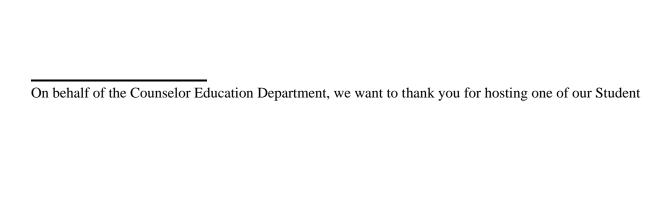


Table of Contents	
Welcome Ste Supervisor,	3



- x Group I: Theory and Practice of Group Interaction (can be taken concurrently with first 150hrs)
- x Group Experience
- x Introduction to Career Counseling

Χ

Х

Χ

x Student Affairs Administration

Χ

- x Elective (3 credits)
- x Fieldwork (6 credits)
 - x The Student Affairs Program requires a total of a 300 hour internship split between 2 semesters, completing 150 hours during each semester.
- x Culminating/Capstone experience

Supervision is one of the most essential aspects of the fieldwork experience. Through supervision, the student intern can obtain information concerning their performance, case conceptualization, use of appropriate interventions, and understanding how self-awareness plays a crucial role in their interactions.

Bernard and Goodyear (1998) offer this definition that has come to be accepted within the counseling profession:

Supervision is an interveion that is provided by a senior member of a profession to a junior member or members of that same profession. This relationship is evaluative, extends over time, and has the simultaneous purposes of enhancing the professional functioning of the junior meloer(s), monitoring the quality of professional services offered to the clients she, he, or they see(s), and serving as a gatekeeper of those who are WR HQWHU WKH SDUWLFXODU SURIHVVLRQ

Another definition by Powell, D. & Brodsky A. (2004) states that:

The on-site supervisor and the BSU instructor/supervisor will both be responsible for assessing WKH VWXGHQW LQWHUQ¶V SURJUHPerVheCsiXeWIsiCCIntWacK, HLU ILHOG supervisors will be contacted via emails, conference calls, and/or site visits to stay updated on WKH VWXGHQW¶V SURJUHVV RQ JDLQLQJ H[SHULHQFH LQ W experience. If at any point, you as the on-site supervisor have concerns about the performance of the student intern, you are encouraged to contact the BSU Instructor/Supervisor.

- x Expectations include but are not limited to: (Reference the Competency forms in Appendix C)
- x Obtain malpractice insurance.
- x Complete Mandated 51A Reporting training.
- x Complete Chapter 260 training.
- x Assume the range of responsibilities and roles engaged in by counselors in the role for which they are training (e.g., Student Affairs Professional).
- x Perform assigned duties in a manner which recognizes, respects, and appropriately responds to student diversity and maintains the highest professional standards/professionalism and knowledge of professional ethics.
- x Actively utilize and participate in the supervisory and seminar experience, and to bring any serious issues to the immediate attention of their on-site supervisor and BSU instructor/supervisor.
- x Timely completion and submission of all required paperwork each semester to BSU seminar instructor.
- x Students are required to complete a Site and Site Supervisor evaluation at the end of the semester.

If at any point an issue may arise, it is expected that a conversation between the site supervisor and BSU instructor occur immediately. If further conversations with other parties (i.e., student, clinic director, director of fieldwork) are necessary, additional conversations will then take place to either remedy the issue or develop a consistently communicated plan that allows the student to ethically terminate with students, wrap up their experience, and arrange for an alternate placement to complete their fieldwork hours. The Site Supervisor and the student intern may not

Site supervisors who are actively supervising a graduate student intern are eligible to receive a course voucher, valid for free tuition towards a BSU course. Please refer to Appendix E for more information.

Department of Counselor Education Student Affairs Internship Fieldwork Agreement

Only one site may be reflected oristform. Complete only the necessary number of semesters per plan of study. If you are completing more than one semester, use one box per semester.

Course	Semester Fall 20 Spring 20 Summer 20 Internship	Semester Fall 20 Spring 20 Summer 20 Internship	
Credits	3 6	3 6	
Fieldwork Hours	150300	150 300	

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	I have no	ot complet	ed training i	n Counselo	· Supervisi	on
1. 2. 3.	University. Approval of the professional jud	be kept on a proposed of the land the l	on-site hours of best practice flor Education	will be contins. has the righ	ngent upon	Education at Bridgewater State the Director of &] o Á}CEI[ve or deny this application
Ste Sup	pervisor signat	ure				Date:
Student	t signature					Date:
BSU Fie	ldwork Directo	or				Date:
All sign	natures must	be on file	with the De	partment 6	Mounselo	r Education.

Bridgewater State University Competency Based Activities/Outcomes

programming that is studentcentered and helps meet the developmental needs of students on campus. programming. Design programs and services to promote student learning and development based on current research. Design culturally relevant and inclusive programs, services, policies and practices.

d. Brief/Risk/Crisis Assessments (as need arises) Demonstrate an initial understanding of the brief/risk/crisis assessment process. Identify patterns of behavior that signal mental health concerns. Be aware of accurate and helpful mental health information for students, faculty and staff.

