



M.A. SCHOOL COUNSELING PROGRAM CLINICAL INSTRUCTION MANUAL

**COUN 590F School Counseling Fieldwork
Pupil Personnel Services Credential**

Revised August 2011

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COUN 590F Fieldwork Information

The information presented in this manual is intended to help students in the School Counseling Specialization successfully complete the fieldwork portion of the program. Fieldwork is the final step in the clinical instruction sequence. Candidates for the master's degree and the PPS credential enrolled in fieldwork are nearing certification as professional school counselors. Program faculty want this experience to be instructional, productive, and insightful for each candidate. Please read the manual content carefully and be sure to bring any questions you may have to the Director of Field Experiences, your program advisor, or both.

Definition and Purpose

COUN 590F is a 3-unit course taken upon completion of COUN 588P (Counseling Practicum). The course provides in-depth guidance and counseling experience in public schools and in agencies working with school-aged children. The course is designed to provide the intern with experiences enhancing knowledge, skills and dispositions included in the USD Counseling Program's learning outcomes. Interns are expected to demonstrate competencies of the highest caliber.

During each semester of enrollment in COUN 590F, the student will complete a minimum of 300 clock hours at a field site selected following consultation with the student's advisor and the Director of Field Experiences for the counseling program. The student needs to only enroll in 3-units of Fieldwork during any one semester. Students applying for the credential must complete 600 supervised hours during at least two semesters.

In special cases, some students split their time during a single semester at two sites – one school, one agency. Credential regulations allow completion of some hours at agencies and/or community-based non-profit organizations. You must be enrolled in COUN 590F if you wish to count hours completed while working at an agency site doing counseling with K-12 children and their families. You may count a maximum of 200 hours of agency experience toward the 600 hours of fieldwork required for the PPS credential.

Requirements for the Pupil Personnel Services (PPS) Credential

The State of California determines the minimum hours of fieldwork needed by candidates who apply for the Pupil Personnel Services Credential. School Counseling is a professional emphasis within the Pupil Personnel Services Credential (PPS). All California public school credential requirements are regulated by the Commission on Teacher Credentialing (C.T.C.) based in Sacramento.

During the fieldwork, the candidate for the credential must:

- complete a total of 600 hours of fieldwork (with a minimum of 240 hours in direct service);
- complete a minimum of 100 hours working with counselees racially and ethnically different from the candidate;
- complete a minimum of 25 hours of group counseling provided by the candidate; and
- carefully review the [Steps for Applying for the PPS Credential](#) on the SOLES webpage.

Prerequisites for Enrollment in Fieldwork Courses

Required Core Courses to be completed before enrollment in COUN 590F:

- COUN 503- Professional Orientation and Ethics in Counseling (2)
- COUN 504- Pre-practicum in Counseling Techniques (3)
- COUN 505- Human Development (3)
- COUN 506- Legal and Ethical Issues in School Counseling (1)
- COUN 510- Career Development Across the Lifespan (3)
- COUN 515- Multicultural Counseling (3)
- COUN 518- Organization of Student Support Systems (3)
- COUN 520- Counseling Psychology: Theory and Practice (3)
- COUN 525- Group Dynamics (3)
- COUN 530- Assessment Techniques in Counseling (3)
- COUN 588P- Counseling Practicum (3)

Other Pre-Placement Requirements

- To qualify for the PPS credential, all counseling coursework including clinical instruction courses, COUN 588P and COUN 590F, pass/fail courses, must be completed with a grade of a B- or better.
- All students must complete the Fieldwork Readiness Form and meet with their advisor for approval to begin fieldwork.
- Completion of 25 hours of interpersonal, career, family, or pastoral counseling as a counselee in individual or group settings is required. Prior to practicum, at least 10 hours should be completed and the final 15 hours completed prior to enrollment in fieldwork.

