

Jeremy Gillentine

Ethics Informed Consent and Agreement Assignment

Due: May 25, 2025

Supervision Informed Consent and Agreement

1. Date range of the agreement

Supervisee Name: _____ referred to as “Supervisee” in this four page agreement

Supervisee’s Email: _____

Supervisee’s Phone: _____

Supervisee Site Name: _____

Site Point of Contact Name: _____

Site Point of Contact Email _____

Site Point of Contact Phone _____

Supervisor Name: _____ referred to as “Supervisor” in this four page agreement

Supervisor’s email: _____

Supervisor’s Phone: _____

Supervisor agrees to supervise Supervisee beginning _____ and ending on _____ unless terminated in writing prior to the end date for inappropriate or unethical actions that make the continuation of the relationship untenable.

2. Types of Supervision

This supervision is to help develop the Supervisee as a counselor by the Supervisor providing general consultation regarding counseling skills, ethics, and any aspects regarding the Supervisee’s role as a student counselor. Though the supervisee is a primary focus, the supervisee’s counselees wellbeing is the primary importance.

3. Frequency of Supervision

Supervisor and Supervisee will meet weekly on _____ (day) from _____ to _____ (time) at _____ (location) or via teleconferencing at _____.

4. Background of Supervisor

The Supervisor is and LPC in the State of Alabama and is currently a student at Liberty University, in the PhD in Counselor Education and Supervision program. The Supervisor currently holds a Master of Science in Counseling from Faulkner University (2018), holds an undergraduate in Biblical Studies from Heritage Christian University (2015), and has a degree in Biblical Studies from The Southeast Institute of Biblical Studies (2013). Supervisor has a private counseling practice (CORE Counseling and Mediation) and sees clients two days a week at an alcohol and drug rehab facility, with both located in the state of Alabama.

5. Nature of confidentiality in Supervision

All communication is confidential between supervisor and supervisee other than threats to harm self or others (e.g., suicidality, homicidally, elder abuse, minor abuse, etc.). The information from supervision will be used by the Supervisor to complete the evaluations of performance and/or grades of the Supervisee for their course and/or licensure purposes. See section below regarding “**Record Keeping**” for further limitations of confidentiality.

6. Responsibilities of Supervisor

A. Supervisor will provide supervision of the Supervisee and provide the needed documentation to fulfill the academic needs and for the Supervisees personal records when requested by Supervisee.

B. Supervisor will avoid dual relationships that could skew objectivity which include not acting as the Supervisee’s counselor. The Supervision process is not a counseling session.

C. Supervisor has an obligation to be a Gatekeeper for the field of counseling and will make recommendations regarding the Supervisee for honor for exceptionality or reprimand and/or remediation if it becomes apparent that issues exist with the Supervisee causing actual or potential issues with their site, counselee, in supervision, etc.

D. Supervisor will be available within a reasonable time when Supervisee has concerns that need addressing outside of the normal supervision times (See section below regarding “Emergency

Procedures”.

7. Responsibilities of Supervisee

A. Supervisee agrees to abide by all applicable codes of ethics, school program policies, site policies, will attend each meeting and be punctual unless a variation from the normal meeting time has been agreed to prior to the scheduled time in writing or via text, email, or other agreed upon electronic written communication by both the Supervisor and Supervisee.

B. Supervisee will be respectful of all parties and agrees to receive feedback (positive or negative) in a constructive and kind manor knowing that the Supervisor intends to help the Supervisee to grow as a counselor.

C. If there is a conflict or dispute with the Supervisor, Supervisee agrees to first present the matter to the Supervisor to remedy the conflict. If after this effort resolution has failed, the Supervisee may take the matter to their instructor. If this does not bring resolution the Supervisee may take the matter to their advisor for further direction.

8. Rights of Supervisee

Supervisee has the right to be respected and to receive feedback that is constructive, objective, grounded on evidence-based practice, that is multiculturally responsible and respectful.

9. Appropriate description of supervisory model and approach

Supervision will primarily follow a Solution Focused model that is intended to help the Supervisee to grow in their role as a counselor by helping Supervisee to understanding the desired and actual outcomes of modalities used by Supervisee and to help the Supervisee to be developing self-confident in their abilities by embracing habits of continual growth as a professional counselor.

10. Nature of Record Keeping

Supervisor will keep records of supervision meetings and will keep records in accordance with applicable ethics codes. Supervisee should assume that all supervision sessions are being recorded for the purposes of training of the Supervisee, as well as the Supervisor who is a PhD CES student at Liberty University. These recordings may be viewed by the Supervisor’s instructors and in the Supervisor’s supervision that may be individual or triadic.

11. Process of Evaluation

The evaluation will be based on the standards and expectations of the course the Supervisee is enrolled in and/or the requirements of the licensing board having jurisdiction over the supervisee.

12. Emergency Procedures

It is unlikely that a student will encounter an emergency that requires afterhours access to the Supervisee. However, Supervisor's emergency contact information will be provided to Supervisee (contact information above) to be used only if your site's supervisor is unreachable. An emergency is something that causes the Supervisee to believe harm is eminent to Counselee or others.

13. Financial (obviously, not for this assignment)

Supervision for practicum and internship as part of your master's degree program has no additional cost above your course fees charged by your educational institution.

14. Reference to ACA code of ethics for supervisors

Supervisor and Supervisee each agree to abide by the ACA Code of Ethics, and all applicable ethics code (e.g., site, educational institution, etc.). It is a key function of the Supervisor to model ethics to Supervisee and to hold the Supervisee accountable to abide by ethical behavior.

15. Signature Section

Supervisor and Supervisee agree to each honor the intent of this agreement and to uphold this agreement in its entirety. If some portion of this agreement becomes unenforceable, the remainder of the agreement will remain intact and valid.

Supervisor's Signature: _____ Date: _____

Supervisee's Signature: _____ Date: _____