

California State University Sacramento  
Counselor Education

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Supervisor Orientation to our Program

# Welcome to the Hornet Family!

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Thank you for partnering with us for to train our counselors in career; marriage, couples, and family; rehabilitation; and school counseling.

We appreciate you!

# Information Provided

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- The information provided in this PowerPoint will cover the following material:
  - Field Study in Counseling
  - Direct & Indirect Hours
  - University, Site, Site-Supervisor, and Student Obligations
  - Supervision Requirements & Supervisor Qualifications
  - Access to Supervision Training & Online Supervision Training Modules

# Interview and Enrollment Requirement

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- All counseling students must be interviewed by their Field Study placement site prior to commencing counseling.
- This interview is intended to ensure that all trainees are prepared and well-suited for counseling at the assigned site.
- Students may interview up to three times in order to obtain an appropriate site placement.

# Field Study in Counseling

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- Field Study in Counseling (EDC 480) is a supervised placement occurring both on and off campus.
- Our field experience is intentional, aimed to familiarize the student with settings similar to those within which they may be seeking employment, and to offer opportunities for the student to participate in direct counseling and counseling related activities.
- Placements are asked to provide a variety of experiences within the setting (as if the student were employed but with the bubble of supervision required of neophyte counselors-in-training).

# Basic Field Study Requirements

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CACREP\* Standards (2016) require that all students complete supervised field experiences that total a minimum of 600 clock hours of supervised counseling internship in roles and settings with clients relevant to their specialty area (240 direct hours/360 indirect hours). The following must be met during field study:

- 240 hours must include **direct service** with clients/students (40% of the 600 hours)
  - Direct services includes the following: supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation.
- An average of ONE (1) hour of weekly individual supervision that occurs regularly during the course of Field Study by a licensed, credentialed, or qualified *On-site* Supervisor.
- Two (2) hours per week of group supervision that is provided on a regular schedule over the course of the student's Field Study by a CSUS faculty supervisor.

# University & Site Obligations

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- University supervisors will work with on-site supervisors to ensure student progress and growth; and to ensure field study students are working ethically and professionally at their sites.
- All evaluations (mid-semester/final) must be based on observations of field work students sessions with clients/students at their site.
  - On-site supervisors must observe students live (e.g. see them conduct sessions) and complete mid-semester and final evaluations based on these observations.
  - University supervisors will request video/audio of their sessions for evaluative purposes.
- The University Supervisor is responsible for verifying a student's completion of Field Study requirements for a given term.
- The Program Coordinator will verify each student's completion of all Field Study requirements for graduation.
- Students who do not satisfactorily complete all of the requirements of Field Study will not be permitted to graduate.

# Hours Defined

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**Direct Hours** involve direct interaction with clients and include the application of counseling, consultation, or human development skills.

Field Study students may only count face-to-face counseling performed, in a confidential setting, as direct contact.

## DIRECT HOURS DEFINITION:

Supervised use of counseling, consultation, or related professional skills with actual clients (can be individuals, couples, families, or groups) for the purpose of fostering social, cognitive, behavioral, and/or affective change. These activities must involve interaction with others and may include: (1) assessment, (2) counseling, (3) psycho-educational activities, and (4) consultation.

The following would **NOT** be considered direct service: (1) observing others providing counseling or related services, (2) record keeping, (3) administrative duties, (4) clinical and/or administrative supervision.

# Supervision Hours (Indirect Hours)

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- **Supervision Hours** include all interactions with one's supervisor that involve receiving a combination of the following:
  - Consultation
  - Advising
  - Instruction
  - Evaluation of clinical and administrative skills.
- *Students will receive 1 hour of individual supervision from the On-site Supervisor and 2 hours of group supervision from the University seminar instructor for each week they see clients in Field Study*

# Hours defined (cont.)

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- **Indirect Hours** involve all other duties and experiences related to Field Study that do not fall into the “direct contact,” including administration. These hours count as indirect hours.
- Administration involves scheduling, attending school/agency meetings, writing case notes, research/preparation for sessions, room set-up/clean-up, consulting within a system of care, training content required by organization, orientation, etc.
- **Total Hours** are the sum total of all direct contact, supervision, and miscellaneous experiences. Please note that supervision, although indirect, is noted separately.

# Consultation and other experiences

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- What kinds of consultation experiences can a student gain?
  - IEP's
  - CFT
  - School Counselors
  - School Principals
  - Teachers
  - Parents
  - Support Persons
  - Work within a system of care

# Hours Requirements

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- The Field Study requirement for all students in the Counselor Education Program is 600 clock hours with 40% (240 hours) of direct client contact and 60% (360 hours) of indirect contact.
- This is equivalent to 6 units of coursework (1 unit = 100 clock hours).
- Hours may be completed in either two or three semesters. We highly recommend even distribution of hours and supervision across the semester(s).
- **MCFC field study placements** are for one academic year and always begin in fall, thus, MCFC students are **required** to adhere to the two semester option that involves taking 3 units (300 hours) each semester over 2 semesters.

