

GUIDE TO SUPERVISION (2012)

Practicum Student Requirements

- 150 hours (60 direct / 90 indirect)
 - Bring log and/or portfolio to supervision for weekly sign off
- 10 Tapes to be turned in throughout the semester
 - Include brief write up for individual university 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
- Ongoing and final evaluation by university supervisors
Midterm evaluation due by _____
- Maintain personal liability insurance & may need to obtain security clearances
- 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 by _____
- Maintain personal liability insurance and/or TBI 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.

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 Dr. Cogdal 678-4931.

Supervision ends at the close of the semester – usually the week before finals.

Break issues: as long as students have onsite supervision and a faculty representative available - they may see clients during breaks.

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

1. Professional Identity CACREP: II.K.1a-h
2. Social & Cultural Diversity CACREP: II.K.2a-2f
3. Human Growth & Development 4. Career Development
5. Helping Relationships CACREP:II.K.5a-g
6. Group Work CACREP 6a-g.
7. Assessment CACREP: II.K.7a-i Test administration experience and Case studies
8. Research and Program Evaluation CACREP: II.K.8a-f

We 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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