

# Bacharach

## Student Volunteer Observation Hour Rules

### Dress Code

You will be given a Volunteer Badge to wear while observing. The badge must be worn and be visible at all times while at Bacharach.

The official dress code is Business Casual but attire varies from office to office. Look professional on your first day and take a cue from how your supervisor is dressed. You can never go wrong with black pants or khakis and a polo shirt. Comfortable shoes are a must and most people wear sneakers. Keep in mind that you may be working with neurologically impaired patients, so always dress conservatively. If you get cold bring a cardigan or fleece. Nails must be kept short and neat. Long fake nails are prohibited.

### Not Acceptable

- ✓ Jeans
- ✓ Leggings
- ✓ Low cut tops
- ✓ Hooded sweatshirts
- ✓ High heels
- ✓ Long fake nails

### Drinks/ Food

You may bring drinks and food with you, but they must be kept in the kitchenette or office area. You are not allowed to eat or drink near patients. If you are observing in Pomona at the main campus you are entitled to a free meal in the cafeteria between 11am-1pm.

### Hours

Student volunteers can observe for 6 weeks or acquire 20 hours with a therapist. If additional hours are needed in a specific setting let Jamie know.

### Expectations

Have a positive attitude and open mind. **You are not allowed to have patient contact**, but take initiative. If you know a therapist is going to need a piece of equipment, get it. Be engaged and ask questions. Remember, whomever you're observing with will be filling out your grad school forms, so act like you want to be there.

Unless there is an emergency you are expected to be at the office during your assigned time. Observation hours are a privilege and it's at the therapist's discretion to approve an absence. Studying for an exam does not count as an excused absence. If you have a planned vacation that conflicts with your observation schedule, please let your therapist know on your first day.

**I have read and understand the rules for observing.**

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Student Signature

Printed Name

Date