Becoming an Internship (Counseling Trainee) Site Partner with the Sacramento State MS in Counseling Program

Step 0: Is a New Partnership Approval Required?

- Site partnership agreements are made at the organizational level (and school district level for school counseling internships).
- If you are a new site supervisor with a site for which we already have an active and existing site partnership relationship, then a new partnership agreement is not needed. Please see our website for more information on how to become oriented with our program and supervision training requirements.
- If you are a new location for an active site partnership relationship (such as a new school location for a school district), then a new partnership agreement is not needed. For a list of many of our existing partnerships, please see our [Partnerships and Student Organizations](#) page of our website. If you have questions on whether your site or school district has an existing relationship in place, or if you want to add an additional site under your agreement, please contact our Internship & Fieldwork Team by emailing BOTH of the following two contacts:
  - Internship & Fieldwork Team Inbox: coe-counseloredfieldwork@csus.edu
  - Fieldwork Coordinator: Dr. Anthony Rivas: a.rivas@csus.edu

Step 1: Submit a New Partnership Request Form

- Complete our New Partnership Request Form available on our website.
- Timing of Request Forms & Approvals:
  - New partnership requests are accepted until December each year so that new sites can be included in our annual Site Fair and intern interview process, which occurs each Spring semester (during the February through May timeframe). This interview and selection process would result in internships for the following academic year.
  - Applications received after December are generally considered for the next round of internship selection, beginning in Spring semester of the following academic year.
  - The site review and **approval process may take up to six months**, which includes the initiation of a formal Agreement or Memorandum of Understanding (MOU).
- It is important to note that not all requests will result in a partnership. Selection is based on several factors, including programmatic needs, the ability to provide appropriate supervised experiences, and other relevant considerations.

Step 2: Initial Program Overview Meeting

- If your site is selected for consideration, a Zoom meeting will be scheduled to review our program needs, CACREP accreditation requirements, supervision expectations, and fieldwork experience guidelines.

Step 3: Site Visit

- If both parties agree that the partnership is a good fit, the Fieldwork Coordinator will arrange a site visit. This visit allows the Fieldwork Coordinator to meet potential site supervisors, tour the intern workspaces, and review key areas of the facility.

Step 4: Formal Agreement

- If the site visit is successful, the Fieldwork Coordinator will initiate an MOU agreement with the site and the university. This step may take up to six months to complete.
- When nearing approval, the site contacts will be included in communications about participating in our annual Site Fair to meet potential interns, the intern selection process, program and technology orientation, and other relevant details.

Ongoing Partnership Expectations

- All site partners are invited to participate in the MS in Counseling Program Site Fair each February.
- All primary site contacts (and site supervisors providing direct/clinical supervision) must complete the brief online onboarding/orientation training, available on our website.
- All site supervisors providing direct/clinical supervision must verify completion of supervision training within the past two years. Site supervisors may fulfill this training requirement by completing our online training (available on our website), an external supervision training, or by holding supervision credentials through NBCC (ACS) or the AAMFT Approved Supervisor designation.