

**DEPARTMENT OF COUNSELING
CLINICAL TRAINING HANDBOOK
For Spring 20%\$**

Marriage and Family Therapy (MFT) Program

California State University Fullerton
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Policies and Procedures

I. INTRODUCTION

California State University, Fullerton

In 1957, Cal State Fullerton became the 12th State College in California to be authorized by the Legislature. The following year a site was designated in northeast Fullerton and subsequently purchased in 1959. That year Dr. William B. Langsdorf was appointed as founding president, the first staff was selected and plans for opening the new college were made. Orange County State College started classes for 452 full- and/or part-time students in September 1959, using leased quarters for its administrative offices on the Fullerton Union High School campus and for its classrooms at Fullerton's Sunny Hills High School. In the fall of 1960, the college opened classes on its own campus, where it occupied 12 temporary buildings. The name changed to Orange State College in July 1962, to California State College at Fullerton in July 1964, to California State College, Fullerton in July 1968 and to California State University, Fullerton in June 1972. The first permanent building, the six-story Letters and Science Building (now known as McCarthy Hall), was occupied in 1963.

Today, there is much dramatic evidence of additional, rapid growth. Many new buildings have been completed, and enrollment has climbed to more than 35,000. Since 1963 the curriculum has expanded to include lower-division work and many graduate programs, as well as numerous credential and certificate programs.

The Donahoe Higher Education Act of 1960 established the California State Colleges as a system under an independent Board of Trustees, redefined the functions of the State Colleges, and related them to both the community colleges and the University of California system.

In May 1971, Dr. L. Donald Shields, who had served as acting president for seven months, was appointed the second president of Cal State Fullerton. Dr. Miles D. McCarthy became acting president in January 1981; Dr. Jewel Plummer Cobb took office as the third president in October 1981; and Dr. Milton A. Gordon was appointed the fourth president in August 1990.

Department of Counseling

The Department of Counseling is housed in the College of Health and Human Development (HHD). Counseling is a special relationship which develops between a person skilled in the art and science of helping and a person or group of persons desiring help with educational, career, emotional, behavioral, and/or relationship problems. Counselors understand that personal development is essential to effective professional development. Their focus on personal growth is balanced with their desire to facilitate individual, group, and family movement through the process of change. Counselors encourage personal development in clients facing difficult tasks or experiencing personal problems in life.

Master of Science in Counseling: Marriage & Family Therapy (MFT) Program

The Department of Counseling at California State University, Fullerton meets the challenges of the changing dynamics of the field of professional counseling by offering a Master's of Science in Counseling degree, with an emphasis in Marriage and Family Therapy.

The philosophical orientation of the Counseling program is humanistic, systemic and community centered. It is a fundamental belief of the program that individuals, families, and communities have their own inner wisdom, desire to grow, and capacity for solving life's challenges. Further, the counseling program also believes that therapists can most effectively assist people by understanding the relationship of emotional distress to family dynamics and to the broader social and cultural forces that shape life in one's respective communities.

The MFT program is guided by the principle that professional development requires clinical skills, theoretical knowledge, cultural competence, ethical practice, and the capacity for continual self-reflection. Please see the Department Homepage for more information on the Department of Counseling/MFT Program, <http://hhd.fullerton.edu/Counsel/counseling.htm>.

Goal of Field Training in the Master of Science in Counseling Program

The goal of field training is to prepare graduate students to become competent and ethically mature professionals through practical training guided by the integration of classroom instruction and hands-on clinical/counseling work in a variety of settings. These training objectives including the following:

1. To enhance the ability to apply theoretical constructs to the practical aspects of training.
2. To consolidate a knowledge base of the critical aspects in the practice of marriage and family therapy (MFT) in the domains of clinical evaluation, crisis management, treatment planning, treatment, human diversity, law, and ethics.
3. To become knowledgeable and skilled in working in a wide range of settings with diverse populations.
4. To confront current issues and controversies in the field and to provide effective solutions through a process of exploring one's own theoretical perspective, utilizing/applying the legal and ethical guidelines in the field, and consulting with supervisors and other key participants.
5. To become engaged with positive role models in the field who will contribute to each student's professional identity as a marriage and family therapist (MFT).

