

**The Wright Institute**  
2728 Durant Ave. Berkeley, CA 94704  
(510) 841-9230

## **Supervisor/Supervisee Agreement**

This document outlines the agreement between you and the Wright Institute Clinic (WIC) supervisor. This form is provided in conjunction with the California Board of Psychology Supervision Agreement form. Each of the forms must be completed and signed by the supervisor and supervisee. This agreement recognizes the California Psychology Internship Council (CAPIC) Intern Responsibilities and Rights. Together, these documents will outline the supervisor's role, and the WIC expectations of you, as a supervisee, and provide an explanation of your rights and responsibilities, as well as your supervisor's rights and responsibilities. WIC training program descriptions, training materials and the WIC Manual should also assist you to know what to expect from your WIC training experience.

Supervision is a time for you to present clinical case material for discussion with your supervisor. You will meet for a minimum of one hour per week with your supervisor or in certain instances, with another qualified supervisor as designated by your supervisor or the Clinic Director. The supervisory session can be used to discuss theoretical issues, diagnostic and assessment concerns, clinical technique, therapeutic process, personal reactions and other topics relevant to your case material. Your work and the work of your supervisor will abide by the laws and regulations of the State of California and to the APA Ethical Principles of Psychologists and Code of Conduct.

Your supervisor is expected to enhance and evaluate your professional development and to determine whether or not you have met the minimum level of clinical competence. To assist you in becoming a good clinical psychologist, the supervisor will need to review your clinical work as well as your ability to comport yourself professionally. Sometimes, to the extent that personal matters may impact your clinical work, your supervisor may need to discuss such matters with you. It may also be important for you and your supervisor to discuss cultural differences between you and the supervisor and between you and your clients. You and your supervisor are expected to avoid dual and multiple relationships, that is, any relationship that compromises the objectivity of the supervisor or that would be exploitive to you, the student. At least twice during the year, your supervisor will provide written evaluative feedback that will be entered into your student file and may be discussed with others responsible for your training. The supervisor is also expected to communicate with appropriate graduate program personnel at your school (i.e., director of training, field placement advisor, or others). Supervision should always be conducted with the utmost respect and professionalism.

In addition to the standard informed consent materials, you are required to provide written and verbal information about your trainee status, and license and contact information about your supervisor to each of your clients. Signed copies of these forms must be included in the patient record. You must be prepared to provide verbal reports, chart notes, process notes, and audiotape when required. Patient records should be brought to each supervisory session so the supervisor

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can examine your notations and countersign them. You must be prepared to discuss each case. You will also discuss new referrals with your supervisor and evaluate the assignment according to your skill level and areas of competency. Your supervisor cannot supervise any case outside his or her areas of competency. Your supervisor is responsible for the welfare of any client you serve. The supervisor must be available to you at all times, or he or she must arrange for a qualified delegated supervisor with the acknowledgement of the Clinic Director. Should any serious problems occur (i.e. safety of client, abuse reports, etc.), you are expected to contact your supervisor or delegated supervisor immediately and if necessary, follow emergency procedures as outlined in the clinic manual.

You are expected to approach the supervisor with any concerns that may arise. However, if you are dissatisfied or feel that you are unable to discuss a supervisory or clinical problem with the supervisor, please follow the appropriate grievance policies in the WIC Manual.

Please keep one copy of the agreement for your files and return one originally signed copy to your supervisor. Before signing below, please speak with your supervisor if you have any questions regarding this form.

**The undersigned have reviewed this document and hereby accept this agreement.**

\_\_\_\_\_  
Supervisee

Date: \_\_\_\_\_

\_\_\_\_\_  
Individual Primary Supervisor

Date: \_\_\_\_\_

**Please provide your comments about this form to  
[gnewman@wrightinst.edu](mailto:gnewman@wrightinst.edu)**

**Thank you**