

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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TABLE OF CONTENTS

Introduction	1
Goals and Objectives	2
Prerequisites	2
Finding a Filed Setting	3
Developing Goals and Objectives	4
Hours and Levels of Requirements	5
Course Requirements	6
Supervision Requirements	7
Evaluation	7
Course Schedule	8
Forms	9
Two Forms Due at the Beginning of the Semester.....	9
Three Forms Due at the End of the Semester.....	9
Professional Association Affiliation	10
Professional Liability Insurance Information	10
Appendix: EDCO 292 Forms	12
<i>Course Contract</i>	13
<i>Field-Site Description Form</i>	14
<i>Weekly Counseling Activity Record Form</i>	15
<i>Field-Work Experience Summary Form</i>	17
<i>Field-Site Supervisor Evaluation Form (M.A. ONLY)</i>	17
<i>Field-Site Supervisor Evaluation Form (PPS ONLY)</i>	21

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 handbook 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 (PPS) School Counseling Credential.

Sections in the handbook include general requirements on:

- How to find a field setting
- Number of hours required at the site
- Supervision requirements
- Required forms:
 - Course Contract Form
 - Field-Site Description Form
 - Weekly Counseling Activity Record Form
 - Field-Work Experience Summary Form
 - Field-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 K-12 schools, colleges/universities, or other agencies/ 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 counseling 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 is 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. Obtain approval from a program advisor on your fieldwork site
3. Take CBEST prior to beginning the fieldwork experience (PPS candidates ONLY)

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 networks they often locate an opportunity for an internship. The EDCO program maintains a current list of field sites looking for interns on the department website (<http://www.sjsu.edu/counselored/Students/internships/index.html>). You may use this list as a resource or find alternative sites on your own with the university supervisor's approval. If you have difficulty finding a field setting, your university advisor may be able to help you find one.

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 counseling/guidance 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 to work with diversity populations.
3. For the PPS School Counseling credential objective, the school setting must provide you with a qualified supervisor who holds a PPS credential.

Developing Your Goals and Objectives

You will develop a conjoint working relationship to develop the goals and objectives that you want to achieve through your field 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. Observe and co-lead a group of students interested in non-traditional careers.
- b. Provide workshops on self-assessment and job searching on the Internet.

Objective 2: To develop advocacy counseling skills

Related Activities:

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

Hours and Levels 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 of 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 200 hours includes the time you spend at the internship setting as well as your preparation.

Students pursuing the Pupil Personnel Services (PPS) School Counseling Credential must complete 600 clock hours of experience that include the following:

1. A minimum of 400 clock hours in a K-12 public school setting in direct contact with students
2. A minimum of 200 clock hours in each of two out of three school levels (elementary school, middle school, & high school)
3. A minimum of 150 clock hours devoted to issues of diversity, which can include:
 - a. 150 hours working with students of an ethnic background different from your own

OR

 - b. 100 hours “working in a diversity program” or with the development and implementation of a diversity program **AND** at least 50 hours with at least 10 students of an ethnic background different from your own (e.g., self-esteem or text anxiety group counseling with diverse students)
4. A minimum of 25 clock hours conducting group counseling and guidance activities in a school setting

Up to 200 clock hours can be completed in a setting other than a school if you work with school age (K-12) youth and are supervised by a person with a PPS Credential.

Course Requirements

1. Attend all scheduled class sessions announced by your university supervisor.
2. 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) Student intern,
 - b) Field-site supervisor, and
 - c) University supervisor

Implementation of this plan requires clearance and permission from authorities at the fieldwork site as well as SJSU.

3. Obtain 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 services.
4. Turn in a written description of the fieldwork site, its features, and its services on the *Field-Site Description Form*.
5. At the end of the semester, turn in your weekly record of hours and counseling activities recorded on *The Weekly Counseling Activity Record Form*.
6. If you will be working in a K-12 school setting, you must obtain a Certificate of Clearance.
7. At the end of the semester, turn in the field-site supervisor's evaluation of your fieldwork performance. PPS interns need to use the *Field-Site Supervisor Evaluation Form (PPS Only)* and M.A. interns need to use the *Field-Site Supervisor Form (M.A. Only)*.
8. At the end of the semester, turn in a summary of your fieldwork experience using the *Field-Work Experience Summary Form*.

