San José State University  
College of Social Sciences  
Psychology 243, Fieldwork, Spring 2020

Fieldwork Placement Requirements

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Office Hours: M 8:30 - 9:00am  
W 11:00 - 12:00pm
Class Days/Time: TBD
Classroom: DMH 322
Prerequisites: Admission to MS Clinical Program and student in good standing

Grading: Credit/No credit

Faculty Web Page and MYSJSU Messaging
Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on SJSU’s learning management system, Canvas. You can get there directly or through my faculty web page accessible through the SJSU home page (search my last name).

Course Description
This is the course attached to your as a trainee at your pre-degree clinical fieldwork placement in the MS Clinical Program. You are required to enroll in 3 units of Fieldwork for both Fall and Spring semesters in your second year.

You may not accrue clinical hours unless you enroll in PSYC 243. Note that you are allowed to see clients over Winter break and do not need to enroll in additional units at that time. You may not see clients and gain clinical hours toward licensure until the Fall semester has begun in August of your second year. Those continuing their second year hours during the summer will accrue hours and do not need to register for hours provided they conclude their clinical work by the close of the summer term.
Note that neither this course nor the instructors at SJSU will ever provide direct supervision of cases in lieu of that required by your fieldwork placement supervisors.

Credit for the course is received if clinical hours have been achieved and documented, attendance has been consistent, all contracts and feedback forms (both supervisor and student) have been completed, and the student trainee receives satisfactory performance evaluations by the supervisor and/or other agency staff members.

Course Goals and Student Learning Objectives

Learning Outcomes

Course Learning Outcomes (CLO)

Specifically, course objectives are as follows:

- **CLO1** – Attend fieldwork placement and gain supervised clinical experience and hours toward licensure as required by the Board of Behavioral Sciences
- **CLO2** – Complete all tasks set forth by the fieldwork placement agency in a professional manner (including case notes, treatment plans, assessments, etc.)
- **CLO3** – Attend all supervision meetings, trainings, staff meetings, and other agency appointments
- **CLO4** – Attend all planned clinical appointments
- **CLO5** – Address any and all challenges or concerns raised by your supervisor(s) and/or other agency staff members by the timeframe set or in a timely manner
- **CLO6** – Receive satisfactory performance evaluations by the supervisor and/or other agency staff members at the close of each semester
- **CLO7** – Review performance evaluations with your faculty consultant (and other clinical faculty as required)
- **CLO8** – Provide your evaluations of your experience at the agency at the close of the Spring semester

Program Learning Outcomes (PLO)

Upon successful completion of the MS in Clinical Psychology requirements:

- 1.1 Students will demonstrate breadth of knowledge of a variety of psychotherapy theories and in-depth knowledge of one chosen theory of intervention
- 1.2 Students will demonstrate knowledge of empirically supported clinical interventions and evidence ability to select treatments for individual clients given this literature
2.1 Students will demonstrate effective integration and communication of clinical case material

2.2 Students will demonstrate the ability to synthesize contextual and cultural variables into presentations of client materials

2.3 Students will effectively respond to queries about clinical material and engage in discussions about their clients with supervisors and peers

2.4 Students will be able to think and discuss cases other than their own, applying theories, principles, and relevant empirical findings to those cases

3.1 Students will demonstrate understanding of different assessment devices and strategies for assessing client outcome over the course of treatment including standardized nomothetic and idiographic approaches

4.1 Students will demonstrate depth and breadth of understanding in areas including, but not limited to, psychotherapy theory, service delivery, ethics, assessment, research methods, family therapy, cultural diversity, psychopharmacology, and issues relevant to adult and child clinical populations. Students will be able to apply this knowledge to clinical cases

5.1 Students will demonstrate fulfillment of coursework and other pre-degree licensing requirements outlined by the Board of Behavioral Sciences

As a fieldwork experience course, it is designed to meet PLOs 1 – 5, with an emphasis on 5.1, where specific hours must be accrued to become licensed as and MFT and/or PCC.

