

UNC Charlotte Clinical Assignment Procedures

What about background checks? Various school systems will require a background check in order to complete clinicals in their schools. It is the candidate's responsibility to follow system policies.

When do I contact the school?

You may make contact as soon as you have completed the online registration process. The school's contact person and information will be displayed.

Whom do I contact? Each school assigns a clinical contact person to make clinical arrangements for UNC Charlotte students. His/her name will be displayed on the confirmation page once the registration process is completed. Please print the confirmation for your records. All communications (phone, email, and in person) are expected to be positive and professional.

What do I say? Be prepared to clearly explain the types of clinical experiences you need to complete based on the requirements outlined on your course syllabus. Have several days and times in mind before you call. You must be flexible in adjusting to the school's schedule and priorities.

What do I wear? Since you are a professional in training, you must dress professionally. Typical college student clothing is not appropriate. Schools will not permit you to enter if not dressed appropriately. In addition, hats, iPods, tobacco products, gum, snacks, etc. should be left in your car. Cell phones are to be turned off and kept out of sight while in school buildings and classrooms.

What do I do when I get there? Always report to the school office as soon as you arrive on campus. Have your UNC Charlotte ID and driver's license available. Schools will ask that you also sign out when leaving. Never go directly to a classroom, even if you have been in the building several times before. It is a good idea to ask if you have parked your car in an acceptable place.

What do I do in the classroom? Your assignment comes from your instructor. Ask questions in class before you go to the school. Inform the teacher of your assignment, but also offer to assist the students in other appropriate ways. Have a copy of your syllabus available for clarification of requirements.

When do I have to be finished with my clinical? Even if your instructor has given you a deadline, plan ahead. Schools are occasionally closed for workdays, and fall and spring breaks are scheduled at times that are different from UNC Charlotte's breaks. Do not wait until the end of the semester as schools are often involved in testing at that time.

For additional information, contact the Office of School and Community Partnerships
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