PRACTICUM SUPERVISION CONTRACT
University of Western Ontario
Graduate Program in Clinical Psychology

Instructions

The purpose of this contract is to make explicit the learning conditions, expectations, styles and preferences as well as the needs of the student and the requirements of the supervisor and setting.

It is the responsibility of the student and the supervisor to review and discuss the items in this contract and to negotiate a contract which is acceptable to both parties prior to or at the beginning of the practicum placement. The student may complete any sections in advance of a meeting in preparation for the discussion. The process is important and the content is intended to provide signposts for conducting a dialogue between the supervisor and student.

The contract should be reviewed with an “expectation check” after 4-6 weeks and at which point any revisions could be noted and the contract is signed off by both parties. Following this, the practicum supervisor in the setting retains a copy. The student also retains a copy and provides a copy to the Coordinator of Practicum Placements.

1. Practicum Details

Dates From: ________________________  To: ________________________
Course: ______________________
Type of Practicum: ________________________________________   Total Hours Required: ___________
Name of Practicum Student: ___________________________________ Year: ________________________
Student contact information:  Home address:______________________________________________________
Telephone numbers:  Home:________________  Office: _______________  Cell:_________________
Email address: _________________________ Preferred mode of contact: _______________________
Person to contact in case of emergency: ___________________________ Phone: __________
Name of Primary Supervisor:______________________________Phone:_____________email:____________
Secondary supervisor(s) (if used) __________________________Phone: _____________email: ____________
Name of organization: ___________________________________________________________

Service, Department, Program, Unit etc.: ____________________________________________

Student’s Previous Practicum Experience: ____________________________________________

________________________________________________________________________________

________________________________________________________________________________

2. **Basic Arrangements (to be completed during contracting session)**
   a. Number of direct client contact hours required _________________________________
   b. Agreed upon hours/week _________________________________________________
   c. Agreed upon days in attendance _____________________________ (note any flexibility)
   d. Agreed upon time(s) of day for practicum _________________________________
   e. Agreed upon office location _____________________________________________
   f. Amount of supervision/week _____________________________________________
   g. Agreed upon supervision times (if known) __________________________________
   h. Amount of delegated supervision _______________________________________
   i. Amount of group supervision ___________________________________________
   j. Types of client(s) ______________________________________________________
   k. Documentation of supervision: __________________________________________
   l. Back up supervision: _____________________________________________________
   m. Title to be used by student in setting: _____________________________________
   n. Documents to be submitted prior to starting: _________________________________

____________________________________________________________________________

o. Pre-practicum health requirements: __________________________________________

p. Police check requirements ___________________________________________________


3. **Orientation to organization (To be completed during first few sessions, in accordance with the requirements of the setting)**

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<th>Notes</th>
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<tr>
<td>a. Agency/organization programs</td>
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<td>b. Policies and procedures</td>
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<td>c. Review confidentiality/privacy</td>
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<td>d.</td>
<td>Review limits of confidentiality</td>
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<td>e.</td>
<td>Dual relationships/boundary issues</td>
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<td>f.</td>
<td>Health and safety procedures</td>
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<td>Fire regulations</td>
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<td>h.</td>
<td>Orientation package</td>
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<td>i.</td>
<td>Case/file management</td>
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<td>j.</td>
<td>Clinical recording/documentation</td>
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<td>k.</td>
<td>Introduction to key personnel</td>
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<td>l.</td>
<td>Allocated space</td>
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<td>m.</td>
<td>Email/phone/fax/computer/copier</td>
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<td>n.</td>
<td>Parking</td>
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<td>o.</td>
<td>Allocated clerical support</td>
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<td>p.</td>
<td>Organization Emergency procedures</td>
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<td>Travel/expenses</td>
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<td>r.</td>
<td>Meals/breaks</td>
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<td>s.</td>
<td>Procedures when sick/unavailable</td>
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<td>t.</td>
<td>Dress code</td>
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<td>u.</td>
<td>Patient/client booking procedures</td>
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<td>v.</td>
<td>Supervisor absence</td>
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<td>w.</td>
<td>Billing protocol etc.</td>
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<td>Other ____________________</td>
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4. **Accommodation needs of student (if required)**
5. Learning Objectives for this placement. These are specific learning areas on which to focus during this practicum, not just a list of activities in which the student will be involved. Rate each as either 1 = High Priority; 2 = Medium Priority 3 = Low or Not a Priority for this placement.) Note: probably no more than 3-5 high priority areas should be selected.

