

Placement Expectation Worksheet

(Adapted from Morner & Messick -ASHA 2012)



Communication

Names

Clinical Instructor(s)

Methods of Contact

Emergency cancellation procedure
(e.g., clinician illness, death in family, car accident)

Work contact Info

Personal contact info
(e.g., if preferred)

What happens if...

I am ill

Clinical instructor (CI) is ill/absent from work

Inclement Weather

CI is on a professional absence
(e.g., 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
(e.g., orientation, badge, computer access)

Schedule

Attire

Materials

Electronics

What needs to be done;
where/how/with whom

Days/times of rotation

Appropriate/Suggested

Materials/supplies student should bring

Cell phone use

Expected arrival & departure time

Inappropriate

Materials/supplies available for student to use
(what & where kept)

Tablet use

Other notes/comments:

Laptop use

Logistics (cont.)

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?

Other notes/comments: