San Jose State University
Department of Counselor Education
Supervised Experience in Counseling

Information for EDCO 292 Students
Revised 2017
Terms and Terminology

- **Field-Site Supervisor**: A professional at a site who is in a position to supervise, who has the appropriate degree/credential, and who has agreed to supervise a counselor-in-training.

- **University Faculty Supervisor**: The SJSU instructor with whom the student is enrolled for the EDCO 292 course, and who will be providing support and supervision to the student.

- **Fieldwork Candidate**: Student from the Department of Counselor Education who is enrolled in the ‘Supervised Experience in Counseling’ course.

- **Field-Site**: An entity where the fieldwork candidate has found placement. Also known as the Learning Site.
Who is this information for?

1. Any EDCO student planning to enroll in EDCO 292.

2. Any student who is enrolled in EDCO 292
What is the purpose of this information?

To provide the counseling Fieldwork Candidate:

- An overview of the requirements and expectations for EDCO 292: *Supervised Experience in Counseling*
- A point of reference to turn to for general questions and clarifications
- A resource while in the role of fieldwork candidate
Vision of the Department of Counselor Education

The Department of Counselor Education in the Lurie College of Education at San Jose State University is a professional community of faculty, students, and staff engaged in supportive partnerships to serve a community of culturally diverse children, youth, and families. By pursuing scholarly and reflective inquiry, our community aims to promote, enhance, and increase access to gain a meaningful lifelong education. Faculty, staff, and graduates are compassionate professionals who interact in ethical ways and are mindful of our roles and responsibilities in a democratic society.
Mission of the Department of Counselor Education

The mission of the Department of Counselor Education is to prepare guidance and counselor candidates who will enhance quality and excellence for all students and human beings in an increasingly diverse, technologically complex, and global community.
Goal for Supervised Experience in Counseling (EDCO 292)

Students enrolled in EDCO 292: Supervised Experience in Counseling will find placement in Learning Sites selected from the categories below, depending on their particular focus or interest:

- K-12 Schools
- Higher Education
- Community Agencies
- Business corporations

At each site, students should obtain a comprehensive professional experience including direct individual and group counseling, program coordination, and program development activities. The main goal of the course is the integration and application of knowledge and skills gained in a supportive, experiential, and multicultural setting.
Objectives for Supervised Experience in Counseling (EDCO 292):

1) Have the fieldwork experience include all possible activities that a regularly employed counselor/advisor would perform, unless precluded by law.

2) Fieldwork Candidate will complete and document, in writing, a minimum of 200 hours on the job (an average of 13 hours per week) for each 3 units of credit.

3) Experienced supervision is provided to the Fieldwork Candidate cooperatively and jointly by qualified staff in both the learning site and the Counselor Education Department.

4) Attendance by the Fieldwork Candidate of mandatory monthly university group supervision meetings that are provided by the department. Students will need to attend based upon their university faculty supervisor’s requirements.
What is the difference between *Internship* and *Fieldwork*?

The Internship Credential is awarded by the Commission on Teacher Credentialing (CTC) and may be required by school districts offering paid counseling positions to candidates who have not completed their PPS Credential coursework. In short, all graduates of the program complete fieldwork experience through EDCO 292; some hold internship credentials and others do not.

To learn how to obtain a PPS School Counseling Internship Credential go to: [http://www.sjsu.edu/education/docs/cred_office/ChecklistandForms/PPS%20Intern_5.2016.pdf](http://www.sjsu.edu/education/docs/cred_office/ChecklistandForms/PPS%20Intern_5.2016.pdf)
Coursework

Students are required to complete the following foundational coursework before they can enroll in EDCO 292.

- EDCO 215: *Introduction to Counseling and Guidance*
- EDCO 218: *Counseling Process and Techniques*
- EDCO 232: *Law and Ethics in Counseling*
- EDCO 248: *Dynamics of Behavior and Development*

Those who are Pupil Personnel Services Credential (PPSC) Candidates must also take EDCO 227: *School-Family-Community Collaboration* either before enrolling in fieldwork or concurrently while taking their first fieldwork course.
The PPS Credential is required for professionals who provide student services in K-12 schools in California.

A minimum of 400 clock hours must be completed in K-12 settings in direct contact with students. Of the 400 hours, a PPS Credential candidate must get experience in two of the three school levels (i.e., elementary, middle, or high school), with a minimum of 200 clock hours in each of the two selected school levels.

A minimum of 100 clock hours must be with at least 10 pupils of a different racial/ethnic/cultural background than that of the PPS Credential candidate, either individually or in a group. A minimum of 25 clock hours must be completed in group counseling and guidance activities in a school setting.

