

Practicum Quick Facts for Clinical Supervisors

Responsibilities of the Clinical Supervisor:

1. Provide an orientation with the agency and staff for the student unless the supervisor is off-site. This should include such items as agency policies, structure, personnel, and resources.
2. Ensure access to agency manuals, policy statements, and files as needed for the student.
3. Assist the student to refine details of Practicum activities appropriate to the specific setting.
4. Provide structure for the student to achieve Practicum objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student's self-report of Practicum activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the Practicum experience with the student.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student (if they choose to have them recorded).
7. Provide evaluations of the student's counseling skills and progress, review these with the student, and give the original evaluations to the student. The student is responsible for uploading these forms on Blackboard.
8. Initiate immediate contact with the student's Professor if problems are encountered with the student during the placement.

Supervisor credential requirements:

Must hold a license in professional counseling, mental health counseling, marriage & family therapy, clinical psychology, clinical social work, psychiatry, or have a Ph.D. in Counseling or closely related field. Must meet state standards to supervise post-masters clinicians. Supervisor must be licensed in the same state as student's practicum site. Supervisor's degrees must be from an accredited university. Students must also follow the requirements set forth by the State(s) in which student will be seeking licensure.

Student hour requirements:

	Practicum:
Direct Client Contact:	40
Individual Supervision:	1 hour per week
Related Activities:	No minimum requirement
Total Practicum Hours	100

Description of categories:

Direct Client Contact includes hours:

- a. as a co-therapist in individual, marital, family, or group therapy,
- b. in intake interviews,

Individual Supervision includes:

- a. 1 hour per week of individual and/or triadic supervision with approved supervisor.

Related Activities include:

- a. *observing* counseling sessions conducted by experienced therapists at your site,
- b. informal therapeutic interactions with clients,
- c. staff meetings,
- d. counseling related administrative work,
- e. writing progress notes,
- f. filing counseling-related files & documents,
- g. telephone calls to clients,
- h. billing insurance companies