

# Expectations of Supervisees

This form is to be reviewed and signed with each new individual supervisor.

Trainee: \_\_\_\_\_

Semester \_\_\_\_\_ Fall

\_\_\_\_\_ Spring

Supervisor: \_\_\_\_\_

\_\_\_\_\_ Summer

- Adhere to the APA Ethical Principles of Psychologists and Code of Conduct ([www.apa.org/ethics/](http://www.apa.org/ethics/)) and TSBE Rules and Regulation ([www.tsbep.state.tx.us/](http://www.tsbep.state.tx.us/)) for Psychologists in Texas.
- Operate within the bounds of the laws and regulations of the State of Texas.
- Adhere to the policies and procedures of Counseling Services.
- Practice in a manner that conforms to the professional standards of Counseling Services.
- Inform all clients of supervisory status.
- Consult a supervisor before the client leaves the office when a client endorses current active suicidal ideation.
- Participate in supervision regularly, punctually, and without interruption.
- Write and Sign notes in a timely fashion: Progress Notes within 3 business days of the client's appointment, Intake Reports within 24 hours, Crisis Notes within 24 hours. (Practicum trainees must forward all notes to their supervisors before leaving each week.)
- Inform supervisor in advance when sending a letter or report out of the agency. Do not send letters or reports out of the agency without supervisor's signature.
- Inform supervisor in advance when sending an email to a client and follow Counseling Services email policies.
- Maintain an accurate and up to date weekly schedule in Titanium.
- Follow leave policies. Inform supervisor of circumstances that impact performance.
- Maintain, print, and bring an updated weekly Summary of Supervision to supervision.
- Inform supervisor if having difficulties maintaining caseload or completing paperwork.
- Prepare for supervision by reviewing clients, formulating questions for supervision, and selecting relevant portions of session recordings to share with supervisor.
- View a minimum of 2 full sessions outside of supervision per semester, one before mid-semester review period (October, February), and another before the end of semester evaluation (December, May, and August)
- Uphold ethical standards and raise ethical issues routinely in supervision.
- Be open to receiving feedback from supervisor regarding strengths and areas for growth.
- Inform supervisor of progress or difficulties in other training activities.
- Mid-semester: conduct an informal self-assessment and exchange written feedback with supervisor.
- End of semester: exchange formal written feedback with supervisor (keep copies, provide original to the Training Director).
- Notify supervisor and the Training Director at the beginning of the semester of any additional paperwork (hour logs, evaluation forms) required by the home academic department.

Trainee Signature \_\_\_\_\_

Date \_\_\_\_\_