Up to 200 clock hours may be completed in a setting other than a school, if the PPS Credential candidate works with school-aged (K-12) students and the field-site supervisor has a PPS Credential.
M.A.-Only Candidates

Students pursuing a Master’s degree only are not required to complete Supervised Experience in Counseling (EDCO 292).

However, those students who aim to work in a higher education setting or in an agency should gain practical experience working with clients and, therefore, may choose to take EDCO 292.

The MA-only candidates must complete 200 hours for each 3-credit unit course of EDCO 292 at their chosen site, with a site-supervisor who has an MA in Counseling or a related field.
A Three-Way Educational Partnership

Training future counselors is a three-way partnership between the University, the Field-site, and the PPSC/MA candidate. The goal of this partnership is to help PPSC/MA candidates achieve their identified learning objectives.

The field experience is crucial to training because it integrates the theoretical knowledge with the “doing.” Working relationships between the PPSC/MA candidate, the Field-site Supervisor, and the University Faculty Supervisor are maintained through:

- **Telephone contact**
- **E-mails and written communication:** This may be initiated by either the Field-Site Supervisor or the University Faculty Supervisor.
- **Site visits:** The University Faculty Supervisor will make one site visit that will be coordinated by the PPSC/MA candidate. It is helpful to have the Site-Supervisor participate for some portion of the visit, if not the whole visit.
Responsibilities of the University Faculty Supervisor:

1. Instructor of record and ultimately responsible for assigning grade(s).
2. Insures that satisfactory progress at the site placement is being made by the PPSC/MA candidate and provides consultation and other assistance as necessary.
3. Maintains regular communication between the PPSC/MA candidate and Field-site Supervisor.
4. Assists the PPSC/MA candidate in creating realistic and achievable goals and objectives.
5. Conducts a site visit.
6. Provides monthly group supervision meetings for the PPSC/MA candidates enrolled in his/her course.
Responsibility of the Department of Counselor Education

The Department of Counselor Education is responsible to the Field-Site and Field-Site Supervisor for the following:

1. Provides a faculty member known as the University Faculty Supervisor to act as a liaison between and among the program, PPSC/MA candidate, field-site supervisor, and field-site.
2. Provides support and assistance to the Field-site Supervisor to enhance the provision of an educationally focused field site placement.
3. Decides matters of grades and eligibility for graduation.
4. Decides on placement assignment, termination, and/or transfer.
The Department of Counselor Education’s Responsibility to the Fieldwork Candidate:

1. To provide the core classes in counseling before the first fieldwork experience.
2. To inform student about the prerequisites that must be completed before starting fieldwork and to ensure that prerequisites have been satisfactorily submitted.
3. To keep a listing on the EDCO website of Field-Site flyers and announcements.
Responsibility of the Field-Site:

1. Identification of a Field-Site Supervisor with a master’s in counseling or a related field, with two years of post-degree experience. Also, the Field-Site Supervisor must have a PPS Credential if supervising PPS Credential candidates.
2. Grant a minimum of one hour per week to the Field-Site Supervisor to supervise and mentor the PPSC/MA candidate.
3. Plan with the Field-Site Supervisor a range of field experiences suitable to the PPSC/MA candidate’s needs.
4. Provide the PPSC/MA candidate with adequate work space and materials (and transportation costs for agency work).
5. Provide new learning experiences and instruction through joint conferences and appropriate field work assignments.
6. Provide opportunities for PPSC/MA candidate to work with a diverse clientele in support of the Department of Counselor Education’s mission.
Responsibility of the Field-Site Supervisor:

1. Provide the PPSC/MA candidate with an orientation to your institution and its policies.
2. Review the PPSC/MA candidate’s course contract, goals, and objectives, and approve or revise them as they match your needs and expectations. A blank EDCO 292 Course Contract form can be downloaded from the following link: http://www.sjsu.edu/counselored/Forms2/Contract%20Edco%20292_2154_revised.pdf
3. Provide the PPSC/MA candidate with opportunities to reach his/her goals and objectives.
4. Provide direct supervision by meeting with the PPSC/MA candidate a minimum of 1 hour/week.
5. Provide the PPSC/MA candidate with feedback regarding his/her strengths and areas of growth.
6. Provide the PPSC/MA candidate with support (as needed).
7. Communicate with the University Faculty Supervisor and/or the department as needed.
8. Complete an online survey to assess the quality of the PPSC/MA candidate’s preparedness and to gauge whether it was a good match. (A link to the survey will be e-mailed to you in the latter half of the semester.)

