

Supervision Agreement
Student, Site Supervisor, University Supervisor

For Semester(s) _____, Year(s) _____

This agreement is between the student, _____, the Site Supervisor, _____, and the University Supervisor, _____.

The supervised clinical experience is an important capstone experience of students in the Department of Counseling and Human Services. The supervisory relationship assists the students in developing clinical competencies and in monitoring client welfare. Students typically have two supervisors, the University faculty internship/practicum supervisor (called University Supervisor) and the off-campus facility supervisor (called Site Supervisor). Because students in the MFT Program are likely to change University Supervisors over the course of their internship, this agreement will be signed by the MFT Internship Coordinator on behalf of the University Supervisor. This agreement is designed to assist the Site Supervisor, University Supervisor, and Supervisee in discussing mutual expectations of the University, the Facility, the Supervisors, and the Supervisee. This is intended to be in effect throughout the student's internship at this site.

Student's program of study:

Indicate which program of study the student is currently in:

- | | |
|---|---|
| <input type="checkbox"/> M.A. | <input type="checkbox"/> Ph.D. |
| <input type="checkbox"/> Community Counseling, Mental Health Counseling, Clinical Mental Health Counseling | <input type="checkbox"/> Counselor Education and Supervision |
| <input type="checkbox"/> Marriage and Family Therapy | <input type="checkbox"/> Marriage and Family Therapy |

Indicate below which supervised clinical practice course(s) relevant to this internship:

- | | |
|--|--|
| <input type="checkbox"/> CN 6357 Counseling Practicum | <input type="checkbox"/> CN 7380/81/82 Internship in MFT |
| <input type="checkbox"/> CN 7359/60/61 Counseling Internship | <input type="checkbox"/> CN 7183 Internship Completion in MFT |
| <input type="checkbox"/> CN 7112 Internship Completion in CN | <input type="checkbox"/> CN 7283 Internship Completion in MFT |
| <input type="checkbox"/> CN 7212 Internship Completion in CN | <input type="checkbox"/> CN 7383 Internship Completion in MFT |
| <input type="checkbox"/> CN 7312 Internship Completion in CN | |
| <input type="checkbox"/> CN 7140 Special Practicum in CE | <input type="checkbox"/> CN 7141 Special Practicum in MFT |
| <input type="checkbox"/> CN 8359/60/61 Doctoral Internship CES | <input type="checkbox"/> CN 8363/64/65 Doctoral Internship MFT |
| <input type="checkbox"/> CN 7350 Special Practicum in CE/ MFT | |

Supervised Clinical Experience Requirements for each course

(Note: Clinical hours may include both Off-Campus and Family Life Center)

CN 6357 Counseling Practicum

CN 7140 Special Practicum in CE

Total clinical hours:	100 (40 direct, 60 indirect)
Supervision hours weekly:	1 hr indiv (dyadic or triadic), on site
	1.5 hr. group, on campus

CN 7359/60/61 Counseling Internship

CN 8359/60/61 Doctoral Internship CES

Total semester clinical hours: 300 (120 direct, 180 indirect)
Supervision hours weekly: 1 hr indiv (dyadic or triadic), on site
1.5 hr. group, on campus

CN 7380/81/82 Internship in MFT

CN 8363/64/65 Doctoral Internship MFT

Total semester clinical hours: 167 direct, of which half are relational
12 month total: 500 direct (MA students should get no more than 350 hours at Off-Campus site), of which half are relational, up to 100 hours can be team cotherapy
Supervision hours weekly: 1 hr indiv or group, on site
1 hr. individual or group, on campus
At least 1:5 ratio of supervision to client contact

CN 7141 Special Practicum in MFT

Total clinical hours: 30 direct
Supervision hours weekly: 1 hr indiv (dyadic or triadic) or
1:5 ratio of supervision to client contact