# Banking hours

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- Students in all specializations are permitted to earn up to **40 hours** during winter and summer breaks. *However, this must be under both university and site supervision.* Therefore, this must be approved by both your site supervisor and university instructor.
- Only **20** of these 40 hours may be **direct client contact hours**.
- At some sites, we understand the need for continuation of care therefore this option may be necessary. These hours may either apply to a deficiency in hours from the previous semester of EDC 480 or to earning hours early towards the next semester of EDC 480.
- Students must be enrolled in EDC 480 within 90 days either before or after the break for these hours to count **and they must be under university supervision to count these hours.**

# Liability Insurance

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- Each Field Study student is required to purchase professional liability insurance.
- The Field Study student is providing services to the public and, therefore, runs the risk of having lawsuits without appropriate liability insurance.
- Students may obtain liability insurance through a variety of organizations at a low student rate, this is included as student member of ACA.

**Supervision** is a tutorial and mentoring form of instruction in which a mental health professional, such as a professional counselor, monitors a counseling student's activities in practicum and internship and facilitates the learning and skill development experiences associated with practicum and internship.

The supervisor monitors and evaluates the clinical work of the student while monitoring the quality of services offered to clients (CACREP, 2016).

Bernard and Goodyear (2014) suggests that supervision has two central purposes:

1. To foster the supervisee's professional development- a supportive and educational function.
2. To ensure client welfare- the supervisor's gatekeeping function is a variant of the monitoring of client welfare.

# Types of Supervision

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- *Individual Supervision* – a tutorial and mentoring relationship between a supervisor and a student.
- *Triadic Supervision* – a tutorial and mentoring relationship between a supervisor and two students.
- *Group Supervision* – a tutorial and mentoring relationship between a supervisor and more than two students.

# Site and University Supervision Requirements

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- CACREP requires counseling programs to 1½ hours per week of group supervision with every supervisee during their field experience (e.g. EDC 480). This includes recorded audio/video brought to class.
  - The Counselor Education Program provides 2 hours of per week of group supervision for field students during the EDC 480 course.
- CACREP requires counseling students in practicum and internship received an average of 1 hour per week of individual supervision which is provided by the site supervisor under the MOU as part of the student placement.
  - All off site placements will provide this supervision.
  - Except in cases where the student is working at our CSUS clinic (CCDS) where the instructor will provide this additional supervision above the 1.5 hours of group supervision class.
- The 1 hour per week of individual supervision is the responsibility of the On-Site Supervisor; the 2 hours per week of group supervision is provided by the University Supervisor in the weekly seminar.

# Supervisor Qualifications

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We request all supervisors complete this brief survey indicating qualifications and uploading a current CV/Resume for our documentation annually.

[https://csus.co1.qualtrics.com/jfe/form/SV\\_dirpYKcxurD7qnj](https://csus.co1.qualtrics.com/jfe/form/SV_dirpYKcxurD7qnj)

Site supervisors must have:

- (1) a minimum of a master's degree, preferably in counseling, or a related profession;
- (2) relevant certifications and/or licenses;
- (3) a minimum of two years of pertinent professional experience in the specialty area in which the student is enrolled;
- (4) knowledge of the program's expectations, requirements, and evaluation procedures for students; and
- (5) relevant training in counseling supervision.

# MCFC Supervision Requirements

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- ***Additional MCFC Specialization Supervision Requirements:*** MCFC students are required to be supervised by an on-site licensed mental health clinician (LMFT, LCSW, Psychologist, or Psychiatrist).
- If students are seeking to count their hours toward BBS licensure, additional standards are required to be met (see [www.bbs.ca.gov](http://www.bbs.ca.gov)<<http://www.bbs.ca.gov>>).
- Students may not be placed in a field study site in which the primary supervisor does not possess licensure in the state of California.
- MCFC students are required to be supervised for one hour of face-to-face individual supervision each week at their field study site at a 1:5 contact hour ratio.
- If students are seeking to count their hours toward BBS licensure, additional standards are required to be met (see [www.bbs.ca.gov](http://www.bbs.ca.gov)<<http://www.bbs.ca.gov>>).

# Supervision Training & Orientation to the Program

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- Orientation, consultation, and professional development opportunities are provided by counselor education program faculty to site supervisors. We provide this training annually during our Spring Site Fair.
- Additionally, we have available an online 5 module supervision training curricula, please contact Dr. Bitá Rivas, [b.rivas@csus.edu](mailto:b.rivas@csus.edu) for more information. We are able to provide CE's for this training and it will be available on Canvas.