This Clinical Training Handbook

This Clinical Training Handbook is available to all students enrolled in COUN 530, COUN 584, and COUN 590, and the content of the handbook will be discussed in the Practicum Orientation that takes place each Fall and Spring semester before students enroll in the respective practicum courses. This handbook will also be available to practicum supervisors at the various sites where students will complete their training requirements (available on the Web at <http://hhd.fullerton.edu/Counsel/counseling.htm>).

The purpose of this handbook is to provide information necessary for students to successfully complete the practicum field training requirements that have been established by the Department of Counseling at California State University, Fullerton, and the California State Board of Behavioral Sciences (BBS).

The instructions and procedures in this Handbook are based on the laws, regulations, and ethical standards most recently cited by the Board of Behavioral Sciences (BBS), and the California Association of Marriage and Family Therapy (CAMFT). The Chair of the Department of Counseling and the Clinical Training Director are in continual contact with the BBS and CAMFT and students will receive any changes and/or amendments to the current rules and regulations pertaining to the training component of the MFT program.

This Handbook also provides pertinent information regarding the requirements and expectations of the Department of Counseling concerning clinical/counseling training, supervision, and professional development. Both students and practicum supervisors are encouraged to comply with the requirements and procedures which are defined and discussed in this handbook, along with any amendments that are forwarded to students and agencies at a later date.

Any requests for exceptions to the rules, guidelines, and procedures of this Handbook must be made in writing. All such requests must be reviewed by the Counseling Faculty at their next department meeting. The Counseling Faculty will notify students, in writing, of their decision within fifteen (15) working days from the date of the department meeting.

Terminology

The California Board of Behavioral Sciences (BBS) distinguishes between two types of non-licensed individuals in clinical training. The department requires that students use the appropriate terminology in all written and verbal communications.

- Trainee: Individuals gaining experience in marriage and family therapy, who are enrolled in a graduate program, have completed 12 units and become “classified”, but have not yet received their degree, are designated by the BBS as a **trainee**.
- Intern: The BBS designates individuals working toward their licensure, who have completed the M.S. degree and are registered with the BBS, as an **intern**.

For purposes of clarity, an additional term is utilized:

- Trainee Experience: Trainee experience, trainee counseling/clinical experience, experience(s) of trainees are terms utilized in this Handbook to designate counseling experiences gained by a CSUF MFT student throughout their program of study. Specifically, this timeframe begins with the date of the first class and ends with the satisfaction of all degree requirements. The intent of this designation is to alert students that during their trainee experience (etc.), they are always under the jurisdiction of the requirements delineated in this Handbook.

II. SUMMARY OF BBS/MFT LICENSURE REGS

This table summarizes the laws and regulations relating to the practice of Marriage and Family Therapy as of February 2008. A complete copy of the regulations is available online from the Board of Behavioral Sciences (BBS), (<http://www.bbs.ca.gov/>).

<u>Requirement</u>	
1. Master's Degree	60 Semester Hours
2. Trainee registration	Not Required
3. Criteria for trainee	Complete 12 semester hours & Classification
4. Employment notification and termination to BBS	No
5. Supervisor Responsibility Statement (When applying for licensure)	Yes
6. "Six-year rule"	Yes
7. Weekly log of hours signed by supervisor	Yes
<u>Experience hours</u>	
1. Maximum allowed as trainee	1300 (Includes no more than 750 clinical and supervision hrs., 250 hrs. for workshops, and 300 hrs for therapy. Cannot include tests, notes, files.)
2. Minimum required as Registered intern	1500
3. Minimum required in practicum	150
Total Number Experience Hours Required	3000
<u>Other Experiences</u>	
1. Supervision	1 hr. individual and/or 2 hrs. group (with maximum of 8 in the group)
a. Total number supervision (Required)	936 maximum
b. Maximum weekly supervision	5 Hours
c. Client Hours/Supervision Contact Ratio	
1. Trainees	5:1
2. Interns	10:1
2. Workshops, etc. (Optional)	250 Maximum
3. Personal Psychotherapy (optional)	100 X3 = 300 Maximum
Total for Other Experiences	1000 Maximum
<u>Clinical Experiences</u>	
1. Tests, notes, & files (optional)	250 maximum (only allowed post-degree)
2. Group therapy performed (optional)	500 Maximum
3. Telephone/crisis (optional)	250 Maximum
4. Couples, families, &/children (required)	500 Minimum
5. Individual therapy	No Minimum/Maximum
6. Telemedicine	125 maximum
Total Clinical Experiences	2000 Maximum

