

M.S. COUNSELING and PPS CREDENTIALS PROGRAMS

FIELDWORK OR PRACTICUM GUIDELINES

California State University, Long Beach
College of Education
Department of Educational Psychology, Administration, & Counseling
1250 Bellflower Blvd., Long Beach, CA 90840-2201, (562) 985-4517

IMPORTANT NOTES

APPLICATION IS REQUIRED PRIOR TO EACH SEMESTER OF FIELDWORK

APPLICATION DEADLINES: FALL/SUMMER - MARCH 1; SPRING - OCTOBER 1

GENERAL INFORMATION

Fieldwork and internship require students to perform on-site work activities in settings approved by the specialty/option concentration area of a student's program.

The amount of time required onsite for fieldwork or internship credit is measured in clock hours. The amount of onsite hours varies according to a student's specialty/option area which is designed to meet accreditation standards of that area. Fieldwork and internship hour requirements are:

M.S. in Counseling Program

School Counseling	EDP 643A and 644A	600 hrs (300 hrs/semester)
SDHE	EDP 643B and 644B	450 hrs (225 hrs/semester)
Career Counseling	EDP 643C and 644C	600 hrs (300 hrs/semester)
MFT	EDP 643D and 644D	350 hrs (175 hrs/semester)
MFT	EDP 609	150 hrs (over 2 semesters)

PPS Credential Programs

School Counseling	EDP 643A and 644A	600 hrs (300 hrs/semester)
School Psychology	EDP 642A and 642B	1200 hrs (see below)

Each student enrolled in fieldwork and internship will be assigned a program faculty member who will serve as the University fieldwork or internship supervisor. These supervisors will meet with their assigned students early in the semester to outline specific responsibilities to be performed and times for scheduled on-campus supervision sessions.

Each fieldwork and internship student also will be assigned to, work closely with, and be monitored by a site supervisor who is an employee of the setting where the student's work activities are performed. Onsite supervisors will meet with their assigned fieldworkers/interns on a frequent and regular basis to outline and review specific assignments, responsibilities, and evaluation of performance.

SCHOOL COUNSELING FIELDWORK (643A and 644A)

In order to perform school counseling fieldwork in a K-12 setting, a student must obtain a **Certificate of Clearance** from the State of California. **Apply for this certificate at least six (6) months before planning to enroll in your first semester of fieldwork** (EDP 643A). Applications are obtained in the Department office.

Before beginning your second semester of fieldwork (EDP 644A), **you must have passed the CBEST**. Information about the CBEST is obtained in the University Testing Office located in SS/AD 216; (562) 985-4006.

School counseling requires at least 600 hours of work performed in a K-12 setting which is approved by the University fieldwork supervisor. Students are required to perform these hours in at least two of the following three levels: Elementary, middle/junior high, and senior high school. At least 100 hours must be performed at each of the two levels selected.

STUDENT DEVELOPMENT IN HIGHER EDUCATION FIELDWORK (SDHE) (643B and 644B)

A total of 450 hours of fieldwork in the SDHE specialty shall take place at **TWO separate institutions** of higher education (i.e., 2- or 4-year public or private college or university) emphasize at least two of the more than 20 traditional areas of Student Development. These sites must be selected with your University Fieldwork Supervisor and must be approved fieldwork sites according to national standards. A detailed packet of information concerning fieldwork responsibilities and contractual arrangements is available from your advisor.

CAREER COUNSELING FIELDWORK (643C and 644C)

Fieldwork in the career counseling specialty may be performed in a variety of settings such as K-12 (requires Certificate of Clearance and CBEST), colleges and universities, business and industry, hospitals and clinics, and other human service agencies serving people of all ages.

At least 240 hours must include performing individual and/or group counseling activities. The remaining hours may include career/vocational testing, program development and implementation, conducting career-oriented workshops and seminars, performing labor market and job analyses, and other activities focused on occupational exploration and trends. All fieldwork placements must be approved by the assigned University fieldwork supervisor. **SEE “CAREER COUNSELOR TRAINING FIELDWORK INFORMATION FORM” and “CAREER COUNSELING FIELDWORK GUIDELINES FOR STUDENTS.”**

MARRIAGE AND FAMILY THERAPY COUNSELING FIELDWORK (MFT) (609), (643D and 644D)

Typical MFT settings include family service agencies, child guidance clinics, hospitals, divorce courts, correctional institutions, or other agencies/settings appropriate to the field. University fieldwork supervisor approval of field placements is required. The Certificate of Clearance from the state of California is required for trainees in a school setting.

