

## **Professional Attire in the Kay Armstead Clinic for Communication Disorders**

The KACCD serves individuals from the campus and greater San José community. When our clients come for our services, they expect and deserve to feel that they are walking into an environment in which they will be treated respectfully, competently and professionally. Your appearance is your first, and perhaps your best, opportunity to project a professional impression to your clients, their families and your supervisors. If your appearance does not give the impression that you are taking your responsibility seriously, then your clients will not be inclined to take you seriously either. Therefore, while you are present in the KACCD during clinic hours, you are required to maintain a professional dress code at all times. This includes attendance at meetings, participation in labs, or while conducting research.

The dress code is the minimum required and is not inclusive. This applies to on campus clinics, observation appointments, and external placements. External placements may have more stringent requirements. The following guidelines provide the student clinician assistance in determining what is appropriate dress and appearance for the KACCD. These are not exhaustive or all-inclusive; faculty and the Clinic Coordinator will make final decisions regarding appropriate dress.

- ❖ Clothing/accessories/general appearance should be neat, clean, tidy, and wrinkle-free. Shoes should be appropriate for a work setting, clean and in good repair. Open-toed shoes and athletic shoes are not acceptable. You are not going to a party or on a picnic. Strong cologne and/or perfume should be avoided.
- ❖ Any pant/skirt/shirt combination must cover the midriff including when arms are raised and when bending over. All shirt/blouse/dress shoulder straps should be at least 2-3 inches wide. Sleeves are encouraged.
- ❖ No excessively baggy pants or ones that ride low on the hips. Shirts for men must be collared. Skirts should be of reasonable length. Remember you are going to be active and may be up and down off the floor. Earrings are to be stud type only.
  
- ❖ The following are not considered professional attire:
  - Tight clothing
  - Tank tops or halters
  - Revealing shirts, including see-through
  - Shorts, jeans or miniskirts
  - Any visible or potentially visible body art needs to be removed or covered. Oral or facial piercings (tongue, lip, eyebrow, nose) must be removed. Any arm/shoulder/neck tattoos must be covered with long sleeves or a high collar. Any leg and/or ankle and/or foot tattoos must be covered with dark tights or pants. Using Band-Aids to cover tattoos is unacceptable.
  - T-shirts with writing
  - Caps or hats of any kind, male or female clinicians
  - Visible underwear, including bra straps.
  - Dangle or hoop earrings during clinic. These could be distracting and unsafe.