using the regular grading method in order to serve as a HESP elective. HESP 386 may be taken with the Pass/Fail grading option if the student does not wish to count the credits toward the HESP major elective requirement.

How to calculate the observation time commitment requirements:

For every credit, the student should plan to observe over the course for the semester for 45 hours in total. For example, if a student registers for 3 credits, that student would observe 135 hours for the semester; 9 hours per week.

Time commitment by credit is as follows:

| Credits | Hours per week | Hours per semester |
|---------|----------------|--------------------|
| 1 | 3 | 45 |
| 2 | 6 | 90 |
| 3 | 9 | 135 |
| 4 | 12 | 180 |
| 5 | 15 | 225 |
| 6 | 18 | 270 |

Students registering for HESP 386 may be assigned a written assignment by the faculty advisor as a requirement. Students are expected to attend meetings which are set up for the course by the faculty advisor or site supervisor. Students are expected to perform direct observation for the hours at his/her placement based on the credit earned listed in the chart above. Time for meetings and/or completing potential assignments are not included in the hour requirements above.

Grading

The faculty advisor assigns a grade for the HESP 386 experience given performance on selected assignments and the feedback from the site supervisor on the written evaluation form (see appendix). It is very important that the student observer maintain contact with the faculty advisor to deal with any problems or concerns and in establishing your grade at the end of the semester.

Academic Integrity: *The University has a nationally recognized Code of Academic Integrity, which is administered by the Student Honor Council. You are expected to abide by the University's established policies on academic integrity. It is very important for you to be aware of the consequences of cheating, fabrication, facilitation, and plagiarism. For more information on the Code of Academic Integrity or the Student Honor Council, please visit <http://studenthonorcouncil.umd.edu/whatis.html>.*

Course Requirements

All observation hours must be completed by exam week, and documentation of hours must be signed by the internship supervisor and submitted to the faculty advisor at that time. Beyond collecting the observational hours according to the number of credits that the student has registered for, each student may be required to complete assignment(s) such as those in the following table. The faculty advisor will discuss options and determine the appropriate assignment(s) based on the number of credits to be earned for the course.

| Credit | Potential Assignments |
|---------------|----------------------------------|
| 1 | Journal Entries, once per week |
| 2 | Journal Entries, once per week |
| 3 | Research Paper or Project |
| 4 | Research Paper or Project |
| 5 | Research Paper(s) and Project(s) |
| 6 | Research Paper(s) and Project(s) |

Specific information regarding the grading (i.e., point value or percentage) for a potential assignment will be determined by the faculty advisor and discussed with the student. It is recommended that a formal document describing the assignment and the grading criteria be generated by the faculty advisor and signed by both the faculty advisor and student.

Potential Assignments

The following a description of the typical or suggested activities that may be assigned by the faculty advisor. This list does not reflect all types of assignments that are possible as a requirement for completion of HESP 386. The faculty advisor and the student will discuss and agree upon possible assignments, which may or may not be one of the potential assignments listed below.

Journal Entries.

Journal entries can be submitted to the faculty advisor. The following are possible ideas for journal entries:

- Brief summaries of therapy and/or diagnostic sessions observed; focus on client profile, goals addressed, and therapy techniques
- In depth summary of one therapy session or diagnostic session, utilizing observation form provided by faculty advisor; include reflections
- A case review, including presenting complaints, goals and current progress
- Summary of interview with other service providers who collaborate with your internship supervisor [e.g., Occupational Therapist or Physical Therapist]
- Description of collaborative therapy or diagnostic session [reflection, benefits, drawbacks]
- Reflection on therapy/goals you wouldn't have expected an SLP to conduct/address

• Research Paper or Project.

Depending on the number of credits you have registered for, you may be responsible for completing a research paper or project(s). The faculty advisor will discuss options and determine the appropriate assignment(s) based on the number of credits to be earned for the course.

Steps and Timeline for HESP 386 Credit

Prior to the semester you wish to receive HSEP 386 credit:

- Read the HESP 386 Guide; it contains the Learning Proposal Document.

