



Sacramento State Counselor Education Orientation to the Program

Updated 2025

Refresher & New Changes

Dr. Anthony Rivas, LMFT (CO), LAC (CO), MAC



Welcome to the Hornet Family!

We appreciate the partnerships we have with you. It takes partnerships like these to train future counselors in all our specializations: career; marriage, couple, and family; rehabilitation; and school counseling.

We look forward to training the next generation of clinicians with you!



Information Provided

- in Counseling
- Direct & Indirect Hours
- University, Site, Site-Supervisor, and Student Obligations
- Supervision Requirements & Supervisor Qualifications
- Access to Supervision Training & Online Supervision Training Modules
- What's New: SONIA preferences, paperwork, and use

Interview and Enrollment Requirement

- All Counselors-In-Training (CIT's) will be students in good standing with the MS Counseling Program and have successfully passed Practicum
- All CIT's must be interviewed by their prospective sites prior to having an offer extended.
- This interview is intended to ensure that all CIT's are appropriate and suited for counseling at the site.
- CIT's may preference and interview with up to four sites in order to obtain an appropriate site placement.

in Counseling

All CIT's will be enrolled in EDC480 while in Fieldwork

in Counseling (EDC 480) provides University Group Supervision.

EDC480 instructors will set up meetings (ZOOM or in-person) with the Clinical Supervisor overseeing the CIT's practice at the following points

- No later than three weeks after the start of fall and spring semesters
- At midterm & prior to finals week

Open & transparent communication is key!

If you have not heard from the faculty supervisor at any of these contact points, I need to know. Email: coe-counseloredfieldwork@csus.edu and cc a.rivas@csus.edu

Hours Defined

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

CIT's 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)

- **Supervision Hours** include all interactions with one's supervisor.
- *QT's will receive 1 hour of individual or triadic supervision from the On-site Clinical Supervisor and 2 hours of group supervision from the University seminar instructor for each week they see clients in Internship.*

Hours defined (cont.)

- **Indirect Hours** involve all other duties and experiences related to Internship 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.

Hours Requirements

- The Internship requirement for all CIT's in the Counselor Education Program is 600 clock hours (300 fall & 300 spring) with 40% (240 hours, 120 each semester) of direct client contact and 60% (360 hours, 180 each semester) of indirect contact. **School Counseling is required to complete 800 hours, 400 each semester (260 direct hours).**
- Hours must be evenly distributed across two semesters. **School:** 300-400 hours at TWO different levels, no more than 200 hours can be at community setting.
- **Career/MCFC/Rehab internship placements** are for one academic year and always begin in fall, CIT's are **required** to adhere to their agreement for the academic year listed on the Expectations Agreement.

Banking hours

- CIT's in all specializations are permitted to earn up to **40 hours (20 direct-20 indirect)** 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.

At some sites, we understand the need for continuity of care, therefore this option may be necessary. These hours may either apply to any deficiency in hours from the previous semester of EDC 480 or to earning hours early towards the next semester of EDC 480.

CIT's 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

- Each CIT is required to purchase and maintain professional liability/ malpractice insurance prior to beginning and throughout their fieldwork experience.
- The CIT is providing services to the public and therefore, are at-risk (as are you) of malpractice lawsuits, having appropriate liability insurance is necessary.

Definition of Supervision



Supervision is an intervention provided by a senior member of a profession to a more junior member or members of the same profession. .
 . "This relationship is evaluative, extends over time, and has the simultaneous purposes of enhancing the professional functioning of the more junior person(s); monitoring the quality of professional services offered to the clients that she, he, or they see; and serving as a gatekeeper of those who are to enter the particular profession" (Bernard & Goodyear, 2004, p. 8).



"You, the clinical supervisor, wear several important "hats." You facilitate the integration of counselor self-awareness, theoretical grounding, and development of clinical knowledge and skills; and you improve functional skills and professional practices". (SAMHSA, 2009. p. 8)

- **Supervision** is a guiding form of instruction in which a mental health professional, such as a professional counselor, monitors and guides a counselor-in-training's practice in practicum and .
- "You, the clinical supervisor, wear several important "hats." You facilitate the integration of counselor self-awareness, theoretical grounding, and development of clinical knowledge and skills; and you improve functional skills and professional practices". (SAMHSA, 2009. p. 8)
- You as the supervisor are responsible for monitoring and evaluating the clinical work of the student while monitoring the quality of services offered to clients (CACREP, 2016).