III. ORGANIZATIONAL STRUCTURE

The Department Chair, Clinical Training Director, Fieldwork Coordinator - Counseling, and Faculty are responsible for the fieldwork training components of the Department of Counseling, MFT 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 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, to report on training issues and concerns at department meetings, meet regularly with department chair and dean as appropriate, and to represent California State University, Fullerton and the counseling program at the Consortium meetings which consists of clinical directors and university 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 as set forth by the Department of Counseling and the Board of Behavioral Sciences (BBS).
3. Engage with practica placements 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 MFT clinical training programs.
4. Facilitate the Student Practicum Orientation each semester for students to assist MFT 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 internship process at the BBS.
10. Develop new practicum field placements for the MFT Clinical Training Site Directory.

Fieldwork Coordinator

The Fieldwork Coordinator - Counseling 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 Selection Forms during Practicum Orientation in the Fall and Spring to all students planning to enroll in COUN 530 the following semester. Note: COUN 530 is not available in Summer.
3. Distribute COUN 584 Selection Forms to all faculty teaching 530 so they can distribute the forms to students planning to enroll in 584.
4. Meet with students who are preparing to enroll in COUN 530 by reviewing the MFT 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 or 590 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, 584, and 590, including student's proof of malpractice insurance, "four-way agreements," and responsibility statements showing supervisors' names and license numbers.
8. Ensure sure that copies of the Clinical Training Handbook are available in the University bookstore each semester prior to the Practicum Orientation and on the web at <http://hhd.fullerton.edu/Counsel/counseling.htm>.

9. Assist the Clinical Training Director in surveying and distributing information to all instructors teaching COUN 530, 584 or 590, in order to track students in agencies and disseminate the latest information on teaching and licensure regulations.
10. Assist in the coordination of the Practicum Orientation Workshops, 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.
13. Maintain the highest level of professionalism.

Faculty

Each full-time faculty member is encouraged to teach one of four (4) practicum courses, (COUN 511, 530, 584, 590). Faculty who teach COUN 530, 584, or 590 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 ethic 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;
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, 584, or 590 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 & 590, documents must already be contained in the

students' files unless the Clinical Training Director authorized a change of site, necessitating new documents.

- a. **Original** Declaration Statement (document verifying that students have read and understand the practicum guidelines set forth in the Clinical Training Handbook)
- b. **Original** Participation Consent Form
- c. **Original** 4-Way Agreement (with all appropriate signatures and dates)
- d. **Copy** of Supervisor Responsibility Statement
- e. **Copy** of Proof of the students' own malpractice insurance coverage. (Note: Agency coverage alone is not sufficient.)

NOTE: After the 2nd week of COUN 530, 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-Counseling at ext. 7454 for assistance if needed.

NOTE: Students beginning Practicum at a site that is not listed in the MFT Clinical Training Site Directory, may not count 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 videotapes, case presentations, and other assignments.
6. Require students to bring a minimum of three (3) videotapes of their sessions with clients to class during the semester, and provide appropriate feedback regarding videotape and case presentations.

7. Make one (1) introductory telephone call to site supervisors within the first 3 weeks of the semester, and make one (1) site visit with the supervisor and student at the end of the semester of COUN 530. Make one (1) site visit with both supervisor and student to discuss the student's progress and experience at the agency at the end of COUN 584, unless a student has changed agencies after completion of COUN 530. In such case, an introductory telephone call should be made to the supervisor within the first three (3) weeks of COUN 584. Maintain agency contact during COUN 590.
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. Distribute the COUN 584 Selection Form to students currently enrolled in COUN 530, and return the completed form to the Fieldwork Coordinator – Counseling's mailbox in EC 405.
12. Collect student's evaluations of their supervisor and agency, and return them to the Fieldwork Coordinator – Counseling's mailbox in EC 405.
13. Provide individual feedback to students twice: at the mid-point and at the end of the semester. The midterm and end-of-semester feedback should be both oral and written. Please complete the **Practicum Instructor's Mid-semester and Final Evaluation of Student** form, [See Appendix B] and submit them to the Clinical Training Director.

NOTE: Students must submit (or have on file) the following documents: 4-Way Agreement, participation consent form, supervisor responsibility statement(s), malpractice insurance, verification of hours, and evaluations of supervisor and agency as outlined in the syllabus, [See Appendix B] in order to receive a grade in the practicum course.

