**Doctoral Student Counseling Supervision Contract**

This contract serves as a description of the counseling supervision to be provided Kayla M. Newkirk, a doctoral student in the University of Arkansas counselor education doctoral program, to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , a student taking the Practicum/ Internship course in the Master of Science (M.S.) in Counseling Program at The University of Arkansas for the Spring 2024 semester. Throughout my time as your doctoral supervisor, I will be under the supervision of Dr. Kristi Perryman, LPC-S, RPT-S. All participants in supervision (supervisor and supervisee(s) are expected to abide by the 2014 ACA ethical code. In cases where ethical violations are suspected or have occurred, it is the responsibility of the supervisee to provide the supervisor with a detailed description of the incident so appropriate action can be taken.

**Professional disclosure of doctoral student supervisor**:

I am currently a doctoral student in the Counselor Education and Supervision program at the University of Arkansas at Fayetteville. I am currently working on becoming a Licensed Associate Counselor (LAC) in Arkansas in conjunction with becoming a Registered Play Therapist (RPT). My expected graduation date is August 2027. I am currently completing a Doctoral level supervision course, which instructs me on navigating supervisory relationships, various models of supervision, and various paths for navigating possible issues that may arise throughout the course of supervision. Before becoming a Clinical Mental Health Counselor, I worked at the National Suicide Prevention Hotline as a hotline worker and supervisor. In addition to these experiences, I assisted the local 911 center with taking calls related to mental health crises. I completed clinical hours at the University of Arkansas Pat Walker Health Center, specifically at SEAR where I completed assessments, development of interventions, and implementing treatment plans for substance use and addiction. My experience includes working with a wide range of clients, including children, adolescents, and adults for a variety of issues including crises, addiction and substance use, relational issues, to name a few. I completed my master’s degree in Clinical Mental Health Counseling in August 2023 from St. Bonaventure University, and graduated with a Bachelor of Art’s degree in psychology with a minor in Human Development in December 2019 from State University of New York Geneseo, and an Associate in Arts in Liberal Arts and Sciences: Humanities and Social Sciences: Education Concentration in May 2017 from Cayuga Community College.

Our clinical supervision sessions will focus upon the protection of the client and development of the counseling skills that the supervisee encompasses. These co-exist simultaneously, while counseling occurs. The majority of our time will be focused on the development of your counseling skills, which can be an indication that the various supervisors you are meeting with have determined your client is receiving the best possible counseling services. If any questions arise concerning the quality of services that your client is receiving, supervision could become more directive. This could feel invasive when receiving such feedback. However, feedback, as outlined within this Supervisory Contract, will be provided throughout the entire process of supervision. A formally written evaluation at both mid-semester and at the end of the semester will assist you with understanding your progress. If your Faculty Supervisor or I have any serious concerns about your progress, we will inform you of these as soon as possible.

You will be working with two supervisors this semester. You and I will meet weekly, hour-long supervision sessions at our scheduled time. Throughout these sessions, we will have discussions surrounding your client(s), progress with your theoretical orientation, and review any audio/visual recorded client sessions for proper feedback. In turn, I will be receiving weekly supervisory sessions by Dr. Kristi Perryman to ensure that I am providing you with adequate supervision. Every session will be audio or videotaped for review by Dr. Kristi Perryman. Furthermore, your group supervision will be held by your Faculty Supervisor on a weekly basis.

Your faculty supervisor and I may differ in the methods of instruction and/or adherence to particular models of supervision. You are encouraged to be aware of thoughts, feelings, and behaviors during counseling sessions in both cases. Your supervisors will assist you with development of self-awareness or mindfulness skills throughout the process of supervision and will act in various roles for facilitation of this development. The supervision you will receive will be based on your development of experience and ability to ensure that it is developmentally appropriate. There will often be discussion of cultural context and understanding of your client’s background in relation to your own and your supervisor’s. Throughout supervision it is important to include discussions surrounding cultural context and understanding of your client’s context in relation to your own and your supervisor’s. Gaining a better understanding of these multicultural aspects assists with evolving awareness regarding how your counseling and supervisory relationships are affected by the contextual nature of your own experiences and perspective. During this process, you can expect to be challenged, supported, and encouraged throughout the supervision process with the utmost respect.

Throughout this process, I cannot guarantee confidentiality because of your status as a student counselor. If I find information or observations to be applicable to your development as a counselor, I am required to share it with your Faculty Supervisor and potentially other Programmatic faculty. As previously noted, I will be discussing the progress you are making with your Faculty Supervisor, and they will be able to observe our audio or videotaped sessions. This process will be handled with the utmost respect, and I will honor all information you choose to disclose to me about yourself and/or your clients, and to keep all information confidential to the degree that I am. Situations that you need to be aware of that make confidentiality impossible include: (1) Threats to harm yourself or someone else; (2) You report, or you or I suspect, abuse of a child, elderly person, or other vulnerable person(s); (3) Case notes are subpoenaed by court order.

If any concerns should arise about a client, please bring them up during individual or group supervision meetings. If concerns arise outside of these scheduled times, please seek assistance from your Faculty Supervisor or me via phone or email. My personal phone number is **315-414-7962**, or feel free to email me any time, at **knewkirk@uark.edu**. Understand that I may not be able to answer or return your call or email immediately. If there is an emergency at your site, contact your site supervisor.