Bernard and Goodyear (2019, p.3) indicated that Clinical Supervision:

- ...Is an intervention in its own right
- ...Mental health professionals have commonalities along with profession-specific differences
- ...Is effective in developing supervisee competence

Types of Supervision

- *Clinical Supervision*
 - This supervisor observes, directs, and guides s CIT's practice and experience and signs off on hours
 - Administrative supervisor/ task supervisor: Cannot provide direct supervision nor sign off on hours
- *Individual Supervision* – is the process by which the clinical practice provided by the counselor is evaluated and either modified or approved by the supervisor in 1:1 settings.
- *Triadic Supervision* – Clinical supervisory relationship between a supervisor and two CIT's.
- *Group Supervision* – Clinical supervisory relationship between a supervisor and more than two CIT's.

Site and University Supervision Requirements

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 CIT's during the EDC 480 course.

CACREP requires counseling students in practicum and received an average of 1 hour per week of individual/ triadic supervision provided by the CIT's Clinical Supervisor under the MOU as part of the student placement.

- All off site placements will provide this supervision.
- Except in cases where the CIT 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/ triadic supervision is the responsibility of the On-Site Clinical Supervisor; the 2 hours per week of group supervision is provided by the University Supervisor in the weekly seminar.

Supervisor Qualifications



We need all supervisors (who have not already done so) to complete this brief survey indicating qualifications and uploading a current CV/Resume for our documentation annually.

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 or credentials such as ([NBCC ACS](#), [AAMFT Approved Supervisor](#) etc.).

MCFC Supervision Requirements

Additional MCFC Specialization Supervision Requirements: MCFC CIT's are required to be supervised by an on-site licensed mental health clinician (LMFT, LPCC, LCSW, Psychologist, or Psychiatrist).

If CIT's 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>>). This is not an expectation and will be between the Clinical Supervisor and the CIT.

CIT's may not be placed in an internship site in which the primary supervisor does not possess licensure in the state of California.

MCFC CIT's are required to be supervised for one hour of face-to-face individual supervision each week at their 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>>).

Supervision Training & Orientation to the Program

- Orientation, consultation, and professional development opportunities are provided by counselor education program faculty to site supervisors twice a year.
- Additionally, we have available an online 5 module supervision training curricula, please contact us at coe-counseloredfieldwork@csus.edu for more information. We are able to provide a certificate of completion, but not CEU's at this time.

University & Site Obligations

- University supervisors will work with on-site supervisors to ensure CIT progress and growth; and to ensure CIT's are working ethically, legally, and professionally at their sites.
- All evaluations (mid-semester/final) must be based on observations of CIT's sessions with clients/students at their site.
 - On-site supervisors must observe CIT's 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 to be used in group supervision.
- The University Supervisor is responsible for verifying a CIT's completion of Internship requirements for a given term.

Site Supervisor Obligations

The Site Supervisor is responsible for all of the following:

- Interviewing the Internship candidate prior to accepting the candidate at the site;
- Providing the counselor-in-training a thorough orientation to the site, including the: mission, vision, values, service objectives, work expectations etc;
- Training the CIT's to perform the necessary administrative duties of the site, including conducting intakes, scheduling , using EHR, documentation etc;
- Overseeing all work provided by the counselor-in-training including clinical and administrative work. Including, but not limited to: client cases, assessments, treatment plans, consultation, and record keeping.
- Providing each CIT with an average of **one hour per week of individual/ triadic supervision**.
- Verifying CIT hours completed **each week during individual supervision by approving timesheets in SONIA**.

Site Supervisor Obligations Cont.

Maintaining communication with the University Supervisor (EDC 480 instructor) and collaborating on goals for CIT's;

Informing CSUS Fieldwork Coordinator (Dr. A. Rivas) if you have not been contacted (via phone or e-mail) by a CIT's University Supervisor to set up a meeting by the 3rd week of the semester;

Thoroughly documenting concerns regarding CIT 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 *Midterm Evaluation* for each CIT and reviewing the evaluation with the CIT during supervision, identifying strengths and goals for improvement; and submit via SONIA.

Completing **Final Evaluation** for each CIT and reviewing the evaluation with the CIT during supervision, identifying strengths, assessing goal achievement and developing long-term goals; submit via SONIA.

Site supervisor obligations Cont.

Collaborating with the University Supervisor (EDC 480 Instructor) to determine each CIT's appropriateness for receiving credit for field work;

Verifying that the required work for Internship has been completed for each CIT;
and

Signing and submitting all internship forms via SONIA 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.