Licensure Learning Outcomes (LLO)

Licensing requirements for academic coursework toward the MFT and/or PCC will be met for this course in the following way:

LLO1: For the LPCC requirements, this course is designed to fulfill the six semester units specified in BBC Section 4999.33(d)(3) where the student receives not less than six (6) semester units of supervised practicum or field study experience, or the equivalent, in a clinical setting that provides a range of professional clinical counseling experience, including the following for a minimum of 280 hours of face-to-face supervised clinical experience counseling individuals, families, or groups. Experience gained will be in applied psychotherapeutic techniques; assessment; diagnosis; prognosis; treatment; issues of development, adjustment, and maladjustment; health and wellness promotion; professional writing, including documentation of services, treatment plans, and progress notes; how to find and use resources; and other recognized counseling interventions

LLO2: For the MFT (according to BPC Section 4980.36(d)(1)(B)(iv)) requirements, this course provides the minimum of six (6) semester units of practicum in a supervised clinical placement that provides supervised fieldwork experience, including:
a. A minimum of 225 hours of face-to-face experience counseling individuals, couples, families, or groups (up to 75 hours may be gained performing client centered advocacy).

b. Training in all of the following:
   i. The applied use of theory and psychotherapeutic techniques
   ii. Assessment, diagnosis, and prognosis
   iii. Treatment of individuals and premarital, couple, family, and child relationships, including trauma and abuse, dysfunctions, healthy functioning, health promotion, illness prevention, and working with families
   iv. Professional writing, including documentation of services, treatment plans, and progress notes
   v. How to connect people with resources that deliver the quality of services and support needed in the community

LLO3: In addition for the MFT (according to BPC Section 4980.36(e)) requirements, the course will provide instruction and supplement previous instruction from other courses in all of the following:

a. Case management
b. Systems of care for the severely mentally ill
c. Public and private services and supports available for the severely mentally ill
d. Community resources for persons with mental illness and for victims of abuse
e. Disaster and trauma response
f. Advocacy for the severely mentally ill
g. Collaborative treatment

Additional Requirements for fieldwork and licensing

PCC: In addition to the requirements set for the PCC in the LLO stated above, the following must be observed according the BBS:

§4999.34. PRACTICUM AND FIELD EXPERIENCE; SETTING REQUIREMENTS; TRAINEE

A clinical counselor trainee may be credited with predegree supervised practicum and field study experience completed in a setting that meets all of the following requirements:

(a) Lawfully and regularly provides mental health counseling and psychotherapy.

(b) Provides oversight to ensure that the clinical counselor trainee's work at the setting meets the practicum and field study experience and requirements set forth in this chapter and is within the scope of practice for licensed professional clinical counselors.

(c) Is not a private practice.
(d) Experience may be gained by the clinical counselor trainee solely as part of the position for which the clinical counselor trainee volunteers or is employed.

§4999.36. TRAINEE ACTIVITIES AND SERVICES; APPLICANT AND SCHOOL RESPONSIBILITIES

(a) A clinical counselor trainee may perform activities and services provided that the activities and services constitute part of the clinical counselor trainee's supervised course of study and that the person is designated by the title "clinical counselor trainee."

(b) All practicum and field study hours gained as a clinical counselor trainee shall be coordinated between the school and the site where hours are being accrued. The school shall approve each site and shall have a written agreement with each site that details each party's responsibilities, including the methods by which supervision shall be provided. The agreement shall provide for regular progress reports and evaluations of the student's performance at the site.

(c) If an applicant has gained practicum and field study hours while enrolled in an institution other than the one that confers the qualifying degree, it shall be the applicant's responsibility to provide to the board satisfactory evidence that those practicum and field study hours were gained in compliance with this section.

(d) A clinical counselor trainee shall inform each client or patient, prior to performing any professional services, that he or she is unlicensed and under supervision.

(e) No hours earned while a clinical counselor trainee may count toward the required 3,000 post-degree internship hours.

(f) A clinical counselor trainee shall receive an average of at least one hour of direct supervisor contact for every five hours of client contact in each setting. For purposes of this subdivision, "one hour of direct supervisor contact" means one hour of face-to-face contact on an individual basis or two hours of face-to-face contact in a group of not more than eight persons in segments lasting no less than one continuous hour.

**MFT:** In addition to the requirements set for the MFT in the LLO stated above, the following must be observed according the BBS:

4980.36(d)(1)B) Requirements for Practicum
Practicum that involves direct client contact, as follows:

(i) A minimum of six semester or nine quarter units of practicum in a supervised clinical placement that provides supervised fieldwork experience.

(ii) A minimum of 150 hours of face-to-face experience counseling individuals, couples, families, or groups.

(iii) A student must be enrolled in a practicum course while counseling clients, except as specified in subdivision (c) of Section 4980.42.

(iv) The practicum shall provide training in all of the following areas:

(I) Applied use of theory and psychotherapeutic techniques.

(II) Assessment, diagnosis, and prognosis.

(III) Treatment of individuals and premarital, couple, family, and child relationships, including trauma and abuse, dysfunctions, healthy functioning, health promotion, illness prevention, and working with families.

(IV) Professional writing, including documentation of services, treatment plans, and progress notes.

