



San Francisco State University

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College of Health & Human Services

Department of Counseling

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Guidelines for Rehabilitation counseling Trainee Placements

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

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. Negotiation about work during the winter break is a matter between student and agency.

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 have 3 - 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.

Students are required to make tape recordings of some of their sessions with clients. These tapes are played to a practicum instructor at the university and used for supervision. Tapes must be made with the consent of the client. In order for students to pass their classes they must be able to make these tapes. Please be sure that your agency is willing to allow students to tape sessions and that consent forms include consent for taping.

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. Supervisors must have a master's degree in counseling or a related field and at least 2 years experience. Some students are working toward becoming both Certified Rehabilitation Counselors and Licensed Marriage Family Therapists. It is preferable that students are supervised by Certified Rehabilitation Counselors. However, many field supervisors do not hold this certification and in those cases the department of counseling will provide CRC oversight.

Office space for confidential counseling sessions must be provided by the agency.

Detailed guidelines are included in the Practicum and Trainee Handbook which will be provided at the beginning of the year and can be accessed on the field placement web site.