

***Counseling & Human Services***

**Indiana University South Bend**

**Field Student Site Supervisor Contract**

**Please introduce and complete this form with your site supervisor *prior* to the start of your field experience. Contracts must be signed and dated *before* you may begin collecting hours for the semester.**

**Each student and supervisor will initial that each indicated component has been discussed in a collaborative format and questions have been addressed or referred to the faculty supervisor.**

1. **Site/Supervisor Information**

Agency or School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Credentials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Number (ext.): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Years Licensed: \_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever supervised an IUSB intern before? \_\_\_\_ yes \_\_\_\_\_ no

\*\*If yes, please list the years of your service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Supervision**

The Counseling & Human Services department endorses the Council for Accreditation of Counseling and Related Educational Programs (CACREP) in structuring required supervision experiences.

CACREP mandates all field students to accrue at least one-hour of direct supervision (individual or triadic) between student and licensed supervisor each week of the placement.

By initialing below, both parties indicate this has been discussed, agreed upon, and a schedule has been created to accommodate this supervision requirement.

\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_ Student

1. **Time & Duties on Site**

The CHS faculty do not require a specific schedule of time spent on site per week. Each student is aware of the total hours required for this semester; however, the structure of time spent on site is up to discretion of site and supervisor needs as well as student availability.

The student is responsible for voicing and advocating for involvement in activities that contribute to professional growth. The site supervisor is asked to communicate perceived duties to the student prior to signing this contract. All activities and agreed-upon duties should be directed towards counselor development. Clerical and/or administrative duties on site (e.g., front desk/reception) should not be a primary role of the student-intern.

By initialing below, both parties indicate that on-site time and duties have been discussed and agreed upon.

\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_ Student

1. **Site Supervisor Expectations**

CACREP requires all site supervisors to have exposure to information relevant to professional supervision of counselors-in-training. Each student will be provided with a list of “site supervisor expectations” in regards to this placement experience. All site supervisors are encouraged to contact the CHS faculty with any questions or concerns about the supervision process.

By initialing below, both parties indicate that (a) these written expectations and (b) contact information for the faculty supervisor have been given to the site supervisor.

\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_ Student

1. **Student Goals & Objectives**

Aside from duties on site, the student is responsible for formulating and articulating her/his goals for the placement experience in relation to professional growth (e.g., microskills, groups, classroom guidance, etc.). The student will create a list of 3-5 goals as well as measurable bullet-pointed objectives in collaboration with the site supervisor. These activities should align with duties and time dedicated to the site (see “C” above).

By initialing below, both parties indicate these goals and objectives have been discussed collaboratively and are attainable at this time. \*\*Please attach the written goals/objectives with this contract.

\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_ Student

1. **Student Performance Evaluation (midterm & final)**

The faculty supervisor will be sending an electronic link to each student for evaluation purposes twice each semester. It is the responsibility of the student to forward these evaluations to the site supervisor within 24 hours of receipt. Site supervisors are asked to return the evaluation within two weeks of the distribution date so the faculty supervisor may review the progress of each student on site. Evaluations will remain confidential unless a remedial plan is deemed necessary by the supervising faculty. In this case, information from the site supervisor evaluation (non-proficient competencies) will be added to the remedial action plan. Open discussions between site supervisor and student regarding progress or concerns are highly encouraged.

By initialing below, both parties agree to sending and returning evaluation information within the described time parameters.

\_\_\_\_\_\_\_\_\_\_ Supervisor \_\_\_\_\_\_\_\_\_\_\_ Student

**By signing and dating the below signature lines, all parties indicate the above information has been discussed and understood. Receipt of this contract by the faculty supervisor will qualify the student to begin logging field experience hours upon the date indicated.**

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**Site Supervisor Signature Date**

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**Student-Intern Signature Date**

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**Faculty Supervisor Signature** *(upon receipt)* **Date**