(V) How to connect people with resources that deliver the quality of services and support needed in the community.

(v) Educational institutions are encouraged to design the practicum required by this subparagraph to include marriage and family therapy experience in low-income and multicultural mental health settings.

(vi) In addition to the 150 hours required in clause (ii), 75 hours of either of the following: (I) Client-centered advocacy, as defined in Section 4980.03.

(II) Face-to-face experience counseling individuals, couples, families, or groups.

A note about employment at your agency while a student trainee (from the SJSU MS Clinical Student Handbook)

Your fieldwork placement (sometimes called an unofficially referred to as an internship) is attached to your coursework at SJSU and is performed for course credit. While some fieldwork placements have stipends or other financial awards attached to them, students, as trainees, are not considered employees of the agency where they have their fieldwork placement.

Although students are sometimes offered employment while they are trainees (sometimes in the first semester of their placement), the clinical faculty have observed that students who become employed while on placement can have serious challenges with completing the program. This is due largely to the number of client hours and other
demands placed on the employee versus those limited by the status of trainee. We strongly encourage any student considering becoming an employee while pre-degree as a trainee speak with the director of the program before agreeing to that contract.

The clinical faculty understand the importance and value of being paid for one’s services, but the increase in workload can sometimes make it impossible for students to complete program requirements and graduate from the program. Above all, we want students to succeed in the program, to become well trained clinicians, and to complete all program requirements to successfully graduate.

Course Requirements

1. All pre-degree clinical hours have been achieved and documented (see below for hours) for the MFT license (PCC hours are an option chosen by the student)
2. All contracts and feedback forms (both supervisor and student) have been completed and returned to the faculty consultation group leader and/or the program director
3. The student trainee receives satisfactory performance evaluations by the supervisor and/or other agency staff members for both semesters.

Because this course is attached to your pre-degree fieldwork experience, it provides course units and credit for that experience as required by the Board of Behavioral sciences for post degree licensing for the Marriage Family Therapy (MFT) requirements and for the Licensed Professional Clinical Counselor (LPCC). The specific clinical hour requirements across two semesters are:

1. **MFT students** are required to obtain **150 face-to-face therapy hours and 75 client centered advocacy hours** (these can be face-to-face therapy hours as well).
   - For the first semester for the MFT requirements, the goal is to obtain close to 60 face-to-face hours, provided CCA hours will be signed off by your supervisor. This leaves 90 face-to-face hours remaining in the second semester.

2. **PCC students** are required to obtain **280 face-to-face hours**.
   - For the first semester for the LPCC requirements, the goal may to obtain close to 120 face-to-face hours, leaving 160 face-to-face hours remaining in the second semester.

At SJSU, typically student trainees most often can meet the MFT pre-degree clinical hours requirements. 150 face-to-face therapy hours in two semesters is very achievable as agencies have infrastructures built to accomplish this.

The pre-degree therapy requirement for PCC student trainee of 280 face-to-face hours is very difficult to meet for most agencies in two semesters. In part, this is 130 more therapy hours than they are built to accommodate for students, and it is hard to see that many more clients when one is first learning to do therapy.
Not all, but some SJSU MS Clinical program students need to postpone their graduation to achieve the pre-degree LPCC therapy requirements. This means that instead of being granted a degree in May, students are granted their degree in August when they complete these hours. There are NO additional financial costs for this in the time between the last day of the semester and approximately the first week of August, but it is important to anticipate.

The clinical faculty member consulting on each case may also help troubleshoot any challenges the student may have on fieldwork including gaining appropriate and adequate hours to graduate and move towards licensure in California.

Please review the BBS website for details on MFT and PCC requirements.

**Attendance**

Attendance is required of all supervisions, trainings, staff meetings and any other meeting time set by the agency for that student unless an unresolvable conflict occurs. Students are required to let their placement supervisor, director, or any other essential personnel know when they are not able to attend or will be late for any appointment. Consistent with the standards of professionalism required of all SJSU MS Clinical Psychology graduate students, it is the assumption of the MS Clinical Program that trainees will miss no more than one type of meeting per semester at any agency. Failing to maintain professional standards of behavior on fieldwork placement will be grounds for immediate dismissal from the graduate program.

**Course Assignments**

At the beginning of each semester of PSYC 243, you will be required to do the following:

1. Provide your Faculty Consultant with the contact numbers and/or email for both your direct supervisor and the director of the agency that oversees your supervisor. This will be used by the consultation faculty member to reach out and establish contact with the agency, explaining the role of consultation group, and giving your supervisor a person to contact in the Clinical program.