CN 7112 Internship Completion in CN

CN 7183 Internship Completion in MFT

CN 7212 Internship Completion in CN

CN 7283 Internship Completion in MFT

CN 7312 Internship Completion in CN

CN 7383 Internship Completion in MFT

Total clinical hours: as needed to complete Internship requirements
Student requirements: _____
Supervision hours weekly: as needed to complete Internship requirements
Student requirements: _____

Supervisor's Credentials for each course

CN 6357 Counseling Practicum

On-site supervisor: MA in CN or related MH degree; licensed MH professional or certified school counselor; 2 years post-license experience; some training in supervision
Program faculty, group supervision at 1:12 ratio

CN 7359/60/61 Counseling Internship

Same credentials as CN 6357

CN 7140 Special Practicum in CE

Same credentials as CN 6357; must be doctoral level professional

CN 8359/60/61 Doctoral Internship CES

Same credentials as CN 6357; must be doctoral level professional; if Ph.D. level not available, LPC-Supervisor with program consent

CN 7380/81/82 Internship in MFT

CN 7141 Special Practicum in MFT

CN 8363/64/65 Doctoral Internship MFT

AAMFT Approved Supervisor or
LMFT Supervisor or equivalent: licensed MH professional, 2 yrs post license experience; course in supervision; supervision of supervision experience.

Students who are employed by their internship site (i.e., paid employee) must have an AAMFT Approved Supervisor or LMFT Supervisor; see MFT Program Handbook and MFT Internship Coordinator for details.

Doctoral students must be supervised by doctoral level supervisor.

CN 7350 Special Practicum in CE/ MFT

CE: Same credentials as CN 7359; must be doctoral level professional

MFT: Same credential as CN 7141

CN 7190 Field Experience in Play Therapy

To be determined

CN 7369 Field Placement in Social Justice

To be determined

CN 7112 Internship Completion

CN 7212 Internship Completion

CN 7312 Internship Completion

Same credentials as Internship to be completed

The Nature of the Supervisory Relationship

The supervisory relationship exists to help the trainee develop clinical competencies and to monitor client welfare. The supervisor and the supervisee need to balance these two purposes of the supervision relationship. The supervisor who has advanced training and experience facilitates the supervisee's professional development by:

- Regularly monitoring client welfare
- Promoting compliance with the relevant legal, ethical, and professional standards
- Teaching therapeutic skills
- Providing regular feedback and evaluation about the supervisee's progress toward clinical competency
- Providing experiences and opportunities that will enhance the supervisee's professional development

The supervisee can contribute to these two purposes of the supervisory relationship by:

- Discussing all clinical practices with the supervisor
- Seeking consultation with the supervisor for any legal or ethical questions
- Practicing clinical skills that you are learning in the program
- Accepting feedback and evaluation about your progress toward clinical competency
- Taking advantage of extra-curricular professional development experiences

What is expected of the student

Students will be in the Facility during the period agreed upon by the student, Site Supervisor and University Supervisor. Students will take the appropriate Internship or Practicum courses as designated by their program of study during the period of their supervised clinical practice in the Facility. Students who are not taking a Practicum or Internship course cannot provide services in the Facility.

Students will provide their own liability insurance covering the duration of their program practicum or internship.

Students will not engage in intentional negligence in their clinical practice. Some examples of intentional negligence include, but are not limited to, sexual misconduct, unauthorized disclosure

of confidential client information, criminal behavior, violations of the rules of the licensure board for the student's professional discipline, or repeated violations of the professional codes of ethics of the American Counseling Association and the American Association for Marriage and Family Therapy. Students engaging in intentional negligence will be subject to the policies regarding Professional Review of Counseling Department Students in the Graduate Catalog, which may include suspension from practicum or internship or dismissal from the program.

Students will maintain a sufficient case load to complete program requirements in a timely manner. If students have difficulties obtaining sufficient client contact or sufficient diversity of clients, they should discuss this with their Site and University Supervisors.

Students will be subject to the rules and regulations of the Facility in so far as the rules and regulations are not in conflict with those of CACREP (for counseling students), COAMFTE (for MFT students), the state licensure board for the student's professional discipline, or the University.