Counselor-in-training Responsibilities

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 counselor-in-training must practice only empirically based interventions that follow the current practice guidelines of the ACA and California law. All Counselors-in-training must abide by California law and ACA code of ethics.
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 or absences 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.

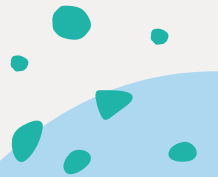


Evaluation of Counselor-in training

Knowledge

Skills

Dispositions



Dispositions

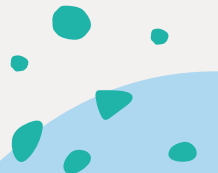
Dispositions

Year Three	1.9	2.0	2.1
	Did not demonstrate expected growth during the defined timeframe of study as exhibited by: not developing strategies for applying counseling knowledge, high levels of rigidity, lack or participation, unhealthy/inappropriate expressions of affect, acting in a n unprofessional manner, refusal to incorporate feedback, lack of awareness of impact on others, inappropriate interpersonal boundaries, and/or resistance to learning experiences.	Developing towards expected growth during the defined timeframe of study, as exhibited by: developing strategies for applying counseling knowledge, appropriate and healthy involvement and expressions of affect, flexibility, awareness of impact on others, effective interpersonal boundaries, professionalism, acting on feedback in an appropriate manner and openness to learning and new experiences. The faculty desires the graduate student/counselor-in-training to continue to put forth the same or greater effort to meet developmental benchmarks.	Met expectations for growth during the defined period of study, as exhibited by: applying counseling knowledge, acting with a high degree of professionalism, incorporating feedback provided, being flexible, being mindful of impact on others, creating effective interpersonal boundaries, incorporating learning and experiences into practice. The faculty desires the graduate student/counselor-in-training to continue to put forth the same or greater effort to meet developmental benchmarks.
	The faculty may require a formal meeting to determine the graduate student/counselor-in-training's continued	The faculty endorses the graduate student/counselor-in-	The faculty endorses the graduate student/counselor-in-training for continuation in



Communication

- EDC 480 instructors
 - First point of contact
- Fieldwork Student Worker
- Fieldwork Coordinator



What's Changed?






What has changed?

- Sonia
 - Placements
 - Forms
 - Hours tracking
- Contacts (fieldwork email, program email, fieldwork coordinator)




Lumivero: Sonia (placement groups)

Sonia is our new fieldwork management platform

<https://csuscounselored.sonialive.com/School.aspx>

[Home](#) [Students](#) [Placements](#) [Offers](#) [Forms](#) [My Details](#) [Documents](#) [Site Details](#) [History](#)   Rivas, Bitu   

EDC 480 Internship Fall 2023 - Career

 Details  Student Ranking  Timesheets

CSUS - Counselor Education Ambassadors (CSUS) |

Days: Monday, Tuesday, Wednesday, Thursday, Friday




Counselor Education

Dates: Monday, August 28, 2023 - Friday, December 15, 2023

Requested: 1

1 allocated out of 1 confirmed

EDC 480 Internship Fall 2023 - Rehabilitation

 Details  Student Ranking  Timesheets

CSUS - Counselor Education Ambassadors (CSUS) |


Days: Monday, Tuesday, Wednesday, Thursday, Friday

Counselor Education

Dates: Monday, August 28, 2023 - Friday, December 15, 2023

Requested: 1

1 allocated out of 1 confirmed



[View](#)

« ‹ August 2023 › »


S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		



Lumivero: Sonia

(preferences/ranking)


Preferences & Ranking


[Home](#)[Students](#)[Placements](#)[Offers](#)[Forms](#)[My Details](#)[Documents](#)[Site Details](#)[History](#)

 Rivas, Bitan

 ▾

Test Group - Test 3

 Details

 Student Ranking

Name	Preference	Rating	Status ▴	Interview	
Sarah Test	1	★★★★★	Accepted		<div>Edit</div>