Points for Successfully Completing Fieldwork Requirements

1. After your Fieldwork Readiness Meeting with your advisor and you are informed that your site selection has been approved, you then submit the On-site Counselor Agreement and Fieldwork Site Assignment to the Director of Field Experiences.
2. Remember that it is your responsibility to keep copies of all documents related to your fieldwork. Failure to do so can result in delays or other problems related to obtaining your credential.
3. The Daily Record: This is essentially a legal document in which you keep a record of your hours and activities at the school or agency site. The Daily Record is to be reviewed and signed monthly by the On-site Counselor. At the end of the fieldwork semester, turn in a summary sheet of your daily record and the daily record itself. This summary should be condensed to one page stating: where you were, when, under whose supervision, and your main activities as an intern. This is signed by your On-site Counselor and placed in your permanent folder. The actual Daily Record will be returned to you.
4. Final Assessments: You will be sent the electronic self-assessment to be completed at the end of each semester and submitted online. Your onsite supervisor will also receive an electronic copy to complete and review with you.
5. Site Hours: Your on-duty hours are arranged between you and your On-site Counselor. These hours should then be given to your University Supervisor who will visit you in the field during those hours whenever possible. The University Supervisor sometimes "drops in" but usually makes an appointment in advance with you and the On-site Counselor. The **3 site visits** are scheduled several weeks in advance. Please respond to your university supervisor's contacts ASAP.
6. Courtesy Visits: During the first week at your site, be sure you are introduced to the site administrators, counselors, and other personnel with whom you will be working. Upon completion of your placement, it is appropriate to send a note of thanks to the relevant personnel. Make sure the office secretary knows you are an intern at the site and that it is appropriate to refer calls and visitors to you.
7. Inform you University Supervisor ten school days before your final day on site.
8. During your last semester of Fieldwork you will need to complete the Application for Credential. The forms are available in the Credential Analyst's office in the School of Leadership and Education Sciences.

Role of Interns, Supervisors, and Director of Field Experiences

USD Counseling Interns

- Review the policies, standards and practice of the fieldwork/internship site and be professional in following the regulations.
- Become personally and professionally involved in the process of becoming a professional counselor and develop a professional attitude toward counseling advocacy.
- Show evidence of professional enthusiasm, personal maturity and become adept at integrating theory and practice.
- Increase skills in developing effective human relationships with your clients/students, colleagues and with the public.
- Be flexible, be a team-player, take initiative and be willing to extend your comfort zone.
- Show an understanding, appreciation and sensitivity toward the cultural heritage, community values and individual differences of diverse clients.
- Become acquainted with your clients, study their records and when appropriate develop an ethical sense of keeping information confidential.
- Develop a plan to complete the competencies required under the counseling department learning outcomes.
- Meet regularly with the onsite supervisor and university supervisor to review progress toward these goals.
- Abide by the ACA Ethical Standards and ensure the client's confidentiality and legal right are protected.
- Be open-minded toward constructive feedback, be interested in improving through the acceptance of suggestions, and honestly strive to incorporate these ideas.
- Keep accurate daily logs, supervision logs and end of semester matrix of completed hours.
- Evaluate your own personal goals and commitment to the ethics of the profession.

On-Site Supervisor

- Accept the counseling intern as a professional and make him/her feel at home in the fieldwork/internship site environment.
- Introduce the intern to the philosophy, policies, administration and other professionals at the facility.
- Provide opportunities for the intern to engage in a broad and diverse range of activities.
- Oversee the intern by providing a minimum of one hour a week of direct face-to-face supervision.
- Provide ongoing feedback to the counseling intern and review all paperwork required by USD. A final assessment form will be provided.

- Keep site administrator and university supervisor informed of the progress of the counseling intern.
- Abide by the ACA Ethical Standards and ensure the client's confidentiality and legal rights are protected.

University Supervisor

- Meet interns at their fieldwork sites a minimum of 3 times during the semester.
- Be available to answer questions, discuss issues and offer support.
- Keep communication open between the onsite supervisors and the university staff.
- Document visitations with feedback that includes plans for the semester, observations and suggestions and reflections from the visit.
- Review the ACA Ethical Standards during onsite visitations

Director of Field Experiences

- Responsible for the coordination of clinical experiences in each counseling program specialization
- Meet individually, when needed, with site supervisors, students and university supervisors to:
 - Answer specific questions regarding placement
 - Suggest methods for meeting clinical instruction requirements at sites
 - Address concerns with student progress and suggest methods for improvement
- Assist intern in arranging an appropriate fieldwork/internship site.
- Review required paperwork verifying acceptance of the fieldwork/internship site.
- Communicate regularly with intern and onsite supervisors to review progress during the fieldwork/internship tenure.
- If needed, facilitate a discussion between student intern and onsite supervisor if conflicts arise.
- Organize an ongoing required seminar course to review learning outcomes, review tapes of case studies, and share concerns, successes, resources during the fieldwork/internship experience.
- Coordinate group trainings for university and site supervisors during the year

Appendices

1. Introductory Letter
2. Application for School Counseling Fieldwork
3. Daily Log
4. Daily Log Semester Summary
5. Consent Form Examples
6. ACA Standards – Preamble
7. Endorsement Policy

Introductory Letter

TO: Cooperating On-site Counselor in the University of San Diego Pupil Personnel Credential Program

FROM: University of San Diego Counseling Program Faculty

RE: Introductory Letter: Fieldwork Requirements, Student Competencies, and On site Counselor Responsibilities

Intern's Name:

The graduate student bearing this letter is a candidate for the University of San Diego's Pupil Personnel Credential with Specialization in School Counseling.

