Counseling Supervision Contract

The Counseling Supervision Contract serves as verification and description of the counseling supervision responsibilities among the Student, the Site Supervisor, and the Field Placement Coordinator. An RMHC faculty member, assigned to each practicum and internship student, coordinates the student’s field experience. The Counseling Supervision Contract is completed by all students prior to entering practicum and internship placement.

I. Purpose, Goals, and Objectives:

a. Monitor and ensure welfare of clients seen by Student
b. Promote development of Student's professional identity and competence
c. Fulfill academic requirement for Student's Practicum
d. Fulfill requirements in preparation for Student's pursuit of licensure and certification

II. Method of Evaluation:

a. All students must have ongoing supervision on an individual basis at the field placement site. The Site Supervisor must have regular contact with the practicum and internship student to provide feedback on the Student's demonstrated counseling skills and clinical documentation. The Site Supervisor must provide a minimum of one hour of individual supervision per week.
b. The Site Supervisor completes a Field Evaluation Form at midterm and again at the last week of placement to document the Student's progress in developing clinical and professional competencies. These field evaluation forms are reviewed with the Student and then returned to the Department.
c. Students are expected to keep a weekly Activity Log that will include a summary of hours and activities to be reviewed and signed by the Site-Supervisor.
d. Student will evaluate the quality of their field experience using the Placement Site Evaluation Form.
e. The Student in Practicum I _____ Practicum II _____ Internship ____ acknowledges understanding of the following: (check)
   ____ Practicum requires a 14 hour per week commitment.
   ____ Internship requires a 40 hour per week commitment.
   ____ Field Placement requires one hour of field supervision per week.
   ____ Practicum class requires a commitment from the agency for one-on-one counseling with clients as part of the 14 hour per week commitment.
   ____ Practicum requires the audio taping of a minimum of 4 one-on-one sessions (with documentation of the client’s permission).
   ____ Student attends the Practicum and the Internship class component.
   ____ Field Placement requires that the Student have liability insurance.
   ____ Field Placement requires Professional Behavior at all times.
   ____ Internship requires that all core courses be completed (a student is permitted to enroll in no more than one other course concurrent with the Internship course).
III. Duties and Responsibilities of Student, Site Supervisor, and Faculty

a. Student Trainee: Not Applicable

b. Site Supervisor:

   a. Examine client presenting complaints and treatment plans.
   b. Review tapes of Student's counseling sessions.
   c. Sign off on all client documentation.
   d. Challenge Student to justify approach and techniques used.
   e. Monitor Student's basic counseling skills.
   f. Present and model as appropriate.
   g. Intervene when client welfare is at risk.
   h. Ensure Commission on Rehabilitation Counselor Certification and American Counseling Association most current Code of Ethics are upheld.
   i. Maintain weekly supervision case note.
   j. Completes Field Evaluation Forms on each Student midway and at the end of each field placement.
   k. Contact USF course Instructor if Student-related problems arise.

c. Faculty:

   a. Examine client presenting complaints and treatment plan.
   b. Review tapes of Student's counseling sessions. When taping is not possible, review Site Supervisor’s counseling observation reports.
   c. Obtain Activity Logs on a weekly basis.
   d. Require Students to present case presentations to determine case conceptualization skills.
   e. Consultation with Site Supervisor related to the performance of the Student three times a semester.
   f. Intervene when client welfare is at risk.
   g. Ensure Commission on Rehabilitation Counselor Certification (CRCC; 2010) and American Counseling Association (ACA; 2005) Code of Ethics are upheld.

IV. Procedural Considerations at the Site:

a. Student's written case notes and treatment plans and tapes will be reviewed and evaluated.

b. Issues related to Student's professional development will be discussed.

c. Sessions will be used to discuss issues of conflict and failure of either party to abide by directives outlined here in contract. If concerns of either party are not resolved in supervision, ____________________ (practicum instructor of Student's practicum section), will be consulted.

d. In event of emergency, Student is to contact Site Supervisor at the office, ( ) ___________________ or at home, ( ) ___________________.

V. Site Supervisor's Scope of Competence:

Site Supervisor will provide copy of his or her Curriculum Vitae, license and certification.
VI. Terms of the Contract:

The contract found in the Field Placement Handbook is subject to revision upon the request of either the Site Supervisor or Field Placement Coordinator. Revisions will be made only with consent and approval of the Site Supervisor and Field Placement Coordinator.

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 the ethical principles of our professional association.

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student:</td>
<td>___<em><strong><strong><strong>/</strong></strong></strong></em></td>
</tr>
</tbody>
</table>

Site Supervisor: __________/_______
(Signature also denotes receipt of Handbook for Field Supervisors and Agencies.)

Site Supervisor CV and credentials: On File with RMHC _____
Provided with Contract _____

Field Placement Coordinator: __________/_______

Department of Rehabilitation & Mental Health Counseling
College of Behavioral & Community Sciences
University of South Florida
13301 Bruce B. Downs Blvd., MHC 1632, Box 12
Tampa, Florida 33612-3807

This contract is effective from ___________ to _________________.
(Start date) (End date)