◀◀

1

▶▶

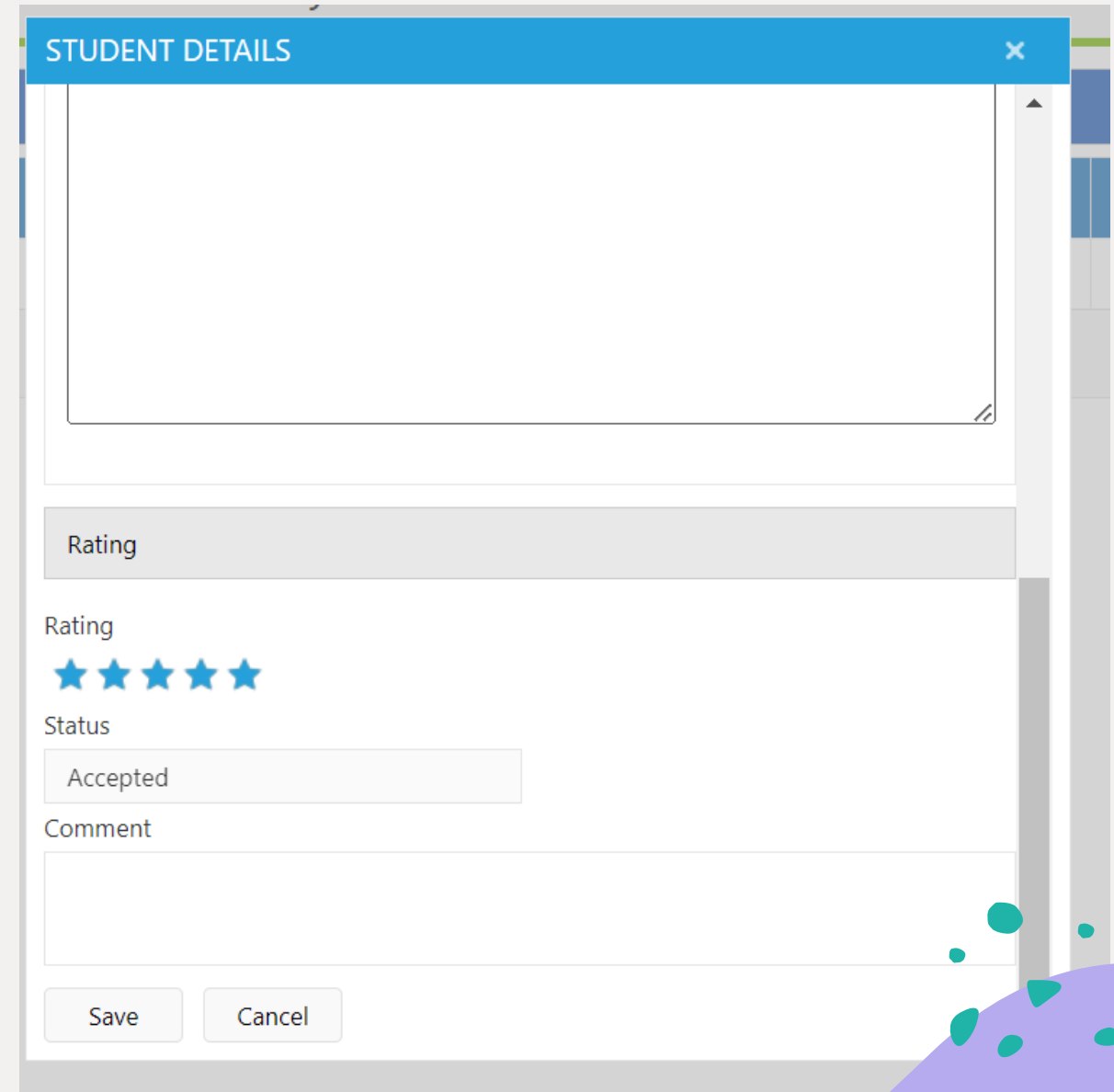
Page size: 25 ▾

1 items in 1 page

Lumivero: Sonia (ranking/status)

Preferences & Ranking

Use the dropdown for:
Interview/Accept/Decline



The screenshot shows a web application window titled "STUDENT DETAILS" with a close button (X) in the top right corner. The main content area is a large, empty rectangular box. Below this box, there is a section labeled "Rating" in a light gray header. Under the "Rating" header, the word "Rating" is displayed above five blue stars. Below the stars, the word "Status" is displayed above a dropdown menu that currently shows "Accepted". Below the dropdown menu, the word "Comment" is displayed above a large, empty text input area. At the bottom of the form, there are two buttons: "Save" and "Cancel".

Use of Sonia for Placement

All forms completed in Sonia: evaluation, agreement, final hours, tracking sheet

- Students will input their preferences between February 7, 2025-March 1, 2025.
- Sites will use Sonia to hire/interview/decline between March 1, 2025- May 1, 2025.
- New to our Counselor Education Sonia, email us at coe-counseloredfieldwork@csus.edu for login information.