IV. STUDENT RIGHTS AND RESPONSIBILITIES

Rights

Each student in the Counseling program has the following rights:

1. To know the criteria for evaluation in the course and to receive progress evaluations from the instructor on a regular, systematic basis.
2. To know the expectations and procedures established by the practicum instructor.

3. To expect supervision and feedback in the management of cases on both regularly scheduled and case need bases, as conforms to the ethical standards of CAMFT and the regulations outlined in the BBS.
4. To know the procedure for handling emergencies.
5. To ask questions regarding the counseling process and the correct handling of cases.
6. To have the rules and regulations of the BBS explained fully.

Responsibilities

Each student is expected to know and follow the contents of the guidelines contained in this handbook. Should an issue arise that is not covered in the handbook, the student should consult with the Fieldwork Coordinator-Counseling or the Clinical Training Director for assistance. Failure to follow the guidelines as set forth in this handbook may affect the student's progress through the program. More specifically, students are expected to:

1. Attend the Practicum Orientation the semester prior to enrolling in COUN 530.
2. Submit **Counseling 530/584 Selection** form to Counseling Field Placement Office in order to register for COUN 530 or COUN 584.
3. If necessary, meet with the Fieldwork Coordinator to discuss approved practicum sites.
4. Contact practica sites from approved list and apply according to the guidelines of the agency. [**See Appendix A for Clinical Practicum Training Sites**]
5. Join CAMFT and become familiar with the CAMFT and MFT rules and guidelines as set forth by the BBS.
6. Maintain regular attendance in practicum classes (COUN 530, 584, and 590).
7. Remain open to feedback.
8. Be willing to provide videotapes of sessions with clients.
9. Comply with the guidelines as set forth in the Clinical Training Handbook, and the course syllabi for COUN 530, 584, and 590.

10. Submit the required paperwork to practicum instructor by the second class session for COUN 530:
 - i. 4-Way Agreement [Original] Attach a photo (face only) of student, approx. 2" x 3".
 - ii. Participation Consent Form [Original]
 - iii. Declaration Statement [Original]
 - iv. Proof of student's own individual malpractice insurance coverage. [Copy] **Note:** Agency coverage alone is not sufficient.
 - v. Responsibility Statement (each supervisor must sign a separate form) [Copy]
[See Appendix B for all forms].
11. Provide services that are within the student's scope of practice.
12. Be accountable for legal, ethical, and professional conduct at CSUF and all clinical training sites.
13. Advise the practicum instructor when placement conditions differ from those contracted for by the agency, student, and the school, or which interfere with proper training. Examples of such conditions may include the following:
 - a. Supervision that does not comply with the requirements of this handbook and the signed 4-way contract;
 - b. Insufficient training opportunities (e.g., in-service, case conferences, client load, supervision);
 - c. Any agency changes (e.g., financial or administrative problems, changes in personnel) that may adversely affect the professional standards and/or clinical or administrative functioning of the agency;
 - d. Any form of exploitation, which includes sexual harassment, workload, or any and all inappropriate requests, such as tasks that are unrelated to the training of a marriage and family therapist;
 - e. Discriminatory practices based on race, color, national origin, age, gender, sexual orientation, religion, or physical disability.

Note: Since students are approved to go into agencies based on a goodness-of-fit with their specific training needs, information regarding the above issues if they arise should be brought to practicum instructors and the Clinical Training Director immediately.
15. Have clinical training site supervisors complete an evaluation of student's training progress at the end of each semester using the Agency Supervisor Final Evaluation of Trainee form (primary supervisor). **[See Appendix B].**

16. Review the completed evaluations with your supervisor and submit them to the Practicum Instructor.
17. Complete the **Student Evaluation of Supervisor** and **Student Assessment of Agency** forms. [See Appendix B].
18. Keep track of hours by using the BBS form titled “**Weekly Summary of Hours of Experience**”. [See Appendix B]. Hours must be signed by the supervisor(s) and should be maintained by the student for submission to the BBS at the appropriate time.
19. Have supervisor sign **Practicum Summary Log/Semester Accounting Form** [See Appendix B], and submit a copy to practicum instructor at the end of COUN 530, 584, and 590.
20. Maintain confidentiality both in the classroom and out in the field.

