



STANDARD M.S. CLINICAL PROGRAM
(Clinical over two years)

**EXPECTATIONS OF AGENCY CLINICAL EDUCATION SUPERVISORS
AND STUDENTS IN THE MASTER'S PROGRAM IN PASTORAL COUNSELING**

*The **AGENCY SUPERVISOR** will be expected:*

1. To provide a complete orientation of the staff, facility, rule, regulations and procedures of the agency.
2. To see that the student has a client load of four to six **(4-6) clients** as soon as possible (each client problem appropriate to intern's clinical level). It is hoped that some clients will provide a long-term counseling experience. If either of these situations does not appear likely, the student and the Director of M.S./C.A.S. Clinical Education should be informed by mid-semester.
3. To provide an hour of individual clinical supervision weekly at a set time and on a set day. Ten hours of individual supervision are expected each semester, and only at the agency setting.
4. To write a one-page evaluation at the end of each semester according to the specified form. The evaluation is to summarize the feedback from the semester-- both positive and negative. Note any major difficulties the student may be having (with clients, agency personnel, other interns, etc.) and bring to the student's immediate attention and, if necessary, also to the attention of the Director of M.S./C.A.S. Clinical Education. There should be no surprises when the final evaluation is written.
5. To **share** his/her evaluation with the student **prior to** sending the evaluation to the Director of M.S./C.A.S. Clinical Education.
6. To return the evaluation **by the specified date**. A grade cannot be given to a student until the supervisor's evaluation is received.
7. To attend the Annual Supervisor/Director/Faculty luncheon which provides an opportunity to meet with the student's small group supervisor.
8. To negotiate school vacation periods with the student so that a responsible counselor-client relationship is maintained. (Two weeks at Christmas and an additional week at Spring Break **OR** Holy Week.)



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*The **STUDENT** will be expected:*

1. To be involved clinically about ten to twelve **(10-12) hours each week** (seeing approximately four to six **(4-6 clients)**).
2. To be punctual, responsible, and professional at all times.
3. To meet with **two individual** supervisors:
 - a. Agency supervisor for an hour each week for at least 10 weeks each semester.
 - b. Loyola/Practicum supervisor for an hour each week during the first clinical year only unless otherwise noted.

Each of these supervisions is to be at a set time and on a set day.

4. To write reports in a timely manner (Agency and Loyola); and a self-evaluation at the end of each semester (Loyola).
5. To commit himself/herself to the agency for the fall and spring semesters. (September 1 - Early May)
6. To evaluate the agency and supervision at the end the Spring semester.
7. To inform the Director of M.S./C.A.S. Clinical Education whenever there is a change of supervisors at the agency (or the agency name changes).
8. To see clients only on the premises of the agency (as designated by the agency) and only during regularly established client hours.
9. To handle the resolution of any difficulties or conflicts which arise at the agency in a professional manner; the Director of M.S./C.A.S. Clinical Education is available to assist in these matters, and should be notified as soon as possible.