It is not unusual for students to seek their own personal counseling while working towards a counseling degree. However, your supervisors may sometimes take on a counseling role to assist you with working through reactions you may have to clients that are impeding your effectiveness as a counselor. It is important to note that your supervisory relationship with me is not a counseling relationship, but I am here to support you as needed. If you need help working through additional personal problems, you should seek your own individual counseling. Information about campus student counseling services can be found on the University website, or any Programmatic faculty members can provide a referral list as needed.

Although rare, students occasionally do not feel that they have received adequate supervision or a realistic evaluation. If this occurs, please attempt to resolve the issue with me directly. However, if we cannot come to a resolution, you are welcome to discuss the issue with your Faculty Supervisor. If you believe I have acted unethically, you may file a complaint with an NBCC ethics officer.

**Informed Consent**

1. **Purpose, Goals, and Objectives of Supervision**:
2. Monitor and ensure welfare of clients seen by Supervisee
3. Promote Development of Supervisee’s competence and professional identity as a counselor
4. Fulfill Supervisee’s academic requirements for Practicum/ Internship.
5. Fulfill Doctoral Student Supervisor’s academic requirements for Supervision.
6. **Structure of Supervision**:
7. Complete one clock hour of supervision weekly on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day) from \_\_\_\_\_\_\_\_to\_\_\_\_\_\_\_\_\_ (time).

All parties agree that supervision is a priority, and every effort should be made to attend scheduled appointments. If the appointment cannot be kept by either the supervisee or supervisor each agrees to notify the other in a timely manner and to reschedule another appointment at the time of postponement.

1. Supervision will be conducted at the Graduate Education Building in the Lab where we have access to videotaping/viewing equipment.
2. Tape review, progress notes, supervision models/theories, and interpersonal process recall will be used in supervision.
3. **Evaluation Method**:
4. Feedback will be provided during each session and written evaluations at mid-term and conclusion of the semester. Feedback will focus on Supervisee’s demonstrated skills based on the Program‘s standards for clinical skills.
   * Midterm evaluations will be completed for the supervisee after 3 videos have been reviewed together during supervision sessions.
   * Final evaluations will be completed for the supervisee after course video requirement   
     (3videos) have been reviewed together during supervision sessions.
5. Supervisor will share supervision notes at Supervisors discretion and at the request of the Supervisee.
6. **Responsibilities of Doctoral Student Supervisor and Supervisees**:
7. **Supervisor**:
8. Examine client presenting complaints and treatment plans
9. Review Supervisee videotapes
10. Monitor Supervisee’s counseling skills
11. Support Supervisee’s professional development as a counselor
12. Intervene when client welfare is at risk
13. Uphold ethical guidelines
14. Maintain weekly supervision case notes
15. Assist supervisee with gaining greater self-awareness during counseling and supervision sessions
16. **Supervisee**
17. Uphold ethical guidelines (2014 ACA Ethical Code)
18. Be prepared to discuss client cases by having completed case notes and appropriate client files.
19. Prepare video tapes for review during sessions
20. Contact site and/or doctoral supervisor immediately when ethical issues arise or are suspected.  
    e. Demonstrate willingness to discuss professional development experiences within supervision  
    f. Identifying and monitoring learning goals
21. **Faculty Supervisor**
22. Hold weekly supervision-of-supervision with Doctoral Student Supervisor
23. Examine tapescripts or video/audio of supervision sessions
24. Provide feedback and evaluation of Doctoral Student Supervisor
25. Challenge Doctoral Student Supervisor to justify approach and techniques used in supervision session
26. Support Doctoral Student Supervisor’s development as a supervisor
27. Intervene when client/supervisee welfare is at risk
28. Ensure ethical guidelines are upheld
29. Maintain weekly supervision case notes
30. **Procedural Considerations**:
31. Supervisee’s case notes, videotapes, etc. will be viewed and evaluated at every session.
32. Issues related to Supervisee’s professional development as a counselor will be discussed.
33. Sessions will be used to discuss issues of conflict and or problems related to this contract. If concerns of either party are not met in supervision, Dr. Kristi Perryman, will be consulted.
34. In the event of an emergency, Supervisee may contact Doctoral Student Supervisor, Kayla Newkirk, at (315-414-7962) or email [knewkirk@uark.edu](mailto:knewkirk@uark.edu)
35. **Terms of the Contract**:

This contract is subject to revision at any time, upon the request of either the Supervisor or Supervisee. A formal review of the contract will be made at the mid-term of \_\_\_\_\_\_\_\_\_\_\_\_ Semester, 20\_\_\_, and revisions will be made only with consent of Supervisee and approval of Doctoral Student Supervisor, and Faculty Supervisor.

We agree, to the best of our ability, to uphold the directives specified in this supervision contract and to conduct our professional behavior according to ethical principles of our professional association.

This contract serves as a formal guideline for structuring the supervision sessions. This contract can be revised at any time upon request from Faculty Supervisor, Doctoral Student Supervisor, or the Supervisee.

We agree to uphold the guidelines set forth in this contract and to conduct ourselves in a professional manner according to the ethical principles of the American Counseling Association.

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Master of Science (M.S.) in Counseling Program

University of Arkansas Graduate Education Building

Fayetteville, Arkansas 72701

This contract is effective from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (start date) to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (finish date).

(Date of Revision or termination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)