

Day 1 Supervision Recommendations

It is important to be prepared for your first day of supervision. Here is a list of recommendations for priorities on Day 1, including: Baseline, Relationship Development, and Expectations.

Recommendations	Examples
<p style="text-align: center;">BASELINE</p> <p>Assign Homework: Professionalism and time management are key skills students must have to successful supervisors. By assigning tasks BEFORE your first meeting, you can obtain baseline levels of the student’s time management and task completion skills.</p>	<ul style="list-style-type: none"> ● Be prepared to outline your exact experience requirements ● Bring a copy of your current class syllabus ● Bring a copy of your course sequence ● Watch the BACB’s experience tracker tutorial: https://www.bacb.com/search/?q=field%20work%20tracker ● Complete a competency self-assessment
<p style="text-align: center;">RELATIONSHIP</p> <p>Build Rapport: Asking questions and getting to know your supervisee one Day 1 lays the foundation for a positive supervisor and supervisee relationship. Below is a list of suggested questions:</p>	<ul style="list-style-type: none"> ● What is your ‘why’? ● Where do you hope to be in 5 years? ● Tell me about your previous supervision. Likes and dislikes? ● What is your supervision style? ● How do you like feedback to be given? ● What can others learn from you? ● What makes a great supervisor? ● What do you hope to gain from our mentorship this semester? ● Any challenges or obstacles that may impede your success this semester?
<p style="text-align: center;">EXPECTATIONS</p> <p>Review Contract and Set Expectations: Ensure that you fully read through your supervision contract and that your student agrees to its entirety. Make sure to emphasize professionalism requirements as these will set the foundation for successful meetings.</p>	<ul style="list-style-type: none"> ● Set a schedule ● Review re-scheduling requirements (e.g., 24-hour notice of rescheduled appointments) ● Review assignment submission expectations ● Review any pertinent HIPPA considerations