

COUNSELING SUPERVISOR GUIDELINES

- _____ 1. Review contracts (no student can log in clinical P/I hours until contract is signed by site supervisor, P/I Coordinator, and student, as well as submitting proof of liability insurance).

- _____ 2. Practicum students must submit a minimum of 10 audio tapes of counseling sessions. In addition to the students' weekly 1.5 hour group class – practicum students will also meet 1 – 1 or as part of a dyad/triad with a university supervisor (who might be the class instructor or a doctoral student supervisor). These supervisors will provide feedback on student tapes, guide them in the creation of their Professional Portfolios, and review ethics /skill development etc.

- _____ 3. Students need to work on the development/update of their Professional Portfolios - evaluate them at the end of the term. There are checklist/ rubric sheets to sign off on the website.

- _____ 4. At the beginning of the term, individual supervisors need to make contact with site supervisors for the purpose of introducing yourself to them (get name, email, phone number from the students). In addition to one site visit – Supervisors should check in bi-weekly with sites –a phone call or email is fine. Prac and Intern check-in forms are on the UM drive.

- _____ 5. Throughout the term, make sure that students are logging in the necessary hours to meet the course requirements (150 hours for Practicum 60 Direct 90 Indirect/ Interns 300 or 600 hours).Please sign off on their logs.

- _____ 6. Midterm evaluation from site supervisor is due at Midterm , but each P/I student is responsible for making sure their site supervisor has a copy and is apprised of the due date. Tell students to turn 2 copies of the evaluation in to: (1) P/I Coordinator and (2) University Supervisor. If the evaluation raises a “red flag”, try to address problem issues right away. Document for the student file and contact PI Coordinator. Individual doctoral student supervisors should also evaluate students at midterm and at finals.

- _____ 7. Final evaluation from site supervisor is due last week of classes. Students must turn these in to you with their complete packet– and you submit them to me for the students' files.

- _____ 8. End of fall term duties:
 - _____ a. Consider making a final site visit for each student in your class

 - _____ b. Collect portfolios and evaluate them using the rubric/ check list form on UM Drive (make 2 copies of the completed evaluation form and give 1 copy to the student and give one copy to the P/I Coordinator).

SUPERVISORS' CHECKLIST

- _____ c. Check and Sign off on time logs

- _____ d. Submit Grades for each student (“S” or “U”)
Students cannot carry over hours into the next term. Consult the P/I Coordinator if you are considering giving a student an “I”. These are only granted in extreme cases and only with the permission of the P/I Coordinator and/or Program Coordinator. (Note students need an average score across evaluations of 3 or better to successfully pass).

- _____ 9. Please note that practicum groups typically have no more than 6 students and intern groups have no more than 12.

In summary, the following items should all have been submitted to the P/I Coordinator at the end of the semester:

1. Midterm Evaluations
2. Final Evaluations
3. University Supervisor’s Reporting Form/ Progress Comments
4. Time Logs from the students
5. Portfolio Rubric sheet
6. Student Evaluations of their site supervisor
7. Student Descriptions/Feedback regarding their Site
8. Student evaluation of group leader and individual supervisor

THANK YOU for ALL YOU DO!