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9. Complete the fieldwork evaluation form at completion of fieldwork hours (see attached evaluation forms). The links for the evaluation form for MA and PPS fieldwork candidates are, respectively:


Responsibility of the Fieldwork Candidate:

1) Be an active learner by regularly seeking guidance from the Field-site Supervisor and the University Faculty Supervisor, as needed.
2) Meet weekly for a minimum of one hour of supervision with the Field-site Supervisor.
3) Attend information and group supervision meetings as arranged by the Counselor Education Department.
4) Develop goals and objectives with the Field-Site Supervisor for field placement.
5) Maintain the work schedule agreed upon with the site including responsibilities over the Winter Inter-Session, if any.
6) Meet requirements specified by the Department and field site
7) Participate in evaluation
8) Initiate contact with the University Faculty Supervisor for site visit
9) Participate in site visit accordingly
1. **Certificate of Clearance** (for PPSC Candidates only)

2. **Proof of Tuberculosis (TB) Risk Assessment or TB exam taken within the last 3 years.** (Required for K-12 and some Community Colleges.) The signed risk assessment or a negative result of the TB test must be shown to the Fieldwork Coordinator to record.

3. **C-BEST Exam:** (For PPSC only) - Permanent passing verification of the C-BEST exam. Must submit proof of passing C-BEST or be registered to take the C-BEST and show proof of the registration. For information regarding registering for the C-BEST go to: [http://www.ctcexams.nesinc.com](http://www.ctcexams.nesinc.com)
4. **Mandated Reporter Training Certificate** is required for *all* fieldwork candidates. Please go to the following link to take the training if you have not yet received training or do not possess proof of it.  
http://mandatedreporterca.com/training/generaltraining.htm

5. **Professional Liability Insurance** - MA-only candidates must show proof of Professional Liability Insurance.
Professional Liability Insurance

Joining organizations such as the American Counseling Association (ACA) and American School Counseling Association (ASCA) as a student member provides eligibility to receive professional liability insurance as part of the membership benefits. Please request the liability insurance policy with the expiration date to submit to the Department of Counselor Education.

- American Counseling Association (ACA):
  [http://www.counseling.org/membership/aca-and-you/students](http://www.counseling.org/membership/aca-and-you/students)
  - Student membership fee $96.00

- American School Counseling Association (ASCA):
  [https://www.schoolcounselor.org/school-counselors-members/member-benefits-info/membership-types](https://www.schoolcounselor.org/school-counselors-members/member-benefits-info/membership-types)
  - Student membership fee $69.00
Required Fieldwork Forms

**EDCO 292 Course Contract Form**
- This form specifies the goals, objectives, and activities the PPSC/MA candidate will endeavor to complete during the semester.
- Signatures of the student, Field-Site Supervisor, and University Faculty Supervisor are required.
- Due at the start of the fieldwork
- [http://www.sjsu.edu/counselored/Forms2/Contract%20Edco%20292_2154_revised.pdf](http://www.sjsu.edu/counselored/Forms2/Contract%20Edco%20292_2154_revised.pdf)

**Field-Site Description Form**
- The student is to gather information regarding the mission, student population, features, community, and location of the Field-Site and summarize it on this form.
- Due at the start of the fieldwork
- [http://www.sjsu.edu/counselored/docs/Field%20Site%20Description.pdf](http://www.sjsu.edu/counselored/docs/Field%20Site%20Description.pdf)
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The Weekly Counseling Activity Record Form
- This form is a way for PPSC/MA candidates to track fieldwork hours, as they are completed, along with a short description of the counseling activities they were engaged in.
- 200 hundred hours are to be completed for each EDCO 292 course, which is 3 credit unit hours.
- This form is to be signed by the Field-Site Supervisor and turned in at the end of the fieldwork. [http://www.sjsu.edu/counselored/docs/Weekly%20Counseling%20Activity.pdf](http://www.sjsu.edu/counselored/docs/Weekly%20Counseling%20Activity.pdf)

Field-Work Experience Summary Form
- At the end of the fieldwork, students are asked to state on this form the objectives they were able to achieve during their fieldwork placement as well as to summarize their thoughts on the supervised experience in counseling.
- [http://www.sjsu.edu/counselored/docs/Field%20Experience%20Summary.pdf](http://www.sjsu.edu/counselored/docs/Field%20Experience%20Summary.pdf)
Field-Site Supervisor Evaluation Form (MA only)
- This evaluation form is to be completed by the Field-Site Supervisor at the end of the fieldwork for those students who are MA-only candidates.

