

Supervision Agreement
Student, Site Supervisor, School Supervisor

For Semester _____, Year _____

This agreement is between the student, _____, the site supervisor, _____, and the school 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 program students in developing clinical competencies and in monitoring client welfare. Students typically have two supervisors, the University faculty internship/practicum supervisor (called School Supervisor) and the off-campus facility supervisor (called Site Supervisor). This agreement is designed to assist the two supervisors and supervisee discuss mutual expectations of the School, the Facility, the Supervisors, and the Supervisee. This is intended to be renegotiated each semester.

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 the student is taking this semester:

- | | |
|--|--|
| <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

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, of which half are relational, up to 100
hours can be observing cotherapy
Supervision hours weekly: 1 hr indiv or group on site
1 hr. individual (dyadic or triadic) on campus

CN 7141 Special Practicum in MFT

Total clinical hours: 40 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
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, Facility supervisor and Department 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, or repeated violations of the professional codes of ethics of the American Counseling Association and the American Association for Marriage and Family Therapy. Program 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 Facility and School 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), or the School.

Expectations of the Off-Campus 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. 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 client's 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 School 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 semester 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 semester student 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 child abuse
- 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.

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

Expectations of the School Supervisor

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 School Supervisor has responsibility for monitoring the student's clinical practice through discussing case material, consulting with the student's off-campus supervisor as needed, and other activities that the School Supervisor deems necessary. During each supervision session, the supervisee will review client's progress and relate concerns to the supervisor in a timely manner.

The university will not be responsible for intentional negligence on the part of department students or Facility supervisors. Some examples of intentional negligence include, but are not limited to, sexual misconduct, unauthorized disclosure of confidential client information, criminal behavior, or repeated violations of the professional codes of ethics of the American Counseling Association and the American Association for Marriage and Family Therapy. Program 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 School 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 School 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 School Supervisor will review the student's learning contract, which specifies the clinical competencies that the student wishes to develop during the semester of internship

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