- Find an Observation Site. It is the student's responsibility to make sure there is a workable arrangement with the agency and develop with the instructor an appropriate learning contract. *All placements must provide weekly supervision by a knowledgeable staff person.*
- Obtain the advisorship of a HESP faculty member. Often a faculty advisor will not agree to advise you until you have found an observation site. This faculty member will review the particulars and decide whether the placement will meet the course goals. The faculty advisor will also evaluate the adequacy of the supervision.
- Fill out the Learning Proposal completely and obtain the necessary signatures. The Learning Proposal must be typed or legibly written.
- Turn in copies of your completed Learning Proposal to the Undergraduate Advisor (*the deadline for submission is the first day of classes in the semester in which you are participating*), your site supervisor and the faculty advisor.
- Register for HESP 386. You will need a section number to register. Get this section number from the Undergraduate Advisor.

In the semester you receive HESP386 credit:

- Complete the HESP 386 Course requirements outlined in the syllabus.
- Have your site supervisor complete the Mid-term and Final Evaluations.

Finding a Placement

It is up to students to find an observation site for HESP386. Sources for internships include:

- Any faculty member in the HESP department may be able to make suggestions regarding sites.
- The Career Center (3100 Hornbake Library, South Wing; www.careercenter.umd.edu).
- Your personal contacts.
- Internet search engines to find speech-language pathologists and audiologists in a particular area. *See Appendix for tips in contacting and communicating with speech-language pathologists and audiologists to request observation experience.

It is suggested that you search for an internship in the semester prior to the one in which you plan to register. The arrangements must be made far enough in advance for the details to be in place when the semester of observation begins.

Mandatory Learning Proposal (LP) Description

Completion of a Learning Proposal, which may be obtained at the Experiential Learning Program (ELP) office, is mandatory for all students taking HESP 386, or any 386 course. The Learning Proposal is a contract which spells out and clarifies the nature of the student's placement, learning objectives, specific responsibilities, supervision, in-service training, method of evaluation, and contact with faculty advisor. The development of the Learning Proposal must include the student, the faculty advisor and the on-site supervisor, all of whom must sign the finished proposal. Once the proposal is complete, it must be submitted to the HESP Advisor for approval and assignment of a section number.

Note: *Questions you may wish to consider when answering questions about the learning objectives (Question 2 on the LP):*

- *What skills, knowledge, and personal attributes do you hope to gain*
- *How might this new knowledge be useful in the future?*

Student Responsibilities at the Site

Students registering for HESP 386 credit observe the daily activities of speech-language pathologists or audiologists during their workday. Because students are not permitted to engage in providing speech-language pathology or audiology services of any kind, the following are guidelines are helpful to keep in mind regarding the types of activities that are expected of the student observer as part of the HESP 386 experience. This list is not comprehensive and only addresses common issues. Please discuss specific tasks with the faculty advisor, especially if you are presented with a task that appears questionable. Student activities onsite should abide by local licensing law for Audiologists and Speech-Language Pathologists. It is important to note that students enrolled in HESP 386 are not covered by malpractice liability insurance by the University of Maryland or the site in which the practicum is occurring.

- Although observation is the task students are allowed to engage in, the student is encouraged to make notes for discussion with the site supervisor and should become active participants rather than passive observers.
- Student observers **may not** engage in any activities that are under the purview of a speech pathology assistant, communication aide or paraprofessional. Examples of tasks not permitted by student observers include: assisting in speech-language or hearing screenings; assisting with informal documentation, documenting patient/client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and reporting; performing checks and maintaining equipment; perform standardized or nonstandardized diagnostic tests, formal or informal evaluations, or clinical interpretation of test results; write, develop, or modify a patient/client's individualized treatment plan in any way.
- Students **may** participate in activities **along with** the site supervisor.
- Student observers **may** engage in activities that do not engage in direct service provision, such as assisting with clerical duties such as preparing materials and scheduling activities; support the supervising speech-language pathologist in research projects, in-service training, and public relations programs. If the student is engaging in activities for a research project with the site supervisor, a copy of the Institutional Review Board (IRB) document(s) must be provided to the faculty advisor.
- All activity that takes place during sessions, and between client, clinician, family and supervisor is CONFIDENTIAL. Students are referred to the HIPPA Training Module on the HESP website. Faculty advisors may require that this module be reviewed and/or the passing of a quiz to ensure acquisition of this knowledge. Observers may be asked to leave the session for some unforeseen situation or for a private conversation between parent and supervisor. Though inconvenient, students must be aware that the primary purpose of the therapy is to provide service to clients – the presence as observers is secondary.
- Student observers should refrain from asking questions of the supervisor during sessions and when family members are present. No observer should direct questions or comments to family members or client.

