



AAMU CSD

TIMELINE FOR STUDENT ASSISTANTS

Student assistants are a very important component to the smooth operation of our clinic. It is also an excellent opportunity for you to gain experience and confidence prior to receiving your own client. You are given opportunities to participate and help with clients under the guidance of an experienced clinician and supervisor.

The following are guidelines for those students who are assisting graduate clinicians. These may be modified by the supervisor, if necessary.

1. Preparation . You should be involved in the planning and preparation for therapy sessions, including supervisory conferences and parent conferences. Please make sure that the graduate clinician and supervisor has a correct schedule and correct phone numbers for you.
2. Observation reports . Observation reports must be completed for each session throughout the semester until the 25 hours required by ASHA have been completed **AND/OR** until the supervisor excuses you from completing them.
3. Participation . After observing 3 sessions, you must participate in a minimum of 1 activity per session.
4. Data collection . After midterms, you must begin taking data and comparing that data with the clinician. You should consult with clinician and supervisor to determine the appropriate type of data collection for that particular client.
5. Plan and lead activity . The final 2 weeks of the semester, you must PLAN and LEAD 2 or more activities (with input from clinician and/or supervisor).
6. Lesson plan . The final 2 sessions of the semester you will be required to complete the lesson plan(s) for your client and follow all clinic guidelines for paperwork.
7. SOAP notes . The final 2 sessions of the semester, you are required complete the SOAP notes for your client and follow all clinic guidelines for paperwork.

It is the graduate clinician's responsibility to notify you in case of a cancellation as soon as the clinician knows. It may not always be possible to contact you, nor is it possible to anticipate a %no show+or illness. Please be patient as clients do, at times, notify us at the last minute or not at all re: cancellations.

You must be present 10 minutes prior to the session in order to help the clinician %set up+for therapy. This is a large component of the therapy process. It is also necessary to help clean up the therapy room after therapy.

You must take your position as an assistant very seriously. No excuses will be tolerated. You are a very integral part of the therapy session and the graduate clinician is depending on your help as much as you are depending on his/hers. You are expected to be present for EACH therapy session. Absences will be reflected in your grade.

We greatly appreciate your help and look forward to having your involvement in therapy. The time is drawing near when you will be responsible for your own client and we hope you will consider this a HUGE part of the learning process.