

# Clarifying Expectations for Supervisor and Student

<b>Logistics/Practicalities</b>	<b>Initial</b>
1. Facility policies: start/end times, dress code, illness policy, calendar (days off), emergency procedures, etc.	
2. Use of down time – What are your expectations? Can it be used for planning, research, and/or personal time?	
3. Technology – Use of cellular phone, ipad, etc. Can it be used as a therapeutic tool, research tool, and/or for personal use during down time?	
<b>Intellectual Support</b>	
1. Observation – Expected length of time	
2. Teaching – What area(s) does the student feel he/she might need more information or assistance?	
3. Level of independence – When can the student expect to take over the caseload?	
<b>Emotional Support</b>	
1. Open communication	
a. Mode – How will you communicate (phone, e-mail, text)? How quickly will you be able to respond?	
b. Questions – Student initiated or Supervisor prompted?	
c. Concerns – How should issues be resolved?	
2. Skill development	
a. Critical thinking – How can I challenge you?	
b. Experience – How can I enhance your learning?	
3. Career Development – How can I help? -Networking, interviewing (excused absence?)	
<b>Feedback</b>	
1. Type – Verbal, written, combination?	
2. Frequency – After each session, daily, weekly?	
3. Format – notebook, e-mail, etc.	
4. Manner – What will the feedback include? Positive/constructive feedback, suggestions/techniques, opportunities for self reflection, etc.	
<b>Work Responsibilities</b>	
1. Time management – What is expected to be done after hours?	
2. Written work – When should paperwork be completed? When/how do you expect evaluations to be completed?	