

Preparing a New Generation of Professional Counselors

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# UWA Site Supervisor Orientation

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Thank you for serving as a site supervisor. This presentation will highlight the requirements and protocol for the site supervision pieces of the practicum and internship courses.

You can find additional detail in the [Clinical Experiences Handbook](#).

# Site Supervisor Requirements

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- Be properly licensed or certified by their respective state accrediting agency
- Hold at least a masters degree in counseling or a related field
- Have at least two years of experience (CMHC) or three years of experience (School Counseling) in his or her field of specialization
- Have completed relevant training in counseling supervision (UWA offers this training to any site supervisor who has not completed training in counseling supervision)



# Site Supervisor Responsibilities

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# What Does a Site Supervisor Do?

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- Provides an average of one hour per week of individual supervision
- Rates student performance on Mid-Term and Final Evaluation Form
- Provides resources to enhance professional development when needed
- Helps to secure clients
- Ensures the student has received adequate training in order to conduct day to day activities at the site
- Provides direct supervision for both individual counseling session assignments (practicum and internship) and the group counseling session assignment (internship only)



# Communication with University Supervisor

- The site supervisor is strongly encouraged to initiate contact with the university instructor, or Dr. Necoal Driver, the Clinical Experience Coordinator as soon as there are any questions or concerns regarding the student, expectations, or responsibilities.



# Practicum Requirements

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- 100 clock hours of clinical experience under supervision.
- Of the 100 clock hours, a minimum of 40 hours must be direct contact hours
- Must complete 2 individual therapy sessions as the lead counselor that is observed and evaluated by the site supervisor
- Opportunity to become involved with a variety of professional activities in addition to direct service (e.g., record keeping, assessment, in-service, staff meetings)
- One hour per week of Onsite Supervision
- 1.5 hours per week of University Supervision



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# Internship Requirements

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- 600 clock hours of clinical experience under supervision.
- Of the 600 clock hours, a minimum of 240 hours must be direct contact hours
- Must complete 2 individual therapy sessions and one group therapy session as the lead counselor that is observed and evaluated by the site supervisor
- Opportunity to become involved with a variety of professional activities in addition to direct service (e.g., record keeping, assessment, in-service, staff meetings)
- One hour per week of Onsite Supervision
- 1.5 hours per week of University supervision







# University Supervisor

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- Provides 1.5 hours of weekly group university supervision
- Provides a grade of experience with Site Supervisor input
- Maintain contact with Site Supervisor to collaborate on the growth and progress of the student.
- Be available to handle issues with which the Site Supervisor needs assistance.

# Liability Insurance

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- All students must be members of the American Counseling Association (ACA) or American School Counseling Association (ASCA).
- ACA/ASCA provides all student members with liability insurance.



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# Direct Contact Hours

- Direct contact hours include any activity in which the student has live communication with an individual where a treatment plan goal is being addressed.



# Direct Contact Hours

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- individual counseling
- group counseling
- initial interview
- case management
- psychoeducation and outreach
- sitting in on the site supervisor's individual or group sessions is considered direct contact hours.



# Indirect Contact Hours

- Indirect contact hours include any activity related to counseling functions that does not include direct work with client(s).





# Indirect Contact Hours

- supervision hours
- record keeping
- filing of records
- planning sessions
- consultation
- attending in-services
- attending conferences

# Tevera



- Tevera is the software program UWA uses to house:
  - Practicum & Internship Agreements
  - Mid-term and Final Evaluations
  - Individual and Group Session Evaluations
  - Hours Logs
  - Site Supervisor & School Information

# Questions

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- The student's UWA Supervisor will be in contact with you on a regular basis, and feel free to contact them anytime. She will reach out at the beginning of the experience to introduce herself and provide contact information.





# Contacts

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- Dr. Kelly Owenby is the Clinical Mental Health Counseling Program's Field Experiences Coordinator and may be reached at [kowenby@uwa.edu](mailto:kowenby@uwa.edu)



# Contacts

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Dr. Necoal Driver, Clinical Experiences Coordinator –  
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