

**Site Supervisor and Supervisee Agreement Form**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Win # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester(s)/Year \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of clinical experience (Check all that apply):

 \_\_\_\_\_ Counseling Practicum \_\_\_\_\_ Bridging Experience \_\_\_\_\_ Field Practicum/Internship

The purpose of this agreement form is to outline the duties and responsibilities of the site supervisor and the supervisee during clinical experiences.

**Overview**

1. Nature of the Supervisory Relationship

The supervisory relationship is an experiential learning process that assists the supervisee in developing therapeutic and professional competence. A clinical supervisor who has received specific training in supervision facilitates professional growth of the supervisee through monitoring client welfare, encouraging compliance with legal, ethical, and professional standards, teaching and assessing the supervisee’s therapeutic skills, providing regular feedback and evaluation, and providing professional experiences and opportunities.

1. Purpose of Supervision

The purpose, goals, and objectives of supervision are to monitor and ensure welfare of clients seen by supervisee, to promote development of supervisee’s professional counselor identity, to fulfill the academic requirement of the supervisee’s clinical experiences, and to fulfill require-ments that will prepare the supervisee for the pursuit of counselor license.

1. Supervisory Conditions

Supervision will occur under the following conditions: a) one (1) hour of weekly supervision will be provided; b) a designated time and appropriate place will be established for supervision; c) various models and approaches to supervision may be used; and d) a regular review of the supervisee’s counseling sessions and clinical documentation will occur in supervision.

1. Evaluation

Evaluation is an important aspect of supervision. The following will describe the method of evaluation that will be used. The supervisor will provide feedback during each supervision session and a formal evaluation using CECP’s standard evaluation forms will be conducted at mid-semester and at the end of the semester. The supervisor will provide specific feedback focused on the supervisee’s demonstrated counseling skills and clinical documentation. Feedback will be based upon the supervisor’s regular observation and/or discussion of the supervisee’s counseling sessions, as well as review of clinical documentation. The supervisor and supervision site will be evaluated by the supervisee at the end of the semester, using the standard CECP standard evaluation forms. The supervisor may write supervision notes which may be shared with the supervisee at supervisor’s discretion.

**Supervisor Duties and Responsibilities**

The following describes some of the duties and responsibilities of the site supervisor. Site supervisors should examine client clinical information, determine if client is appropriate for services with supervisee, and intervene when client welfare is at risk. Site supervisors should review and discuss supervisee’s counseling sessions on a regular basis and monitor supervisee’s basic attending skills. They should review, correct, and sign off on all client documentation. Site supervisors should also verify supervisee’s accumulation of contact hours. Site supervisors should assist in developing the supervisee’s clinical skills by encouraging supervisee to explain and justify approaches and techniques used. Site supervisors should also facilitate the supervisee in developing skills to work with diverse clients. Additionally, they should assist the supervisee in examining various counseling theories, with the goal of the supervisee in gaining an appreciation for an integrative or specific theoretical practice approach. The role of the site supervisor is to help the supervisee identify areas of strength and continued growth and assist the supervisee in exploring their professional goals. Site supervisors are expected to model appropriate professional behavior and ensure that the American Counseling Association (ACA; 2014) *ACA Code of Ethics* are upheld and followed. Site supervisors should maintain professional liability coverage. They should also hold weekly supervision sessions to assist supervisee in gaining a greater self-awareness during counseling and supervision sessions. Site supervisors are expected to maintain regular and on-going communication with the clinical coordinator and identify when a supervisee is impaired or demonstrates unprofessional and/or unethical behavior. In such cases, the site supervisor should consult with the clinical coordinator. It is strongly encouraged that the site supervisor participates in professional development opportunities sponsored by CECP. Lastly, the site supervisor should inform the supervisee of an alternative supervisor who will be available in case of crisis situations or when supervisor is aware of known absences.

**Supervisee Duties and Responsibilities**

The following describes some of the duties and responsibilities of the supervisee. The supervisee will attend all required supervision sessions and professional development sessions as specified by supervisor. The supervisee will demonstrate professional and ethical behavior. The supervisee will work the supervisor in a collaborative manner, keeping the supervisor informed of all important developments and changes in status of clients being served by the supervisee. The supervisee will come prepared to supervision sessions, participate actively and complete assigned tasks and clinical documentation in a timely manner as specified by the supervisor. The supervisee will follow the most edition of the American Counseling Association (ACA) Code of Ethics.

By signing this agreement, the site supervisor and supervisee acknowledge they have read this agreement and affirm that to the best of their abilities they will follow the duties and responsibilities contained in it. Both the site supervisor and supervisee will demonstrate ethical behavior according to the most recent version of the American Counseling Association (ACA) Code of Ethics.

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Supervisee

Name (Print)

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Supervisee Signature Date

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Site Supervisor

Name (Print)

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Site Supervisor Signature Date