Supervision Requirements

An experienced professional at the site and a university faculty member will supervise your field experience. Both supervisors should 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 post your course credit: credit (CR), no credit (NC), or incomplete (I)

Evaluation

The *EDCO 292: Supervised Experience in Counseling* is a credit/no credit course. To receive credit for the course, you must demonstrate satisfactory completion of the following:

- 200 internship hours for each 3 units of credit;
- The objectives as outlined on the course *Contract Form*;
- Submission of the following to your University Supervisor (EDCO 292

Instructor):

- *Course Contract Form*
- Proof of professional liability insurance
- *Field-Site Description Form*
- *Weekly Counseling Activity Record Form*
- *Field-Work Experience Summary Form*
- *Field-Site Supervisor Evaluation Form*

Course Schedule

Attend Three Mandatory Monthly Meetings (Meeting dates are posted on the department website at <http://www.sjsu.edu/counselored/>):

- **First meeting** – Orientation for all EDCO 292 students
- **Second meeting** – Meet with your University Supervisor/EDCO 292 Instructor unless otherwise instructed
- **Third meeting** – Meet with your University Supervisor/EDCO 292 Instructor unless otherwise instructed

Paperwork Due at the **Beginning** of the Semester (Check department website for specific due date):

- *Course Contract Form* completed and signed by: 1) Intern, 2) Field-Work Site Supervisor, and 3) University Supervisor
- Proof of Professional Liability Insurance
- *Field-Site Description Form*
- A map showing how to get to your internship placement site from SJSU.

Paperwork Due at the **End** of the Semester (Check department website for specific due date):

- *Weekly Counseling Activity Record Form* completed and signed by your field-site supervisor
- *Field-Work Experience Summary Form* signed by you (intern)
- *Field-Site Supervisor Evaluation Form* completed and signed by your field-site supervisor

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:

Submit the following two forms signed to your university supervisor by the end of the fourth week of the semester.

1. [The Course Contract Form](#)

Use this form to jointly establish specific goals, objectives and activities with your field-site and university supervisors. The form requires an agreement, by: 1) Fieldwork student, 2) Field-site supervisor, and 3) University supervisor. Implementation of this plan requires clearance and permission from authorities at the fieldwork site as well as SJSU.

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

Use this form to provide a written description of the fieldwork site including its features and services.

Three Forms Due at the End of the Semester:

Submit the following forms signed to your university supervisor by **the second Friday** in May (for Spring semester) or **second Friday** in 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. [Field-Work 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. [Field-Site Supervisor Evaluation Experience Form \(M.A. & PPS\)](#)

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

- [Field-Site Supervisor Evaluation Form \(M.A. ONLY\)](#)
- [Field-Site Supervisor Evaluation Form \(PPS ONLY\)](#)

Professional Association Affiliation

There are several professional associations you may consider being a member of. As a member of these associations, you will receive a subscription to their newspapers, journals, magazines, and/or newsletters. These organizations will keep you informed of the most recent legislative changes, national or state reforms, best practices and models in the counseling profession, and national and state conferences. The following are some recommended professional organizations:

American College Counseling Association

<http://www.collegecounseling.org/>

American Counseling Association

<http://www.counseling.org/>

American School Counselor Association

<http://schoolcounselor.org/>

California Association of School Counselors

<http://www.schoolcounselor-ca.org/>

California Career Development Association

<http://www.ccdaweb.org>

National Career Development Association

http://ncda.org/aws/NCDA/pt/sp/home_page

Professional Liability Insurance Information

As a student in the Counselor Education Program, you have chosen to enter a profession that 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, you are required to have some sort of professional liability insurance coverage while enrolled in *EDCO 292: Supervised Experience in Counseling*.

If you are employed by the organization in which you are doing your fieldwork, you may be covered by their professional liability insurance. Ask the appropriate office (e.g., Human Resources) to verify your coverage in writing and provide a copy for to your EDCO 292 university supervisor.

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 to your EDCO 292 university supervisor before beginning your internship.

American Counseling Association (ACA) Membership

The American Counseling Association is a national counseling organization. You can apply to be a student member. As a member you will receive a subscription to the *Journal of Counseling and Development*. For a membership application to ACA:

- Write to: ACA Membership, 5999 Stevenson Ave., Alexandria VA 22304-3300
- Call (800) 347-6647
- Visit their website at: 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.
- Be sure to obtain the insurance application form at the same time you request the membership form. They are separate applications

California Association for Counseling and Development (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 insurance coverage with limits of \$1,000,000 for each incident with \$3,000,000 aggregate coverage for \$12.00.

Appendix

EDCO 292 Forms



FACULTY SUPERVISOR'S NAME: _____

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

Contract Form

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 internship 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. Use back of page for additional space if needed.)

