

## 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 securityclearances 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:

<b>1. Professional Identity</b> CACREP: 2F1a21Fe 2F1k2F5f
<b>2. Social &amp; Cultural Diversity</b> CACREP: 1Ce, 2ac 3ch 4Cd
<b>3. Human Growth &amp; Development 2F3c,e,fi</b> <b>4. Career Development 2F4a,b,e,f,h,</b>
<b>5. Helping Relationships</b> CACREP:2F5f,g,h,
<b>6. Group Work</b> CACREP 6,a-h
<b>7. Assessment</b> CACREP: 2F7a,c,g,i,l
<b>8. Research and Program Evaluation</b> CACREP: 8 d,e,g,h,j

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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