

## Off-site Internship Supervisory Functions

<u><b>Function</b></u>	<u><b>Examples</b></u>
<b>Orienting</b>	<ul style="list-style-type: none"> <li>• Introduce intern to staff</li> <li>• Provide policy manuals</li> <li>• Orient to space and procedures in the professional setting</li> <li>• Explain how professional mental health counseling services are organized</li> </ul>
<b>Involving</b>	<ul style="list-style-type: none"> <li>• Allow to sit in on a team conference</li> <li>• Connect him/her with mentor in the counseling profession within the setting</li> </ul>
<b>Contracting</b>	<ul style="list-style-type: none"> <li>• Agree to needs and goals for the semester</li> <li>• Agree to do something for a session prior to the next meeting</li> </ul>
<b>Observing</b>	<ul style="list-style-type: none"> <li>• Observe intern directly working with a client (e.g., during an intake or a group session)</li> <li>• Co-lead with the intern (e.g., a group session)</li> </ul>
<b>Educating/Teaching</b>	<ul style="list-style-type: none"> <li>• Share your knowledge about a policy, procedure, or issue</li> <li>• Train intern on computer program for scheduling or career exploration</li> </ul>
<b>Consulting</b>	<ul style="list-style-type: none"> <li>• Process a counseling situation and help develop a course of action</li> <li>• Help prepare intern for coordination of treatment with third parties or referrals (e.g., with parents, psychiatrist, social services)</li> </ul>
<b>Evaluating</b>	<ul style="list-style-type: none"> <li>• Provide feedback after direct observation</li> <li>• Provide written feedback at the end of the semester</li> <li>• Assist intern in skill development</li> </ul>
<b>Collaborating</b>	<ul style="list-style-type: none"> <li>• Co-develop a written assessment or treatment plan</li> <li>• Co-develop a group</li> </ul>
<b>Processing</b>	<ul style="list-style-type: none"> <li>• Help intern learn to think through situations and to plan effective action</li> <li>• Help intern conceptualize client dynamics and use of transference/countertransference</li> <li>• Help intern evaluate self as a helper as well as skills</li> </ul>
<b>Mentoring/Modeling</b>	<ul style="list-style-type: none"> <li>• Demonstrate skills, provide emotional support, and encouragement</li> <li>• Model ethical and professional standards</li> <li>• Encourage professional development activities</li> </ul>