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**College Counseling and Student Services**

# **FIELDWORK HANDBOOK**

An informational packet for field site supervisors and for graduate students who are enrolled in, or are planning to enroll in the College Counseling and Student Services fieldwork course. It is the student's responsibility to give a copy of this handbook to his/her field site supervisor.

# College Counseling and Student Services Fieldwork Handbook

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## FIELDWORK INFORMATION (FW #1)<sup>1</sup>

The fieldwork experience is the most comprehensive professional experience in the counseling program. The intent of fieldwork is to provide the student with closely supervised training at a site outside of the department's environment that is congruent with the student's specialization within the counseling program. In order to insure that the student's individualized career goals are met in the fieldwork experience, arrangements for fieldwork are negotiated between the student, the Field Site Supervisor, and the student's University Fieldwork Professor at California State University, Northridge.

### Fieldwork Objectives

The fieldwork experience is designed to provide the student with an opportunity to practice and expand her/his counseling skills in a setting other than the department environment. During the fieldwork experience, students will be expected to demonstrate a commitment to implement and expand the following skills:

- Establish and maintain a student caseload
- Apply appropriate counseling skills
- Demonstrate appropriate counseling skills through obtaining audio- and/or videotapes, when granted permission by both the field sit supervisor and the students to use these tapes in supervision
- Develop specialized skills relevant to the requirements of the host site
- Establish and maintain effective working relationships with staff, supervisors, and colleagues
- Experience a variety of professional activities other than direct service work
- Demonstrate willingness to meet professional obligations
- Demonstrate enthusiasm and commitment to the profession
- Demonstrate willingness to learn and respond professionally to feedback
- Demonstrate the personal traits conducive for effective counseling, learning and professional development
- Maintain ethical standards
- Demonstrate willingness to explore and use community resources for referrals as appropriate
- Demonstrate ability to use a variety of professional resources such as appraisal instruments, computers, print and non-print media, professional literature, and research.

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<sup>1</sup> The "Fieldwork Information" is for Field Site Supervisors and for students who are enrolled in, or are planning to be enrolled in EPC 659J or 659K—Fieldwork for College Counseling and Student Services. For the purposes of this Handbook, "Fieldwork" is a generic term referring to an on-site experience for which a student is enrolled in one of the courses listed above. There are different course numbers and courses for the various other counseling specialties. **This Fieldwork Handbook is only for EPC 659J and 659K College Counseling/Student Services students.** There is a different Handbook for all other counseling specialties.

## Description of Counseling Program

The Master of Science (M.S.) degree in Counseling, College Counseling and Student Services emphasis, is a 60-unit degree program. Of the 60 units, 24 units are in the basic core (which is taken by all counseling students.) The remaining 36 units are taken in a counseling specialization. Students are admitted to one of the five specialization programs:

1. Career Development and Counseling
2. College Counseling and Student Services
3. Marriage, Family, and Child Counseling
4. School Counseling
5. School Psychology

Students may be enrolled in a credential program or a certificate program instead of, or in addition to, the M.S. degree program. The credential programs are:

1. Pupil Personnel Services credential with a specialization in School Counseling
2. Pupil Personnel Services credential with a specialization in School Psychology

The certificate programs are:

1. Career Development and Counseling
2. College Counseling and Student Services
3. Parent-Child Specialist/Consultant

Fieldwork is required for students in all counseling specializations, credential programs, and certificate programs.

## Placement Requirements

Prior to enrolling in fieldwork, a student must be a Classified Graduate Student and have successfully completed the following courses:

Prerequisites (Introduction to Counseling, Child or Adult Development, and Statistics)

- Counseling Practicum: Communication (EPC 659A)
- Counseling Practicum: Skills (EPC 659B)
- Seminar in Counseling theory and Practice (EPC 655)
- Counseling in Cross-Cultural Settings (EPC 643)
- The Student Personnel Profession (EPC 620)

In addition, some students may have taken courses in administration of the field of Student Affairs or career development counseling. Each student is evaluated by the departmental Student Affairs Committee and the EPC 659B Professors at the end of her/his first year before s/he is allowed to enroll in the fieldwork course during the second (or subsequent) year.

