

## **Informed Consent and Agreement**

### **Duration and Termination:**

The period of this agreement will span the Summer 2024 semester, from June 1, 2024 to August 16, 2024. During this period, supervision sessions will be held between \_\_\_\_\_ ((Supervisor) and \_\_\_\_\_ (Supervisee).

### **Nature of Supervision:**

The primary purpose of supervision is to ensure the welfare of the supervisee's future students. Secondarily, supervision will focus on promoting the supervisee's professional development, developing therapeutic counseling skills, competence, and counselor identity.

### **Frequency of Supervision:**

Supervision will occur on a weekly basis, meeting on Tuesday afternoons from 3:00-4:00 pm EST.

### **Background Of Supervisor:**

Suzy Vaile is a dually licensed clinical mental health counselor working towards a PhD in counselor education and supervision. She holds a master's degree in Clinical Mental Health from Wake Forest University in Winston Salem, NC. .

### **Nature of Confidentiality:**

All information shared between supervisor and supervisee during the supervision process is considered confidential. Exceptions include behaviors, skills, or dispositions that require remediation and/or any expression of intent of harm to self or others.

### **Responsibilities of Supervisor:**

1. The supervisor will monitor the performance of the supervisee and provide regular, documented individual or group consultation, guidance, and instruction that is specific to the school counseling services being performed with respect to the clinical skills and competencies of the person supervised.
2. The supervisor will avoid dual relationships which could compromise the objectivity of the relationship to the resident.
3. The supervisor will complete evaluation forms to be given to the supervisee at the end of each of the supervision sessions.
4. The supervisor will establish written contract items related to the frequency of individual and/or group supervision sessions, formal and informal evaluations, contact information, etc.
5. The supervisor will conduct supervision as a process distinct from personal therapy or didactic instruction.

### **Responsibilities of Supervisee:**

1. The supervisee will participate in supervision with a goal of increasing competency in school counseling practice and attend supervision on the agreed upon basis.

2. The supervisee will be prepared to role play and practice clinical counseling skills, as well as receive feedback on areas of growth to further develop competencies.

### **Rights of Supervisee:**

- The supervisee has the right to work to be notified of the supervisors' expectations of the supervisory relationship.
- The supervisee has the right to work with a supervisor who is culturally competent and willing to openly discuss diversity related issues.
- The supervisee has the right to receive objective feedback to develop their counseling skills.

### **Supervision Model and approach**

I work from a person-centered approach that is both eclectic and collaborative. I plan to use a Learning Based Model of Supervision that focuses on three common factors of supervision: alliance building, educational interventions, and learning/relearning.

### **Record Keeping:**

The supervision sessions will be held synchronously online and will be video recorded for evaluation by professor of both the supervisor and supervisee. 

### **Process of Evaluation**

The supervisor will provide the supervisee with oral and written feedback on their counseling skills during supervision sessions. Feedback will be based on the supervisee's demonstrated counseling skills during the session. I will use the Skills Observation Form as the basis for my feedback.

### **Emergency Procedures:**

Due to the nature of this supervision, the expectation of an emergency is low. However, if an emergency does occur, proper authorities will be contacted.

Also, if there is a personal emergency that prevents either supervisor or supervisee from attending the supervision session, the other party must be notified of the absence.

### **Ethics:**

Both supervisor and supervisee are expected to uphold all ethical standards as stated in the ACA (2014) Ethics Code. The supervisor will model ethical behavior and ensure ethical behavior is practiced by the supervisee.

We, as supervisor and supervisee, agree to uphold the directives and provisions outlined in this contract to the best of our abilities and to conduct ourselves as professionals reflective of the expectations of the field and the ACA Code of Ethics.

### **Signatures of understanding and agreement**

Supervisee \_\_\_\_\_ date \_\_\_\_\_

Supervisor \_\_\_\_\_ date \_\_\_\_\_