



San Francisco State University

1600 Holloway Avenue, BH 524
San Francisco, California 94132

College of Health & Human Services

Department of Counseling

(415) 338-2005

(415) 338-0594 Fax

GUIDELINES FOR TRAINEE PLACEMENTS IN SCHOOLS

All schools providing field placements for counseling student trainees from the Counseling Department at San Francisco State University must be aware of the following requirements:

- 1. Students in their first year of practicum must be in the field for a minimum of 12 hours per week; second year students a minimum of 16 hours per week. Schools may negotiate with students for more than 12 or 16 hours per week.**
- 2. First year students are required to have a minimum of 2 and a maximum of 5 ongoing individual clients during those 12 hours. We expect that students will build a caseload of 5 clients based on the 12 hours per week commitment.
Second year students are required to have a minimum of 5 and maximum of 8 clients based on a 16 hour commitment.**
- 3 All students are required to have a minimum of 1 hour of individual supervision per week from an on site supervisor. Most students receive 2 hours of group supervision in addition to the individual supervision. Supervisors must hold a Pupil Personnel Services Credential in order for the site to be an eligible placement for our students.**
- 4. Students are required to make tape recordings of some of their sessions with clients. These tapes are played to a practicum instructor at the university and used for supervision. These can be destroyed after the supervision session. Tapes must be made with the consent of the client and his/her parent if the child is under the age of 18 years. In order for students to pass their classes they must be able to record these tapes. Please be sure that your school is willing to allow students to tape sessions and that consent forms include consent for taping.**
- 5. School sites must provide office space for confidential counseling sessions.**

Detailed guidelines are included in the Practicum and Trainee Handbook