

Insert Date

Insert Site Supervisor Name

Insert Placement Name

Insert Address

Insert City/State/Zip Code

Dear Insert Site Supervisor Name:

Enclosed is a site agreement form outlining guidelines and expectations for supervision and information regarding the internship experience. Please sign this document, in addition to the contract letter and after reviewing the information, please let me know if any further discussion would be helpful.

Thank you for the time and energy you devote to supervising our students!

Sincerely,

*Jennifer L. Cline, PhD, LPC, ACS*

Jennifer L. Cline, PhD, LPC, ACS  
Professional Practice Coordinator  
Master of Arts in Counseling  
Eastern Mennonite University  
540.432.4213

## **Supervision Agreement – Internship**

### **The EMU M.A. in Clinical Mental Health Counseling student’s internship:**

- Involves 600 total hours of work.
- Includes a minimum of 240 hours of direct service work (over two semesters). Direct service work includes: individual, marital and family counseling, intakes, crisis intervention, group counseling, and assessment.
- Allows the student to gain supervised experience in individual and group interactions with clientele.
- Includes a minimum of one (1) hour per week of face-to-face individual supervision by an approved agency supervisor.
- Includes a minimum of two (2) hours per week of group supervision with other students in similar practica by a faculty member supervisor.
- Allows the student to obtain recordings of the student's interactions with clientele for use in supervision. Recordings are to be reviewed at each supervision session as much as possible.
- Allows the student to gain supervised experience in the use of a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research.
- Includes formal evaluation of the student's performance during the internship by the individual site supervisor and the faculty group supervisor.

### **Collaboration with Faculty Supervisor:**

As mentioned above, students participate in weekly group supervision facilitated by a licensed faculty member. In an effort to provide consistent and collaborative feedback, faculty supervisors will call or arrange a site visit with you at the mid-point of the semester. This ensures that we are all on the same page. Faculty supervisors are also available and open to hearing from you at any point in the semester. The enclosed information is offered as a reminder of best practices in supervision and to share program expectations of students. We greatly appreciate your time and effort in helping to guide and train our students.

### **An Effective Individual Supervisor:**

- Accepts students in a non-judgmental way.
- Enters into the frame of reference of the student.
- Elicits essential data from the student.
- Assesses the strengths of the student.
- Assesses the weaknesses and "growing edges" of the student.
- Affirms the student in relationship to strengths.

- Points out weaknesses and "growing edges" in a professional manner.
- Initiates pertinent discussion in the supervisory sessions.
- Helps students to gain insight into transference-counter-transference issues in the counseling relationship.
- Facilitates an understanding of the psychodynamics of the client.
- Assists the student in dealing with termination and/or referral.
- Has sensitivity to ethical issues in the counselor-client interaction.
- Facilitates reflections of faith as related to the counseling experience.
- Establishes and maintains good inter-professional relations with students.

### **Supervisee Performance Concerns:**

If you have any concerns about a supervisee's performance, please address those early in the student's training in order to allow the student ample opportunities to make remediation. After addressing your concerns directly with the supervisee, if you feel that you or the student need additional support, please reach out to the supervisee's faculty supervisor:

- Dr. Greg Czyszczon at 540.432.4324 or [greg.czyszczon@emu.edu](mailto:greg.czyszczon@emu.edu)
- Dr. Jennifer Cline at 540.432.4213 or [jennifer.cline@emu.edu](mailto:jennifer.cline@emu.edu).

If you and the faculty supervisor agree that the concern warrants full faculty support, please contact:

- The Professional Practice Coordinator, Dr. Jennifer Cline, same contact as above, and/or
- The Program Director, Dr. Michael Horst at 540.432.4244 or [michael.horst@emu.edu](mailto:michael.horst@emu.edu).

### **Expectations of the Agency and Individual Site Supervisor:**

- To provide a complete orientation to the staff, facility, rules, regulations and procedures of the agency. Specific questions related to the agency's organizational structure will need to be clarified for the student: What are the rules regarding the use of rooms for counseling and administrative purposes? Will office space be shared? How will this be worked out? What days and hours will the student be expected to be at the school or agency? What are the procedures regarding clients' files and records? What staff meetings, case conferences, etc., will the student be eligible to attend? The student also needs to be apprised of the purpose and ethos of the agency. Who are the clients whom the agency serves? What services does the agency offer?
- To see that the student has a client load commensurate with the requirements for Internship experiences. It is hoped that all students will gain experience in crisis, short-term and long-term counseling. If there is a difficulty in providing the stipulated number of clients, either because the agency client load is light or the supervisor feels the student isn't ready, the faculty group supervisor should be notified.
- To review recordings, other related materials, intake processes, documentation, and participating activities of the counseling student (i.e. staffing meetings).
- To provide an hour of clinical supervision weekly at a set time and on a set day. (Fifteen hours of individual supervision are expected each semester.) It is very important that the supervisory hour is uninterrupted quality time and that reviewing tapes is a regular part of that hour. Supervisors are to give both positive and negative feedback to students,

identifying areas of strength, and areas for focus and growth in future supervisory sessions.

- To "sign off" for the student in full acknowledgment of the supervisor role. Students are required to carry their own student professional liability insurance.
- To write an evaluation at the end of each semester and complete the Internship Performance Evaluation Form, summarize the feedback from the semester, and share this evaluation with the student prior to sending all materials to the faculty group supervisor.

**Expectations of the Student:**

- Completion of all Professional Practice Placement pre-requisites and forms.
- To be aware of the necessity of representing the agency to the community in a responsible and knowledgeable manner.
- To be involved approximately 15-20 hours per week for the internship experience (over two semesters); 600 documented hours required. The scheduling of the clinical hours is to be negotiated between the student and the school or agency. This involvement should include: direct clinical services such as individual counseling, marriage counseling, group or family counseling, individual and group supervision, staff meetings, case conferences, intake staffings, administrative responsibilities such as completing records, making process notes, etc., and other educational classes and experiences.
- To be punctual, responsible, and professional at all times. Since the admission process to the master's program is selective, and only students of the highest quality, maturity and motivation are accepted, it can be expected that student- agency relationships will function on a high professional level at all times. If transportation problems occur or there is illness, students will be expected to notify the school or agency as promptly as possible. Students are to be punctual in arriving at their agencies, allowing some extra time for emergencies. Sensitivity to the dress and deportment standards of the agency is necessary as well. It is expected that the ethical conduct of students will be of the highest caliber. Clients should not be discussed casually or at inappropriate times. Confidential records are to be handled with great care and the privacy of the client is to be carefully protected.
- To meet with the individual site supervisor for individual supervision one hour each week (for 15 weeks each semester). This is to be at a set time and on a set day. Students will be expected to present tapes of counseling sessions at most supervisory sessions in order that specific feedback can be given. Students are encouraged to let their supervisors know what kinds of feedback will be most helpful to them. Supervision is a dual process involving both supervisors and students.
- To evaluate the individual site supervision at the end of each school year according to the specified form. This evaluation is kept confidential by the faculty.

***I have read and agree to the aforementioned requirements for supervision of the graduate student and consultation with faculty supervisors.***

Site Supervisor Printed Name: \_\_\_\_\_

Site Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_