SCHOOL PSYCHOLOGY FIELDWORK (642A and 642B)

The school psychology pupil personnel services (PPS) credential requires fieldwork **beyond** that which may have been completed for the school counseling PPS-only credential and school counseling master's degree. Students wishing to obtain the school psychology PPS credential must concurrently enroll in EDP 527 and arrange their sequence of course work with the School Psychology Program Coordinator.

School psychology fieldwork requires a **minimum of 1200 hours** of work in schools during a school year. Fieldwork may be paid by a school district (i.e., when a fieldwork student is hired under contract to the district) or voluntary, full- or part-time in nature.

**APPLICATION & INFORMATION FOR
FIELDWORK OR PRACTICUM (ED P 609A-B)
COUNSELOR EDUCATION & SCHOOL PSYCHOLOGY PROGRAMS**

California State University, Long Beach
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ENTRY REQUIREMENTS

- * All fieldwork/internship applicants **MUST** appear on the first enrollment roster of the semester.
- * If you **DID NOT** enroll for fieldwork/internship but had applied, contact the Department office **in writing** requesting that your application be considered for the following semester.
- * **A FIELDWORK APPLICATION IS REQUIRED EACH SEMESTER OF FIELDWORK.**
- * Clearly indicate whether you have a fieldwork/internship site (for approval with proper supervision).
- * If you do not have a fieldwork/internship site, indicate several geographic areas you are considering in an attached note. You should contact the Educational Career Services office, located in ED1-67; (562) 985-5772, for site referrals.
- * Verify all prerequisites (see listing on the attached application).

SUBMITTING YOUR APPLICATION

EDP 609 MFT Practicum

Submit the following to the Department Office:

1. Photocopy of grade cards or transcripts verifying completion of: ED P 510, 511, 512, 513, 515, 522.
2. Photocopy of Certificate of Clearance for trainees in a school setting.

EDP 642A School Psychology Fieldwork

Submit the following to the Department office:

1. Photocopy of grade cards or transcripts verifying completion of prerequisites.
2. Photocopy of Certificate of Clearance or valid California school credential.
3. Evidence of passing the CBEST.
4. Photocopy of an approved master's degree, if completed

EDP 643A-D Counseling Fieldwork: School, SDHE, Career, MFT

Submit the following to the Department office no later than the first week of the semester you begin fieldwork:

1. Photocopy of grade cards or transcripts verifying completion of all prerequisites.
2. **All students planning to work in K-12 sites** MUST provide a photocopy of their Certificate of Clearance or current valid California school credential.

EDP 644A-D Advanced Counseling Fieldwork: School, SDHE, Career, MFT Submit the following to the Department office no later than the first week of the semester you begin your second semester of fieldwork:

1. Photocopy of grade cards or transcripts verifying completion of all prerequisites for advanced fieldwork.
2. **All students planning advanced fieldwork in K-12 sites** MUST provide evidence of having passed the CBEST before being permitted to begin advanced counseling fieldwork.

NOTE: MFT FIELDWORK (643D/644D)

Before beginning the first MFT fieldwork experience (EDP 609D), students **MUST** provide the following: **two letters of recommendation from two courses in the MFT program option.** (Not required for EDP643D & 644D)

"EXPERIENCE as specified in B & PC Section 4980.40 may be gained as a trainee in the following settings: a governmental entity, a school, college, or university, a nonprofit and charitable corporation, or a licensed health facility, if the experience is gained by the trainee solely as part of the position for which he or she is employed (B & PC 4980.43[b])." ***THE BBS DOES NOT PERMIT FIELD EXPERIENCE IN FOR-PROFIT OR PRIVATE PRACTICE SETTINGS FOR TRAINEES.***

If you do not have an MFT licensed, supervised fieldwork site, inform the Director of the MFT Program in writing, making certain to indicate your name, preferred geographic location(s), and any other preference(s).

APPLICATION FOR FIELDWORK OR MFT PRACTICUM

California State University, Long Beach

Department of Educational Psychology, Administration, & Counseling
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DEADLINES: FALL/SUMMER – MARCH 1 SPRING – OCTOBER 1

THE FOLLOWING ITEMS MUST BE ATTACHED IN ORDER FOR YOUR APPLICATION TO BE CONSIDERED.

