

SUPERVISION CONTRACT

The supervisory relationship is an experiential learning process that assists the supervisee in developing therapeutic and professional competence. This contract is designed to assist the supervisor and supervisee in establishing clear expectations about the supervisory meetings, the relationship, and the evaluation process.

Introductions & Establishing Expectations about Supervision

Supervisor

- _____ 1. Introduce yourself; discuss your counseling experience, and your supervisory style.
- _____ 2. Describe your role as a supervisor (being a role model, mentor, monitoring client welfare, teaching therapeutic skills, providing regular verbal and written feedback and evaluation, and insuring compliance with legal, ethical, and professional standards.)
- _____ 3. Ask the supervisee about his or her learning style and developmental needs.

Supervisee

- _____ 1. Introduce yourself and describe your clinical experience and training.
- _____ 2. Briefly discuss information you want to address during the supervisory meetings.
- _____ 3. Describe the therapeutic skills you want to enhance and the professional development opportunities you want to experience during the next three months.

List three therapeutic skills you would like to further develop.

1. _____
2. _____
3. _____

List three specific counseling or professional development experiences you would like to have during the next three months. (Attending a conference, facilitating a group, presentation...)

1. _____
2. _____
3. _____

Expectations of the Weekly Supervisory Meetings

In order to provide quality supervision, the meetings take place face-to-face in a professional environment that insures confidentiality. Decide the location, day, and time.

Location
Time

Day

Supervisee

- _____ 1. Discuss your expectations about the learning process and how often you would like to review audiotapes, videotapes, and case notes.

Supervisor

- _____ 1. Describe the structure and content of the weekly supervisory meetings.
- _____ 2. Discuss your expectations regarding supervisee preparedness for supervisory meetings. (Audiotapes, Videotapes, Case Notes)
- Discuss obtaining a release to tape during sessions. Determine how often tapes will be reviewed during supervision meetings and how often a written review of a portion of the tape will be submitted

Expectations Regarding Evaluation

Supervisee

- _____ 1. Discuss your interest in receiving weekly feedback on your abilities in the following areas: relationship building, counseling techniques, client conceptualization, and assessment.

Supervisor

- _____ 1. Discuss your style of providing weekly informal, verbal feedback and evaluation.
- _____ 2. Provide the supervisee with a copy of the formal evaluation you will use; discuss the evaluation tools and clarify specific items that need additional explanation.
- _____ 3. Discuss the benefit of self-evaluation; provide a copy of self-evaluation forms, and clarify specific items that need additional explanation.

Expectations of the Supervisory Relationship

Supervisor & Supervisee

- _____ 1. Discuss your expectations of the supervisory relationship.
- _____ 2. Discuss how you will work towards establishing a positive and productive supervisory relationship. Also, discuss how you will address and resolve conflicts.
- _____ 3. The supervisory experience will increase the supervisee's awareness of feelings, thoughts, behavior, and aspects of self that are stimulated by interactions with the client. Discuss the role of the supervisor in assisting with this process.
- _____ 4. Share your thoughts with one another about the influence of ethnicity, gender, sexual orientation, religion, and socio-economic class on the counseling and the supervision process.

Supervisee

- _____ 1. Describe how you would like to increase your awareness of personal cultural assumptions, constructs, and ability to work with clients from diverse cultures.

Supervisor

- _____ 1. When you are unavailable to provide weekly supervision, or are unable to address crisis situations, discuss an alternate supervisor who will be available.
- _____ 2. Discuss the nature of the supervisory relationship and minimize having multiple roles with the supervisee. If the supervisor has multiple roles, (teacher, supervisor, administrator) clarify and differentiate the expectations and responsibilities of each position.

Ethical and Legal Issues

Supervisee

- _____ 1. Review the Code of Ethics and identify unclear areas. Initiate discussion about the issues with your supervisor.

Supervisor

- _____ 1. Highlight main issues within the Code of Ethics and discuss how to use the Code of Ethics and Standards of Practice.
- _____ 2. Discuss specific legal issues and laws that frequently impact the clients and counselors in your setting.
- _____ 3. Discuss the Informed Consent and Professional Disclosure used in your school, agency, or practice.

Expectations of the Supervisory Process

Supervisor

- _____ 1. Describe your theory of counseling and how it influences your counseling and supervision style.
- _____ 2. Discuss your theory or model of supervision.

Supervisee

- _____ 1. Discuss your learning style and your developmental needs.
- _____ 2. Discuss your current ideas about your theoretical orientation.

Additional Information of Concerns not Previously Discussed

- _____ 1. _____
- _____ 2. _____
- _____ 3. _____
- _____ 4. _____
- _____ 5. _____

Supervisor's Signature

Date

Supervisee's Signature

Date