



GUIDELINES FOR CAREER TRAINEE PLACEMENTS

All placements accepting students from the Counseling Department at San Francisco State University must fulfill of the following requirements:

- 1. Students in first year placements must be in the field for a minimum of 12 and maximum of 16 hours per week. Students in second year placements must be in the field a minimum of 16 hours and maximum of 20 hours per week. If an agency requires more than the maximum hours requirement, students must confer with the Fieldwork Coordinator. Agencies need to negotiate with students regarding continuing clinical work during the winter recess between Fall and Spring Semesters.**
- 2. First year students are required to complete a minimum of 40 direct client contact hours in their field site in the fall semester and an additional 60 direct client contact hours in their 2nd semester. This breaks down to a minimum of 3 direct client contact hours per week in the fall and 4 direct client contact hours per week in the spring during the 12-16 hours per week commitment. We expect that students will have the opportunity to work with clients in an ongoing basis to help cultivate their clinical skill development.**

Second year students are required to complete a minimum of 90 direct client contact hours in their field site in the fall semester and an additional 90 direct client contact hours in their 2nd semester. This breaks down to a minimum of 8 direct client contact hours per week in the fall and 8 direct client contact hours per week in the spring during the 16-20 hours per week commitment (presuming students may not see clients for the first 3 weeks of the semester due to training). We expect that students will have the opportunity to work with clients in an ongoing basis to help cultivate their clinical skill development.

- 3. All students are required to have a minimum of 1 hour of individual supervision per week from an on-site supervisor. Supervisors must have a masters degree and at least two years of counseling work experience post degree. For supervisors working with trainees earning hours for career specialization it is preferable that the supervisor be trained in career counseling or, minimally, receive consultation regarding career counseling appropriate to the site. See "Career Counseling Specialization Field Placement Criteria" for details regarding the scope of career counseling traineeships as defined by the Department of Counseling.**
- 4. Students are required to make audio recordings of client sessions and must have at 5 recordings to present to a practicum instructor at the university. These are**

used for supervision/coaching and are intended to facilitate trainee skill development. Onsite supervisors are also welcome to use these recordings within supervision. Please be sure that your site is willing to allow students to record sessions and provide trainees with appropriate guidance for ensuring client consent for recording.

Detailed Guidelines are in the Practicum and Trainee Handbook:

<http://counseling.sfsu.edu/sites/sites7.sfsu.edu.counseling/files/PRACTICUM%20AND%20INTERNSHIP%20HANDBOOK%20FOR%20TRAINEES%20AND%20SITE%20SUPERVISORS%2014-15.pdf>