A decorative graphic in the bottom right corner consisting of several overlapping circles and a large teal shape, all in shades of blue and teal.


Lumivero: Sonia (timesheets)


Requested: 1

0 allocated out of 1 confirmed

EDC 480 Internship Fall 2023 - Career

 Details

 Student Ranking

 Timesheets

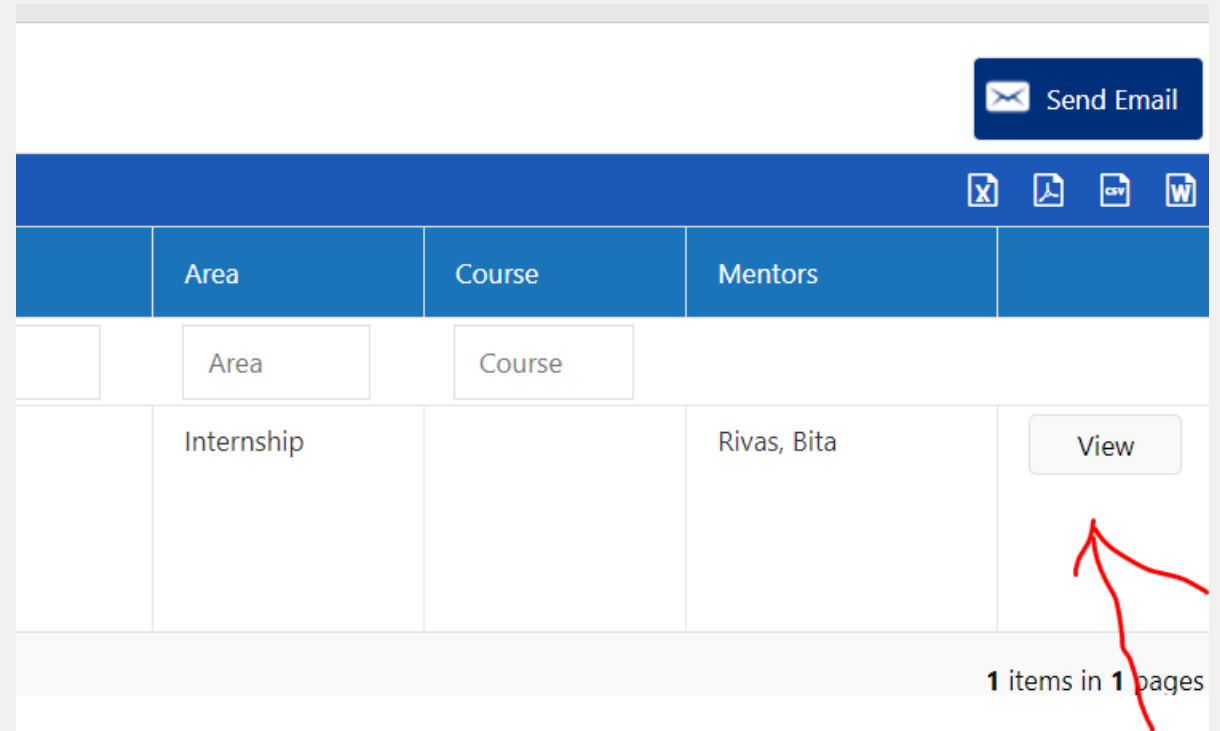
CSUS - Counselor Education Ambassadors (CSUS) |

Expected Duration: 300.00 Hours

Days: Monday, Tuesday, Wednesday, Thursday, Friday

Counselor Education

Lumivero: Sonia (timesheets)



The screenshot shows a web interface for Lumivero. At the top right is a 'Send Email' button. Below it is a blue header bar with icons for X, PDF, CSV, and Word. The main table has columns: Area, Course, and Mentors. The first row shows 'Internship' under Area and 'Rivas, Bitá' under Mentors. A 'View' button is located to the right of the first row. A red arrow points to this button. At the bottom right, it says '1 items in 1 pages'.



