



San Francisco State University

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College of Health & Human Services
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GUIDELINES FOR TRAINEE PLACEMENTS IN SCHOOLS

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

1. In order to meet the minimum fieldwork hours required by the California Commission on Teacher Credentialing (CCTC), students must be in the field for a minimum of 15 hours per week. Schools may collaborate with students to determine the exact number of hours per week.
2. Students must have a small caseload of students to provide individual counseling services on an ongoing basis to practice their basic counseling skills. Although the size of the caseload may vary, a minimum of 5 and a maximum of 10 students is recommended.
3. Students are required to have a variety of experiences across the school counseling domains (i.e., social/emotional, college/career, and academic).
4. All students are required to have a minimum of 1 hour of individual supervision per week from an on-site supervisor. Additional small group supervision is recommended. Supervisors must hold a valid Pupil Personnel Services Credential in School Counseling with a minimum of two years of PPS experience for the site to be an eligible placement for our students.
5. School counseling students must audio record some of their counseling sessions with students in order to successfully complete their course requirements. These recordings are played with a practicum/internship instructor at the university and used for supervision. Recordings will be destroyed after the supervision session. Recordings must be made with the consent of the student and their guardian if the child is under the age of 18 years. Please be sure that your school is willing to allow students to audio record sessions and that consent forms include consent for recording.
6. School sites must provide office space for confidential counseling sessions.

Please see the SFSU Practicum and Internship Handbook for more detailed information.