Conduct brief/risk/crisis assessments as the need arises; demonstrate an understanding of the broad nature of risk/crisis/assessment as it relates to campus population.

privilege, and power. Students will demonstrate a sense of their own agency and social responsibility that includes others, their community, and the larger global context.	past and current harms on campus communities.

a. Supervision Utilization

Able to effectively utilize supervision

Be able to explain necessity to follow institutional and divisional procedures and policies with regard to upholding ethical assessment, evaluation and other research activities. Be able to prioritize program and learning outcomes with organization goals and values. Use culturally appropriate terminology and methods to construct/conduct

b. Assessment/ProgramEvaluation(when appropriate)

Able to appropriately assess the (in) effectiveness of a student affairs program, service, or intervention, on both an individual and department/campus wide level.

relationships with students, parents, alumni, faculty, staff, and administrators	

Utilize digital tools, resources, and technologies for the advancement of

Instructions: This evaluation form is designed to allow the student intern to indicate the level of competence demonstrated in each of the designated competencies. Please assign a response to each of the following statements based on the level of demonstrated competence in each area/skill set. If a competency is not applicable for a particular setting, check "not applicable".
Student Name (Type Below):
On-Ste Supervisor Name (Type Below):

Indicate the level of competence you, as the student intern, demonstrates in the following areas:

Foundational

Intermediate

Indicate the level of competence you, as the student intern, demonstrates in the following areas:	Foundational	Intermediate	Advanced	Not Applicable
K) Use of Technology/Social Media in Student Affairs: Ability to incorporate technology into assessment, campus programming, counseling, prevention, and/or consultation activities.	0	0	0	0
L) Knowledge of Student Affairs Administration: Awareness of the role of how the history, philosophy, and values of the profession connects to the current role of administration in student affairs practice.	0	0	0	0
M.) <u>Use of Supervision:</u> Uses supervision to increase skills, identify and address issues of counter-transference, and to address all relevant issues of concern to the attention of the supervisor.	0	0	0	

Instructions: This evaluation form is designed to allow the on-site supervisor to indicate the level of competence the student intern demonstrates in each of the designated competencies. Please assign a response to each of the following statements based on the level of demonstrated competence in each area/skill set. If a competency is not applicable for a particular setting, check "not applicable". Please be sure to complete this concurrently with the student or review your responses with the student so they are part of the evaluation process.

Student Name (Type Below):

On-Ste Supervisor Name (Type Below):

Please indicate if this is the Midterm or Final

Midterm

Final

Indicate the level of
competence the student
intern demonstrates in the
following areas:

Foundational Intermediate Advanced

Ivanced Not Applicable

A.) Identity as a Student

Indicate the level of competence the student intern demonstrates in the following areas:	Foundational	Intermediate	Advanced	Not Applicable
D.) Career Information/ Career Development: Provides effective counseling around issues of career, avocation, academic concerns, and "meaningful work" with respect to student diversity and lifestyle.	0	0	0	0
E) Helping Relationships Skills/ Crisis Intervention/ Advising Skills: Develop and maintain positive, empathic counseling relationships with students while effectively responding to verbal and non-verbal communication. Identify patterns of behavior that signal mental health concerns and provide appropriate referrals. Articulate ways to promote awareness and de- stigmatization of mental health issues.	0	0	0	0
F.) Group Work/ Facilitation: Understands group theory, process, dynamics, methods and translates theory into practical application. Mediate differences between or among individuals and groups.	0	0	0	0

Indicate the level of competence the student intern demonstrates in the following areas:

G.) Assessment/Evaluations and Research: Gather, interpret, and integrate pertinent clinical, developmental, cultural, and other contextual student information and test/istudetestr194.02 Tf4ntd Foundational Intermediate Advanced Not Applicable

Indicate the level of		
competence the student		
intern demonstrates in the		
following areas:		

Foundational Intermediate A

Advanced

Not Applicable

I.) Use of Technology/Social Media in Student Affairs:

Indicate the level of competence the student intern demonstrates in the following areas:	Foundational	Intermediate	Advanced	Not Applicable
L) Self-Reflection/Self- Awareness: Demonstrates an awareness of own biases and shows ability to avoid imposing biases onto students. Utilizes supervision to build self-awareness including an understanding of self as a cultural being and ways resulting biases could impact counseling process.	0	0	0	0
Student's Strengths:				
Student's Growth Areas:				
On-Site Superviso6ignature				

On-Site Superviso Signature BSU Instructor Signature:

now eligible to receive a course voucher, valid for free tuition towards a BSU course. If a site supervisor for the Department of Counselor Education would like a course voucher they would need to submit a written request on their agency/school letterhead, with the site address, to the Director of Fieldwork in the Counselor Education Department by the Quarter mark in each semester. Quarter marks for fall are when the first quarter ends and the second quarter begins, for spring it is when the third quarter ends and the fourth quarter begins and for summer it is when summer session I ends and summer session II begins. The Director of Fieldwork will notify supervisors of the Quarter mark date at the beginning of the semester to allow time to submit a request. A half fee waiver will be issued for any 3 credit placement a BSU student FRPSOHWHV XQGHU D VLWH VXSHUYLVRU¶ Yor & Action by Ynbrevia RQ \$ IXO QD Q RQH VHPHVWHU WKH VWXGHQW FRPSOHWHV XQGHU D VLWH V

waivers based on credit hours:

Fieldwork Experience (Credits/Hours)

Type of Course Voucher

Fieldwork Experience (Credits/Hours)	Type of Course Voucher
Practicum/Pre-Practicum (3 Credits/100hrs.)	Half Fee Tuition Waiver
Internship/Practicum (3 Credits/150hrs.)	Half Fee Tuition Waive

Site supervisors who supervise a graduate student intern in the Department of Counselor Education are

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