	Area	Course	Mentors	
	Area	Course		
	Internship		Rivas, Bitá	View

1 items in 1 pages

Lumivero: Sonia (timesheets)

CSUS - Center for Counseling and Diagnostic Services	1/31/2024	2.00	Hours			On-Site Indirect	beginning of class on boarding	Submitted >	  	2/7/2024 1:16 PM	hennesseet
CSUS - Center for Counseling and Diagnostic Services	1/31/2024	2.50	Hours			On-Site Indirect	second half of class	Submitted >	  	2/7/2024 1:12 PM	hennesseet
CSUS - Center for Counseling and Diagnostic Services	1/25/2024	0.25	Hours	Direct		Remote work	phone call with client	Submitted >	  	1/26/2024 11:08 AM	hennesseet
CSUS - Center for Counseling and Diagnostic Services	1/24/2024	3.00	Hours	Indirect	Group Supervision	On-Site Indirect	beginning of class session	Submitted >	  	1/24/2024 5:07 PM	hennesseet
CSUS - Center for Counseling and Diagnostic Services	1/24/2024	0.25	Hours	Indirect	Group Counseling preparation	On-Site Indirect	phone calls to clients	Submitted >	  	1/24/2024 5:06 PM	hennesseet
CSUS - Center for Counseling and Diagnostic Services	1/24/2024	1.50	Hours	Indirect	Training/Onboard	On-Site Indirect	training in group room	Submitted >	  	1/24/2024 5:46 PM	hennesseet
CSUS - Center for Counseling and Diagnostic Services	1/24/2024	0.75	Hours	Indirect	Mental Health Literacy (indirect)	On-Site Indirect	paperwork	Submitted >	  	1/24/2024 5:07 PM	hennesseet

9 items in 1 pages

 Approve  Unapprove < Resubmit

Lumivero: Sonia (timesheets: Direct + Dropdown AND Indirect + Dropdown)

1	Individual Supervision	Indirect	Student	✓
2	Triadic Supervision	Indirect	Student	✓
3	Group Supervision	Indirect	Student	✓
4	Training/Onboarding	Indirect	Student	✓
5	Intake/Assessment	Direct	Student	✓
6	Couples Counseling	Direct	Student	✓
7	Individual Counseling: Clinical Setting (adults)	Direct	Student	✓
8	Individual Counseling: Child/Adolescent	Direct	Student	✓
9	Individual Counseling: Higher Education Setting (adults)	Direct	Student	✓
10	Family Counseling	Direct	Student	✓
11	Professional Development/Trainings	Indirect	Student	✓
12	Case Notes	Indirect	Student	✓
13	Treatment Planning	Indirect	Student	✓
14	IEP/504 Consultations	Direct	Student	✓

Lumivero: Sonia (~~timesheets:~~ Direct + Dropdown AND Indirect + Dropdown)

13	Treatment Planning	Indirect	Student	✓
14	IEP/504 Consultations	Direct	Student	✓
15	IEP/504 Development/Planning	Indirect	Student	✓
16	Group Counseling	Direct	Student	✓
17	Group Counseling preparation	Indirect	Student	✓
18	Principle/Teacher/Staff Consultation	Direct	Student	✓
19	Workshops/Psychoeducation/SELS Lessons	Direct	Student	✓
20	Shadowing	Indirect	Student	✓
21	EDC 280 Lab Leading	Direct	Student	✓
22	EDC 219 Lab Leading	Direct	Student	✓
23	EDC 299 Lab Leading	Indirect	Student	✓
24	Mental Health Literacy	Direct	Student	✓
25	Mental Health Literacy (indirect)	Indirect	Student	✓
26	Faculty Supervision	Indirect	Student	✓

Lumivero: Sonia (timesheets: Direct + Dropdown AND Indirect + Dropdown)

17	Group Counseling preparation	Indirect	Student	✓
18	Principle/Teacher/Staff Consultation	Direct	Student	✓
19	Workshops/Psychoeducation/SELS Lessons	Direct	Student	✓
20	Shadowing	Indirect	Student	✓
21	EDC 280 Lab Leading	Direct	Student	✓
22	EDC 219 Lab Leading	Direct	Student	✓
23	EDC 299 Lab Leading	Indirect	Student	✓
24	Mental Health Literacy	Direct	Student	✓
25	Mental Health Literacy (indirect)	Indirect	Student	✓
26	Faculty Supervision	Indirect	Student	✓
27	EDC 299 Play Therapy Supervision	Indirect	Student	✓
28	Client Scheduling (leaving a voicemail or emailing)	Indirect	Student	✓
29	Client Scheduling (talking directly to client)	Direct	Student	✓
30	Case Research (reading/researching client issues)	Indirect	Student	✓

Accreditation

Upcoming changes

- CACREP transition to 2024 standards
- CTC transition for C12 to 800 hours for school
- AB8
- BBS

Contacts



Dr. Anthony Rivas
Fieldwork Coordinator
a.rivas@csus.edu

Fieldwork Student Worker
coe-counseloredfieldwork@csus.edu

Questions