V. CONFIDENTIALITY

Any communication between a student and the Program Chair, Clinical Training Director, and Faculty regarding training issues is not viewed as confidential. However, the welfare and training of the student as well as the needs of the profession, the public, and the university will be taken into consideration when determining how to use any shared information. The student may participate in discussions regarding the dissemination of information.

The supervision experience is generally considered open for discussion between supervisors and practica instructors, and the Clinical Training Director. Supervisors will be instructed to use their discretion regarding the form and content of what they communicate, and students may request that certain personal information be treated as confidential by supervisors. However, each supervisor must consider whether the disclosure of information may be beneficial to the training of the student, as well as for the good of the public. It is recommended that the student and supervisor discuss these issues prior to the disclosure of sensitive information to the practicum instructors and the Clinical Training Director.

Practica placement evaluations are only available to the Counseling Faculty, and are to be treated similarly to course evaluations. Disclosure of information is to be done among the Counseling Faculty, if deemed necessary for evaluation and classification purposes, and to protect the university, student, and the public. Any other release of information requires that student’s request and consent.

As a function of the selection process, clinical training sites have the right to contact former supervisors at previous placement agencies. It is broadly assumed that the student’s listing of these placement agencies on their applications and vitae constitutes a tacit release of information.

VI. CLINICAL TRAINING SITE SELECTION PROCESS

Students are approved for placement sites on an individual basis, depending on their specific training needs and the site's requirements (e.g., bilingual). All students participating in their practicum experience year must choose a community setting that meets the following requirements:

1. The agency must be one of the following settings:
 - a. Governmental entity;
 - b. School, college, or university;
 - c. A nonprofit and charitable corporation;
 - d. A licensed health facility (Health and Safety Code Sections 1250, 1250.2 and 1250.3);
 - e. A social rehabilitation facility or a community treatment facility (Health and Safety Code Section 1760.2);
 - f. A pediatric day health and respite care facility (Health and Safety Code Section 1760.2);
 - g. A licensed alcoholism or drug abuse recovery or treatment facility (Health and Safety Code Section 11834.02);
2. The agency must be devoted to training students to become marriage and family therapists and must have a training program in place to meet this goal.
3. The agency must have the appropriate documentation necessary to verify to the BBS that the placement is one that is named in law as appropriate for an MFT trainee, and that the trainee is employed in the manner required by law.
4. The agency must provide the highest quality of supervision, and supervision and supervisors must meet the minimum requirements set forth by the BBS for MFTs.
5. The agency must have an orientation process for trainees, as well as an emergency response plan.
6. The agency must be able to comply with the minimum requirements regarding hours of counseling and other practicum duties each semester, which are in accordance with the Department of Counseling guidelines, CACREP accrediting standards, and BBS regulations for MFTs.
7. The agency must allow students to videotape clients. An exception to this requirement is made in cases like a domestic violence shelter program where there may exist legal mandates against any photographing or videotaping of clients. Exceptions to the videotaping rule must be processed through the Clinical Training Director and replaced by audio taping.

Appendix A provides a directory of MFT Clinical Training Sites that meet these requirements and where previous CSUF MFT Trainees have gained practicum experience hours. Evaluations of the sites and supervisors (filled out by these former trainees) are kept on file in the COUN Clinical Training Office in EC 479 where they are available for reference. Students are strongly encouraged to make use of these feedback tools in forming their perceptions about potential training sites.

Students are responsible for selecting their own placement site; however, the Clinical Training Director must approve their selection by reviewing the application and signing the 4-Way Agreement. **Note:** Students are approved to go into sites that are mutually appropriate. Questions about the matching process should be referred to the Fieldwork Coordinator - Counseling and the Clinical Training Director.

If a student wishes to gain practicum experience hours at a site that is not listed in the MFT Clinical Training Site Directory, they may fill out additional paperwork (Site Application) and meet with the Clinical Training Director to determine if that site meets the student's training needs. Please note the deadlines for submission of this paperwork, specified on the forms.

VII. CLINICAL TRAINING COURSES

The four (4) practica courses totaling twelve (12) units listed and described below are designed to assist students in maximizing their counseling/clinical skills.

COUN 511 (3) Pre-Practicum

This course will prepare students for conducting initial interviews and establishing therapeutic relationships in their practicum. Specifically, the course will introduce students to the initial phase of the counseling process, including forming a relationship with culturally diverse clients, facilitating client self-exploration, helping to establish client goals, and assessing for crisis ("red flag") situations.

