

*EDCO 292: Supervised Experience  
in Counseling*

***Supervised Experience  
in Counseling  
Handbook***

For M.A. and PPS  
Credential Candidates

San Jose State University  
College of Education  
Department of Counselor Education

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## **Introduction**

Fieldwork is a post-Practicum experience, which provides an actual on-the-job experience, and as such is of vital importance to the advanced student of counselor education. EDCO 292 Supervised Experience in Counseling provides opportunities for counseling internship experience. Students enrolled in this class will work in schools, colleges, or agencies to directly counsel individuals and groups. The main goal of this course is the integration and application of knowledge and skills gained in didactic study.

This Web page introduces you to EDCO 292: Supervised Experience in Counseling. It includes information to assist you in your planning and completion of the field-work/internship requirements for your M.A. and/or Pupil Personnel Services Credential (PPS).

Sections in the Web page include general requirements on:

- how to find a field setting
- number of hours required at the site, supervisor requirements
- how to complete the necessary forms.

The forms for this course are:

- the Course Contract Form
- the Field Site Description Form
- the Weekly Counseling Activity Record Form
- the Field Experience Summary Form, and
- the Site Supervisor Evaluation Forms.

## **GOALS AND OBJECTIVES**

### **Goals:**

The course provides opportunities for supervised field experience in guidance and counseling. Students use Department approved placement sites or they may secure placements based on their own contact (Department approval required) with schools or other agency organizations (public or private) as appropriate for their career objectives. The course is an internship experience. Students integrate their knowledge and apply their skills in a challenging, concrete and hands-on environment.

### **Course Objectives:**

1. Fieldwork activities include all possible activities that a regularly employed staff member would perform (unless precluded by law). In this setting, we expect the student to act and be treated as a professional.
2. Complete and document in writing a minimum of 200 clock hours on the-job (an average of 13 hours per week) for each three hours of unit credit.
3. Supervision provided cooperatively and jointly by qualified staff in both the fieldwork setting and the course work in the university setting. (In-service education in supervision by Counselor Education Program faculty is available to field-work staff upon request.)
4. The working relationship of fieldwork staff and university faculty members includes the conjoint development of objectives for the fieldwork student. Write the objectives on the Course Contract Form with appropriate signatures.
5. For those students who have no prior work experience in their chosen setting or activity, intensified or expanded fieldwork should be provided.

## **PREREQUISITES FOR THE COURSE**

In order to prepare to practice professional counseling through fieldwork experience, students should: (1) complete the core courses of the M.A. or PPS program prior to an internship (2) PPS candidates need to take CBEST prior to begin the fieldwork experience (3) obtain an approval from a program advisor on your fieldwork site.

## **FINDING A FIELD SETTING**

There are several ways to find a field setting for an internship. Many students start networking once enrolled into the Counselor Education Program. Through their network they often locate an opportunity for an internship. The EDCO Program maintains a list of field sites. You may use this list as a resource or find alternative sites of your own with the university supervisor's approval. If you have difficulty finding a field setting, the university advisor will help you to secure an institution.

The semester prior to enrolling in the course, contact the field site for an interview. Some sites have a formal selection process while others are more informal. It is a good idea to be familiar with the information in this handbook prior to your interview.

### **Requirements for a Suitable Field Setting**

An ideal field setting should provide you experience as follows:

1. Fieldwork activity includes all possible activities that a regularly employed staff member would perform (unless precluded by law). In this setting the student will act and be treated professionally.
2. Fieldwork includes goals and objectives that promote the student's growth and development, skills of individual counseling, group work, consultation services, assessment, and ability working with diversity populations.
3. For the PPS credential objective, the school setting must provide you a qualified supervisor who holds a PPS credential.

## DEVELOPING YOUR GOALS AND OBJECTIVES

Students will develop a conjoint working relationship to develop the goals and objectives that you want to achieve through your filed practice.

