Terms and Terminology

- **EDCO**: Code used by San Jose State University to denote Department of Counselor Education
- **EDCO 292**: Course number for *Supervised Experience in Counseling* course.
- **Field-Site Supervisor**: A professional at a site who is in a position to, and has agreed to, supervise a counselor-in-training.
- **University Faculty Supervisor**: The instructor with whom the student is taking 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 course EDCO 292: *Supervised Experience in Counseling*.
- **Field Site**: An entity where the fieldwork candidate has found placement.
Who is this information for?

1. **Prospective Field-Site Supervisors:** Those who are considering supervising a fieldwork candidate in the near future.

2. **First-time Field-Site Supervisors:** Those who have agreed to supervise a fieldwork candidate for the first time and want to familiarize themselves with the duties and obligations this role entails.

3. **Seasoned Field-Site Supervisors:** Those who have provided supervision to fieldwork candidates previously and are updating or refreshing their knowledge.

4. **School/District/Agency Administrators:** Administrators who are in the position to sanction the placement of a fieldwork candidate and want to learn the details of what would be required of their site and staff.
What is the purpose of this information?

To provide the counseling Field-Site Supervisor:

- An overview of the requirements and expectations for EDCO 292: *Supervised Experience in Counseling*
- Training in the duties and obligations of this role
- A resource while in a supervisory role of working with our fieldwork candidates
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.
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.
EDCO 292 Faculty 2017-2018

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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 (K12) students and the field-site supervisor had 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.
Responsibility 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 is responsible to the Fieldwork Candidate for the following:

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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Responsibility of the Field-Site Supervisor (continued)

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:

- [http://www.sjsu.edu/counselored/Forms2/292_M.A.%20Field-Site%20Sup%20Eval%208_2027_14a.pdf](http://www.sjsu.edu/counselored/Forms2/292_M.A.%20Field-Site%20Sup%20Eval%208_2027_14a.pdf)

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
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

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

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Required Fieldwork Forms (continued)

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

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.

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Required Fieldwork Forms (continued)

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.
- [http://www.sjsu.edu/counselored/Forms2/292_M.A.%20Field-Site%20Sup%20Eval%208_%2027_14a.pdf](http://www.sjsu.edu/counselored/Forms2/292_M.A.%20Field-Site%20Sup%20Eval%208_%2027_14a.pdf)

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)
Thank you for serving as a Field-site Supervisor!