Structuring Outreach Supervision for Pre-Doctoral Interns and Trainees

Wendy Settle, Ph.D., Susan Steibe-Pasalich, Ph.D., and Willis Bartlett, Ph.D.
University of Notre Dame

Purpose: Prior to 1995, although pre-doctoral interns and trainees were expected to present outreach programs as a part of their training, some students and Outreach Supervisors arranged close supervision and some did not. A few students even volunteered to present a program and, following the usual graduate student protocol, planned and implemented the program "Lone Ranger" style, without asking for input from staff at all. The following forms were designed by the Director of Practicum Training (Willis Bartlett, Ph.D.), the Director of Internship (Susan Steibe-Pasalich, Ph.D.), and the Coordinator for Outreach and Consultation (Wendy Settle, Ph.D) to communicate expectations for supervision as well as to help to structure the supervision process for training in outreach:

Trainee Outreach Supervision Form

Trainees are expected to observe one outreach presentation given by a UCC staff member. AND plan and present, typically using a workshop format, one outreach program to a university student population.

Trainee's Name: ___________________________ Date: ___________________________

Outreach Program OBSERVED (must be completed prior to Fall mid-semester break)

Outreach Presentation Title: __________________________________________________

Staff Person Presenting: __________________________________________________

Primary Supervisor’s Approval: _____________________________________________

Date: ____________________________________________________________________

Outreach Program PRESENTED (must be presented prior to Spring mid-semester break)

Outreach Presentation Title: __________________________________________________

Anticipated Date of Presentation: ____________________________

Person Responsible for Supervising Project: _________________________________

Primary Supervisor’s Approval: _____________________________________________

Date: ____________________________________________________________________

UCC Outreach/Consultation Coordinator Signature: ___________________________

Date Program Presented: __________________ Where: __________________________

Project Supervisor’s Evaluation comments regarding planning, content, presentation, & follow-up.
The forms require the intern or trainee to 1) obtain their primary supervisor's approval of their program, 2) ask a permanent staff member to supervise their outreach program (e.g., a staff member with expertise in the topic), 3) obtain the Coordinator for Outreach's signature (so that the Coordinator is informed), 4) follow a structured process for supervision and implementation of the program (on page 2 of each form), and 5) obtain their Outreach Supervisor's evaluative comments.

Outreach Supervisors are encouraged to attend their supervisee's programs.

The completed forms are added to the intern or trainee's permanent evaluation file. They provide a record of the programs that interns and trainees have presented in addition to providing a structured method for evaluating their outreach skills.