



## Practicum Supervision Contract

Doctoral Supervisor:

MA Practicum Student (supervisee):

Practicum Semester:

Students enrolled in CNS 565 are provided with three forms of supervision: site supervision as provided as their field placement setting, group supervision as provided during their scheduled CNS 565 class time, and individual, triadic and/or group supervision provided by a doctoral student enrolled in Waynesburg University's PhD Counselor Education & Supervision program. This contract details the purpose and expectations of the doctoral student/MA practicum student supervision experience.

### **Practicum Supervision Goals:**

- Promote development of supervisee's professional counselor identity and competence
- Fulfill academic requirement for supervisee's Practicum
- Monitor and ensure welfare of clients seen by supervisee

### **Supervision format and frequency:**

- One (1) hour of individual, triadic and/or group supervision weekly (online MA cohort) *or*
- Thirty (30) minutes of individual, triadic and/or group supervision weekly (traditional MA cohort)

Supervision will be provided in either triadic or individual format, dependent on program needs. In the case of triadic supervision, if a supervisee is experiencing an issue that they feel is personal or may need further input or guidance from the supervisor, individual supervision is available. A supervisor may also identify that an individual meeting may be beneficial, or necessary, with one of the supervisees related to administrative/clinical reasons.

Supervision will include regular review of counseling audio and/or video recordings as well as personal and professional development as a counselor. This supervision is in addition to group supervision as part of CNS 565 Practicum and supervision received at the student's field placement site.

Doctoral Supervisor's Philosophy of Supervision (to include model of supervision & brief statement of supervisory style or goals):

### **Communication:**

Administrative communication, including scheduling, should take place through the communication feature of Tevera. This ensures proper documentation of communication. Doctoral supervisors will provide emergency contact information to supervisees in the event that a problem emerges between supervision sessions.

### **Supervision of Doctoral Supervisors:**

Doctoral students providing supervision to MA students have completed one or more doctoral courses in counselor supervision. These doctoral supervisors receive group and/or individual supervision of their work in order to continue to develop their competencies as a clinical supervisors. This supervision is only for the purpose of continued development of the doctoral supervisor's clinical supervision skills. Any questions or concerns about doctoral supervisors should be directed to the Clinical Coordinator, Dr. Kelley McNichols ([Kelley.McNichols@waynesburg.edu](mailto:Kelley.McNichols@waynesburg.edu)).

### **Practicum students (supervisees) are expected to:**

- Attend weekly supervision sessions as scheduled.
- Keep up-to-date logs of direct and indirect counseling activity within the assigned agency
- Provide audio and/or video recording of counseling sessions for the purposes of supervision

- Maintain, uphold, and adhere to ACA Code of Ethics
- Be prepared to discuss cases and challenges in the supervisee's clinical experience, taking an active role in supervisee's own clinical and professional growth
- Identify goals for supervision in collaboration with the supervisor
- Disclose errors, concerns, clinical, and supervisory issues as they arise
- Address issues within the supervisory relationship as they arise with supervisor and/or faculty advisor when necessary
- Work respectfully and collaboratively with other supervisees throughout the immersive learning experience
- Maintain contact in case of emergency
- Be open to constructive feedback and utilizing tools learned in supervision with clients
- Attend supervision with an open mind and a readiness to be challenged
- Utilize the resources, books, and recommendations given during supervision to enhance counseling skills and professional counselor development
- Demonstrate foundational interventions, conceptualizations, and counseling techniques
- Maintain client confidentiality in adherence with HIPAA guidelines
- Address ethical and multicultural issues and promote client/ public welfare

**Doctoral students (doctoral supervisors) are expected to:**

- Provide a safe, structured, and nurturing environment to establish/develop supervisory relationship
- Advise students as to the requirements involved in the practicum (seminars, reports, evaluations)
- Maintain periodic contacts with supervisee's practicum course instructor to discuss the student's progress. Specifically, doctoral supervisor will communicate with practicum instructor through Tevera at least once every two weeks to discuss student progress and areas for growth.
- Maintain documentation of weekly supervision sessions through the provided supervision session form. Documentation must be completed within one week of supervision and is expected to be accurate. Should this not occur, hours in question may not count towards total hours accrued.
- Review video/audio tapes outside of supervision session, as requested
- Assist in development of goals and tasks to achieve in supervision, specific to assessed competencies
- Support the supervisee with the development of his or her theoretical orientation(s) used in supervision and in therapy
- Address ethical and multicultural issues and promote client/ public welfare
- Provide oversight and guidance in the diagnosing, conceptualizing, treating, and dealing with the supervisee's clients
- Conduct supervision as a process distinct from personal therapy or didactic instruction
- Conduct supervision according to the ACA Code of Ethics

**Feedback and Evaluation**

Supervisor will evaluate the supervisee's role and conceptual understanding in the treatment process; evaluate supervisee's utilization of a theoretical base and counseling principles.

- Feedback will be provided by the supervisor during each session. A narrative evaluation of the supervisee will also be provided at mid-semester and at the conclusion of the semester.
- Specific feedback provided by supervisor will focus on supervisee's demonstrated counseling skills and clinical documentation, which will be based on supervisor's regular observation of Supervisee's counseling sessions (via audio and video recording), as well as supervision session content.

Supervisee will have the opportunity to provide feedback regarding the supervisory experience through a final evaluation completed in Tevera. Any questions or concerns about doctoral supervisors should be directed to the Clinical Coordinator, Dr. Kelley McNichols

([Kelley.McNichols@waynesburg.edu](mailto:Kelley.McNichols@waynesburg.edu)).

***By signing below, I agree to abide by the guidelines and expectations as listed above.***

\_\_\_\_\_  
Supervisor's Signature:    Date

\_\_\_\_\_  
Student's Signature:    Date

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PhD Clinical Coordinator's Signature:    Date