- Do not interact with the client or client’s family during your observation. In the event that a family member may attempt to elicit information from the student observer, they should tactfully identify him/herself as a student-observer and refrain from comment.
- Student observers must follow the guidelines of the supervisor and observation site regarding procedures and behavior. If your site supervisor does not address such issues, student observers must initiate discussion about procedures such as use of the telephone, copying, reporting absences, appropriate dress, etc.
- Student observers are not permitted to submit observation hours as clinical clock hours. Using these observational hours to fulfill observational hour requirements at a graduate program depends on the particular program to which the student applies.

Please sign and date to acknowledge that you have read and understand the document: Student Responsibilities at the Observation Site. Cut on dotted line and return to the faculty advisor.

Written Name

Signature

Date

HESP 386: Mandatory Learning Proposal

Personal Data

| | |
|-------|--------------|
| Name: | Student ID#: |
|-------|--------------|

| | |
|-----------------|-------------------------|
| Address: | Expected Graduate Date: |
| E-mail Address: | Telephone Number: |

Details of Off-Site Observation Site

| | | |
|-------------|-----------|----------------|
| Start Date: | End Date: | Semester/Year: |
|-------------|-----------|----------------|

| | | |
|------------------------|-----------------|---------------------------|
| Total Number of Weeks: | Hours per Week: | Total Hours for Semester: |
|------------------------|-----------------|---------------------------|

Number of Credits To Be Earned: 1 2 3 4 5 6

Description of Site

| | | |
|------------|-------------|---------------|
| Site Name: | Supervisor: | Site Address: |
|------------|-------------|---------------|

What do you expect to learn from this experience:

When and how will your performance be discussed in formal feedback sessions with your site supervisor and faculty advisor (at least bi-weekly is recommended)?

Describe the academic component/assignment(s) of the HESP 386 experience? Include proposed due date.

| | | |
|-------------------|----------------------|------------------------------|
| Student Signature | Faculty Advisor Name | Site Supervisor Name & Title |
| Date | Signature | Signature |
| | Date | Date |
| | Phone Number | Phone Number |

FOR HESP ADVISING USE ONLY

| | | |
|-----------------------|------------------|--------------------|
| Total Credits Earned: | Credits in HESP: | Computer Stamp: |
| Eligibility Stamp: | Date: | Advisor Signature: |

Tips in Contacting and Communicating with Speech-Language Pathologists and Audiologists

- **Research.** Pick an appropriate site for your interests and needs. Make sure that you know information about the facility or placement, such as what population it serves. Find out as much information about the organization to help you understand the context what you are observing.
- **Contact.** Identify a specific person at the facility to contact.
 - Call, e-mail or write a letter of introduction to the professional that you have identify.
 - Introduce yourself. Discuss what you would like to do. Identify that this is observation only and that it is being done for credit. Indicate the specific number of weeks and number of hours per week that you are requesting to observe. Also state that you are not allowed to provide services or collect clinical hours.
- **Schedule a visit to the site.**
 - Arrange to visit the site by scheduling a formal appointment with the professional whom you would like to observe. Make sure that you identify yourself using the suggestions in the bulleted information above.

Tips for Making the Most of Experiential Learning

- Attend regularly; avoid absences.
- Be on time.
- Communicate with your site supervisor regularly, especially regarding your responsibilities.
- Regularly communicate with your faculty advisor.
- Take an active role in your experience-learn from your site supervisor by asking questions.
- Dress and act appropriately for the observation site.
- Be friendly and be appreciative; remember that the site supervisor that you are observing is doing you a favor.
- Be strategic when choosing your site and make the most of your time there. Your observation site is where you have a first-hand and up-close understanding with the profession that you are studying.

