

JOHN HAWKINS, LPC, NCC

Professional Counseling Services

Supervisory Contract

I, John Hawkins, Ed.S., LPC, agree to provide supervision for you for the purpose of becoming a Licensed Professional Counselor in the state of Mississippi.

I am licensed by the state of Mississippi as a Licensed Professional Counselor. I hold a Educational Specialist degree in Counselor Education from Mississippi State University. I am a National Certified Counselor (NCC) and a National Certified School Counselor (NCSC). As a counselor, I have served adults, adolescents, children, couples, families, and persons with severe mental illness. I do not work with individuals needing physical rehabilitation or individuals who perpetrate sexually against children.

Per the Mississippi Licensed Professional Counselors Board of Examiners (LPC Board), you are required to complete the necessary practicum and internship requirements and obtain the necessary degree with specific course content. I will complete whatever documentation is needed by the supervisor and will sign forms where necessary. You must then submit the documentation form(s) to the LPC Board for approval.

The supervision I provide for you will primarily be individual; however, some group supervision may occur. We will meet one hour each week until you complete your required hours of supervised experience or until this contract is cancelled by either party. I expect you to adhere to the *Code of Ethics and Standards of Practice* of the American Counseling Association.

You are responsible for paying the fee for my services. I expect prompt attendance at each scheduled session. Please provide me with 24 hours advance notice if you must reschedule a session for some reason. If such notice is not received, you will be required to pay the full fee for the missed session.

Professional boundaries will be maintained by limiting our interaction to the designated hours of supervision. You should consult your immediate supervisor and follow their direction if you encounter situations whereby you need help or advice. I will not provide telephone or face-to-face consultation outside our regularly scheduled supervision sessions.

My philosophy of supervision is that my role as your clinical supervisor is to assist you in practicing counseling in the most effective manner possible, given your choice of counseling theories, approaches, and interventions. My goal is to facilitate your professional development by creating a trusting and safe relationship whereby you may attain knowledge, improve skills, and strengthen professional attitudes and values. I will review your work and give you my impressions of your strengths and weaknesses. In addition, I will evaluate your work on a continuing basis.

I utilize a developmental approach¹ to counseling supervision. Stoltenberg and McNeill (1997) described three levels in which trainees function. Level one trainees have limited experience, often focusing on themselves and whether they are doing things correctly. They are often dependent on the supervisor and want support and supervision. They often want to know the “right way” to do things. While they have much enthusiasm and motivation, they are easily discouraged. Level one trainees need a supportive supervision environment that facilitates trust and willingness to ask questions. I will stress positive feedback in order to build confidence so that you may receive and benefit from constructive feedback. I will provide close supervision and effective modeling.

Unlike level one trainees, level two trainees have made a transition from a focus on self to a focus on others. Their understanding of and empathy for their clients has improved; however, they may over identify with them. As they seek to be more autonomous, they may over-rely on strengths and be unmotivated to develop weaknesses. They may vacillate between resisting the supervisor’s feedback and suggestions at times when they believe they know what is best but then become very dependent when they encounter new situations. Level two trainees need room to function autonomously while also receiving appropriate feedback and guidance. I will take a collaborative approach whereby you may receive fewer suggestions but more questions that assess your knowledge base and ability to conceptualize clients. I may also help you explore your values as it relates to your work with clients.

Level three trainees are more autonomous and trust themselves. They balance focus on others and focus on self and are comfortable in their role as a counselor. They are beginning to develop a sense of professional identity and are aware of their strengths and weakness. Level three trainees need support and consultation. I will allow the trainee to take more responsibility in setting the agenda in supervision, while continuing to provide challenge them to grow professionally and to develop their own identity as a counselor.

You will video record one counseling session each week to meet the requirements for supervision. It is your responsibility to follow the required formal outlines regarding video recording at your site. I expect a new videotape or DVD at each meeting. No person will have access to the tape or DVD while it is in my possession. All information on the tape or DVD will be kept confidential. The tape or DVD will be reviewed before the next meeting, at such time it will be returned to you. You are responsible for erasing or destroying the said tape or DVD.

As your clinical supervisor, be assured that I will review cases as well as tapes or DVDs of sessions that you bring to supervision. Providing you with professional clinical supervision is my obligation; however, your day to day activities are the responsibility of your immediate supervisor.

During the time I’m serving as your clinical supervisor, we will not have a personal relationship, as I must evaluate your professional performance as a trainee. We may be professional and collegial and may attend functions together, but we should not include each other in social

¹ Stoltenberg, C. D., & McNeill, B. W. (1997). Clinical supervision from a developmental perspective: Research and practice. In E. Watkins Jr. (Ed.), *Handbook of psychotherapy supervision* (pp. 184–202). New York: Wiley.

interactions. Gifts, invitations, or fraternization at other non-professional events are not appropriate.

You will tell me how many hours of supervised experience you need to become licensed. When you have completed one-third of those hours, I will provide you with a written evaluation of your progress and performance, including my assessment of satisfactory or unsatisfactory progress toward becoming a Licensed Professional Counselor. I will provide you with another written evaluation when you have completed two-thirds of your hours. At the end of your total hours of supervised experience, I will complete the necessary documentation needed by the LPC Board and will recommend you for licensure if I believe you qualify. Since I will provide you with regular progress reports, there should be no surprises.

The terms and conditions set forth herein determine the limits of our relationship. A two week notice will serve as notification that the binding agreement will end.

By signing below, I am agreeing to provide you with clinical supervision according to the terms of this agreement, and you are agreeing to meet the trainee terms specified herein.

John Hawkins

Date

Trainee's Signature

Date