COUN 530 (3) Beginning Practicum

This course provides Part I of the supervised counseling fieldwork experience (practicum) in appropriate community settings. This course will provide students with opportunities to: (1) acquire counseling experiences and competencies with a diverse clientele consisting of families, couples, children, and individuals, (2) develop a personal counseling style, (3) develop an understanding of and skill in writing case summaries and treatment plans, (4) participate in group supervision of cases, (5) participate in peer support groups (6) explore professional issues and development, (7) develop case presentation skills, (8) discover personal issues and triggers in counseling, including gaining an awareness of interpersonal processes that might impact therapeutic relationships, and (9) attend to legal and ethical issues.

Counseling 584 (3) Advanced Practicum

This course continues the supervised counseling fieldwork experience (practicum) in appropriate community settings. In addition to the opportunities provided in Counseling 530, students will become skilled in (1) making case conceptualizations that demonstrate the

ability to integrate theory with practice; (2) conducting cultural formulations to ensure appropriate strategies and techniques are used; (3) appropriately using the DSM IV-TR in making treatment plans (when applicable); (4) formulating case conceptualizations; (5) complying with current BBS regulations and CAMFT ethical standards.

COUN 590 (3) Case Conceptualization and Advanced Counseling Techniques

Prerequisites: enrollment in either COUN 530 or 584. This course focuses on case conceptualization and the integration of advanced techniques into the student's repertoire of counseling skills. Case presentations and analysis of videotaped sessions will be emphasized. This course must be taken as part of the year-long practicum experience, and may precede or follow COUN 584, depending on the semester COUN 530 is taken. (Ex: Spring COUN 530, Summer 590; Fall 530, Summer 590).

Note: Following the practicum year, COUN 590 may be repeated for credit. Students who complete their practicum experience must continue to enroll in COUN 590 until they graduate if they desire to continue earning MFT training experience hours. All experience hours earned before graduation must be gained under the provision of a 4-Way Agreement, which includes registration in a practicum class.

Grading Policy for Practicum Students

The Department of Counseling faculty at CSUF is responsible for serving as gatekeepers to the profession of counseling, and has therefore set high standards for the delivery of quality care to consumers of counseling services. Practicum is a performance-based course. Students are evaluated according to *demonstrated learning* of professional, ethical, and culturally appropriate counseling skills. A rubric or for grades based on this demonstration of learning follows:

1. A grade of "A" is reserved for the student who is clearly counseling at an exceptional level. Examples of performance for which this grade is appropriate include those instances in which a student has offered sustained and continuous demonstration of therapeutic insight, complicated or deep analysis of clinical issues, a high level of creativity, effective use of self-reflection in sessions, and the ability to incorporate systemic thinking in the service of his or her client.
2. Students are assumed to be engaged in a normal process of development in which they are practicing counseling behaviors and learning through the experience of direct service delivery. Students so engaged will receive a grade of "B" to reflect competent and appropriate performance, without expectation of flawless or perfectionist counseling while in practicum. Examples of performance for which this grade is appropriate include the consistent integration of feedback into counseling performance, the use of questioning and self-reflection, and the ability to form a therapeutic relationship with clients within which the client can be understood and valued.
3. A grade of "C" indicates that a student is either delayed in his or her development of counseling skills or is unable to gain sufficient experience

with clients to progress at an expected rate. Students receiving this grade in 530 may be allowed to progress to the second practicum or Phase IV classes, but should receive consultation from their instructor on specific learning goals that need attention. Examples of concern on the part of the faculty may include (but are not limited to) the over-anxious or timid student, the opinionated or domineering student, or the student who is unable to hear and incorporate feedback from supervisors, instructors, and students. [See Section X on Unacceptable and/or Unprofessional Behaviors and their Consequences].

VIII. PRACTICUM GUIDELINES

Practicum Defined

Practicum is field experience taken for academic credit that provides students with the opportunity to learn counseling skills under supervision. This experience may be with individuals, children, adults, and families and the focus will be on relationship problems/issues specifically, consistent with BBS regulations for MFTs.

Minimum Practicum Experience Defined

Students should plan to devote approximately 15-20 hours per week for three (3) consecutive semesters of supervised practicum. Please refer to **Section II, Summary of BBS MFT Licensure Regulations** for minimum/maximum experience requirements.

