



Professional Observation Guide

Provided by the Career and Internship Coordinator
Science and Pre-Health
Florida Southern College

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What is a Professional Observation Experience?

A Professional Observation Experience, commonly referred to as a “Shadowing Experience” or “Job Shadowing Experience”, is an educational program where students can learn about a particular occupation or profession by observing or “shadowing” a practitioner in their professional environment.

Professional observation experiences allow students to better understand their field of interest, receive mentoring, establish a professional network, and make their academic studies more relevant. The professional being observed, based on their professional responsibilities, will dictate the number of hours the observer can participate in observation hours. Professional observation experiences can last as little as one day, although students are encouraged to participate in the experience for a minimum of three months to receive the most benefit from the experience. Unlike internships - which can be either paid or unpaid - professional observation experiences are always unpaid. Professional observation experiences may be part of an educational program and carefully monitored and evaluated for academic credit.

The Professional Observation Mentor is the individual the students is observing/shadowing. The Faculty Advisor is a faculty member at FSC who has sponsored this activity for academic credit.

Learning Outcomes

Learning Outcomes for Clinical Healthcare Observations

At the conclusion of the professional observation experience students should be able to:

- Articulate how the professional observation experience relates to the student’s educational goals including recognizing the roles of the healthcare team and how patient perspective impacts care.
- Determine the fit of the profession including aptitude, dedication, and attributes needed to pursue and practice medicine.
- Integrate and synthesize knowledge from diverse disciplines, courses and areas of experience to enhance their classroom education.
- Develop appropriate workplace behaviors and attitudes.

Additional learning outcomes may be assigned by the student’s faculty advisor and/or department.

Learning Outcomes for Non-healthcare Observations

At the conclusion of the professional observation experience students should be able to:

- Articulate how the professional observation experience relates to the student’s educational goals.
- Integrate and synthesize knowledge from diverse disciplines, courses and areas of experience to enhance their classroom education.
- Critically assess primary scientific papers related to the career area of interest.
- Develop appropriate workplace behaviors and attitudes.

Additional learning outcomes may be assigned by the student’s faculty advisor and/or department.

Eligibility

All Chemistry and Biology major are required abide by the regulations found in this document when participating in an internship experience, regardless of whether the internship is being sought for academic credit or not.

If seeking the experience for credit and approved prior to the start of the semester, students may enroll in one of the following courses for a maximum of 1 credit hour: BIO 3980 (Fall and Summer), BIO 3989 (Spring), or CHE 2890 (Fall and Spring).

Student Eligibility

To participate in a professional observation experience for academic credit, the student must:

- Have completed a minimum of 12 credits at Florida Southern College
- Have obtained a minimum 2.0 cumulative GPA
- Obtain approval from their department chair
- If completing for academic credit: the student must have obtained sophomore standing prior to the start of the experience and satisfy all additional departmental requirements – students should see their faculty advisor for additional information.

Professional Observation Experience Eligibility

To be considered for academic credit, the experience should incorporate:

- Deep learning in an applied setting at an off-campus site
- An experienced professional with whom the student will observe and receive feedback
- At least 40 hours onsite (*only applicable to experiences being sought for academic credit*)
- A sponsoring faculty from FSC who approves the experiences, provides support, and assigns and evaluates readings, written assignments, and presentations (*only applicable to experiences being sought for academic credit*)

All professional observation experiences must be approved by the sponsoring FSC faculty **prior** to the start of the semester.

Responsibilities

Student Responsibilities

All students participating in professional observation experiences must abide by the following:

- Complete the Professional Observation Agreement with the intended Observation Mentor (the person you will be shadowing).
- *Only if seeking academic credit for the experience, otherwise skip this bullet:* Meet with Faculty Advisor prior to the start of the semester to discuss the professional observation opportunity. Come prepared to discuss the role of the provider, interest in this specific area, and intended learning goals.
- Obtain signature from Department Chair.
- Sign the Code of Conduct Agreement Form for Healthcare Settings
- Share both final, signed agreements with the Science & Pre-Health Career & Internship Coordinator.
- For clinical healthcare settings:
 - Provide proof of required immunizations or immunity (i.e., MMR, Varicella (or had chicken pox), Td, TB) to the Observation Mentor, prior to beginning the observation experience.
 - Complete a HIPAA compliance training prior to beginning the observation experience. If requested, provide the Observation Mentor with certificate of completion.
- Work conscientiously under the direction of the mentor and comply with all rules, policies and procedures of the professional observation site.
- Report serious problems, including physical, safety and personnel, to the Professional Observation Mentor, FSC Faculty Advisor, and the Science and Pre-Health Career and Internship Coordinator.
- Present at the Science & Pre-Health Internship Showcase, or other venue as dictated by your Advisor.
- *Only if seeking academic credit for the experience, otherwise skip this bullet:* Complete all FSC academic assignments as outlined by the Faculty Advisor.
- After the experience has ended, complete the FSC Post-Professional Observation Experience Survey (this online survey will be emailed to you from Institutional Research at the end of the semester) and encourage the Observation Mentor to complete the Evaluation of the Student and send to at lalbaum@flsouthern.edu (form can be found on the website and provided by the Science and Pre-Health Career and Internship Coordinator).

