



Clinical Mental Health Counseling Supervision Agreement

**Required from each site supervisor for each semester of internship (multiple semesters may be listed if site supervisor does not change).*

This agreement aims to clarify the supervision process for, the Internship Site Supervisor _____ and _____, the CHRD Intern. The intern is currently a student in the Counseling and Human Resource Development Program at South Dakota State University, and enrolled in the CHRD 794: Internship course for the _____ semester of _____.

Purpose of the Supervision

1. Monitor the welfare of students assigned to the intern,
2. Ensure the intern's development of critical counseling and administrative competencies necessary to deliver competent services as a professional school counselor in an agency setting,
3. Facilitate the intern's understanding and compliance with [ACA](#) ethical guidelines,
4. Promote the intern's development of a strong professional identity as a professional counselor,
5. Assist the intern in fulfilling requirements of the internship class, and
6. Facilitate the intern's readiness for the professional counselor role

Context of Supervision Services

1. Provide at least one (1) hour of regularly scheduled individual supervision each week throughout the intern's internship experience,
2. Offer additional supervision and consultation when needed by the intern, and
3. Utilize a variety of supervision approaches and techniques to address developmental needs of the intern.

Method of Evaluation

1. Provide ongoing, constructive feedback to the intern throughout the internship experience, and
2. Complete a comprehensive written evaluation with the intern at the middle and at the end of their internship experience.

Duties and Responsibilities of Supervisor and Intern:

Supervisor:

1. Create an environment that is sensitive to the developmental and personal needs of the intern,
2. Explain your expectations to the intern clearly,
3. Help the intern develop appropriate learning goals,
4. Strive to establish a supportive and trustful supervisory relationship,
5. Be attentive to power differentiation between the supervisor and the Intern,
6. Provide a thorough orientation to the intern at the beginning of their experience,
7. Ensure that ethical guidelines and professional standards are maintained throughout the experience,
8. Closely monitor welfare of the intern's students and intervene when students' welfare is at risk,
9. In a sensitive manner, challenge interns to develop clinical and administrative competencies essential to fulfill responsibilities of a professional counselor.
10. Instill in the intern the importance of continuing education in one's professional career,
11. Assist the intern in their transition from a dependent student role to an independent professional role,
12. Assist the intern in developing the professional confidence necessary for professional success,
13. Provide the intern with the name and contact information of a designated professional with appropriate certification and work experience with whom the intern can consult in the absence of the supervisor,
14. Sign off on all relevant documentation,
15. Communicate any concerns or problems that may arise during internship to the university supervisor in a timely manner at (605) 688-4190, and
16. Provide valid input in attempt to establish a fair and objective grading system.

Intern:

1. Be cognizant of policies and procedures of their sites and follow them closely,
2. Use supervision sessions effectively by being prepared for and ready to process relevant issues and concerns,
3. Be open and forthcoming with the supervisor regarding any critical issues experienced at the site,
4. Actively seek and willingly implement the supervisor's feedback into one's work,
5. Be knowledgeable of and closely follow [ACA](#) guidelines and standards of practice,
6. Demonstrate a serious commitment to professional development by willingly engaging in a variety of opportunities offered at the site,
7. Carry out assigned professional responsibilities with the utmost care,
8. Consult immediately with the supervisor (in his/her absence consult with the designated professional counselor) and staff members in cases of emergencies.

This agreement is in effect from _____ to _____ and is subject to revision at any time, upon the request of the supervisor or the intern. Revisions will be made only with the consent of the intern and the approval of the supervisor. The CHRD internship committee reserves the right to object any change in the agreement that is in disagreement (or in violation) with the ethical guidelines set forth by the professional organizations ([ACA](#)) and/or CHRD policy and procedures.

We agree, to the best of our ability, to uphold the guidelines specified in this agreement and to conduct the supervisory relationship according to the ethical principles and the code of conduct of relevant professional organizations (i.e. [ACA](#)).

Intern Printed Name _____ Signature _____ Email _____

Site Supervisor Printed Name _____ Signature _____ Email _____