The Department of Counseling requires that students have a total of 700 Practicum hours (defined below) during their practicum year, with a minimum of 280 direct client contact hours during the course of COUN 530, 584, and 590. These totals meet or exceed the BBS regulations for MFTs and CACREP accreditation standards.

Direct client contact (DCC) hours are accrued through providing counseling services to clients in the following categories: individual children and/or adults, couples, families, and groups. Groups should be facilitated by two clinicians (including, but not limited to, student trainees) as co-leaders whenever possible. **Note:** co-leaders for groups are mandatory during COUN 530.

Students will gather all 280 of their direct client contact (DCC) hours during the (minimum of) 3 semesters in which they are enrolled in practicum courses COUN 530, 584, and 590. DCC hours may be counted from three weeks before the semester begins [**Note:** Non-DCC hours may be counted from the date listed in the 4-Way Agreement.] While there is no formal cut-off for hours between the 3 practicum classes, adequate DCC hours must be gained in COUN 530 to justify a grade and verify progress toward either COUN 584 or 590. Therefore, a minimum of 80 DCC hours must be clocked before the student begins their second practicum semester. If a student has not gained all 80 DCC hours by the end of COUN 530, they must have at least 64 hours signed off by the day grades are due at the end of the semester. When the remaining 16 DCC hours are completed, the “Fieldwork/Practicum Log” form (see appendix B) is completed and turned into the practicum instructor, before the date the next practicum class begins (either 584 or 590). Students who do not earn 80% of

their 80 DCC hours by the date specified will not receive a grade and will need to repeat the class.

The remaining 420 practicum hours (of 700 total) are made up of educational and service activities that further the student's clinical knowledge and practical experience in the counseling field. These activities may include (but are not limited to) supervision, trainings, staff meetings, readings and/or using multimedia for professional development, consuming and conducting research, record keeping, administrative tasks, case reviews, interdisciplinary team meetings, community outreach, etc. The appropriateness of these ancillary activities (for 420 practicum hours) will be determined by the site supervisor based on the student's training goals, and approved by the practicum instructor and clinical training director. **Note:** Of the 420 practicum hours that are not direct client contact hours, only those hours for supervision and professional (CEU) workshops (authorized by your supervisor) count towards the BBS 3,000 experience hours for MFT licensure.

Students are responsible to keep their practicum instructors informed regarding the number of hours (DCC and total) being accumulated throughout the year.

Note: Remember the practicum experience lasts one full year, and even though CSUF may be on break, obligations at the agency remain. Students must adhere to the guidelines of the agency regarding holidays and breaks.

There are four (4) kinds of **COUNTABLE HOURS** toward licensure:

- Your own personal psychotherapy with a licensed therapist. Your therapy is counted at a three to one ratio (1 hour of therapy counts as 3 hours for licensure).
- Direct client service hours (counseling actually provided by you; no-shows do not count).
- Supervision you receive (individual and/or group).
- Professional enrichment hours (training and workshops attended that are authorized and counter signed by your supervisor).

Note: Only personal therapy can be counted upon admission to the program (from the date the letter of acceptance is received). The other three (3) categories **CANNOT BE COUNTED** until students have completed 12 units and have been **CLASSIFIED**. After the classification process is complete (**Note:** Classification is not automatic), these hours can be counted toward BBS licensure requirements. For purposes of enrollment in COUN 530, neither direct client service hours nor supervision are counted for fulfillment of the required direct client service hours until three weeks prior to the official start of the semester. After completing the **CLASSIFICATION** process (see IX, #1), a trainee can begin to count a maximum of 1,300 hours in the categories below.

ACTIVITY	MAXIMUM HOURS (Before graduation)
Direct client contact hours (DCC) (practicum)	750
Workshop, seminars (approved by site supervisor)	250
Personal psychotherapy (Licensed therapist)	100=300
	TOTAL: 1,300

Supervision

To meet BBS licensure requirements, students (trainees) must obtain supervision at a 5:1 ratio, receiving 1 unit of supervision for every 5 client contact hours per week on the average. A unit of supervision consists of either 1 hour of individual face to face supervision or 2 hours of group supervision (with no more than 8 supervisees) per week. [Note: a minimum of 52 weeks of individual supervision must be included in the 3,000 hours of supervised experiences for licensure.] During the practicum year, students are required to schedule both individual and group supervision every week of each 15 week semester even when this may exceed the BBS requirement for supervision. For limitations on who can serve as your agency supervisor (e.g., your personal psychotherapist), please refer to the BBS website.