### **For example:**

**Goal:** To gain professional experience in the area of career guidance and individual counseling.

**Objective 1:** To enhance group counseling skills by conducting workshops and working with groups.

### **Related Activities:**

- a. Observing and co-leading a group of the students interested in non-traditional careers.
- b. Provide workshops on self-assessment and job searching on the Internet.

**Objective 2:** To obtain advocate counseling skills

### **Related Activities:**

- a. Identify at-risk student in school achievement
- b. Develop a plan for these students with the principal, the parents and the teachers.
- c. Provide individual counseling

## HOURS AND LEVEL OF EXPERIENCE REQUIREMENTS

You will complete and document in writing a minimum of 200 clock hours on the job (an average of 13 hours per week) for each three units credit. Some sites are on a different schedule than SJSU (e.g., K-12 grade schools that complete their year in mid June) and may expect you to continue in the field assignment until they finish. The 150 hours includes the time you spend at the internship setting as well as your preparation.

Students pursuing the Pupil Personnel Services Credential [PPS] must complete 600 clock hours of experience that includes the following:

- A minimum of 400 clock hours in a K-12 school setting in direct contact with pupils;
- A minimum of 150 clock hours in each of two out of three school levels, that is, elementary, middle, & high school;
- A minimum of 100 clock hours with at least ten pupils (individually or in a group) of a racial/ethnic background different from your own; and
- A minimum of 25 clock hours in group counseling and guidance activities in a school setting. You may complete up to 150 clock hours in a setting other than a school if you work with school age [K-12] youth and supervised by a person with a PPS Credential.

## **COURSE REQUIREMENTS**

1. Students will attend the scheduled class sessions announced by your university supervisor.
2. Students complete the fieldwork contract with specific goals, objectives, and activities; jointly developed and written on the provided Course Contract Form. The form requires an agreement, by signature from a) Fieldwork student, b) Fieldwork supervisor, and C) University supervisor. Implementation of this plan requires clearances and permissions from authorities at the fieldwork site as well as SJSU.
3. Students need to have appropriate insurance coverage. Becoming a student member of a professional organization like the California Association for Counseling and Development (CACD) or the American Counseling Association (ACA) allows you to purchase this insurance. Turn in proof of insurance to your university supervisor along with your Course Contract Form before you provide any direct counseling service.
4. Turn in a written description of the fieldwork site, its features and services on the Field Site Description and Analysis Form.
5. At the end of the semester, turn a weekly record of hours and counseling activities recorded on the Fieldwork Counseling Record Form.
6. Student work in K-12 school must obtain a Certificate of Clearance.
7. At the end of the semester, turn in the site supervisor's evaluation of your fieldwork performance using the Fieldwork Supervisor Evaluation Form.
8. At the end of the semester, turn in a summary of your fieldwork experience using the Fieldwork Summary Form.

## **SUPERVISION REQUIREMENTS**

An experienced professional at the site and a university faculty member will supervise your field experience. Both supervisors assist you in the joint development of objectives for the field experience. If you are pursuing the PPS Credential, the site supervisor must be a qualified person with a PPS Credential approved by both the school district administration and the EDCO Program. Both supervisors will provide you with ongoing feedback throughout the experience. The field supervisor will complete a written evaluation at the end of the course. The university supervisor will grade you credit, no credit or incomplete.

## EVALUATION

The field work experience is a credit no credit course. To receive a credit for the course, you must demonstrate satisfactory completion of the following:

- the objectives as outlined on the Course Contract Form;
- the Course Contract Form, proof of insurance, the Site Description and Analysis Form, the Field-work Counseling Record Form, and the Field-work Experience Summary Form; and the Fieldwork Supervisor Evaluation Form.

## **Spring 2005 Course Schedule**

### **Mandatory Meeting Date:**

- First Meeting (Orientation) will be February 11, 2005 at 4PM in IRC 306. This will be orientation.

### **Paper due at the beginning of the semester:**

- Course Contract Form completed and signed by February 25, 2005
- Proof of insurance must be turned in by February 25, 2005
- Site description analysis form due February 25, 2005
- Please provide us a map showing how to get to your intern institution from SJSU.

