

Form 7.1: Supervision Contract

Purpose: The purpose of the supervision is to monitor client services provided by the supervisee and to facilitate the professional development of the supervisee. This ensures the safety and well-being of our clients and satisfies the clinical supervision requirements of _____ University and _____ school/agency.

Supervisor's Responsibilities:

- The supervisor agrees to provide face-to-face supervision to the supervisee for 1 hour per week at a regularly scheduled time for the fall/spring practicum/internship semester as required by _____ University.
- The supervisor will complete forms required by the University concerning hours, completion, verification, and evaluation of the supervisee's practicum/internship and make appropriate contact with University liaison concerning supervisee's progress.
- The supervisor will make a recommendation as to the student's grade, but responsibility for the final grade rests with the University.
- The supervisor will review audiotapes, case notes, and other written documents; do live observations; and co-lead groups as part of the supervision format.
- The supervision sessions will focus on professional development, teaching, mentoring, and the personal development of the supervisee.
- Skill areas will include counseling performance skills and professional practices, cognitive counseling skills, self-awareness/multicultural awareness, and developmental level in supervision.
- The supervisor will provide weekly formative evaluation, document supervision sessions, and provide summative evaluations based on mutually agreed-on supervision goals. Evaluation will be offered within the skill categories listed above and use evaluation instruments recommended by the University program.
- The supervisor will practice consistent with accepted ethical standards.

Supervisee's Responsibilities:

- Uphold the American Counseling Association/Canadian Counseling and Psychotherapy Association *Code of Ethics*.
- Prepare for weekly supervisions by reviewing audiotapes and framing concerns for focus of the supervision session.
- Be prepared to discuss and justify the case conceptualization made and approach and techniques used.
- Reflect on your own personal dynamics and any multicultural issues which may surface in your sessions.
- Review any ethical dimensions which may be important in your sessions.
- Contact supervisor immediately in any crisis situations involving harm to self or others or abuse of a child, vulnerable adult, or elder.
- Keep notes regarding the supervision sessions.
- Provide the supervisor with audio/videotapes to be reviewed prior to the supervision session.

GOAL 1: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

GOAL 2: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

GOAL 3: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

GOAL 4: _____

Objective 1: _____

Objective 2: _____

Objective 3: _____

Supervisor signature and date _____

Supervisee signature and date _____

Form 7.2: Supervisor Notes

Supervisor name _____

Supervisee name _____

Session # _____

Supervisee concerns _____

Date _____

Supervision intervention/strategies/recommendations _____

Supervisor observation of counselor's skill level _____

Session # _____

Supervisee concerns _____

Date _____

Supervision intervention/strategies/recommendations _____

Supervisor observation of counselor's skill level _____

Supervisor signature and date _____

Form 7.3: Supervisee Notes on Individual Supervision

The supervisee should keep brief notes summarizing the weekly supervision session.

For supervision from _____ to _____.

Session Insights and/or comments _____

(Dates) _____

Session Insights and/or comments _____

(Dates) _____

Session Insights and/or comments _____

(Dates) _____

Session Insights and/or comments _____

(Dates) _____

Session Insights and/or comments _____

(Dates) _____

Supervisee's signature and date

Supervisor's signature and date

Form 7.4: Supervisor's Formative Evaluation of Supervisee's Counseling Practice

Name of student counselor _____

Identifying code of client _____

Date of supervision _____ or period covered by the evaluation _____

Directions: The supervisor, following each counseling session that has been supervised or after several supervisions covering a period of time, circles a number that best evaluates the student counselor on each performance at that point in time.

<i>General Supervision Comments</i>	<i>Poor</i>		<i>Adequate</i>		<i>Good</i>	
1. Demonstrates a personal commitment in developing professional competencies	1	2	3	4	5	6
2. Invests time and energy in becoming a counselor	1	2	3	4	5	6
3. Accepts and uses constructive criticism to enhance self-development and counseling skills	1	2	3	4	5	6
4. Engages in open, comfortable, and clear communication with peers and supervisors	1	2	3	4	5	6
5. Recognizes own competencies and skills and shares these with peers and supervisors	1	2	3	4	5	6
6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors	1	2	3	4	5	6
7. Completes case reports and records punctually and conscientiously	1	2	3	4	5	6
<i>The Counseling Process</i>	<i>Poor</i>		<i>Adequate</i>		<i>Good</i>	
8. Researches the referral prior to the first interview	1	2	3	4	5	6
9. Keeps appointments on time	1	2	3	4	5	6
10. Begins the interview smoothly	1	2	3	4	5	6
11. Explains the nature and objectives of counseling when appropriate	1	2	3	4	5	6
12. Is relaxed and comfortable in the interview	1	2	3	4	5	6
13. Communicates interest in and acceptance of the client	1	2	3	4	5	6
14. Facilitates client expression of concerns and feelings	1	2	3	4	5	6
15. Focuses on the content of the client's problem	1	2	3	4	5	6
16. Recognizes and resists manipulation by the client	1	2	3	4	5	6
17. Recognizes and deals with positive affect of the client	1	2	3	4	5	6
18. Recognizes and deals with negative affect of the client	1	2	3	4	5	6
19. Is spontaneous in the interview	1	2	3	4	5	6
20. Uses silence effectively in the interview	1	2	3	4	5	6
21. Is aware of own feelings in the counseling session	1	2	3	4	5	6
22. Communicates own feelings to the client when appropriate	1	2	3	4	5	6
23. Recognizes and skillfully interprets the client's covert messages	1	2	3	4	5	6
24. Facilitates realistic goal setting with the client	1	2	3	4	5	6