Objective #2:

Related Activities:

Objective #3:

Related Activities:

Student Signature: _____

Field-Site Supervisor Signature: _____

University Supervisor Signature: _____

Field-Site Description Form

(Turn this form in with your Contract Form.)

Please provide a written description of your internship 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)

Field-Work Experience Summary Form

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

2. Summarize your internship counseling experiences and ideas for improvement:

Student signature _____ Date _____

Item #	Standard	Candidate Demonstrates:	4	3	2	1	N/A
8	UD – 2: Candidate cultivates a climate that values diversity	Facilitates collaboration by encouraging students to recognize the diverse experiences and achievements of groups and individual students	4	3	2	1	N/A
9	UD – 3: Candidate connects services to students' experiences and cultures	Acknowledges the impact of diversity and capitalizes on it by consistently incorporating different points of view as well as having the candidates build upon and incorporate into their own practices the diverse strengths and experiences that students bring to school	4	3	2	1	N/A
10	UD – 4: Candidate understands the needs of all populations including English Language Learners and students with exceptionalities	Effectively adapts services to engage special needs students and ensures their needs are met	4	3	2	1	N/A
11	UD – 5: Candidate utilizes data from assessments to adapt services for all students	Uses formative and summative assessments to make ongoing modifications in services that result in improved outcomes	4	3	2	1	N/A
12	UD - 6: Candidate presents students with multiple perspectives	Incorporates multiple perspectives into instruction and encourages students to share their own views and appreciate those of peer/others	4	3	2	1	N/A
13	UD – 7: Candidate uses a variety of methods and techniques in order to meet the needs of all students and clients	Differentiates for both groups and individuals by employing a full range of appropriate and research-based resources, tools, and demonstrations	4	3	2	1	N/A
14	UD – 8: Candidate designs learning experiences that reflect the diversity of student's backgrounds	Consistently and appropriately designs the environment to build on students' prior knowledge, experience, and/or cultural background; allows for acceleration	4	3	2	1	N/A

Item #	Standard	Candidate Demonstrates:	4	3	2	1	N/A
15	UD – 9: Candidate works collaboratively with families and significant adults from culturally diverse communities	Employs strategies for increased communication and engagement and actively communicates and works with the home for the benefit of the student	4	3	2	1	N/A
16	PPSC-31: Field Experience	Candidate’s Overall Field Experience Assessment	4	3	2	1	N/A

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

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

Field-Site Supervisor Evaluation Form (PPS ONLY)

PPS Credential Candidate Field Work

Candidate's Name: _____ School _____
 University Supervisor: _____ Field-Site Supervisor: _____
 Evaluator's Name: _____ Semester/Year: _____

Please rate the PPS Credential candidate on each of the items listed below using the following rating scale.

Rating Scale:

- 4 = Exemplary** knowledge/skills/performance
- 3 = Proficient** knowledge/skills/performance
- 2 = Developing** knowledge/skills/performance
- 1 = Unacceptable** knowledge/skills/performance
- N/A = Not observed/no evidence to make determination**

Item #	PPS Credential Standard	Candidate Demonstrates:	4	3	2	1	N/A
1	PPSC-5: Comprehensive Prevention & Early Intervention for Achievement	Knowledge of the methods and techniques for prevention and intervention to ensure success for all students	4	3	2	1	N/A
2	PPSC-8: Self-esteem & Personal and Social Responsibility	Demonstrated a commitment to continuous self-directed learning in the counseling field/ profession	4	3	2	1	N/A
3	PPSC-17: Foundations of the School Counseling Profession	Knowledge of how school counseling programs and services promote student development, learning and achievement	4	3	2	1	N/A
4	PPSC-18: Professionalism, Ethics, & Legal Mandates	Knowledge of and skills in applying the ethical standards and practices of the school counseling profession	4	3	2	1	N/A
5	PPSC-25: Individual Counseling	Skills in implementing individual counseling techniques	4	3	2	1	N/A
6	PPSC-26: Group Counseling & Facilitation	Skills in implementing group counseling techniques	4	3	2	1	N/A
7	PPSC-2: Growth & Development	Knowledge of normal and abnormal growth and development	4	3	2	1	N/A
8	PPSC-3: Socio-Cultural Competence	Knowledge of normal and abnormal growth and development	4	3	2	1	N/A
	PPSC-3	Knowledge of differences in gender, race, language, socio-economic status, and culture					

44	PPSC-31: Field Experience	Candidate's Overall Field Experience Assessment	4	3	2	1	N/A

Comment: Use this space to comment on the 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.