

SUPERVISION AGREEMENT

Based on the Supervisee's Bill of Rights

The supervisory relationship is an experiential learning process that assists the supervisee in developing therapeutic and professional competence. This contract is designed to assist the supervisor and supervisee in establishing clear expectations about the supervisory process.

Supervisee

1. Read the Supervisee's Bill of Rights and this agreement. Complete the sections on skills, goals, and professional opportunities and bring this agreement to the initial supervisory session.
2. Prior to the first supervisory session, read the American Counseling Association Code of Ethics and Standards of Practice.

Introduction & Expectations of the Supervisory Experience

Supervisor

1. Introduce yourself; discuss your credentials, licenses, academic background, counseling experience, and your supervisory style.
2. Describe your role as a supervisor: teacher, consultant, counselor, evaluator,
3. Discuss your responsibilities: monitoring client welfare, teaching therapeutic skills, providing regular verbal and written feedback and evaluation, and insuring compliance with legal, ethical, and professional standards.
4. Ask the supervisee about his or her learning style and developmental needs.
5. Help supervisee develop goals and counseling skills.
6. Review supervisee's progress regarding Professional Practice Portfolio.

Supervisee

1. Introduce yourself and describe your academic background, clinical experience and training.
2. Briefly discuss information you want to address during the supervisory meetings.
3. Describe the therapeutic skills you want to enhance and professional development opportunities you want to experience during the next three months.

These goals/skills must be formed (written) within the first month of the Internship experience at both levels.

List three therapeutic skills you would like to further develop.

1. _____
2. _____
3. _____

List three general goals you would like to attain during the supervisory process.

1. _____
2. _____
3. _____

List three specific counseling or professional development experiences you would like to have during the next three months. (Attending a conference, facilitating a group, presentation...)

1. _____
2. _____
3. _____

Expectations of the Supervisory Relationship

Supervisor & Supervisee

1. Discuss your expectations of the supervisory relationship.
2. Discuss how you will work towards establishing a positive and productive supervisory relationship. Also, discuss how you will address and resolve conflicts.
3. The supervisory experience will increase the supervisee's awareness of feelings, thoughts, behavior, and aspects of self, which are stimulated by the client.
4. Discuss the role of the supervisor in assisting with this process.
5. Share your thoughts with one another about the influence of race, ethnicity, gender, sexual orientation, religion, and class on the counseling and the supervision process.

Supervisee

Describe how you would like to increase your awareness of personal cultural assumptions, constructs, and ability to work with clients from diverse cultures.

Supervisor

If the supervisee needs to consult with you prior to the next supervision session, discuss how you would like to be contacted. Also, if you are unavailable during a period of time, inform the supervisee of an alternate supervisor who will be available in your absence.

ETHICS & ISSUES IN THE SUPERVISORY RELATIONSHIP

1. Discuss the Code of Ethics and Standards of Practice. Review key issues not listed in this section.
2. A professional relationship is maintained between the supervisor and supervisee. The supervisor and supervisee do not engage in social interaction that interferes with objectivity and professional judgment of the supervisor.
3. After the initial supervisory meeting, the supervisee and supervisor can reestablish goals, expectations, and discuss roles of the supervisory process. The supervisor and supervisee provide one another with regular feedback.
4. During the initial counseling session, the supervisee will inform the client that she/he is in training and is being supervised. If the supervisee wishes to audiotape or videotape, the client needs to give written consent.
5. Discuss confidentiality and the importance of obtaining a written release from the client prior to consultation with other professionals who are serving the client.
6. The supervisor is ultimately responsible for the welfare of the supervisee's clients. During each supervisory session, the supervisee will review each client's progress and relate specific concerns to the supervisor in a timely manner.

Expectations of the Supervisory Process

Supervisor

1. Describe your theory of counseling and how it influences your counseling and supervision style.
2. Discuss your theory or model of supervision.

Supervisee

1. Discuss your learning style and your developmental needs.
2. Discuss your current ideas about your theoretical orientation.

Expectations of Supervisory Sessions

Supervisee

Discuss your expectations about the learning process and interest in reviewing audiotapes, videotapes, and case notes.

Supervisor

1. Describe the structure and content of the weekly supervisory sessions.

2. Discuss your expectations regarding supervisee preparedness for supervisory sessions. (Audiotapes, Videotapes, Case Notes)
3. CACREP standards require students in their internship experience to receive a minimum one-hour of individual supervision per week and ninety minutes of group supervision each week.
4. The weekly supervisory session will take place face-to-face in a professional environment that insures confidentiality. Decide the location, day, and time.

Expectations Regarding Evaluation

Supervisee

Discuss your interest in receiving weekly feedback in areas such as: relationship building, counseling techniques, client conceptualization, and assessment.

Supervisor

1. Discuss your style of providing verbal feedback and evaluation.
2. Provide the supervisee with a copy of the formal evaluation you will use; discuss the evaluation tools and clarify specific items that need additional explanation.
3. Discuss the benefit of self-evaluation; provide a copy of self-evaluation forms, and clarify specific items that need additional explanation.

Supervisor's Signature

Date

Supervisee's Signature

Date