

STUDENT GUIDE to SUPERVISION

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 (see attached sheet)
 - Cue tape to segment of interest and label
- Weekly attendance of supervision, on time and prepared
- Evaluation of site supervisor
- Evaluation of University supervisors
Midterm evaluation due by_____
- Maintain personal liability Insurance

Evaluation

The following areas will be used in your evaluation:

- 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

Your site supervisor and your University supervisor will complete an evaluation. Your University supervisors will be responsible for your course grade.

Please call/email me in advance if you need to change / cancel supervision. Weekly supervision sessions are valuable opportunities for us to learn from one another and foster professional growth. They are also a required part of your practicum course. If any issues arise which warrant you to need to contact my supervisor, (Name_____) they can be reached at 678-2841 or by email.

We will end supervision_____.

Break issues: as long as students have onsite and faculty supervision, they may see clients during breaks.

Protocol

We will be video taping our sessions. These sessions will be observed by the other doctoral students in the supervision class, and the instructor(s).

If anything out of the ordinary arises (crisis) at your site, please consult with your site supervisor first, and let me know between our sessions or as needed by phone.

I will visit your site mid-semester and will meet with your on-site supervisor.

You are required to get prior permission from all clients prior to taping.

Tape Review Write – Up Suggestions

Background /Demographic information (age, gender, ethnicity, major/career etc.)

Presenting Problem:

Relevant History:

Therapist’s Hunches:

Goals (short- and long-term):

Your performance (strengths and weaknesses):

Please sign and Date: “ I have read ,reviewed and understand my responsibilities in the guide to student supervision.”

SUPERVISOR:_____

PRAC/INTERN STUDENT:_____