1. Photocopy of up-to-date transcripts and/or grade cards to verify prior completion of prerequisites.
2. Photocopy of VALID Credential or Certification of Clearance (for school fieldwork/internship applicants).
3. Photocopy of verification of CBEST passage prior to ED P 642A or 644A.

APPLICATIONS WILL NOT BE APPROVED UNLESS THESE ATTACHMENTS ARE PROVIDED.

Application for: Semester _____ Year _____

Name: _____ CSULB ID#: _____

Address: _____
street city zip code

Home phone: _____ Day phone: _____

Please check only one:

- | | | |
|-------|-----------|--------------------------------------------------------|
| _____ | ED P 609 | MFT Practicum |
| _____ | ED P 642A | School Psychology Fieldwork/Internship (1st semester) |
| _____ | ED P 642B | School Psychology Fieldwork/Internship (2nd semester) |
| _____ | ED P 643A | School Counseling Fieldwork/Internship (1st semester) |
| _____ | ED P 644A | School Counseling Fieldwork/Internship (2nd semester) |
| _____ | ED P 643B | Student Development in Higher Education (1st semester) |
| _____ | ED P 644B | Student Development in Higher Education (2nd semester) |
| _____ | ED P 643C | Career Counseling (1st semester) |
| _____ | ED P 644C | Career Counseling (2nd semester) |
| _____ | ED P 643D | MFT Practicum (1st semester) |
| _____ | ED P 644D | MFT Practicum (2nd semester) |

Do you have a Fieldwork site in mind? _____ Where? _____

Present Position: _____ Full-time__ Part-time_____

Employer's Name: _____ Phone: _____

Employer's Address: _____

COURSE WORK:

List the course below that you are currently taking and those you are planning to take the next two (2) semesters (This includes both semester and/or summer session).

Present Semester Fall/Spring 20_____	Following Semester Fall/Spring 20_____	Tentative Semester Summer 20_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

REQUIRED PREREQUISITES FOR FIELDWORK, INTERNSHIP, & MFT PRACTICUM

(verify by checking the area that pertains to you)

EDP 609 MFT Practicum (1st & 2nd sem.)

_____ EDP 510, 511, 512, 515, 515, 522
_____ Certificate of Clearance (only for trainees in school sites)

EDP 642A School Psychology (1st sem.)

_____ Approved master's degree(for interns)
_____ Certificate of Clearance & CBEST
_____ All School Psychology Credential
_____ course except EDP 527, 536, 560

EDP 642B School Psychology (2nd sem.)

_____ EDP 527, 560, 642A
_____ Approval of program committee

EDP 643A School Counseling (1st sem.)

_____ Certificate of Clearance obtained
_____ EDP 517 OR 607

EDP 644A School Counseling (2nd sem.)

_____ EDP 530 or 531, 536 (may take concurrently with 644A), 638, 643A
_____ CBEST passed

EDP 643B SDHE (1st semester)

_____ EDP 516, 538

EDP 644B SDHE (2nd semester)

_____ EDP 549, 638, 643B

EDP 643C Career Counseling (1st sem.)

_____ EDP 637

EDP 644C Career Counseling (2nd sem.)

_____ EDP 638, 643C

EDP 643D MFT (1st semester)

_____ EDP 608

EDP 644D MFT (2nd semester)

_____ EDP 638, 643D

For School-Based Fieldwork Only - Please Read and Sign the Following:

1. I have presented to the School Counselor or School Psychology area a written statement indicating that I do not have a criminal record which would preclude the issuance of a California credential. (This statement was completed during my initial application to the program.)
2. I have applied for the Certificate of Clearance prior to the date of this application for fieldwork in school setting (K-12). I am aware that:
 - a. I must show proof of the above Certificate prior to fieldwork activities;
 - b. It is a felony to perform fieldwork in a school setting without it; and
 - c. I will be dropped from the course if the Certificate (or its equivalent) is not furnished to the Department Office no later than the first week of the fieldwork semester.

Printed Name: _____

Date: _____

Applicant's Signature: _____

For Office Use Only:

Program Director Approval: _____ APPROVE _____ *DISAPPROVE

Program Director's Name (Printed): _____

Program Director's Signature: _____

Date: _____

***Reason (s) for Disapproval:**