# Site & University Obligations

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- Students must receive an average of one hour per week of individual supervision with their on-site credentialed/licensed supervisor each semester they are enrolled in field study.
- There must be a licensed/credentialed supervisor physically **on-site** each day the student is working at the site.
- Individual supervision is in addition to the weekly group supervision they receive with their University Supervisor (seminar instructor).
- The University Program Coordinator will help students identify the top three sites, using our list of approved sites, with a Memorandum of Understanding (MOU) in place with our program.
  - \*If you wish to partner with us as a site (or students that wish to have a site added) please contact our Fieldwork Coordinator in advance as this process takes time.\*

# Site Supervisor Obligations

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- The Site Supervisor is responsible for all of the following:
  - Interviewing the Field Study candidate prior to accepting the candidate at the site;
  - Providing a thorough orientation to the student regarding the site's mission and service objectives;
  - Training the student to perform the necessary administrative duties of the site, including conducting intakes and scheduling;
  - Overseeing all of the student's clinical and administrative work, including, but not limited to: client cases, assessments, treatment plans, consultation, and record keeping.
  - Providing each student with an average of **one hour per week of individual supervision.**
  - Verifying student hours completed **each week during individual supervision by initialing next to the respective hours** listed on *FORM 4: Field Study Time Sheet*. (Note: DO NOT insert all initials at the end of the term – supervision of record keeping should be occurring on an ongoing basis.)

# Site Supervisor Obligations Cont.

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- Maintaining communication with the University Supervisor and collaborating on goals for students;
- Informing CSUS if you have not been contacted (via phone or e-mail) by a student's University Supervisor by the 4th week of the semester;
- Thoroughly documenting concerns regarding student progress (making sure documentation is very specific, including direct quotes as appropriate);
- Consulting with program faculty and informing program faculty of concerns that arise;
- Completing *FORM 5: Midterm Evaluation* for each student and reviewing the evaluation with the student during supervision, identifying strengths and goals for improvement; make copies for students and for your own records and submit original to University Supervisor.
- Completing *FORM 6: Final Evaluation* for each student and reviewing the evaluation with the student during supervision, identifying strengths, assessing goal achievement and developing long- term goals; make copies for students and your records and submit original to University Supervisor.

# Site supervisor obligations Cont.

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- Collaborating with the University Supervisor to determine each student's appropriateness for receiving credit for field work;
- Verifying that the required work for Field Study has been completed for each student; and
- **Signing** and submitting all field study forms, *FORMS 4, 5 and 6* to University Supervisor on or before the deadline.
  - This information is typically communicated via the University Instructor and will be sent in an email from the program Coordinator.

# Students Responsibilities

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1. Conduct themselves in an ethical and professional manner in all training activities. The ACA Code of Ethics and Standards of Practice shall govern their behavior at all times on the site as well as at school. The student must practice only those empirically based interventions that follow the current practice guidelines of the ACA.
2. Shall integrate themselves into training sites and develop respectful working relationships with staff, students, and clients. Demanding, threatening, or rude behavior is inconsistent with the identity of a counselor.
3. Are expected to appear for all events for which they have been contracted. They should clear vacation times with their supervisors.
4. Shall cultivate an attitude of openness to self-examination, supervision, and new learning.
5. Shall immediately inform their supervisor and the course instructor of record of any difficulties encountered.
6. Shall make effective use of supervision by preparing for supervision sessions, bringing relevant material from client sessions to supervision. Students are expected to be responsive to direction.



# Thank you

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- Thank you for taking the time to work with the California State University Sacramento Counselor Education Program, and for the effort in helping us prepare our trainees for work in the field. We could not do it without your partnership.
- Our faculty will be working closely with the sites, and the university instructor will work closely with the site-supervisor.
- If ever a concern arises, please let the university instructor know immediately. In addition, please note the following contacts:
  - Dr. Jessica Moreno, [Jessica.Moreno@csus.edu](mailto:Jessica.Moreno@csus.edu) (Marriage, Couples, and Family Counseling Coordinator)
  - Dr. HyunGyung Joo, [joo@csus.edu](mailto:joo@csus.edu) (School Counseling Coordinator)
  - Dr. Michele Mahr, [Michele.mahr@csus.edu](mailto:Michele.mahr@csus.edu) (Rehabilitation Counseling Coordinator)
  - Dr. Rachael Marshall, [Rachael.marshall@csus.edu](mailto:Rachael.marshall@csus.edu) (Career Counseling Coordinator)
  - Dr. Bitá Rivas, [b.rivas@csus.edu](mailto:b.rivas@csus.edu) (Fieldwork Coordinator)
- Practicum & Field Study Handbook can be found using this link below:

<https://www.csus.edu/college/education/masters-programs/internal/documents/practicum-and-field-study-handbook.pdf#Practicum/Field%20Study%20Handbook>

# Questions

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- For questions, or more information about supervision training, our canvas site-supervisor page, Spring Site Fair, or to be considered as a site, please contact:

Dr. Bitá Rivas, Fieldwork Coordinator

[b.rivas@csus.edu](mailto:b.rivas@csus.edu)