### **Paper due at the end of the semester:**

- Field-Work counseling Record Form completed and signed by May 13, 2005
- Field-Work Supervisor Evaluation Form, Due by May 13, 2005
- Field-Work Experience Summary Form Due by May 13, 2005

## **Fall 2005 Course Schedule**

### **Mandatory Meeting Date:**

- First Meeting (Orientation) will be September 09, 2005 at 4PM in IRC 306. This will be orientation.

### **Paper due at the beginning of the semester:**

- Course Contract Form completed and signed by September 23, 2005
- Proof of insurance must be turned in by September 23, 2005
- Site description analysis form due September 23, 2005
- Please provide us a map showing how to get to your intern institution from SJSU.

### **Paper due at the end of the semester:**

- Field-Work counseling Record Form completed and signed by December 09, 2005
- Field-Work Supervisor Evaluation Form, Due by December 09, 2005
- Field-Work Experience Summary Form Due by December 09, 2005

## FORMS

There are several forms used in this course. Completion of these forms is part of the course requirements and it is your responsibility to complete and return them to your University supervisor based on the scheduled deadlines.

### Two Forms Due at the Beginning of the Semester

The deadline for the following forms is the **fifth Friday** of the semester.

#### 1. [The Course Contract Form](#)

Use this form to jointly establish specific goals, objectives and activities with your site and University supervisors. The form requires an agreement, by signature, from 1) Fieldwork student, 2) Field site supervisor, and 3) University supervisor. Implementation of this plan requires clearances and permissions from authorities at the fieldwork site as well as SJSU. You should return the signed form to your University supervisor by the end of the fourth week of the semester.

#### 2. [The Field Site Description Form](#)

Use this form to provide a written description of the fieldwork site including its features and services. Return the signed form to your University supervisor by the end of the fourth week of the semester.



FACULTY SUPERVISOR'S NAME: \_\_\_\_\_

**EDCO 292 Supervised Experience in Counseling  
Department of Counselor Education**

**CONTRACT**

Name: \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_ Units \_\_\_\_ (3or 6)

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

This experience is to fulfill the requirement for: MA PPS Both

I have completed \_\_\_\_\_ units in the Department of Counselor Education.

I have completed EDCO 215 Yes, No EDCO 227 Yes No or others \_\_\_\_\_

CBEST Taken Date: \_\_\_\_\_ I've attached copy with this contract Yes No

Field-Work Site: \_\_\_\_\_

School District(If it is at a school) \_\_\_\_\_

Field-Work Site Address: \_\_\_\_\_

Field-Work Supervisor Name: \_\_\_\_\_ Position \_\_\_\_\_

Field Supervisor degree/cred: \_\_\_\_\_

Field Supervisor Email: \_\_\_\_\_ Phone(\_\_\_\_\_) \_\_\_\_\_

Internship Schedule (days and hours that you will work):

Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wednesday \_\_\_\_\_

Thursday \_\_\_\_\_ Friday \_\_\_\_\_ Saturday \_\_\_\_\_

Goal(s):

**Objective#1**

**Related Activities** (List in outline form, the activities which you propose to complete during your field-work assignment. Additional space on back page.)

**Objective #2**

**Related Activities**

**Objective #3**

**Related Activities**

Student Signature: \_\_\_\_\_

Field-Work Site Supervisor Signature: \_\_\_\_\_

University Supervisor Signature: \_\_\_\_\_

# FIELD-SITE DESCRIPTION FORM

(Turn in this form with your contract form)

Please provide a written description of the field-work site, its features and services.

Student Name \_\_\_\_\_ Field-work Site \_\_\_\_\_

Features (Mission and goals of the institution, student population, community and location, etc.):

Services (Existing prevention and intervention programs and service and support projects):

### Three Forms Due at the End of the Semester

The deadline for the following forms is **the second Friday** of May (for Spring semester) or **second Friday** of December (for Fall semester)

#### 1. [The Weekly Counseling Activity Record Form](#)

Use this form to keep a weekly record of hours and counseling activities. Return it to your University supervisor at the end of the semester.