Faculty Advisor Responsibilities *(Only applicable to experiences being sought for academic credit)*

- Complete the Professional Observation Agreement with the FSC student.
- Assign academic components of the professional observation experience.
- Review student performance through written assignments, presentations, mentor evaluations, and other documents (per faculty member discretion) and assign a grade at the end of the semester.
- Provide support and feedback to the student throughout the semester.

Professional Observation Site/Mentor Responsibilities

- Establish the daily protocol including what activities can be observed and what, if any, supervised tasks the student is able to perform.
- For clinical healthcare observations: establish how students will be introduced to patients, establish a protocol as to how and when a patient is asked if the student can observe the patient-physician interaction, and establish boundaries and expectations as to when a student's questions are to be asked and answered.
- Send a copy of any signed contracts/release forms and any final evaluations of the student to the Science and Pre-Health Career and Internship Coordinator, lalbaum@flsouthern.edu.
- Evaluate the student's understanding and share insights and expertise with the student. Send any evaluations of the student to the Science and Pre-Health Career and Internship Coordinator
- Notify the Science and Pre-Health Career and Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the student.

The professional observation Mentor is also encouraged to attend the student's culminating presentation regarding their professional observation experience. The student will provide the professional observation Mentor the information regarding this presentation in advance.

Professional Observation Experience Approval

All Chemistry and Biology major participating in an internship experience are required abide by the approval steps, regardless of whether the experience is being sought for academic credit or not.

All steps below must be completed PRIOR to the start of the semester:

1. Review the Eligibility and Responsibility Information for Professional Observation Experiences
2. Obtain a qualifying experience.
 - a. See the Science and Pre-Health Career and Internship coordinator if you need assistance.
 - b. Confirm your job responsibilities, working hours, pay (if applicable).
3. Fill out the Professional Observation Agreement and the Code of Conduct Agreement Form (*if applicable*).
4. If seeking academic credit for your professional observation experience, meet with your Faculty Advisor to obtain their signatures on the Professional Observation Agreement. If not seeking academic credit, skip to #5.
 - a. Ensure that you review the learning outcomes and goals for the experience with your faculty advisor.
5. Obtain a signature from your Department Chair.
6. Send the completed Agreement to the Professional Observation Mentor to review, sign, & return.
 - a. The Professional Observation Mentor is able to complete the form and return all of the following ways: 1) digitally sign and email, 2) print, sign, scan, and email, 3) print, sign, and fax.
7. Scan and **email** a copy of the final Professional Observation Agreement, signed by all parties, and the Code of Conduct Agreement (*if applicable*) to the Science and Pre-Health Career and Internship Coordinator at lalbaum@flsouthern.edu
8. If seeking academic credit for your experience ensure your faculty advisor registered you for the correct course (Biology students: BIO 3988 for Fall, Summer A, and Summer C or BIO 3989 for Spring or Summer B; Chemistry students: CHE 2890) during registration.

At the Culmination of the Internship Experience

1. Present at the Science and Pre-Health Internship Showcase, or other venue as dictated by your Faculty Advisor.
2. Complete all requirements assigned by your Faculty Advisor and/or department.
3. Complete the FSC Post-Professional Observation Survey (this online survey will be emailed to you from Institutional Research and/or the Science and Pre-Health Career and Internship Coordinator at the end of the semester.)

Encourage the Professional Observation Mentor to complete the Evaluation of the Student and send to the Science and Pre-Health Career and Internship Coordinator at lalbaum@flsouthern.edu (form can be found on the website and provided by the Science and Pre-Health Career and Internship Coordinator).