Field-Site Supervisor Evaluation Form (PPSC)
- This evaluation form is to be completed by the Field-Site Supervisor at the end of the fieldwork for those students who are PPS Credential Candidates, or who are completing fieldwork in a K12 school setting.
- [http://www.sjsu.edu/counselored/Forms2/292_%20PPS%20Field_Site%20Sup%20Eval_8_27_14a.pdf](http://www.sjsu.edu/counselored/Forms2/292_%20PPS%20Field_Site%20Sup%20Eval_8_27_14a.pdf)

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Choosing a Field-Site

Choose a Field-Site that:

- Has a diverse cultural/ethnic student population to be served
- Will provide individual and group counseling opportunities
- Will provide opportunities for observing counseling and teaching
- Will provide opportunities to work on student achievement issues
- Will provide opportunities to understand and use a variety of resources
- Has a field-site supervisor who holds the appropriate credential/degree
Fieldwork Opportunities

To find a fieldwork that is a good fit for you, it will require some searching and research. To build a list of possible sites you will want to do the following:

● View Fieldwork Opportunities on the EDCO Website
● Consult with the Fieldwork Coordinator
● Ask University Faculty members for recommendations
● Sign onto Handshake SJSU
● Speak to other EDCO students about their experiences in the field
● Join the Counselor Education facebook page
Agreements and MOU’s

To view the list of approved partner sites click on this link:
http://www.sjsu.edu/counselored/field-work-program/approved-partner-sites/index.html

If SJSU does not have an existing valid agreement with the institution or school district of your interest, you may contact the Fieldwork Coordinator to request that an agreement be initiated. This can take some time depending on what the “Learning Site” may want included in the agreement.
Standards of Professional Behavior

- Contact sites and supervisors as you would approach employment.
- Follow their application process, have your résumé ready, and prepare to be interviewed.
- Follow the timeline provided by the EDCO department and submit paperwork on time.
- Attend all three pre-set mandatory meetings with your faculty supervisor.
- Dress in business attire or as appropriate for the milieu in which you will be completing your fieldwork.
- Once you have set your schedule with the site supervisor, follow it and be prompt.
Standards of Professional Behavior (continued)

- Develop a collaborative and cooperative relationship with your site supervisor.
- Ask for feedback and seek out learning opportunities.
- Familiarize yourself with the field-site code of ethics, policies, and management structure.
- Establish good interpersonal relationships with the school/agency personnel.
- Respond to constructive feedback in a positive manner.
- Communicate with your University Faculty Supervisor and expect one supervision visit at the field-site.
Fieldwork (EDCO 292) Grading Policy

- EDCO 292 is a graded Credit/No Credit (CR/NC) course. A student may receive a grade of Credit (CR), No Credit (NC), or Incomplete (I).

- A grade of Credit (CR) in a graduate-level course indicates satisfactory progress toward professional practice.

- A grade of Incomplete (I) may be assigned only if the student, for reasons beyond his/her control, is not able to complete the course requirements by the end of the term, but has satisfactorily completed three-fourths of the course requirements and can be expected to finish without the need to re-enroll.

- The consequences of not finishing the work required to clear the Incomplete results in a No Credit (NC) posted by the University Faculty Supervisor.
Students with Disabilities

Students with disabilities are encouraged to make known any special accommodation needs to their Field-site Supervisor and to their University Faculty Supervisor. The University Faculty Supervisor will work with the SJSU Accessible Education Center to ensure that reasonable accommodations are readily available to the student.
Sexual Harassment

San José State University is committed to maintaining a safe education and working environment free of Discrimination, Harassment, and Sexual Violence and does so by following the procedures from Executive Orders 1095, 1096, 1097, and 1098.

When an incident is reported to the University, the University will take appropriate action to address the incident, which may include an investigation, interim remedial actions, or administrative actions.

Any incident should be immediately reported to the University Faculty Supervisor and Fieldwork Coordinator. A confidential report of the incident will be made to the Department Chair and the Dean.
Transportation of Clients

A student is responsible for her/his own transportation to and from the Field-site. The Department of Counselor Education does not reimburse PPSC/MA candidates for Supervised Experience in Counseling travel expenses.

Any field-site that requires PPSC/MA candidates to transport clients must carry “non-owned automobile” insurance. PPSC/MA candidates transporting field-site clients, in field-site vehicles or PPSC/MA candidates’ own vehicles, are advised to check agency policies pertaining to this practice as well as to ascertain the extent of their own automobile liability insurance. The University provides no liability in such instances.
Counselor Self-Care

This can be a demanding time for graduate students who are working part-time or full-time, and with family obligations. Here are some self-care tips for you to practice as a fieldwork candidate:

- Ask for help when you need it.
- Identify peers and friends that can serve as a sounding board for you.
- Making mistakes is part of the learning process; don’t be hard on yourself.
- Build a support network and keep lines of communication open with those persons.
- Employ time-management strategies such as making lists, prioritizing, and delegating.
- Laugh with your students. Make the time spent together enjoyable and memorable.
- Acknowledge your hard work and celebrate the small successes along the way.