#### 2. [The Field Experience Summary Form](#)

Use this form to summarize your overall fieldwork experience. Return it to your University supervisor at the end of the semester.

#### 3. **The Site Supervisors' Evaluation Forms (M.A. & PPS)**

There are two evaluation forms used for the final evaluation of your performance in the EDCO 292: Supervised Experience in Counseling. One is for M.A. candidates and the other one is for PPS credential candidates. Provide a copy for your site supervisor at the beginning of the term and be sure to use it as a guide for supervision. Return the completed form to your University supervisor at the end of the semester.

- [The Site Supervisors' Evaluation Forms \(M.A.\)](#)
- [The Site Supervisors' Evaluation Forms \(PPS\)](#)



# FIELD-WORK EXPERIENCE SUMMARY

1. Summarize objectives you were able to achieve this semester:

2. Summarize your counseling experiences and ideas for improvement:

Student signature \_\_\_\_\_ Date \_\_\_\_\_

# FIELD-WORK SUPERVISORS EVALUATION FORM ( MA only )

Name \_\_\_\_\_ EDCO 292 supervisor \_\_\_\_\_

I. Please circle the number for each of the following, which best describes the competence level of the internship counselor's fieldwork for this semester:

1. Achievement of objectives:  
1. Satisfactory      2. Somewhat satisfactory      3. Unsatisfactory
2. Demonstrated knowledge about counseling theories and their applications  
1. Satisfactory      2. Somewhat satisfactory      3. Unsatisfactory
3. Observed individual counseling skills:  
1. Satisfactory      2. Somewhat satisfactory      3. Unsatisfactory
4. Observed group counseling skills:  
1. Satisfactory      2. Somewhat satisfactory      3. Unsatisfactory
5. Demonstrated sensitivity for and skill in working with clients from diverse cultural background.  
1. Satisfactory      2. Somewhat satisfactory      3. Unsatisfactory
6. Ability demonstrated to utilize resources within the setting:  
1. Satisfactory      2. Somewhat satisfactory      3. Unsatisfactory

II. Comments

Field-Work Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

(Please return this completed form to your EDCO 292 supervisor at Department of Counselor Education, San Jose State University, One Washington Square, San Jose, CA 95192-0073.

# FIELD-SITE SUPERVISOR EVALUATION FORM (PPS only)

## Credential Candidate Field Work

Candidate's Name: \_\_\_\_\_ School: \_\_\_\_\_

University Supervisor: \_\_\_\_\_ Field Supervisor: \_\_\_\_\_

Semester/Year: \_\_\_\_\_ Evaluator's Name (Please Print): \_\_\_\_\_

**Instructions:** Rate the student on the criteria below with a check (X ). Please make sure the check mark is completely above the line.

<b>Professional standards: Candidate demonstrates:</b>	<b>Above Standard</b>	<b>Standard</b>	<b>Below Standard</b>	<b>No Judgment</b>
1. Knowledge of normal and abnormal growth and development	_____	_____	_____	_____
2. Knowledge about theories of cognitive and affective learning and their applications	_____	_____	_____	_____
3. Awareness of roles and functions of pupil personnel specialists	_____	_____	_____	_____
4. Knowledge of differences in gender, race, language, socio-economic status and culture	_____	_____	_____	_____
5. Sensitivity and skill in working effectively with pupils from diverse socio-cultural backgrounds	_____	_____	_____	_____
6. Knowledge of the factors and processes which contribute to student success and failure in school	_____	_____	_____	_____
7. Knowledge of the methods and techniques for prevention and intervention	_____	_____	_____	_____
8. Knowledge of assessment theories and methods	_____	_____	_____	_____
9. Skill in selecting and using unbiased assessment instruments and procedures	_____	_____	_____	_____
10. Knowledge of counseling and intervention programs for social and personal development	_____	_____	_____	_____
11. Skill in implementing individual and group counseling techniques	_____	_____	_____	_____

