**Summary of Experience Form**

**Required Supplement for Department of Counseling SF State Graduate Admissions Application**

Please complete the following sections completely. If you do not have anything to include, please write “NA.”

**Reminder:** For those applying to the MS in CMHC or the MS in MFCC programs, in order for your application to be reviewed, you must have a minimum of 2,000 hours of work experience (paid or unpaid) in human services (defined as work that involves helping people directly with difficulties related to mental health, housing, education, employment, substance use, systemic injustices, poverty, family conflict, and other social or emotional issues by providing direct services, advocacy, coordination, and support) in a relevant work setting. 2,000 hours is approximately one-year full-time, or two-years part-time. This requirement is intended to ensure that applicants enter the MFCC and CMHC programs with foundational knowledge of the field, and ability to provide direct care to the community, and a demonstrated commitment to serving diverse communities in counseling-related contexts. Relevant work settings include the following:

After-School Programs

Child and Family Services Agencies

Community Based Organizations (CBOs)

Community Mental Health Centers

Community Health Centers

Community Organizing, Advocacy & Social Movement Organizations

Cultural Centers and Faith-Based Organizations

Court Appointed Special Advocate (CASA) Programs

Crisis Centers or Suicide Prevention Hotlines

Criminal Justice-Related Programs/Services

Domestic Violence Shelters

Educational Settings

Homeless Shelters

Hospitals

Outpatient Counseling Clinics

Organizations Serving Specific Communities (e.g., LGBTQIA+, People with Disabilities, Refugees, Immigrants, Justice-Involved, Unhoused Individuals, Older Adults)

Residential Programs (e.g., group homes or treatment centers)

Substance Use Programs/Services

Veterans Affairs Programs/Services

Vocational Rehabilitation Programs/Services

**Part 1: Summary of Human Service/Counseling Related Experience (paid)**

Please complete the following table. If you have nothing to include, please place an “N/A” in the first “Dates” row. It is essential that you complete this accurately (e.g., # hours/week; #months, total hours). Please list experience in reverse chronological order (most recent first). Do not list experience beyond 10 years.

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| **Start and End Dates (month/year)** | **Role or position** | **Organization & Supervisor Name** | **# of hours per week worked** | **Total # of months worked** | **Total # of hours worked** | **Populations served** | **Explain how work is human service/counseling related (max. 50 words)** | **Explain if included work with historically excluded communities (e.g., BIPOC, disability, and/or LGBTQ+) and the extent of this work.** |
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**\*Please ensure you have listed months (not years)**

**Part 2:** **Summary of Human Service/Counseling Related Volunteer (Unpaid) Experience**

Please complete the following table. If you have nothing to include, please place an “N/A” in the first “Dates” row. It is essential that you complete this accurately (e.g., # hours/week; #months, # total hours). Please list experience in reverse chronological order (most recent first). Do not list experience beyond 10 years.

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| **Start and End Dates**  **(month/year)** | **Role or position** | **Organization & Supervisor Name** | **# of hours per week of volunteer work** | **Total # of months of volunteer**  **work** | **Total # of volunteer hours** | **Populations served** | **Explain how volunteer work is human service/counseling related (max. 50 words)** | **Explain if included work with historically excluded communities (e.g., BIPOC, disability, and/or LGBTQ+) and the extent of this work.** |
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\***Please ensure you have listed months (not years)**

**Part 3: Summary of Non-Counseling Related Experience**

Please complete the following table. If you have nothing to include, please place an “N/A” in the first “Dates” row. It is essential that you complete this accurately (e.g., # hours/week; #months, # total hours). Please list experience in reverse chronological order (most recent first). Do not list experience beyond 10 years.

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| **Start and End Dates**  **(month/year)** | **Role or position** | **Organization & Supervisor Name** | **# of hours per week worked** | **Total # of months worked** | **Total # of hours worked** | **Populations served** | **Explain if included work with historically excluded communities (e.g., BIPOC, disability, and/or LGBTQ+) and the extent of this work.** |
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**\*Please ensure you have listed months (not years)**