

Maryjane Rees Center: Speech and Language Clinic

Miscellaneous Policies

- Key Fobs
 - Graduate students will be issued a key fob to allow access to the clinic. This fob will allow you entrance at the reception desk door that leads directly into the clinic. **This door is locked at all times and is not to be propped open for any reason.**
 - Key request forms will be issued at the beginning of your first semester by the department administration via Adobe Acrobat Sign. Once the completed form has been processed, students will be provided with distribution information.
 - Fobs are only active during the semester instructional dates.
 - Students are provided with one complimentary fob at the beginning of graduate school. If lost, students are responsible for going to Facilities Management to pay for a replacement. The department is not responsible to pay the associated fees to replace a fob.
 - If the fob does not work properly, please contact Facilities Management: Phone: (916) 278-6242, Email: fm-work1@csus.edu
- Clinic Badges:
 - Students and CIs are provided identifying name badges and a lanyard to wear when they are in the clinic space for quick identification.
 - Please wear your badge each day.
- Students are to check the clinic schedule on CounselEAR to check for client cancelations and to see when their client has checked in.
- Students are to pick up their clients from the waiting room and escort them back to the waiting room. Remember: No conferencing is permitted in the waiting room.
- Student Clinicians are not allowed to have relatives or friends visit in the clinic or to spend the day.
- Student Clinicians may not receive personal calls at the clinic.
- Student Clinicians may not use clinic phones for personal use.
- Student Clinicians are not allowed to use the audio suite for studying or making client phone calls.