

**ComD 421 - Supervised Off-Site Clinical Practicum
Procedural Checklist**

First Day (be at school by 8:00 am on first day)

- _____ You are expected to be at school at _____ each morning.
- _____ Discuss appropriate dress with supervisor.
- _____ In addition to the provision of clinical services, I am also expected to do the following: (list)
- _____ Determine lunch expectations with supervisor.
- _____ Determine where you need to park each morning.
- _____ Discuss Harding University attendance rules with supervisor (giving her a copy) and determine if those rules are acceptable. If not, list expectations here:

Observation

- _____ Use every opportunity to observe.
- _____ Document all observations on the Daily Clock Hour form with appropriate initials and signatures. Especially observe clients, procedures, etc. which will be of assistance in graduate school.

Clients

- _____ Study the IEP as you plan.
- _____ Observe supervisor with client to determine how he/she conducts therapy.
- _____ Plan first session with supervisor's assistance and seek feedback following.
- _____ Always remember that the client is under the care of the supervisor and that you are assisting her/him. Never change a plan from the IEP guidelines without the direct input of the supervisor.
- _____ Document clinical hours daily on the Daily Clock Hour form and request that the supervisor initial and sign the forms as you go along. Don't wait until the end.
- _____ Make sure that supervisor completes the Evaluations forms. These should be discussed with you, and returned to me on the indicated dates.