The candidate will complete fieldwork in at least two levels, such as elementary and middle school, or middle school and high school, etc.

The PPS Credential requirements set a minimum of 600 hours of fieldwork. The minimum number of hours that can be done at a site is 200 hours. Depending upon the candidate's background (teaching or non-teaching experience), and other related factors, the candidate will set up individual arrangements at each site regarding the number of hours to be completed and the scheduling of working days. The university supervisor will be informed of the schedule so onsite visits can be arranged. When the university supervisor and the On-site counselor at the fieldwork site agree the candidate has satisfactorily completed the fieldwork requirements, then the internship is completed.

The student must meet cross-cultural requirements of 100 hours with pupils of cultural backgrounds different from their own. A minimum of 15 pupils from culturally diverse backgrounds must be counseled by the intern over the course of their entire internship experience. Also the intern must complete 25 or more hours of group guidance and counseling activities. We enlist your cooperation in meeting these requirements.

Fieldwork courses require that a minimum of 200 onsite hours be completed each semester or summer session. Incompletes are strongly discouraged. The candidate will explain to you the keeping of a daily record. Final evaluation forms are completed by the On-site Counselor, are discussed with the candidate and forwarded to the University Supervisor in a sealed envelope, or delivered by the candidate to the University in a sealed envelope.

The university supervisor will typically make three visits- one as the placement begins, one at midterm, and one to discuss the final evaluation. Summer session placements usually result in two visits by the university supervisor. In addition, we confer with On-site counselors as needed by telephone or e-mail. Interns are required to tape at least one sessions with students per

semester. If taping equipment is not available at the site, students will check out equipment from USD. Letters to receive permission to tape a student will be provided by USD and are required.

If you should decide to accept the candidate at your site the following applies to you as the candidate's On-site Counselor:

1. Should the candidate not seem appropriate to your setting, notification should be given to the candidate and University supervisor within two weeks of the initial placement.
1. The candidate should be thoroughly oriented to the site and briefed on his/her roles and responsibilities as an intern.
2. The candidate is to experience many aspects of a comprehensive counseling and guidance program.
3. The candidate should be given weekly supervision and regular feedback by the On-site Counselor and University Supervisor.
4. Each week the candidate's daily record is signed, reviewed, and discussed.
5. The candidate will complete an Action Research project in collaboration with his or her on-site counselor
6. The candidate should be informed of any unique situations or special events which would enrich his/her counseling experience, i.e. meetings, conferences, school activities, and special problems.
7. Each candidate should have a reasonable number of individual counselees for whom he/she is fully responsible.

Thank you for your time and cooperation in considering this candidate.

Application for School Counseling Fieldwork

Counselor Candidate Information

Name	
Street Address	
City ST ZIP Code	
Home Phone	
Work Phone	
E-Mail Address	

Fieldwork Placement Information

Semester(s) and Year(s)	
School Site	
School Address	
District	
Interview Date	
Interviewer	
On-Site Counselor's Name	
Site Phone	
Preferred hours to phone	

Candidate Fieldwork Schedule

Day:	Hours:
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

State below any information or special circumstances the University Supervisor should be aware of regarding your assignment.

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On-site Counselor Agreement

I will serve as the On-site Counselor for
during the 20__ - 20__ school year. I am able to provide weekly supervisory meetings for
the above-named student.

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete.

Student Signature		Date	
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On-Site Counselor's Signature		Date	
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**University of San Diego School Counseling Program
 COUN 590 Daily Log**

Weekly Service Record for: _____

Week of _____ thru _____ Record # _____

Direct Service	Mon	Tues	Wed	Thurs	Fri	
Academic Advising						
Advocacy						
Assessment or Testing						
Consultation						
Career Planning						
Conflict Mediation						
Group Counseling						
Individual Counseling						
Large Group Presentation/Classroom Guidance						
Technology-based Counseling						
Total Direct Services						Total

Indirect Services	Mon	Tues	Wed	Thurs	Fri	
Case Management						
Observation & Informal Assessment						
Planning/ Program Development						
Professional Development						
Supervision						
Other						
Total Indirect Services						Total

Total Weekly Hours: _____

Total Service Hours to Date:

Direct Hours: **Indirect Hours:** **Total Service Hours:**

Service Hours Working with Racially/Ethnically Diverse Clients (different from intern) to Date:

