

# APPENDIX K-I: EXAMPLE: Supervision Contract

## Information Regarding Individual Supervision

**Dates:** Weekly sessions

**Day/Time:** \_\_\_\_\_

**On Site Supervisor:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Program Supervisor:** Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Office Number: \_\_\_\_\_

**Format:** Individual Supervision will take place weekly. Practicum students are expected to attend each weekly supervision session. Failure to do so will not only affect your grade, but more importantly affect your development as a counselor. Planned absences must be discussed in advance.

**Goal of supervision sessions:** To provide an atmosphere conducive to giving and receiving feedback about counseling skills, practicing skills, discussing cases, airing concerns, processing thoughts and feelings related to your counseling sessions, and fostering professional growth. Peer supervision is an important aspect to supervision.

**Participation:** Practicum/Intern students are expected to participate fully in all individual supervision sessions. Students are to be prepared by having all assignments requested by onsite supervisor completed in a thorough manner. These include, but are not limited to, process forms, skills assessment forms, transcripts (when applicable), and case conceptualizations.

**Program Supervisor's orientation and qualifications:** The supervisor (Dr. Tina Sacin) adopts the systems approach to supervision (Holloway, 1997). My training was in a systems and Adlerian background, which still holds the basic foundation of my orientation. In addition I use many techniques from solution focused and solution oriented therapies. I believe the core of supervision to be within the supervisory relationship. I believe in the power of the therapeutic relationship to affect change and a strong belief in the power of group process and group dynamics. The supervisor is an Assistant Professor in Community Psychology at St. Cloud State University. The supervisor has a PhD in Counselor Education and Supervision, a Master's Degree in Professional Counseling: Marriage and Family Therapy from Texas State University and is currently working on licensure for both Texas and Minnesota. The supervisor's interests and involvement are Clinical Mental Health Counseling, addictions counseling, couples and family counseling, domestic violence, violence diversion programs for court appointed batterers, creative/expressive therapies such as sand tray and art therapy with adults. The supervisor is a professional member of the American Counseling Association, Mental Health Counselors Association and Association for Specialists in Group Work, Association of Counselor Education and Supervision, International Association for Marriage and Family Counselors, The American Association for Marriage and Family Therapy, and the Society for the Exploration of Psychotherapy Integration. The supervisor believes in a developmental model of counselor training and understands that each practicum/intern student has unique strengths, growth areas, and needs. She also believes that students have the ability to

bring differing perspectives to cases and encourages the discussion of such. In other words, we can all learn from each other, as a counselor development is a lifelong progress.

On-Site Supervisor Orientation and Qualifications: (Supervisor will insert here – follow sample above):

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**Responsibilities:** *Students* are responsible for reading the course syllabus, learning and following the procedures of the practicum/internship site, being on time for counseling sessions, dressing appropriately for counseling sessions, completing all required documentations, behaving in an ethical manner, and being prepared week in and week out for both individual supervision.

The *supervisor* is responsible for behaving ethically, being on time and prepared for supervision sessions, being readily available to students at times other than supervision sessions through avenues such as e-mail or phone, being present during student’s practicum counseling sessions or providing a designee when an absence is planned/unavoidable, providing live supervision when necessary, assisting the student in achieving identified goals, creating an environment that encourages learning and risk taking , being supportive toward practicum/intern students, consulting with colleagues when appropriate, and providing feedback that is respectful and fosters student growth.

Furthermore, it is understood that the program supervisor will be available for your onsite supervisor if needed to discuss your progress.

**Goal Setting:** During the first session students will formulate goals for themselves and a means by which to measure them. Those goals will then be turned into the site supervisor and program supervisor during the second supervision session. The supervisor will demonstrate the assessments used to evaluate the growth of both the supervisee and the supervisor.

***By signing below, you acknowledge that this document has been explained to you and that you understand its content.***

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Student

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Date

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On-site Clinical Supervisor

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Date