



Student Observation: Welcome Letter

It is our pleasure to welcome you to the Autism Collaborative Center at Eastern Michigan University. We hope your observations will provide you with personally and professionally meaningful experiences. Please take a moment to review some of the policies and procedures below to ensure you are prepared for your observation(s) session(s) prior to arrival.

Scheduling

You **MUST** schedule your observation date and time at least two weeks prior to the desired appointment. The only exceptions are for observation sessions that are coordinated between the ACC and your instructor in advance. When calling to schedule/confirm your observation session, you will speak with Aimee:

- Tell her your name, the class for which you are completing the observation, and what therapy you will be observing; e.g. Applied Behavior Analysis (ABA), Occupational Therapy (OT), or Speech Therapy (ST).
- Provide Aimee (if possible) with several options for scheduling your observation.
 - NOTE: If your observation session is pre-arranged you may have limited dates/times to schedule. If this is the case, the ACC/Aimee will be aware and will have these same openings reserved for you but they will be a *first come, first serve basis*.

Arrival

Please plan to arrive 10 minutes prior to the start of your scheduled observation. You will park in a space that is marked for "Autism Center Client" in the parking lot of the Fletcher Building; you may also park across the street in "Fletcher Overflow" if a spot is not available.

- Once you've parked, enter the building and go to the reception window to the left. Inform the ACC representative (Aimee) that you are here for a scheduled student observation and will need a one-day parking pass.
- After you've checked in, sign the Student Observation Log, obtain a student visitor badge and sign the Confidentiality Agreement.
- Put your parking pass in your car (if needed) and please wait in the lobby. A representative from the ACC will escort you to the designated treatment and observation room.

Dress Code

All clothing is expected to be neat, clean, and free of holes and rips. A general rule to follow: if you have to stop and ask yourself if this is a good clothing choice, find something else.

- Tops
 - Shirts with no writing or graphics
 - Sleeveless shirts/tank tops at least three fingers wide
- Bottoms
 - Khakis/Pants
 - Fingertip length shorts, dresses/skirts
- Footwear must be closed toed



Autism
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Professionalism & Confidentiality

Please recall that you are observing therapeutic treatments in real-time. As such, the children's parents/guardians are often present in the observation room/building to watch the session. Be mindful of your volume, the topics of your conversation, and overall professional presentation while at the ACC. You are a representative of EMU and must conduct yourself in a professional, respectful way.

As a part of your observations you will see several children, their therapists, families, etc. at the ACC. Everything you observe is considered Protected Health Information and must be treated with utmost confidentiality and professional courtesy. Thank you!

Sincerely,

Allison Greening, LLP, BCBA
Clinical Manager of Therapeutic & Educational Services