



Placement Expectation Worksheet

(Adapted from Morner & Messick-ASHA 2012)

COMMUNICATION		
Names	Clinical Instructor(s)	
Methods of Contact	Emergency cancellation procedure (i.e., clinician illness; death in family; car accident)	
	Work contact info	
	Personal contact info (if preferred)	
What happens if.....	I am ill	
	Clinical instructor (CI) is ill/absent from work	
	Inclement weather	
	CI is on a professional absence (i.e., attending conference)	
Preferred form of addressing clinical instructor/self	CI	
	CI in front of client	
	Self (to clients)	

Other Notes/Comments:

LOGISTICS		
Requirements before beginning rotation (orientation; badge; computer access)	What needs to be done; where/how with whom	
Schedule	Days/times of rotation	
	Expected arrival & departure time	
Attire	Appropriate/Suggested	
	Inappropriate	
Materials	Materials/supplies student should bring	
	Materials/supplies available for student to use (what & where kept)	
Electronics	Cell phone use	
	Tablet use	
	Laptop use	
Meals	Availability of food on site; refrigerator; locations for eating; eat with other staff?	
Restrooms	Locations	
Introduction to other key staff	Other Aud/SLP staff on site	
	Support staff (names; roles)	
Scheduling	Where to find schedule?	
	What happens if client cancels?	
	How to know appt type?	
	What to do when running behind?	