25. Encourages appropriate action-step planning with the client	1	2	3	4	5	6
26. Employs judgment in the timing and use of different techniques	1	2	3	4	5	6
27. Initiates periodic evaluation of goals, action-steps, and process during counseling	1	2	3	4	5	6
28. Explains, administers, and interprets tests correctly	1	2	3	4	5	6
29. Terminates the interview smoothly	1	2	3	4	5	6

<i>The Conceptualization Process</i>	<i>Poor</i>		<i>Adequate</i>		<i>Good</i>	
30. Focuses on specific behaviors and their consequences, implications, and contingencies	1	2	3	4	5	6
31. Recognizes and pursues discrepancies and meaning of inconsistent information	1	2	3	4	5	6
32. Uses relevant case data in planning both immediate and long-range goals	1	2	3	4	5	6
33. Uses relevant case data in considering various strategies and their implications	1	2	3	4	5	6
34. Bases decisions on a theoretically sound and consistent rationale of human behavior	1	2	3	4	5	6
35. Is perceptive in evaluating the effects of own counseling techniques	1	2	3	4	5	6
36. Demonstrates ethical behavior in the counseling activity and case management	1	2	3	4	5	6

Additional comments and/or suggestions: _____

Date _____ Signature of supervisor _____
 or peer _____

My signature indicates that I have read the above report and have discussed the content with my site supervisor. It does not necessarily indicate that I agree with the report in part or in whole.

Date _____ Signature of student counselor _____

Form 7.5: Supervisor's Final Evaluation of Practicum Student

Supervisor name and signature _____

Supervisee name and signature _____

Date _____

Directions: The supervisor will indicate the degree to which the supervisee has demonstrated competency in each of the following areas by indicating 3 for exceeds expectations; 2 for meets expectations; or 1 for does not meet expectations. This completed form will be given to the faculty group supervisor to be considered as part of the final practicum grade.

- _____ Consistently demonstrates the use of basic and advanced helping skills
- _____ Has the ability to appropriately use additional theory-based techniques consistent with at least one theoretical framework
- _____ Demonstrates skill in opening and closing sessions and managing continuity between sessions
- _____ Demonstrates knowledge and integration of ethical standards into practice
- _____ Has cognitive skills of awareness, observation, and recognition of relevant data to explain some client dynamics
- _____ Writes accurate case notes, intake summaries, and case conceptualizations
- _____ Recognizes how several of his/her personal dynamics may impact a client and the counseling session and demonstrates sensitivity to cultural differences
- _____ Demonstrates moderate to low levels of anxiety and moderate to low levels of dependency on supervisor direction during supervision sessions

Additional comments and suggestions:

Form 7.6: Supervisor's Final Evaluation of Intern

Please indicate your evaluation of the intern on the following competencies using the following rating scale:

- 1 = low (lacks competency)
- 2 = low average (possesses competency but needs improvement)
- 3 = average (possesses adequate competency)
- 4 = high average (performance level more than adequate)
- 5 = high (performs extremely well)

Counseling Performance Skills

- _____ 1. Uses basic and advanced counseling techniques.
- _____ 2. Opens and closes sessions smoothly, incorporates privacy and informed consent information, and manages transitions between sessions.
- _____ 3. Develops a therapeutic relationship with a wide variety of clients.
- _____ 4. Appropriately uses theory-based techniques consistent with personal guiding theory.
- _____ 5. Responds and intervenes appropriately in crisis situations.
- _____ 6. Recognizes ethical dilemmas and follows a consistent ethical decision-making process.
- _____ 7. Practices in a manner consistent with the American Counseling Association's *Code of Ethics* standards.

Cognitive Counseling Skills

- 1. Demonstrates competencies in
 - _____ Assessment
 - _____ Case conceptualization
 - _____ Goal setting
 - _____ Treatment planning
 - _____ Record keeping and case notes
- _____ 2. Practices using a personal guiding theory of counseling.
- _____ 3. Conceptualizes cases accurately.
- _____ 4. Develops appropriate goals as a result of conceptualization.
- _____ 5. Identifies key themes relevant to the client.
- _____ 6. Identifies key factors maintaining client problems.
- _____ 7. Moves clients toward achieving mutually formed goals.

Self-Awareness/Multicultural Awareness

- _____ 1. Examines transference/countertransference issues as related to clients.
- _____ 2. Examines personal values as related to work with clients.
- _____ 3. Recognizes how elements of culture impact the client's view of the counseling process.
- _____ 4. Demonstrates the qualities of openness, flexibility, and emotional stability.
- _____ 5. Communicates an understanding of each client's worldview as perceived by the client and develops goals consistent with client's worldview.
- _____ 6. Identifies and examines multicultural elements related to assessment, goal setting, and intervention strategies.

Developmental Level in Supervision

- _____ 1. Comes to supervision prepared and open to receiving feedback.
- _____ 2. Identifies appropriate priorities for the work in supervision.
- _____ 3. Functions with appropriate autonomy and knows when to consult.
- _____ 4. Demonstrates self-confidence in the role of counselor.
- _____ 5. Comfortably integrates all elements of practice when receiving supervision.
- _____ 6. Demonstrates reflective thinking when reviewing a case.

In comparison with other counselors at this stage in their development, how would you rate this person?

1	2	3	4	5	6	7	8	9
Clearly deficient			Like others			Clearly excellent		

Comments _____

Supervisor

Supervisee

Date _____