Site Supervisor Guidelines to Orienting Students

Students registering for HESP 386 credit are **only permitted to observe** the daily activities of speech-language pathologists or audiologists during their workday. Students are not permitted to engage in providing speech-language pathology or audiology services *of any kind*. The following are guidelines to keep in mind regarding the types of activities that are expected of the student observer as part of the HESP 386 experience. This list is not comprehensive and only addresses common issues. Please discuss specific tasks with the faculty advisor assigned to the student.

- Although observation is the task students are allowed to engage in, students are encouraged to make notes for discussion with the site supervisor and should become active participants rather than passive observers.
- Student observers **may not** engage in any activities that are under the purview of a speech pathology assistant, communication aide or paraprofessional. Examples of tasks not permitted by student observers include: assisting in speech-language or hearing screenings; assisting with informal documentation, documenting patient/client performance (e.g., tallying data for the speech-language pathologist to use; preparing charts, records, and graphs) and reporting; performing checks and maintaining equipment; perform standardized or nonstandardized diagnostic tests, formal or informal evaluations, or clinical interpretation of test results; write, develop, or modify a patient/client's individualized treatment plan in any way.
- Student observers **may** engage in activities that do not engage in direct service provision, such as assisting with clerical duties such as preparing materials and scheduling activities; support the supervising speech-language pathologist in research projects, in-service training, and public relations programs.
- Student observers are not permitted to submit observation hours as clinical clock hours. Using these observational hours to fulfill observational hour requirements at a graduate program depends on the particular program to which the student applies.
- The faculty advisor assigns a grade for the HESP 386 experience given performance on a graded assignment and the feedback from the site supervisor on the written evaluation form (see appendix).

Guidelines in Orienting Students

Student observers should be oriented to the specific procedures and guidelines of the site on the first day of observation. Orientation topics should include procedures for the use of cell phones, office telephones and computers, copying, reporting absences and appropriate dress. The following are starting points for the orientation.

Attendance

Students are expected to attend observations as scheduled as regularly and to arrive punctually for each session at the time agreed upon. Let the student observer understand that this usually means arriving at least 15 minutes prior to the first patient. Finish times should be agreed with the site supervisor.

Absenteeism

Students are expected to inform the site supervisor if they are to be absent from the clinic through illness or any other reason. This needs to be done as promptly as possible. Let the student observer know how to contact the supervisor.

Forms of Address

Please discuss with the student observer of the appropriate form of address for the site supervisor and colleagues.

Clothing

Discuss with the student observer what is appropriate clothing to wear at the site.

Privacy Practices

Students are trained in HIPPA knowledge. However, the site supervisor is encouraged to review privacy issues and specific privacy procedures and guidelines at the specific site.

Please sign and date to acknowledge that you have read and understand the document: Site Supervisor Guidelines. Cut on dotted line and return to the faculty advisor.

Written Name

Signature

Date



HESP 386 - Student Mid-Term Evaluation

(This form is to be used by students to evaluate their observational experience)

Please Type or Print Clearly

STUDENT INFORMATION

| | | | |
|--------------------|--|------|--|
| Name (Last, First) | | Date | |
| SID Number | | | |

OBSERVATION SITE

| | |
|--------------------------------|--|
| Name of Placement | |
| Address | |
| City, State, Zip Code | |
| Site Supervisor Name and Title | |
| E-Mail Address | |
| Phone Number | |

SITE EVALUATION

This observational experience thus far...

| | Disagree | | Agree | | |
|---------------------------------------------------------------|----------|---|-------|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Meets my expectations | | | | | |
| Is helping me gain knowledge of the profession | | | | | |
| Enhances the study of my major | | | | | |
| Is helping me grow as a person | | | | | |
| Is helping me decide on the next educational step | | | | | |
| Influences my values positively | | | | | |
| Provides experience that may help me apply to graduate school | | | | | |

If any of the above received a "1" or "2" rating, please provide a brief explanation.

Please provide additional comments on the back of this form, if needed.