2. Provide evidence of completing all supervised clinical hours requirements for the MFT license. If the student chooses to pursue the LPCC license, then evidence must be provided showing all LPCC hours requirements have been met prior to the student’s graduation date.

3. Provide your supervisor the Supervisor Evaluation of Student form to evaluate your skills and professional behavior during the semester AND the Supervisee Evaluation of Placement form for your input about the fieldwork experience you have had during the year. You will then return these forms to the Faculty Consultant and go over the reports together.
Grading Policy

Course credit will be assigned based on attendance at the agency (set by your contract with that agency), completing the hours required for the MFT and/or LPCC license, satisfactory reviews of your performance each semester while on fieldwork placement by your supervisor and/or representatives of the agency (including other supervisors, agency directors, etc.). If a need to address and develop professional skills, challenges, ethical concerns or other issues arise, the student trainee must show that these have been adequately and effectively addressed to earn credit for this course.

Credit cannot be given for the course if the student does not meet the minimum number of supervised hours and stipulations for those hours by the end of the second semester of this course as set by the BBS for the MFT.

In the event that a student fails to meet those requirements, the student will delay graduation and continue in the summer term (and longer if required) to complete this course and received credit toward graduation. This is arranged by the student with the help of the MS Clinical Program Director.

Delaying graduation can be requested if the student does not meet the minimum number of required hours for the LPCC provided the student can arrange to meet those hours with an agency in the summer period. This will be arranged with the MS Clinical Program Director.

In addition, course credit will not be given for fieldwork if the student receives feedback indicating that clinical performance was not acceptable, that unprofessional conduct was observed and not sufficiently ameliorated, or unethical behavior was observed.

PSYC 243 cannot be repeated for credit. If a grade of no credit (NC) is given and will be grounds for dismissal from the program.

As stated in the MS Clinical Program Student Handbook:

Fieldwork placement experiences as evaluated by faculty members and supervisors must also reflect the MS Clinical Program student’s ability to meet program competencies. Professional and interpersonal skills are essential determinants of success in these settings. Any MS Clinical Program student who receives a grade of No Credit (“NC”) in a required fieldwork course will be dismissed from the MS Clinical Program following a review of the circumstances surrounding the No Credit grade by Program Director of the MS Clinical Program and/or members of the MS Clinical Program Committee. Psychology fieldwork cannot be repeated for a changed grade. Requirements for earning credit are discussed in the syllabus of each course, including the fieldwork course. Professionalism while on fieldwork placement is required to earn a credit for each semester. Consistently attending scheduled client sessions, writing assessment reports and progress notes that are complete and submitted on time are required to earn credit for the fieldwork course. Failing to maintain this level of professionalism will result in receiving a grade of No Credit for the fieldwork course and will be grounds for dismissal from the program.
Definition of a Credit Hour

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

The credit hour is defined as the amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester.

The expectation of work for a 3-credit course is 150-minutes of direct faculty instruction and six hours of out-of-class student work each week.

University Policies

Per University Policy S16-9 (http://www.sjsu.edu/senate/docs/S16-9.pdf), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on Syllabus Information web page (http://www.sjsu.edu/gup/syllabusinfo), which is hosted by the Office of Undergraduate Education. Make sure to visit this page to review and be aware of these university policies and resources.

Here are important excepts from these policies:

Campus Policy in Compliance with the American Disabilities Act

Presidential Directive 97-03 requires that students with disabilities requesting accommodations register with the Accessible Education Center (AEC) to establish a record of their disability. AEC will contact the instructor with further details, if needed. If special arrangements are needed in cases of emergency or if the building must be evacuated, please make arrangements with the instructor.

Please do not hesitate to contact me by email or in person to discuss this.

SJSU Writing Center

The SJSU Writing Center offers a variety of free resources to help students become better writers. The center offers writing resources, workshops, and one-on-one and small-group tutoring sessions. Services support writing for students in all disciplines and at all levels. The SJSU Writing Center has two in-person locations, Clark Hall, Suite 126
and MLK Library, 2nd floor. Workshops and tutoring is also available through online platforms.

To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter.

**SJSU Counseling Services**

The SJSU Counseling Services is located at the Student Wellness Center, room 300B. Professional psychologists, social workers, and counselors are available to provide consultation on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.

**SJSU Cares**

Students experiencing challenges meeting their basic needs including, but not limited to, access to food, shelter, and a safe space are encouraged to contact SJSU Cares. Students who feel that their class performance may be affected by these challenges are encouraged to notify their professors, if comfortable doing so. Faculty members may be able to provide flexibility within the course for students working with a case manager.