

USE OF 4TH FLOOR FACILITIES

1 Unless authorized by a faculty member in the areas of speech-language pathology or audiology, students are not to use the facilities on the 4th floor except between the hours of 8:00-5:00 Monday - Friday.

2 Students who are authorized by a faculty member to be in the clinic FOR A SPECIFIC PURPOSE THAT CANNOT BE CARRIED OUT DURING REGULAR WORKING HOURS (e.g., running research subjects) should make arrangements with that faculty member with regard to access, supervision, and emergency procedures.

It is required that a clinician have a fellow student and/or faculty member present anytime a client/subject is seen outside of the normal clinic hours.

3 The computer in the clinic office is for use by the clinic secretary ONLY. At her discretion, she can assign duties that require the use of the computer to the work-study students. Her computer is NOT to be used by faculty, supervisors, or students. There are computers in room 464 for use by students during regular clinic hours.

4 No one is to sit at the clinic secretary's desk without first asking her permission. No one is to open the desk drawers and otherwise disturb items in or on her desk or surrounding storage units without her permission. If you need to give a client a parking pass or take a payment and the clinic secretary is not available, see your supervisor or the supervisor on duty.

5 Furniture to accommodate adults and children are in each therapy room. DO NOT MOVE FURNITURE FROM ROOM TO ROOM. If you move furniture into the hall during one of your sessions, please move it back into the room at the end of the session.

6 The fourth floor conference room (460) is used for supervisory sessions, graduate classes, thesis presentations, and clinic meetings. See Ms. Mobley or Dr. Wingate to schedule the use of this room. At times the room is not in use, students may use the conference room as a reading room (books and journals are available).

7 DO NOT SCHEDULE APPOINTMENTS FOR THERAPY OR EVALUATION without first clearing it through your supervisor and the clinic secretary.