HESP 386 - Student Final Evaluation

(This form is to be used by students to evaluate their observational experience)

Please Type or Print Clearly

STUDENT INFORMATION

| | | | |
|--------------------|--|------|--|
| Name (Last, First) | | Date | |
| SID Number | | | |

OBSERVATION SITE

| | |
|--------------------------------|--|
| Name of Placement | |
| Address | |
| City, State, Zip Code | |
| Site Supervisor Name and Title | |
| E-Mail Address | |
| Phone Number | |

SITE EVALUATION

This observational experience...

| | Disagree | | | Agree | |
|---------------------------------------------------------------|----------|---|---|-------|---|
| | 1 | 2 | 3 | 4 | 5 |
| Met my expectations | 1 | 2 | 3 | 4 | 5 |
| Helped me gain knowledge of the profession | 1 | 2 | 3 | 4 | 5 |
| Enhanced my study of the major | 1 | 2 | 3 | 4 | 5 |
| Helped me grow as a person | 1 | 2 | 3 | 4 | 5 |
| Helped me decide on the next educational step | 1 | 2 | 3 | 4 | 5 |
| Influenced my values positively | 1 | 2 | 3 | 4 | 5 |
| Provided experience that may help me apply to graduate school | 1 | 2 | 3 | 4 | 5 |

If any of the above received a “1” or “2” rating, please provide a brief explanation.

Is this a good site for a future student observer in HESP 386? Yes No

If no, why not?

Please provide additional comments on the back of this form, if needed.



HESP 386 - Site Supervisor Mid-Term Evaluation

Thank you for allowing this student to observe at your work site. In order to evaluate this student’s performance for grading purposes, please complete and return this form by _____.

The information you provide will be part of the feedback shared with the student observer in a debriefing session at the end of the program.

GENERAL INFORMATION

| | | | |
|----------------------------|--|------|--|
| Student Name (Last, First) | | Date | |
| Supervisor Name and Title | | | |
| Supervisor E-mail Address | | | |
| Supervisor Phone Number | | | |
| Dates of Observation | | | |
| # Hours Observed per Week | | | |

STUDENT EVALUATION

Please evaluate the student observer on the following characteristics:

| | Disagree | | | Agree | |
|----------------------------------------------|----------|---|---|-------|---|
| | 1 | 2 | 3 | 4 | 5 |
| Meets my expectations | | | | | |
| Arrives on time | | | | | |
| Possesses good oral communication skills | | | | | |
| Asks questions to learn about the profession | | | | | |
| Attends as agreed upon in schedule | | | | | |
| Uses appropriate dress and manner | | | | | |

Please provide an overall rating of the student thus far.

- Excellent
 Good
 Satisfactory
 Poor
 Unsatisfactory

Please provide additional comments on the back of this form, if needed.

Signature of Supervisor

Date

Please return this form to:
 Department of Hearing & Speech Sciences
 Attn: _____
 0100 Lefrak Hall
 College Park, MD 20742



HESP 386 - Site Supervisor Final Evaluation

Thank you for allowing this student to observe at your work site. In order to evaluate this student’s performance for grading purposes, please complete and return this form by _____.

The information you provide will be part of the feedback shared with the student observer in a debriefing session at the end of the program.

GENERAL INFORMATION

| | | | |
|----------------------------|--|------|--|
| Student Name (Last, First) | | Date | |
| Supervisor Name and Title | | | |
| Supervisor E-mail Address | | | |
| Supervisor Phone Number | | | |
| Dates of Observation | | | |
| # Hours Observed per Week | | | |

STUDENT EVALUATION

Please evaluate the student observer on the following characteristics:

| | Disagree | | Agree | | |
|-----------------------------------------------|----------|---|-------|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Met my expectations | 1 | 2 | 3 | 4 | 5 |
| Arrived on time | 1 | 2 | 3 | 4 | 5 |
| Possesses good oral communication skills | 1 | 2 | 3 | 4 | 5 |
| Asked questions to learn about the profession | 1 | 2 | 3 | 4 | 5 |
| Attended as agreed upon in schedule | 1 | 2 | 3 | 4 | 5 |
| Used appropriate dress and manner | 1 | 2 | 3 | 4 | 5 |

Please provide an overall rating of the student.

- Excellent
 Good
 Satisfactory
 Poor
 Unsatisfactory

Would you recommend this student to observe at another site in the future? Yes No

Why or why not?

Please provide additional comments on the back of this form, if needed.

Signature of Supervisor

Date

Please return this form to:
 Department of Hearing & Speech Sciences
 Attn: _____
 0100 Lefrak Hall
 College Park, MD 20742