GUIDE TO SUPERVISION (2022)

Practicum Student Requirements

- 150 hours (60 direct / 90 indirect)
  - Make Tevera log/portfolio available for regular sign off
- 5 Tapes to be turned in throughout the semester – not at one time at the end.
  - It’s helpful to include brief write up for individual supervisors
  - Cue tape to segment of interest and label for university supervisors
- Weekly attendance of supervision, on time and prepared
- Mid-term and final evaluation by a site supervisor & University supervisor
- Midterm timeline follows the University calendar
  Students must sign ELP informed consent forms
- Students must maintain personal liability insurance & may need to obtain security clearances or take drug screenings and vaccinations
- Students evaluate their group leader as well as their individual supervisors
- Students critique their sites at the end of the experience

NOTE: Internship Student Requirements: Masters level interns must have the “opportunity” to tape or receive live supervision during their clinical experiences.
Part time is 120 direct service hours, 180 indirect and fulltime is 240 direct and 360 indirect hours.

- Weekly attendance of onsite individual supervision
- Mid-term and final evaluation by a site supervisor
- Ongoing and final evaluation by university supervisors
  Midterm evaluation due according to University calendar
- Maintain personal liability insurance and/or TBI security clearances and students may need drug screenings, vaccinations or security clearances
- Students evaluate their group leader as well as their site supervisors
- Students critique their sites at the end of the experience

Evaluations
The following areas will be used in student evaluations:

- Use and proficiency of counseling micro-skills:
  - Attending behaviors (body language, vocal qualities, verbal tracking, and use of silence)
  - Establishing rapport
  - Use of open / closed ended questions
  - Client observation skills
  - Use of encouragers, paraphrasing, summarizing, and clarification
  - Reflection of feelings
  - Directive techniques
  - Reflection of meaning
- Receptivity to and use of supervision
• Ability to begin to conceptualize client issues from a theoretical perspective
• Development of professional identity
• Ethical and professional behavior (e.g., timeliness, follow-through, responsibility, attendance, adherence to ethical guidelines)

Protocol
Site supervisors and University supervisors will both complete an evaluation on the student’s progress. The University supervisor will be responsible for the course grade. Grades are S= satisfactory or U=unsatisfactory “I”s = for certain unforeseen events Students need to call/email in advance if they need to change / cancel individual supervision and then reschedule to make up the hours. Weekly supervision sessions are valuable opportunities for them to learn from and further their professional growth. They are also a required part of a practicum student’s course. If any issues arise which warrant attention, please contact the Director of Counseling.(pcogdal@memphis.edu).

Supervision ends at the close of the semester – usually by the last class day. Break issues: as long as students have onsite supervision and a faculty representative available - they may see clients during in- semester breaks, but not over summer break.

We abide by CACREP Principles in our program and training. There are 8 core areas that encompass our focus including:

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<thead>
<tr>
<th>1. Professional Identity</th>
<th>CACREP: 2F1a21Fe 2F1k2F5f</th>
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<tr>
<td>2. Social &amp; Cultural Diversity</td>
<td>CACREP: 1Ce, 2ac 3ch 4Cd</td>
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<td>3. Human Growth &amp; Development 2F3c,e,fi</td>
<td>4. Career Development 2F4a,b,c,f,l</td>
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<td>5. Helping Relationships</td>
<td>CACREP:2F5f,g,h,</td>
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<td>6. Group Work</td>
<td>CACREP: 6,a-h</td>
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<td>7. Assessment</td>
<td>CACREP: 2F7a,c,g,i,l</td>
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<td>8. Research and Program Evaluation</td>
<td>CACREP: 8 d,e,g,h,j</td>
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We greatly appreciate all you do to help further our students in these areas and your clinical experiences that you share!

Thank you!
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