This Week: **Total Service Hours:**

Group Counseling Hours to Date:

This Week: **Total Service Hours:**

Supervision Hours to Date:

Individual: **Group:** **Total Hours:**

Student Signature: _____ **Date:** _____

Site-Supervisor Signature: _____ **Date:** _____

Daily Log Semester Summary
School Specialization
Semester _____

Student Name _____

Fieldwork Location _____

Total Number of Direct Hours for the Semester: _____

Total Number of Indirect Hours for the Semester: _____

Total Number of Direct and Indirect Hours for the Semester: _____

Total Number of Hours working with Diverse Students
(Race/ethnicity different from intern) _____

Total Number of Group Hours _____

Required Signatures

Student _____ **Date** _____

Onsite Supervisor _____ **Date** _____

Seminar Instructor _____ **Date** _____



CONSENT TO BE OBSERVED OR TAPE RECORDED

I, _____, give _____,
(Client or Client's Parent or Guardian) (Student Counselor/Intern)
a student in the Graduate Program in Counseling at the University of San Diego permission to audio/video tape our counseling sessions, and/or have visual records and observations of me. The contents of the tapes may be reviewed with a supervisor, counseling faculty, supervision group and are considered confidential, and will be destroyed after supervisory viewing.

I am in agreement that the primary use for these recordings and observations is to increase the effectiveness of the student's counseling by provision of instruction and feedback. I understand that my name shall not be used in connection with these recordings cannot and will not be used for any purpose other than those specified above. Recording and/or utilization of materials under the terms of this signed consent shall not be subject to legal action.

I understand that my counselor is a graduate student in counseling, is not yet licensed and is under the supervision of a qualified supervisor at the school site.

The term "client" as used herein refers to any person receiving services including students, parents, teachers, or patients. Clients have the right to confidentiality. Information revealed will remain within the professional setting. There are, however, legal exceptions to this right; information must be divulged: (a) when ordered by the court, or (b) when the counselor and his or her supervisor determine that an individual may present a threat to self to others. *California law requires the report of any known or suspected instance of child or adult abuse or neglect.* It is understood that all information disclosed within these sessions will otherwise be kept confidential and will not be released to anyone outside of the agency without written permission, except where disclosure is required by law.

Client Signature

Counselor/Intern Signature

Signature of Parent or Guardian if Client is a Minor

Date

NOTE: A signed and dated permission form MUST be obtained for each client on and off site, prior to any taping (audio or video).



CONSENTIMIENTO PARA SER OBSERVADO O FILMADO

Yo, _____, otorgo a _____,
(*Cliente o Padre o Tutor del Cliente*) (*Orientador de/al Alumno/a*)

Alumno/a en el Programa de Orientación para Graduados en la Universidad de San Diego, autorización para que las sesiones de orientación se filmen con audio/video y /o que haya registros visuales y observaciones mías. El contenido de las grabaciones pueden *ser revisadas con un supervisor*, profesorado de orientación, grupo de supervisión y se considerarán de carácter confidencial y una vez que se revise por el supervisor serán destruidas.

Estoy de acuerdo de que el uso primordial de estas grabaciones y observaciones es para aumentar la efectividad de la orientación al/a alumno/a, al darse la instrucción y retroalimentación. Estoy enterado/a que mi nombre no se utilizará, no podrá y será usado en conexión con estas grabaciones y para cualquier otro propósito que no sea el especificado arriba. La grabación y/o utilización de materiales bajo estos términos del consentimiento firmados no estarán sujetos de ninguna acción legal.

Estoy enterado que mi orientador es alumno graduado en orientación y que aun carece de certificación y está bajo la supervisión de un supervisor calificado en el plantel.

El término “cliente” usado con anterioridad se refiere a cualquier persona que reciba los servicios incluyendo alumnos, padres, maestros o pacientes. Los clientes tienen el derecho de confidencialidad. La información obtenida permanecerá dentro del entorno profesional. Hay, sin embargo, algunas excepciones de carácter legal a este derecho; la información debe divulgarse: (a) cuando lo ordene el tribunal, o (b) cuando el orientador y su supervisor/a determinen que un individuo puede representar una amenaza para el/ella o para otros. *La Ley de California requiere el informe de cualquier instancia conocida y sospechada de abuso o negligencia de un niño/a o adulto.* Se entiende que toda la información revelada en el ámbito de estas sesiones se mantendrá en forma confidencial y no se entregará a nadie fuera de esta agencia sin el consentimiento escrito, excepto donde la revelación se requiera por ley.

