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) _______________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

___________________________________________________________________________________________

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Session Insights and/or comments __________________________________________________________

(Dates) _______________________________________________________________________________________

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Session Insights and/or comments __________________________________________________________

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Session Insights and/or comments __________________________________________________________

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Session Insights and/or comments __________________________________________________________

(Dates) _______________________________________________________________________________________

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___________________________________________________________________________________________

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.

<table>
<thead>
<tr>
<th>General Supervision Comments</th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrates a personal commitment in developing professional competencies</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>2. Invests time and energy in becoming a counselor</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>3. Accepts and uses constructive criticism to enhance self-development and counseling skills</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>4. Engages in open, comfortable, and clear communication with peers and supervisors</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>5. Recognizes own competencies and skills and shares these with peers and supervisors</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>6. Recognizes own deficiencies and actively works to overcome them with peers and supervisors</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>7. Completes case reports and records punctually and conscientiously</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>The Counseling Process</th>
<th>Poor</th>
<th>Adequate</th>
<th>Good</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Researches the referral prior to the first interview</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>9. Keeps appointments on time</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>10. Begins the interview smoothly</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>11. Explains the nature and objectives of counseling when appropriate</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>12. Is relaxed and comfortable in the interview</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>13. Communicates interest in and acceptance of the client</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>14. Facilitates client expression of concerns and feelings</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>15. Focuses on the content of the client’s problem</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>16. Recognizes and resists manipulation by the client</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>17. Recognizes and deals with positive affect of the client</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>18. Recognizes and deals with negative affect of the client</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>19. Is spontaneous in the interview</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>20. Uses silence effectively in the interview</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>21. Is aware of own feelings in the counseling session</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>22. Communicates own feelings to the client when appropriate</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>23. Recognizes and skillfully interprets the client’s covert messages</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>24. Facilitates realistic goal setting with the client</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>
25. Encourages appropriate action-step planning with the client  
26. Employs judgment in the timing and use of different techniques  
27. Initiates periodic evaluation of goals, action-steps, and process during counseling  
28. Explains, administers, and interprets tests correctly  
29. Terminates the interview smoothly  

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

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.
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 _____________________________