



Guidelines for Clinical Mental Health Counseling Trainee Placements

- ❖ Clinical Mental Health Counseling Trainees must be in a setting that provides mental health counseling and have the opportunity to engage in a range of professional clinical counseling experiences including (but not limited to): (a) Applied psychotherapeutic techniques; (b) Assessment; (c) Diagnosis; (d) Prognosis; (e) Treatment; (f) Issues of development, adjustment, and maladjustment; (g) Health and wellness promotion; (h) Professional writing including documentation of services, treatment plans, and progress notes; (i) How to find and use resources and (j) other recognized counseling interventions. Trainees are also expected to orient their work with clients from a cultural/disability competent and social justice orientation. We greatly appreciate your support around these areas. Experience may be gained by the clinical mental health counselor trainee solely as part of the field placement position for which the trainee is working.
- ❖ Clinical Mental Health Counseling Trainees in their first year of fieldwork should be at their field placement for a minimum of 12 hours and maximum of 16 hours per week. Students need to have 3-5 clients to which they provide direct counseling services each week (approximately 3-4 direct service hours) within the 12-16 hour/week timeframe. Students may do more than 16 hours per week as long as it is negotiated between the student, supervisor and course instructor prior to the start of the field placement.
- ❖ Clinical Mental Health Counseling Trainees doing their second year of fieldwork should be at their field placement for a minimum of 16 hours and maximum of 20 hours per week. Students need to have 5-8 clients to which they provide direct counseling services each week (approximately 6 direct service hours) based on a 16-hour commitment. Students may do more than 20 hours per week as long as it is negotiated between the student, supervisor and course instructor prior to the start of the field placement.
 - ❖ *Please be advised that SF State closes for winter break during much of January. It is best to negotiate with your trainee as early as possible responsibilities during break.*
- ❖ Clinical Mental Health Counseling Trainees are required to audio-record 2-3 counseling sessions with clients each semester (4-6 per year) in order to pass their field placement courses. Audio-recordings are used for supervision purposes only and played *only* with their field placement course instructor.



- ❖ Clinical Mental Health Counselor Trainees shall inform each client, prior to performing any counseling or related service that they are unlicensed and under agency supervision. In addition, they must inform those being audio-recorded prior to the session that they are being recorded. *Please support your trainee is obtaining informed consent which includes a statement related to audio-recording, prior to any audio-recorded session.*
- ❖ Clinical Mental Health Counseling Trainees shall receive an average of at least one hour of direct supervisor contact for every five hours of client contact. 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 8 persons in segments lasting no less than one continuous hour.
- ❖ Supervisors must have a master's degree in counseling or a related field and at least 2 years' experience working at the agency to which the student is placed. Detailed guidelines are included in the Practicum and Trainee Handbook which can be accessed on the field placement web site.

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