

**Chatham University**  
**MSCP Supervisor Handout- Guidelines for Site Supervisors**

Thank you for your dedication to the counseling psychology field and for your help in supervising our practicum and internship students. Site supervisors are to provide practicum and internship counselor trainees a minimum of one hour of face-to-face individual supervision each week. During this supervision period, trainees may present cases for feedback, solicit explanation on guidance and counseling curriculums and materials, or be provided information on any counseling psychology concern. It is the student's responsibility to have questions and cases ready for supervision. This activity is designed to facilitate the counselor trainee's professional development. It is expected that the site supervisor will provide feedback and answer questions – the supervisor is not expected to plan activities for this hour of supervision. Some supervisors prefer to break the supervision hour into two half-hour segments throughout the week.

Site supervisors are encouraged to provide adequate orientation to the comprehensive counseling program. Gradually the counselor trainee is to be given individuals and groups as well as other counseling activities. It is expected that toward the end of the internship experience that the counselor trainee be functioning as independently as possible.

**Specific guidelines for site supervisors are as follows:**

- Introduce the counselor trainee to administrators, supervisors, fellow trainees, staff, and other persons with whom the counselor is regularly in contact while on the job.
- Provide the counselor trainee with information concerning the policies and procedures of the site, places where needed materials are to be found, general regulations, emergency procedures, and general duties of the counselor.
- After the initial observation period, plan activities with the counselor trainee that will provide experiences in the areas of individual, group, consultation, assessment, program planning and evaluation. Counselor trainees are expected to audio or videotape a counseling session by the third week of the semester. Therefore, helping the counselor trainee secure consent forms early in the semester will aid the trainee with this assignment.
- Review and sign weekly time log sheets used by the counselor trainee to document practicum and internship hours.
- Advise the Field Placement Coordinator (Joshua Bernstein, Ph.D. at 412-365-2767) or the Chatham University faculty supervisor of any problems which arise in connection with the Counseling program.
- Complete Mid-term and Final Evaluations of the counselor trainee.

**The following is a list of specific areas that on-site supervision should include:**

- Crisis plans
- Permission and confidentiality regarding counseling and recording sessions
- Record keeping
- Appraisal needs
- Individual counseling
- Group counseling
- Professional development

**In addition, the supervision hour should include:**

- A basic evaluation of counseling skills in the beginning and at the end of the field experience
- Direction regarding expectations for the experience weekly and as a whole
- Teaching of new skills
- Observation of the counselor trainee practicing counseling skills
- Evaluation and constructive feedback of outcomes
- Debriefing and discussion regarding specific cases
- Application to counseling theory
- Stress management