Students will notify the Site Supervisor and University Supervisor immediately upon recognizing that a client situation may require skills beyond the student's current level of ability, a client may be considered suicidal or homicidal, or the student has encountered ethical or legal issues.

Expectations of the Site Supervisor

The supervisor is a mental health professional with equivalent training in the student's professional specialization, training specifically in supervision, and at least two years post-license clinical experience. Specific expectations of the Facility and the Supervisor are detailed in the Off-Campus Practicum/Internship Memorandum of Understanding if applicable. This summarizes some of the expectations of the Supervisor that are relevant to the supervision relationship.

Because the MFT students are expected to complete supervised clinical experience in the Family Life Center and in an off-campus facility, the expectations for off-campus supervisors of MFT students are identical to those for on-campus supervision in the Family Life Center.

The supervisor and the supervisee will meet weekly for supervision. During each supervision session, the supervisee will review clients' progress and relate concerns to the supervisor in a timely manner. The nature of that meeting depends on the student's specialization:

MA in Community Counseling, Mental Health, Clinical Mental Health Counseling Ph.D. in Counselor Education and Supervision

Students will be provided weekly individual (dyadic or triadic) supervision averaging at least one hour each week at the off-campus facility. Students will receive an average of 1.5 hours of group supervision weekly by the University Supervisor. The Facility will provide opportunities to develop audio or video recordings for use in supervision or to receive live supervision of the student's interactions with clients. For practicum students (CN 6357), the site supervisor must be in biweekly communication with the faculty supervisor in order to coordinate training of the practicum supervisees. Doctoral students must have supervision from a doctoral level professional; exceptions may be granted by program.

MA. in Marriage and Family Therapy

Ph.D. in Marriage and Family Therapy

MFT students will be provided one hour of supervision each week for every five hours of direct client contact. The supervision can be in dyadic, triadic or group (no more than 6 students) format, although at the end of the internship at least half the supervision must be dyadic or triadic. The supervision can be based on case report, audiotape, videotape, or live supervision; similarly, at the end of each internship students must have at least half of all their supervision based on direct observation (audio, video, or live). Co-therapy with the supervisor is considered live supervision and client contact. Doctoral students must have supervision from a doctoral level professional; exceptions may be granted by program.

The supervisor will facilitate clinical experiences for the student appropriate to the student's specialization:

MA in Community Counseling, Mental Health, Clinical Mental Health Counseling

Ph.D. in Counselor Education and Supervision

Students will have opportunities to become familiar with a variety of professional activities and resources (e.g., record keeping, assessment instruments, supervision, information and referral, and in-service and staff meetings) in addition to direct service. During the practicum semester, students are expected to complete 100 clock hours of clinically related experiences, of which 40 clock hours are direct service, including experience co-leading and leading groups. During each semester of internship, students are expected to complete 300 clock hours of clinically related experiences, of which 120 clock hours are direct service, including experience leading groups.

MA. in Marriage and Family Therapy

Ph.D. in Marriage and Family Therapy

Students will have opportunities to provide marriage and family therapy. Over the 12 month internship, MFT students are expected to complete 500 hours of direct client contact, of which half must be with couples or families.

The Site Supervisor or a qualified representative of the Facility will be available for immediate consultation for clinical crises, such as:

- a) The client expresses suicidal ideations
- b) The intern suspects abuse or neglect of a child, elderly person, or a disabled person
- c) The intern has reason to believe the client has intent to do imminent harm to another

Students should discuss with the Site Supervisor the means of contacting him or her or another professional on call in the event of an emergency.

The Site Supervisor and the student will complete a learning contract (which specifies the clinical competencies that the student wishes to develop during the semester of internship) or provide a detailed job description.

The Site Supervisor will evaluate each student's performance throughout the practicum or internship and will provide a formal evaluation to the University Supervisor at the completion of each semester.

