NIAGARA
UNIVERSITY

Site Supervisor Acknowledgement Form

The following is a brief overview of some, but not all, of the duties of Site Supervisors:

1. Review the online site supervisor orientation and training at
   https://sites.niagara.edu/other/site-supervisors/
2. Share resume/CV and active license with the Field Placement Coordinator.
3. Address any questions regarding the responsibilities of site supervision with the Niagara University's Field Placement Coordinator.
4. Orient the student to your institutional climate, its personnel, and its programs.
5. Work with the student on creating a semester plan with specific tasks for implementation.
6. Initiate the student into the variety of your program's services and activities.
7. Instruct the student on relevant topics, treatment strategies, protocol, and procedures as needed in your program and consistent with professional conduct.
8. Counsel the student on issues or concerns that arise.
9. Provide at least one hour of weekly supervision.
10. Weekly review and mutually assess with the student his/her experiences, work achievements, learning, and problems if any.
11. Consider how the student's strengths and areas of needed growth can best complement/contribute to your agency or school services and discuss these with the student, so they make an early contribution to the site.
12. Consult with the assigned faculty supervisor for placement courses on a minimum monthly basis to discuss the student's overall performance, progress, and professionalism. This consultation may include written correspondence, phone communication, and reciprocal on-site visits.
13. Call on the faculty instructor to consult if there is a question on assignment of tasks, student preparation, or performance.
14. Sign and validate the student's monthly log of activities and hours spent at your site.
15. At the mid-point and again at the end of each semester, complete an evaluation form on the Intern's work.

Site: _____

Site Supervisor's Printed Name: _____

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Site Supervisor Signature   Date