

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 thesis subjects) should make arrangements with that faculty member with regard to access, supervision, and emergency procedures.

It is required that a clinician have a faculty member present in the clinic anytime a client/subject is seen, during regular hours or outside of the normal clinic hours.

3. The computer in the clinic office is for use by Ms. Mobley 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 435 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 or otherwise disturb items in or on her desk or surrounding storage units without her permission. If you need to hand out a parking pass or take a payment and Ms. Mobley is not available, see 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/library (460) is used for supervisory sessions, graduate classes, thesis/scholarly paper presentations, and clinic meetings. See 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 Ms. Mobley. Once you are cleared to schedule an appointment, please reserve the room in the schedule book. Single appointments should be reserved in pencil, semester appointments in ink.