## Placement Requirements (continued)

Students in the master's degree program in counseling must be prepared to commit a total of **600 hours** to fieldwork. The 600 hours may extend for up to three semesters. The required distribution of fieldwork hours will be as follows:

1. Direct and indirect service to students (i.e., counseling, advising, providing workshops)  
A minimum of 240 hours or 40% of total fieldwork hours  
(Approximately 8-10 hours per week over a two semester period)
2. Individual supervision with on-site supervisor:  
15-30 hours or 1 hour/week minimum
3. Group supervision with University Fieldwork Professor in fieldwork class  
23-45 hours or 1.5 hours/ week minimum  
(Additional group supervision hours may be earned at the on-site placement)
4. Additional hours spent in training, staff meetings, and other relevant tasks and duties  
285-322 hours  
(This number will vary depending on number of hours in other categories.)

Students must receive at least one hour per week (each week) of *individual* supervision from their Field Site supervisor. There may be group supervision in addition to (but not in place of) the individual supervision.

Fieldwork placements normally last for two semesters, but may be changed after the first semester with the agreement of the student, the Field Site Supervisor, and the University Fieldwork Professor.

Students should involve themselves in the total program of the fieldwork site as much as possible. For example, they should attend staff meetings when appropriate; they should learn the roles and internal relationships among all the staff; and they should understand the overall mission of the fieldwork site and its place in the larger community.

### Site Selection Guidelines

Fieldwork students should select a site based on the following guidelines:

- Appropriateness of the site to his/her specialization in the counseling program
- Availability of appropriate supervision
- Availability of appropriate student contact
- Availability of a variety of professional experiences

During the second semester of the first year in the program, each EPC 659B student should begin to arrange a fieldwork placement. All fieldwork placements are to be affiliated with a college or university program in the field of Student Affairs. You may seek assistance from your program Coordinator, the University Fieldwork Professor, the Department Graduate Advisor, or the Department Fieldwork Coordinator. Before contacting a potential placement, students should seek advisement and/or approval of their potential placement from the Program Coordinator or from their University Fieldwork Professor.

An interview is often required by colleges or universities prior to acceptance as a fieldwork student. These interviews may take place up to six months previous to beginning the field placement itself.

Bring to the interview: (1) the departmental letter of introduction; (2) your 'curriculum vita' or résumé, and (3) this Fieldwork Handbook. The introductory letter (FW #3) and an outline for the 'curriculum vita' is included in this packet (FW #2). All fieldwork experiences are to begin at the beginning of an academic semester unless approved in advance by the University Fieldwork Professor.

### Required Supervisor Certification

The field site supervisor should hold the license, degree, and/or credential required for his/her area of supervision. Supervisors must hold at least an earned master's degree.

### Required Placement Documents

After arranging a fieldwork placement, it is the student's responsibility to complete the following forms and submit them to the University Fieldwork Professor in a timely manner as noted below:

1. The *Student Release* form (**FW #6**) must be signed by the student and given to the University Fieldwork Professor at the first class meeting.
2. The *Fieldwork Placement Information* and *Field Site Information* forms (**FW #4 & 5**) need to be completed in triplicate with two copies submitted to the University Fieldwork Professor and the third copy kept for the student's records.
3. The *Fieldwork Agreement* form (**FW #7**) needs to be completed and signed by the student and the supervisor. Submit one copy and keep another for your records. This form must be submitted by the second class meeting or the class meeting subsequent to your obtaining your field placement.
4. The student will provide a copy of his/her *Résumé* (**FW #2**) by the second class session.

### Registering for Fieldwork

The course numbers for the College Counseling and Student Services program are EPC 659J and K. Information will be available through the Department Office and/or be sent via a letter indicating the specific course section number. Only those who have met the pre-requisites for the course will be allowed to enroll except for special exceptions to be determined by the University Fieldwork Coordinator and/or University Program Coordinator. Once you have received the section number you may enroll in class in the usual manner.

### Responsibilities of University Fieldwork Professor

A University Professor is assigned to each of the fieldwork classes. It is her/his responsibility to advise the student as to requirements involving fieldwork, approve the fieldwork site of each of the students, meet regularly with the fieldwork students, be in contact with the site supervisor to discuss the student's progress, and maintain appropriate records for registration and grading.