12. Knowledge of theories and processes of counseling and intervention programs for academic and career development

\_\_\_\_\_

**Professional standards:  
Candidate demonstrates:**

**Above  
Standard**      **Standard**      **Below  
Standard**      **No  
Judgment**

13. Knowledge and skill in planning, developing, implementing, evaluation and coordinating comprehensive counseling and guidance programs

\_\_\_\_\_

14. Knowledge of theories, models and processes of consultation with pupils, school personnel, parents, agencies and community groups

\_\_\_\_\_

15. Skills in consultation processes and programs in which pupils, school personnel, parents, agencies and community group collaborate with the counselor to address pupil needs

\_\_\_\_\_

16. Knowledge of and skills in interpreting legal enablements and constraints (e.g., laws, regulations) affecting pupil personnel services specialist and pupils in California schools

\_\_\_\_\_

17. Knowledge of and skills in applying the ethical standards and practices of the school counseling profession

\_\_\_\_\_

18. Overall Assessment of this candidate:

\_\_\_\_\_

**Comment:** Use this space to comment on candidate's strengths or specific weaknesses that may require attention.

**Evaluator Recommendation:**

I do \_\_\_\_ do not \_\_\_\_ recommend this candidate for a Pupil Personnel Services Credential.

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to your EDCO 292 supervisor at Department of Counselor Education, San Jose State University, One Washington Square, San Jose CA 95192-0073. Telephone: 408-924-3634

## **Professional Association Affiliation**

There are several professional associations you may consider to be a member. As a member of these association you will receive the newspaper, journals, magazines and/or newsletter. These organizations will keep you informed with the most recent legislative change, national or state reform, best practices and models in counseling profession, and national and state conferences. The following organizations are our recommendations for you to consider:

[\*\*American Counseling Association\*\*](#)

[\*\*California Association for Counseling and Development\*\*](#)

[\*\*California School Counselor Association\*\*](#)

[\*\*American School Counselor Association\*\*](#)

## Professional Liability Insurance

As a student in the Counselor Education Program, you have chosen to enter a profession which may involve interaction with people in sensitive, emotionally charged circumstances that may lead to an expensive law suit even when allegations are unjustified. To financially protect you from this experience, we require that you have some sort of professional liability insurance while enrolled in EDCO 292.

If you are employed by the setting in which you are doing your fieldwork, you may be covered by their liability insurance. Ask the appropriate office to verify your coverage in writing and provide a copy for the EDCO Program.

If you do not already have professional liability insurance, you may purchase it by becoming a student member of a professional association such as the American Counseling Association (ACA) or the California Association for Counseling and Development (CACD). Links to both associations are provided below. Provide verification of your insurance enrollment for the EDCO Program.

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### [ACA Membership](#)

To obtain professional liability insurance you need to be a member of a professional organization. The American Counseling Association is a national counseling organization. You can apply to be a student member. As a member you will receive the newspaper and the magazine Journal of Counseling and Development. For a membership application, write to: ACA Membership, 5999 Stevenson Ave., Alexandria VA 22304-3300; or phone: 800-347-6647, or on the internet go to [www.aca.com](http://www.aca.com).

### [ACA Insurance](#)

ACA Professional Liability Insurance is provided by the ACA Insurance Trust Inc., and may be contacted at 5999 Stevenson Ave., Alexandria VA 22304-3300; Phone: 800-347-6647, or [www.acait.com](http://www.acait.com). Be sure to obtain the insurance application form at the same time you request the membership form. They are separate applications.

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### **CACD Membership**

The California Association for Counseling and Development is a branch of ACA at the state level. Therefore, it is a state counseling organization. As a student member you will receive its newsletter and CACD Journal.

### **CACD Insurance**

CACD Professional Liability Insurance provides Occurrence Coverage for students. As a student member you have three options to receive liability limits 1,000,000 each incident with 3,000,000 aggregate for \$12.00.