

CED 781B/C COUNSELING SUPERVISION INTERNSHIP

Summer 2005

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Meetings

We will meet each week, alternating individual and group supervision sessions.

Meetings will be held in the Nicholas A. Vacc Counseling and Consulting Clinic in Ferguson. Please reserve a room for individual meetings as well as a VCR/playback unit (if one is not available in the room).

As needed, other consultations will be conducted by phone, email, or person (e.g., emergencies) (see contact information above). Please do not send identifying information (client or counselor) via email.

Individual Supervision

Individual supervision meetings typically last one hour. For individual supervision, live observation and videotape review are the preferred formats. Live supervision will be used as requested or as needed.

If videotape review is the scheduled supervision format for an individual meeting, the tape should be turned into Dr. Borders **AT LEAST** 48 hours before the individual session in which that tape will be reviewed. Include a written summary that covers the following:

Your goals for this session.

Your assessment of how well those goals were accomplished.

Specific questions or issues that you want to discuss during our supervision.

Please be specific and provide an in-depth assessment of your work.

Regardless of format, a variety of supervisees, counseling issues, and supervision issues should be reviewed. Review of at least one supervision group session, an initial individual supervision session, and a closure session is required.

Group Supervision

Our group meetings will last 1.5 hours. Group meeting will consist of (a) updates on the progress of supervisees, (b) procedural issues, (c) immediate or general concerns a supervisor would like to discuss with group members, and (d) case presentations.

Supervisors also will take turns presenting a particular supervision session for discussion and feedback. The case presentation should include relevant contextual information (e.g., internship site, information about your work with the supervisee to date, goals for this particular supervision session, specific points for which you request feedback) as well as a 10-15 minute portion of the videotape of that session which illustrates the issues presented.

Casenotes

Supervisors should keep summary notes for each supervisee that cover individual and group sessions. Casenotes for each session should include the following information:

Topics and clients that were discussed.

Any suggestions, instructions, directives, etc., given to the supervisee.

Goals and plans for the next session.

Casenotes may be collected and reviewed at mid-semester and at the end of the semester.

Prospectus

The prospectus describes the activities to be accomplished as part of the supervision internship experience. A draft is due at the beginning of the first individual supervision of supervision session; the final draft is due within one week of that session.

Learning Goals

Learning goals represent the agreement about the focus of supervision-of-supervision sessions. Learning goals include specific supervision interventions or techniques, relationship issues, cognitive skills related to conducting supervision, self-awareness, etc. A preliminary list of learning goals should be ready by the first individual supervision session. They will become the basis for tape review, supervisory feedback, and evaluation.

A written self-evaluation of your progress on your learning goals, and any other aspects of your experience will be due 48 hours before our last supervision session.

Taping

Supervisors should tape **ALL** their supervision sessions. Tapes should not be erased for at least three weeks after a session. At the very beginning of your first session (whether individual or group), get an informed consent form for taping signed by each intern.

Syllabus for CED 680

Your syllabus should include all of the requirements for a successful internship experience, as well as information your interns may need in an emergency. These include the following (to be described/explained in appropriate detail):

- A minimum of 5 group supervision sessions.
- A minimum of 9 individual supervision sessions.
- Interns will submit a minimum of 7 audible audiotaped or videotaped counseling sessions for review.
- Attention to prospectus, learning goals, logs, and tape review and submission (i.e., procedures, requirements).
- Interns must attend all meetings on time, hand in tapes in a timely manner, and be prepared for supervision sessions.
- How individual and group sessions will be conducted, particularly in regards to expectations of the supervisee (e.g., case presentation format for group supervision).
- The requirement that **ALL** counseling sessions be taped **AFTER** an informed consent form has been signed. (Please review each intern's consent form to confirm that it covers all appropriate ethical and legal issues.)
- The requirement of liability insurance coverage.
- Your expectations for the final grade (i.e., what constitutes a Satisfactory grade, disclaimer about Incompletes, etc.)
- How to contact you in case of an emergency.

Your syllabus needs to be reviewed and approved before you distribute it to your interns.

Site Contacts and Site Visits

School counseling interns may not contact their sites until the supervisor has contacted the school counselor by phone. For all sites, an early phone call to the site host is preferred; in this call you can introduce yourself and provide contact information, make sure the site host understands UNCG policies regarding informed consent, taping, etc., and ask the host (especially for schools) to give the student a tour and introduce him/her to administrators (principals) at the site.

One site visit per semester to each internship site is expected. The purposes of the site visit include those related to the work of the supervisee (e.g., seeing the site and setup there, meeting the host supervisor and other staff, consulting about the intern's work, etc.) and public relations (e.g., answering questions/clarifying University/Departmental expectations, addressing any issues related to the site, expressing appreciation for hosting the intern, etc.). Supervisors should make other contacts with the site (e.g., phone, visits) as needed to address these purposes. A thank you note to the host supervisor at the end of the semester is appropriate (Departmental letterhead will be provided). The Department reimburses doctoral supervisors for mileage related to site visits.

Evaluation

Two grades are given for supervision internship: Satisfactory and Unsatisfactory. Satisfactory grades are based on meeting the criteria stated above; following all procedures specified for university supervisors within the CED Department in a timely and efficient manner; fulfilling all responsibilities associated with being a supervisor, including professional and ethical behavior; and meeting the expected performance level for CED 781B/C. An incomplete will be given **ONLY** if a student has done all within his/her power to meet all of the above requirements.

A written evaluation of the supervisor's work will be provided at the end of the internship experience.

Notes. Liability insurance coverage is required throughout the time you are supervising any intern.

The UNCG Academic Integrity Policy is in effect for this course. Please review the policy, found at <http://saf.dept.uncg.edu/studiscp/Honor.html> or in the UNCG Student Handbook.

Students who require any accommodations for any aspect of this course should notify the professor immediately (see Blue Book). To receive accommodations, students must be registered with the Office of Disability Services (208 Elliott University Center, 334-5440, <http://ods.dept.uncg.edu/>, ods@uncg.edu).