Assessment/Diagnosis

i. Practice on administration of intellectual tests ___
ii. Learning to use new intellectual/cognitive tests ___
iii. Practice in using personality/other tests ___
iv. Selecting appropriate tools for case ___
v. Improving interpretation of psychometric tests ___
vi. Gaining experience in interviewing skills ___
vii. Learning structured diagnostic interviews ___
viii. Learning risk assessment (suicide/violence) ___
ix. Learning specific assessment tools (specify) ___

x. Learning specific assessment procedures ___
   (e.g., PCA, legal, insurance etc)

xi. Writing reports ___

xii. Case formulation ___

xiii. Differential Diagnosis ___

xiv. Making recommendations ___

xv. Providing feedback ___

xvi. Communicating a diagnosis ___

xvii. Other _________________________________ ___

b. Intervention

i. Expanding knowledge of evidence base ___

ii. Practicing specific therapy technique ___
   Specify _________________________________

iii. Establishing a therapeutic alliance ___

iv. Working with difficult clients ___
v. Improving self-awareness/reflective thinking
vi. Individual therapy
vii. Working with families
viii. Working with groups
ix. Assessment of change
x. Learning background theories for therapies
xi. Other ______________________________

c. General
i. Specific Client populations/diagnoses
   Specify______________________________
ii. Working in multidisciplinary teams
iii. Consulting to other professions
iv. Dealing with ethical dilemmas
v. Diversity and cultural competency
vi. Becoming more confident/autonomous
vii. Handling vicarious trauma/stress
viii. Working with larger systems
ix. Supervising others
x. Understanding legislative issues
xi. Conducting program evaluation/research
xii. Other ______________________________

6. Supervision Methods and Approaches mutually agreed upon
a. Regular formal meetings
b. Informal discussion/drop-in availability
c. Use of direct observation
d. Use of audio feedback
e. Use of video feedback
f. Use of role play
g. Student review of video/audio tapes
h. Live modelling by supervisor
i. Co-therapy (ongoing)
j. Shared case responsibility
k. Regular verbal feedback
l. Regular written feedback
m. Review of written reports/casenotes
n. Assigned readings
o. Focus on transference/counter transference
p. Focus on treatment adherence
q. Focus on clinical problems
r. Focus on interpersonal process in therapy
s. Student-directed agenda items
t. Supervisor-directed agenda items
u. Focus on student’s professional growth
v. Focus on student’s technical skill development
w. Other ________________________________

7. Theoretical orientation and preferred models
   a. Supervisor ______________________________________________________________
      ______________________________________________________________

   b. Student (current exposure)______________________________________________
      ______________________________________________________________

   c. Student (desired exposure)______________________________________________

8. Student/Supervisor Relationship: Style and Conflict Resolution
   a. Student Self-Perceived Strengths__________________________________________
      ______________________________________________________________

   b. Student Self-Perceived areas for growth__________________________________
      ______________________________________________________________
c. **Supervisor Self-Perceived Style (structured/unstructured etc.)**

______________________________________________________________________________

d. **How conflicts will be addressed:**

(For Example, discuss steps in a procedure or who else might be involved)

i. **Interpersonal:** ____________________________________________________________

ii. **Case related/theoretical:** ________________________________________________

iii. **Relating to the evaluation(s):** ____________________________________________

_The Supervisor and Supervisee agree with the content of this contract and agree to abide by the relevant procedures and policies set out by the host agency regarding supervision of students and the Graduate Program in Clinical Psychology, University of Western Ontario._

Signatures:

Student: ____________________ Supervisor: ____________________ Date: ________________

______________________________________________________________________________