

Ethics Informed Consent and Supervisory Contract

Commented [JCT1]: Overall, succinct and comprehensive on key areas. See comments.

Dear Supervisee,

Thank you for choosing me as your supervisor. I look forward to our collaborative time together and trust that we will both find the process positively transformational. To make fair use of our session, kindly pay careful attention to the following:

Start and End Date of Agreement: May 17th, 2021 – August 2nd, 2021

History of Supervisor

I obtained a Master's degree in school counseling over fifteen years ago and have worked in a public high school since graduation. Currently, I am completing a Ph.D in Counselor Education and Supervision at Liberty University. During my work in the high school, my counseling style is person-centered, and my theory of choice is Solution-Focused Based Therapy. This type of therapy emphasizes solutions, and client strengths which are both strong and necessary tenets.

Commented [JCT2]: Include academic credentials, prof organizations, and specific issues/disorders that you have experience in

Supervisory Model & Style

With regards to Supervision, I prefer a collaborative approach with an amicable tone. It is important to be mindful that we want the same goals – improvement of counseling skills. At times, the feedback may be difficult to hear; please remember that your effectiveness is of critical importance. I firmly make every effort to live out the mantra “speaking the truth in love”.

The model that aligns most closely with my natural helping style is the Developmental Model. As the name implies, this model expects the supervisee to begin at a fairly basic level of implementing counseling techniques and progress to complex interactions. This model does not follow a standardized uniform approach to supervision, but rather allows for flexibility along the journey of improvement for the Master's Counselor. There are eight areas of focus within three stages (Stagnation, Confusion and Integration). In counseling, it is extremely helpful to realize that learning and improving is never-ending. The effective counselor is always seeking feedback, and researching new information.

Commented [JCT3]: There are several developmental models. With supervisees best to be descriptive.

“...is taking each supervisee from his or her current level of development...”

Commented [JCT4]: Again, be descriptive. You are, however, accurate to a model

Frequency of Supervision

We will meet once a week for an hour. To maximize effectiveness of our session, in our first session I will provide a general outline of what we need to accomplish throughout the duration of the supervision. We can decide together on the timeline of our goals, and each week you will be expected to complete the assigned task and be prepared for discussion the following week.

Confidentiality

The information that we discuss will always be held in the strict confidence unless legal or ethical obligations require me to do otherwise.

Commented [JCT5]: Need to mention that the supervisee/counselor will need to inform clients about you and your supervision, etc.

Supervisory Responsibilities (ACA Code of Ethics – Section F)

These responsibilities include but are not limited to:

- Informed Consent for Supervision
- Emergencies and Absences
 - Should I be unavailable due to an emergency, I will provide you with an alternative supervisor that can substitute until the situation has been sorted.
- Standards of the Profession are shared with supervisee
- Should the need for termination occurs, I will make a proper referral to possible supervisors
- Provide Evaluation (formative and summative)
- Gatekeeping and Remediation

Supervisee Responsibilities

These responsibilities include but are not limited to:

- Attend supervisory sessions
- Complete assignments given
- Maintain an open posture to accepting feedback
- Communicate honestly with the supervisor in a respectful tone – even indicating if there is a disconnection between both of you.

Commented [JCT6]: Two solid sections

Rights of supervisee

The supervisee deserves to receive a face-to-face 1 hour session each week during this supervisory experience. At any time that the supervisory relationship becomes problematic in any way or uncomfortable, please feel free to address these concerns quickly, so that progress is not hindered.

Commented [JCT7]: So no tele-supervision

Record Keeping

A signed copy of our contract will be based on your file. Also, I will keep all videos and notes that are made throughout the time allotted. We will review your notes together and at the end of the sessions, you are entitled to copies of all of your information.

Process of Evaluation

Throughout the time together, there will be two evaluations: formative and summative. Each time that we have an evaluation, we will discuss the results and your feedback is extremely important. Evaluation will also be based upon video recordings that are submitted, and other assigned tasks that will develop the clinical competence and well-roundedness of the counselor.

Dual Relationships

As the nature of counseling is very relational, it is important to clarify that this professional relationship of supervisory and supervisee is not a counseling relationship. Should a situation arise where counseling is needed, kindly respect our boundaries and seek therapeutic help.

Supervisory & Supervisee Contract

I, Supervisee's Name: _____ agree to the terms of this supervision contract and will complete the assignments instructed by the supervisor. I will also incorporate feedback, and receive feedback with humility and the understanding that my skills are improved upon. I agree to help with any other relevant experiences that would be helpful during the time allotted.

I, Supervisor's Name: _____ agree to supervise (Supervisee's Name). I will meet all of the responsibilities as supervisor, and consider a privilege to provide this service to future counselors. I am aware of two evaluations throughout the time allotted and I am prepared to fulfill this obligation – formative and summative.

Supervisor's Signature _____ Date: _____

Supervisee's Signature _____ Date: _____

Commented [JCT8]: Usually include a place for printing.
Also a place for supervisee to revoke agreement

Commented [JCT9R8]: