

### **III. ORGANIZATIONAL STRUCTURE**

The Department Chair, Clinical Training Director, Fieldwork Coordinator, and Faculty are responsible for the fieldwork training components of the Department of Counseling preparation program at California State University, Fullerton.

#### **Department Chair**

The Department Chair is responsible for administering the Counseling program, and as such, the Clinical Training Director reports directly to the Chair. The Chair consults with and makes recommendations to the Clinical Training Director relative to training issues.

#### **Clinical Training Director**

The Clinical Training Director oversees the field-training component of the Counseling program. The Clinical Training Director is responsible for anticipating the needs and concerns of students relative to training, reporting on training issues and concerns at departmental meetings, meeting regularly with the department chair and dean as appropriate, and representing California State University, Fullerton and the Counseling program at the Regional Consortium meetings, which consist of community agency clinical directors and university clinical training directors.

The Clinical Training Director also serves as an agency liaison, which includes the following responsibilities:

1. Make initial contact with potential agencies and conduct site visits to ascertain appropriateness of the particular site for practicum training needs.
2. Work with agencies to meet the clinical training requirements for Professional Clinical Counseling (PCC) and Marriage and Family Therapy (MFT) Trainees as set forth by the Department of Counseling, the Council on Accreditation for Counseling and Related Educational Programs (CACREP) and the Board of Behavioral Sciences (BBS).
3. Engage with practicum placement sites by informing them of CSUF's policies and procedures, responding to agency and student needs when issues are not resolved by practicum instructors, and providing consultation to agencies to enhance their clinical training programs.
4. Facilitate the Student Practicum Orientation each semester for students to assist Trainees in their preparation for practicum.
5. Ensure that students and clinical training sites are in compliance with BBS rules and regulations, including legal and ethical guidelines.
6. Review all student evaluations of agencies and agency evaluations of students, and make recommendations as appropriate.

7. Evaluate feedback from practicum instructors about clinical training sites and students, and follow up as appropriate.
8. Conduct exit interviews and evaluations with each graduating student.
9. Facilitate the Internship Preparation Workshop (part of the Exit Interview event) for students during their last semester in the program to inform them about the Associate registration process with the BBS.
10. Develop new practicum field placements for the Clinical Training Site Directory.

### **Fieldwork Coordinator**

The Fieldwork Coordinator provides 20 hours per week of administrative, clerical and advisement responsibilities. The Fieldwork Coordinator has the following duties and responsibilities:

1. Assist the Clinical Training Director as needed.
2. Distribute COUN 530 A/B Selection Forms during Practicum Orientation in the Fall and Spring to all students planning to enroll in COUN 530 A/B the following semester. Note: COUN 530 A/B is not available in Summer.
3. Distribute COUN 584 A/B Selection Forms to all faculty teaching 530 A/B so they can distribute the forms to students planning to enroll in 584 A/B. Note: COUN 584A/B is not available in Summer.
4. Meet with students who are preparing to enroll in COUN 530 A/B by reviewing the Clinical Training Site Directory, providing each student with information on the basic requirements before enrollment, and surveying their scheduling needs for the upcoming semester.
5. Meet with students who are preparing to enroll in COUN 584 A/B, 590, or 591 if they have been approved by the Clinical Training Director to change their practicum site.
6. Ensure that each agency where trainees are placed has an up-to-date file in the Clinical Training office, including (but not limited to) the External Clinical Training Site application, and accompanying copies of current licenses of all community-based supervisors.
7. Maintain Clinical Training files for all those enrolled in COUN 530 A/B, 584 A/B, 590, and 591 including student's proof of malpractice insurance, "four-way agreements," and responsibility statements showing supervisors' names and license numbers.

8. Ensure sure that the Clinical Training Handbook is routinely updated and available on the web at: <http://hhd.fullerton.edu/counsel/current-students/clinicalhandbook/index.php>
9. Assist the Clinical Training Director in surveying and distributing information to all instructors teaching COUN 530 A/B, 584 A/B, 590, or 591 in order to track students in agencies and disseminate the latest information on teaching and licensure regulations.
10. Assist in the coordination of the Student Practicum Orientation, Practicum Instructors' Workshop, Practicum Agency Faire, and Exit Interview each Fall and Spring Semester.
11. Attend meetings as directed.
12. Maintain an accurate listing of practicum students including Clinical Training Site placement on the Departmental database.
13. Maintain the highest level of professionalism.

### **Faculty**

Each full-time faculty member is encouraged to teach one of five (5) practicum courses (COUN 511 A/B, 530 A/B, 584 A/B, 590, or 591). Faculty who teach COUN 511 A/B, 530 A/B, 584 A/B, 590, or 591 are expected to provide students with training in the following areas:

1. The ongoing procedures of the counseling setting, including the intake process, assessment/evaluation, case conceptualization, case management, record-keeping, and legal and ethical issues;
2. The effective use of supervision sessions;
3. Supervision for the development of self in the counseling process;
4. Experience in meeting the mental health needs of adults, couples, families, and children who come from culturally/ethnically diverse backgrounds;
5. Review of counseling modalities, strategies, and interventions, with an emphasis on evidence-based practices in the Recovery Orientation to wellness;
6. Continual awareness of one's own personal strengths and limitations, and methods of self-monitoring;
7. Expanding awareness of one's personal, ethical, ethnic and cultural biases and boundaries in clinical work.

Both full and part-time Faculty who teach COUN 530 A/B, 584 A/B, 590, or 591 are expected to adhere to the following guidelines:

1. Ensure that the following documents are submitted to the Clinical Training office **no later than the second week** of fall and spring semester, (or in the case of COUN 584 A/B, 590, and 591 documents must already be contained in the students' files unless the Clinical Training Director authorized a change of site, necessitating new documents).
  - a. Declaration Statement (e-form document verifying that students have read and understand the practicum guidelines set forth in the Clinical Training Handbook)
  - b. Participation Consent e-form
  - c. Transportation/Storage Confidential Client Data e-form
  - d. 4-Way Agreement (e-form with all appropriate signatures and dates)
  - e. **Copy** of Supervision Agreement (BBS form)
  - f. **Copy** of Proof of Insurance for the students' own malpractice coverage. (Note: Agency coverage alone is not sufficient.)

**NOTE:** After the 2<sup>ND</sup> week of COUN 530 A/B, students will not be allowed to continue in their Clinical Training Site unless the Clinical Training Director has signed their paperwork, and all of the aforementioned documents are on file. Please contact the Fieldwork Coordinator at, [nifolmer@fullerton.edu](mailto:nifolmer@fullerton.edu), for assistance if needed.

**NOTE:** Students beginning Practicum at a site that is not listed in the LPCC/LMFT Clinical Training Site Directory, may not begin performing clinical hours until their 4-Way Agreement is signed by the Clinical Training Director.
2. Provide a syllabus that meets the standards and criteria as required in UPS 300.004. A copy of all syllabi must be submitted to the Program Chair of the Counseling Department.
3. In accordance with the CSUF Faculty Handbook, "faculty are expected to devote the amount of time to formal instruction that the course requires. In the event that a faculty member is unable to meet a class, the department chair must be notified, normally before the class meeting, and in any case, as soon as possible."

4. Provide clear criteria for grading and deadlines for all assignments.
5. Provide clear written instructions and guidelines for videos, case presentations, and other assignments.
6. Require students to bring a minimum of two (2) videos of their sessions with clients for COUN 530 A/B and a minimum of three (3) videos of their sessions with clients for COUN 584 A/B to class during the semester and provide appropriate feedback regarding videos and case presentations.
7. Make one (1) introductory telephone call to site supervisors within the first two weeks of the semester, have email contact **[see e-Form, Appendix B]** every other week during the semester, and make one (1) site visit with the supervisor and student at the end of the semester of COUN 530 A/B. At the end of COUN 584 A/B, make one (1) site visit with both supervisor and student to discuss the student's progress and experience at the agency, unless a student has changed agencies after completion of COUN 530 A/B. In such case, an introductory telephone call should be made to the supervisor within the first three (3) weeks of COUN 584 A/B. Maintain agency contact during COUN 590 and 591.
8. Contact the Clinical Training Director immediately if problems arise that the instructor and student cannot resolve.
9. Verify students' direct client contact (DCC) hours, and other practicum hours.
10. Assist students with case management.
11. Confirm student's completion of Assessment of Clinical Training Site, Evaluation of Site Supervisor, and Practicum Summary Log and submit a completed End of Semester Check-Out form **[see Appendix B]** to the specified Dropbox folder within two weeks after grades are due.
12. Provide individual feedback to students twice: at the mid-point and at the end of the semester based on the Site Supervisor Mid-Semester and Final Evaluations of students. Instructors are responsible for monitoring the completion of each e-form evaluation, including ensuring that all signatures have been obtained, and reviewing with students.
13. Provide individual feedback, both orally and in writing, to students at the end of each semester by completing the **Professor Evaluation of Counseling Student Clinical Skills and Professor Evaluation of Counselor Student/Trainee Dispositions & Professionalism [see Appendix B]**. Instructors are to ensure that students have reviewed and signed each evaluation and submit a completed End of Semester Check-Out form **[see Appendix B]** to the specified Dropbox folder within two weeks after grades are due.

**NOTE:** Students must submit (or have on file) the following documents: 4-Way Agreement, Participation Consent Form, Transportation/Storage of Confidential Client Data Form, Supervision Agreement(s), Proof of Malpractice Insurance, Practicum Summary Log/Semester Accounting Form, and Evaluations of Supervisor and Agency as outlined in the syllabus, and all instructor/supervisor evaluations [see **Appendix B**] in order to receive a grade of Credit in the practicum course. Faculty should track students' compliance with this documentation requirement and notify the Clinical Training Director of any deficiencies in a timely way. Final semester Credit/No Credit (C/NC) grades should **not** be assigned until all required documentation has been presented.