## Responsibilities of Field Site Supervisor

It is the responsibility of the field site supervisor to orient the student to the facility, encourage student participation in a variety of on-site activities, closely monitor student activities, conduct weekly individual supervision sessions, provide effective and appropriate feedback, work cooperatively with university supervisor(s) to assess the student (via completion of an evaluation form) at the end of each semester, and discuss the evaluation in a conference with the student. Each supervisor is required to hold the appropriate license or credential for his/her position. Because the field supervisor is the student's direct supervisor, any hours earned by the student at the field site will need to be signed by the field site supervisor. The supervisor will review all materials provided by the student as required for the student's fieldwork requirements including the 'Standards for Counseling Supervisors' (**FW #8**).

## Student Responsibilities

Students are to provide field supervisors with a copy of their résumé as well as the forms listed above. Students are responsible for the submission of all required documents in order to receive credit for their fieldwork hours. Students are responsible to their field site supervisor for their professional conduct at the field site/college. Students are responsible to their university fieldwork Professor for meeting the requirements of the fieldwork course and the fieldwork agreement.

## Standard Titles

College Counseling and Student Services students should use the following title at their fieldwork placement: "fieldwork student".

## Fieldwork Log & Journal

Students are required to keep a weekly log (**FW #9**) of hours spent in fieldwork activities. This log should be reviewed and signed weekly by your field site supervisor(s). The fieldwork professor may review the log at any time during the semester. At the end of each semester, the original of the log should be given to the university fieldwork professor with a copy retained by the fieldwork student.

Students are required to keep a narrative journal of their fieldwork experience throughout their fieldwork hours. Entries are to be made minimally on a weekly basis—whether or not there is a class session that week. The narrative journals will be submitted only to the fieldwork professor, not the fieldwork supervisor. The evaluation of the journals by the fieldwork professor will be based upon observation of regular entries, which reflect application of student development theory and concepts in addition to reflections made by the fieldwork student. The emotive or affective component of the journals will not be evaluated, nor will the level of development of the student or his/her concerns. The purpose of the journal is to provide the ability to reflect both the concerns of the student during the fieldwork itself as well as the growth the fieldwork student makes over his/her fieldwork duration. The contents of the journals themselves will be kept confidential by the fieldwork professor and not disclosed to others except as is professionally appropriate.

In addition to these journal entries, for each fieldwork class meeting there will be an entry made. The syllabus describes the questions and issues to be discussed in your journal. Writing the journal is partial preparation for the discussion in fieldwork class as well as gives time to research information that has historically been meaningful to past fieldwork students.

## Liability Insurance

It is required that all fieldwork students obtain liability insurance, whether or not the student is a volunteer or a paid employee. There are two insurance groups that have reasonably priced insurance for students: (1) American Counseling Association (ACA), 5999 Stevenson Ave., Alexandria, VA 22304, 1-800-545-2223; and (2) Kirke-Van Orsdel, Inc., Mental Health Specialists, Professional Liability Insurance Plans, P.O. Box 9234, Des Moines, IA 50306, 1-800-852-9987. Liability insurance is more expensive with ACA, but also provides benefits of membership in a professional association.

## Fieldwork Evaluation

Students will be formally evaluated at the end of each semester of fieldwork by the field site supervisor. The evaluation form is included in this handbook (**FW # 12**). Be sure to make a copy of the evaluation form for use in subsequent semesters before submitting the original to the field site supervisor.

If this is your final semester as a fieldwork student at this site, you will also need to evaluate the site (both supervision and facilities) which you were interning. The Field Site Evaluation form (**FW # 11**) is enclosed for this purpose.

## Professional Workshop Attendance

Each student in the M.S. program in counseling is required to attend four professional workshops before completing the final semester of fieldwork. A workshop is defined as an event that lasts a minimum of one-half day (4 hours). Attending a conference of multiple days of duration will be applicable to one workshop in terms of meeting the requirement, but each hour of the workshop may be counted toward the required fieldwork hours. Most students choose to fulfill this requirement by attending one workshop or conference per semester for four semesters.

Enclosed in this Handbook is a copy of the "Professional Workshop Attendance" form that must be completed in order to receive credit for attendance. Please submit the completed form to the practicum professor (EPC 659A/B) or the university fieldwork Professor (EPC 659 J/K) who will sign it, verifying the student's workshop attendance. Copies of this form are enclosed in this Handbook (**FW # 10**) and are online at the CCSS program webpage. Additional copies of this form can also be obtained from the department office (ED 1218).

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FW#1, MC (rev. 9/87), RRM (rev. 3/91, 1/94), MAS (rev. 12/01)