

Structuring Outreach Supervision for Pre-Doctoral Interns and Trainees

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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.**

Intern Outreach Supervision Form

Intern's Name _____

Outreach Presentation Title _____

Anticipated Date(s) of Presentation _____

Person Responsible for Supervising Outreach Program _____

UCC Outreach/Consultation Coordinator's signature _____

Date _____

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Date Program Presented _____ Where _____

*Intern demonstrates abilities to conceptualize, plan, implement, and evaluate **at least four** outreach or consultation activities. (These activities should be University focused, actual presentations, and observed by a supervisor if possible. These projects should be presented prior to the March Spring Break and occur in consultation with the Outreach and Consultation Coordinator).*

It is highly recommended that an intern consider carefully her/his long-term career goals in the implementation of this expected competency.

Outreach Supervisor's Comments

Summary: 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.

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