

College Undergraduate Career Observation Guidelines & Application Steps

Scope: Applies to Mayo Clinic personnel and eligible external parties when requesting and participating in a college undergraduate observation.

Purpose: To ensure the College Undergraduate Observation guidelines are effectively managed to meet the needs of the program.

Guidelines:

Student:

- Must be enrolled in an accredited college or university.
- Must complete the following trainings before starting observation:
 - [Compliance Training](#)
 - As determined by Host, Mayo's General Safety Training, Specific Work Site, Special Access Safety Training, and/or other trainings assigned by Host.
- Student is confirming their interest in a career.
- Student is willing to commit to between one day and one week experience
- Students are not allowed to observe surgeries or procedures that use moderate sedation or above. Students are not allowed access to patient information unless de-identified.
- Students are allowed to observe patients in the presences of allied health staff with patient consent.
- The observation is not part of school assignment.
- Student will adhere to Mayo Clinic [dress and decorum](#), including wearing a name badge.
- Student will schedule the hours spent in the department with the department liaison.
- Student is not funded by the Mayo Clinic for their participation in this program and will not receive parking privileges.
- Must provide a copy of government issued identification (i.e. student identification, drivers' licenses, or passport) at time of application.

Mayo Clinic Staff

- Host will review the student's objectives for appropriateness, assist the participant in completing these objectives in so far as the department setting allows, and determines the amount of time on-campus.
- Host receives the application and completes the date, time, meeting location and supervisor. Host cannot serve as supervisor.
- Must verify student's identity via a government issued identification (i.e. student identification, drivers' licenses, or passport). A photo will be provided for comparison in the onboarding email.

Additional Guidelines

- The Department of Nursing has chosen not to participate in the observation program. As such, applications for observation in nursing will be denied.
- Students cannot observe their Parent/ Guardian.
- International college students (on active student VISAs) are allowed to observe through this program and its parameters, given they supply an official, up to date immunization record to the department with their application materials.
- Students are allowed to observe Nurse Practitioner and Physician Assistant.
- Students wishing to observe a physician in a clinical setting will need to take additional steps in order to secure an observation.
- Observations in the Emergency Department are discouraged due to liability issues.

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How to Apply

1. Student identifies and contacts potential Mayo Clinic Observation Host(s).
2. Student reviews the Compliance Training.
3. Student completes their portion of the application. Forward the application to the Host to complete their portion.
4. Student and Host will confirm dates, times, and location of observation
5. Student will submit application and copy of photo ID to:
careerawareness@mayo.edu.