

## **Before Student Arrives**

Read information on department website for supervisors

General Information

Supervision Responsibilities

Effective Clinical Instruction

What to do when problems arise

## **First Meeting**

Student provides supervisor with a completed "[Student Information form for CIs](#)"

Student and CI go over and discuss "[Expectations Worksheet](#)"

Student and CI go over and discuss Weekly Checklist

Student and CI go over and discuss clinic skill Expectations

## **Every Week**

CI fills out one "[Observation](#)" form per week (this is only recommended, not mandatory)

## **Midterm** (Usually the 6th Friday of the quarter)

CI grades student on Calipso (please see [Grading Procedures](#))

CI and student go over and discuss the evaluation

CI finalizes the evaluation on Calipso

CI approves the student's current hours on Calipso

## **Final**

CI grades student on Calipso (please see [Grading Procedures](#))

CI and student go over and discuss the evaluation

CI finalizes the evaluation on Calipso

CI approves the all of the student's hours on Calipso