Expectations of the University Supervisor

For students who are employed by their practicum or internship sites: The university accepts practicum and internship hours for course credit but does not accept responsibility for work

performed by the student. The University Supervisor monitors the student's clinical skills development through consultation with the Site Supervisor and through weekly supervision with the student. The University Supervisor will expect the student to join in the discussions of other students' cases and to present information about his/her own emerging skills without releasing any identifying information about clients seen at the off-campus site.

For students who are not employed by their practicum or internship sites: The University retains responsibility for the intern's supervised clinical practice in the off-campus Facility while completing requirements for that student's program of study. The University Supervisor has responsibility for monitoring the student's clinical practice through discussing case material, consulting with the student's Site Supervisor as needed, and other activities that the University Supervisor deems necessary. During each supervision session, the student will review clients' progress and relate concerns to the supervisor in a timely manner.

For all students: The university will not be responsible for intentional negligence on the part of department students or Site supervisors. Some examples of intentional negligence include, but are not limited to, sexual misconduct, unauthorized disclosure of confidential client information, criminal behavior, violations of the rules of the licensure board for the student's professional discipline, or repeated violations of the professional codes of ethics of the American Counseling Association and the American Association for Marriage and Family Therapy. Students engaging in intentional negligence will be subject to the policies regarding Professional Review of Counseling Department Students in the Graduate Catalog, which may include suspension from practicum or internship or dismissal from the program. Supervisors engaging in acts of intentional negligence may be reported to the appropriate licensure board and the internship agreement cancelled.

Each University Supervisor and the supervisee will meet weekly for supervision. The nature of that meeting depends on the student's specialization:

**MA in Community Counseling, Mental Health, Clinical Mental Health Counseling
Ph.D. in Counselor Education and Supervision**

Students will be provided an average of 90 minutes of group supervision each week by the University Supervisor in addition to the hour weekly each student receives from the Site Supervisor. Students in counseling practicum (CN6357) also may be required to meet weekly for one hour with a doctoral student for individual or triadic supervision.

**MA. in Marriage and Family Therapy
Ph.D. in Marriage and Family Therapy**

Students will be provided one hour of supervision each week for every five hours of direct client contact. The supervision can be in dyadic, triadic or group (no more than 6 students) format. The supervision can be based on case report, audiotape, videotape, or live supervision. Co-therapy with the supervisor is considered live supervision and client contact.

The University Supervisor will review the student's learning contract (which specifies the clinical competencies that the student wishes to develop during the semester of internship) or job description.

The University Supervisor will evaluate each student's performance throughout the practicum or internship and will provide a formal evaluation to the University at the completion of each practicum or internship.

After discussing the preceding expectations and completing this page, with all signatures, file this page in the student academic file.

Semester(s) _____, Year(s) _____ For Course(s): _____

This agreement is between the student, _____, the Site Supervisor, _____, and the University Supervisor, _____.

Off-Site Facility Name: _____

After discussion with your Site Supervisor, note the period the Student will be in the Facility for supervised clinical practice:

From _____ to _____ (dates)

After discussion with your Site Supervisor, note the time and place of your weekly supervision:

Location: _____ Time: _____ Day: _____

Attach:

- Learning contract or job description
- Site Supervisor resume/vita
- St. Mary's University Sexual Harassment Policy Statement (signed by Site Supervisor)

Discuss how the supervisee can contact the supervisor if he or she needs a consultation prior to the next supervision meeting. Note contact method below:

Site Supervisor: _____

University Supervisor: _____

Site Supervisors agree to complete an evaluation of the supervisee (provided by the program of study) each semester. Below, indicate the contact information for the Site Supervisor:

_____ phone: _____

_____ Mailing address

_____ email address

Signatures:

_____ Site Supervisor

_____ Date

_____ Contact number

_____ Supervisee

_____ Date

_____ Contact number

_____ University Supervisor

_____ Date

_____ Contact number

Adapted from Supervisee's *Bill of Rights* (Giordano, Altekruise, & Kern, 2000) published in Bernard, J., & Goodyear, R. (2004). *Fundamentals of clinical supervision* (3rd ed.). Needham Heights, MA: Allyn & Bacon.