



San Francisco State University

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College of Health & Human Services

Department of Counseling

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GUIDELINES FOR TRAINEE PLACEMENTS
College, Career and Gerontology field sites

All placements accepting students from the Counseling Department at San Francisco State University must be aware of the following requirements:

- 1. Students in their first year of practicum must be in the field for a minimum of 12 hours per week; second year students a minimum of 16 hours per week. Agencies may negotiate with students for more than 12 or 16 hours per week. Placement sites need to negotiate with students regarding work during the winter recess between Fall and Spring Semesters.**
- 2. First year students are required to have a minimum of 2 and a maximum of 5 ongoing individual clients during those 12 hours. We expect that students will build a caseload of 5 clients based on the 12 hours per week commitment.
Second year students are required to have a minimum of 5 and maximum of 8 clients based on a 16 hour commitment.**
- 3. All students are required to have a minimum of 1 hour of individual supervision per week from an on site supervisor. Most students receive 2 hours of group supervision in addition to the individual supervision.**
- 4. Students are required to make tape recordings of some of their client sessions (up to 5 per semester). These tapes are played to a practicum instructor at the university and used for supervision/coaching. Please be sure that your field site is willing to allow students to tape sessions and that consent forms include consent for taping.**
- 5. Placement sites must provide office space for confidential counseling sessions.**

Detailed guidelines are included in the Practicum and Trainee Handbook which will be provided at the beginning of the year.