Firma del Cliente Alumno/a

Firma del Orientador

Firma del Padre o Tutor si el Cliente es Menor de Edad

Fecha

*NOTA: La forma de permiso firmada y fechada **DEBE** ser obtenida de cada cliente dentro y fuera del plantel, antes de cualquier grabación (audio o video).*



Dear Parent or Guardian of:

Your student has the opportunity to participate in an exciting opportunity this year! The University of San Diego School Counseling program has partnered with your student's school to provide ongoing services to students. Graduate students from the counseling program will be working with a number of students during the year. Some of the activities your student may participate in are team building, developing peer problem solving skills, individual counseling, group counseling and leadership training. Participation in these activities requires your permission in writing, so if your student may participate in this program please sign below and have your student return this permission form as soon as possible!!

Parts of this program may be videotaped for educational purposes. The tapes would be reviewed only with the USD student's direct supervisors and all tapes will be erased by June 2012.

_____ Please Initial here if you do not give permission for your child to be taped.

Parent Signature

Date

Thank you very much for allowing us to serve you and your student.
Together we build a strong community!



Estimado Padre de Familia de:

Su niño(a) tiene la oportunidad de participar en una gran oportunidad. El Programa de Consejería de la Universidad de San Diego se ha asociado con la Escuela Bancroft para proveer servicios a los estudiantes. Algunas de las actividades en las que su niño(a) podría participar son técnicas para trabajar en equipo, desarrollo de habilidades para resolver problemas con otros compañeros, consejería individual o en grupo y entrenamiento para liderazgo. ¡La participación de su niño(a) en estas actividades requiere el permiso de usted por escrito, por lo tanto si su hijo(a) puede participar en este programa por favor firme el permiso de abajo y regrese esta forma con su niño(a) a la escuela lo más pronto posible!

Algunas de las partes de este programa pueden ser grabadas por video para propósitos educativos. Por favor escriba su inicial aquí si usted no le da permiso a su niño(a) para que sea grabado(a). Todas las grabaciones serán borradas a más tardar para el 30 de Julio del 2012.

Firma de Padre de Familia

Fecha

Gracias por permitirnos servirle a usted y a su niño(a).
¡Juntos construimos una comunidad fuerte!

ACA Ethical Standards – Preamble

The American Counseling Association is an educational, scientific and professional organization whose members are dedicated to the enhancement of human development throughout the life span. Association members recognize diversity in our society and embrace a cross-cultural approach in support of the worth, dignity, potential, and uniqueness of each individual.

The specification of a code of ethics enables the association to clarify to current and future members, and to those served by members, the nature of the ethical responsibilities held in common by its members. As the code of ethics of the association, this document established principles that define the ethical behavior of association members. All members of the American Counseling Association are required to adhere to the Code of Ethics will serve as the basis for processing ethical complaints initiated against members of the association. A complete copy of the American Counseling Association (ACA) Code of Ethics is available at <http://www.counseling.org/>

Review the ethics code for your specialization area.

* It is the responsibility of all clinical instruction participants; Faculty Coordinator, Director of Field Experiences, University Supervisors, onsite supervisors, seminar instructors and USD interns to abide by the ACA Ethical Standards and to ensure the client's confidentiality and legal rights are protected. These procedures will be reinforced in the seminar classes and during the onsite visits by the university supervisors.

Endorsement Policy

At various times students require an endorsement (verbal or written recommendation) from their program in order to gain employment or credentials. A graduate will be endorsed by counseling faculty only for a position or credential for which the graduate has been prepared. Internship site supervisors also are urged to follow this policy.

Students should be aware of this policy and seek endorsement only for employment and credentials that are appropriate given the student's training, coursework and supervised experience.

As a faculty we will endorse that upon completion of the 48 unit masters in counseling degree, all graduates, regardless of their specialization area will possess entry level clinical counseling skills, ethical decision making skills, and a theoretical orientation on which to base their work as counselors.

We will endorse students for positions within their specialization areas based on our knowledge of their skills. We do, however, reserve the right to withhold endorsement within a specialization if we do not feel the student has had adequate experience with a given population (e.g. if a student has no experience in an elementary school, we would not endorse them as having skills with elementary students).

We may not endorse a student for a position outside their specialization area unless we have knowledge of their proficiency within that area. Proficiency may be demonstrated by work, internship, volunteer or other supervised experience within or outside the counseling program.

Students who apply for the State of California's Pupil Personnel Services Credential first make application to the SOLES Office of the Credential Analyst. The Credential Analyst reviews the application to be sure that all requirements have been met. The Counseling Program Director also reviews the file and endorses the application if all credential requirements have been completed.