**Procedures for Students to Use Master Clinician to Accrue Clinical Observation Hours**

**Master Clinician Network (MCN)** is a virtual platform allowing students to obtain guided clinical observation hours in communication sciences and disorders. CSD provides 25 hours of MCN observation hours.

1. Students enrolling in CSD 4420 may obtain observation hours through Master Clinician. Inform the instructor at the beginning of the semester. You will then be given access to the Blackboard Clinical Observation evaluation site. This site consists of evaluations of specific observation videos available through Master Clinician.
	* For those of you who will be enrolled in CSD 4420 this spring semester, you will have automatic access to Master Clinician. You don’t have to do anything other than register for the class.
	* For those of you who have already taken CSD 3410 and will not be taking 4420 but still wish to access Master Clinician via 4420, you may do so without having to register for 4420. **To be allowed access you MUST**:
		1. Email the CSD front office (csd@ohio.edu) **no later than Dec 4** to say you would like access
		2. Requests received after Dec 4 will not be honored, so plan carefully
	* Freshman and Sophomores will NOT be granted access because priority must be given to seniors and juniors to ensure they graduate on time. You all have time to take 4420 and WILL have automatic access whenever you take the class.
2. Students must then sign up and pay for MCN (subscription cost = $45 for one year).
* Subscription Information: <https://app.mcnslp.com/new/student>
* Student Subscription - $45 for an annual subscription. Subscription will automatically renew. Members may cancel their subscription at any time (you will still have access to your account until the end of your current subscription year).
1. The Blackboard site lists those videos for which you may obtain credit. You are welcome to watch other videos offered through Master Clinician Network, but these will not count toward your observation hours.
2. After watching a video, complete the respective quiz. Each quiz consists of 5 multiple choice or true/false questions. To gain observation hours for any given video, students must pass the quiz with at least 80%.
3. Students may watch as few or as many quizzes listed on the Blackboard site as needed. Students that have been able to obtain hours through outside clinical opportunities, for example, may only need to complete 5 or 10 hours of video observation.
4. Once students have completed all desired quizzes, fill out the Clinical Observation Hours Record Form (available on the CSD website and Dr. Jeng’s advising webpage). Enter all required information, including date and duration of the video for which a quiz was taken and passed.
5. Turn in your completed Clinical Observation Hours Record Form to the front office. Place it in the basket labeled “Observation Hours to be certified.” Alternatively, you may turn in your completed Clinical Observation Hours Record Form electronically via a submission portal on the Blackboard site.
6. The CSD 4420 instructor will review the document, sign the form, and place the signed form in the basket labeled “Signed Clinical Observation Hours Forms”. If you turn in your document electronically on the Blackboard site, the CSD 4420 instructor will sign your document electronically.
7. Students then return to the CSD front office to pick up their signed document. Students will need to check in periodically to see if their document has been signed and ready for pick up. If you turn in your document electronically and the CSD 4420 instructor has signed your document electronically, you will receive the signed document via an email, a download portal on Blackboard site, or a specific method that is determined by the instructor.
8. Note that students must retain this signed document for their own records as proof of having accrued these observation hours. CSD will **not** be responsible for maintaining these forms.