In addition, students participate in practicum class in a discussion with their practicum instructor each week, to which students are required to bring a minimum of three videotapes during the semester reflecting their current counseling sessions with clients at their agency.

The BBS has established the following requirements for supervisors:

1. Supervisors must maintain current, valid California licensure as a licensed marriage and family therapist, licensed clinical social worker, licensed psychologist, or physician who is certified in psychiatry. The supervisor must be licensed in California for a minimum of two (2) years prior to commencing supervision.
2. If the supervisor is not a licensed marriage and family therapist, he or she shall have sufficient experience, training, and education in marriage and family therapy to competently practice marriage and family therapy in California.
3. The supervisor has and maintains a current license in good standing and will immediately notify the trainee of any disciplinary action, including revocation or suspension, even if stayed, probation terms, inactive license status, or lapse in licensure that affects the supervisor's ability or right to supervise.
4. The supervisor has practiced psychotherapy for at least two (2) years within the five (5) year period immediately preceding any supervision and has averaged at least five (5) patient/client contact hours per week.

5. Supervisors must complete a minimum of six (6) hours of supervision training or coursework every two years.

Volunteer Supervision

If a volunteer supervises you, documentation is needed. A volunteer is a licensed professional who is not self-employed or a paid employee. There needs to be an original written agreement that states your supervisor is a volunteer. “Attach the original written agreement between you and the applicant’s employer required by Title 16, California Code of Regulations Section 1833 (b)(4),” to the Experience Verification Form. You will note that your supervisor is asked on the Verification Form to declare if he or she worked as your supervisor on a voluntary basis, as opposed to self-employed basis in private practice or on a paid basis. This is one of the most overlooked pieces of documentation in application for licensure. This letter of agreement is needed any time your supervisor **IS NOT PAID BY YOUR EMPLOYER** for the provision of supervision. The trainee/intern should maintain the **ORIGINAL** of this letter of agreement to submit with the application for licensure. You can contact the BBS at www.bbs.ca.gov/ for clarification as to the requirement for this letter. Please do not overlook this requirement.

Change of Agency

Students will interview for, and sign a 4-Way Agreement with, their clinical training site that encompasses a full calendar year. It is expected that students will remain in their clinical training site for the entire year. Commitments to community clinical training sites (with whom reciprocal trust is an essential ingredient), are to be honored except in the most extreme circumstances. In the rare case where it may be in the best interest of the student, agency or public to change agencies, students must contact the Clinical Training Director before any changes are made, to discuss possible resolutions to the situation. A change of agency would involve a student’s written request and would be considered by the full faculty. It is understood that any potential problems between a student trainee and their site would be immediately and continually discussed with the practicum instructor, who will then make the Clinical Training Director aware of the situation, as appropriate.

IX. PRACTICUM PLACEMENT PROCESS

Students must go through the following practicum placement process:

1. Students must have achieved “Classified Standing” before they are eligible to enroll in Beginning Practicum, COUN 530. Students are eligible to become classified after they have completed 12 units with a “B-” or better average; however, it is recommended that they wait until the semester before they take COUN 530 to apply for classification. A student begins the classification process by scheduling an appointment with their faculty advisor during office hours. If the advisor agrees the student is ready to move forward with classification, they represent the student at a Counseling Department faculty meeting set aside for that purpose, usually held twice per semester. The full faculty votes on the student’s application for classification. If the student’s application is accepted, they will receive a letter verifying their classified standing (see university catalogue for more information on classified standing). If the faculty feels that the student is not suited for placement in an agency for practicum at that time, the student will be asked to meet again with their faculty advisor, to receive feedback and form a plan for remediation of any issues identified. Upon completing this remediation, the student may re-apply for classification. Classification standing must be achieved before COUN 530 begins, usually during the semester prior. **Note:** Do **not** wait to apply for a clinical training site until you are classified. Instead, apply for classification and proceed with interviews, etc.
2. Students must have successfully completed 500, 511, 518, 520, 522, 523, 526 and 527 prior to enrollment in COUN 530. COUN 524 and 528 are pre- or co-requisites for COUN 530. **Note:** COUN 526 must be completed with a grade of “B” or better. COUN 530 and 584 must be completed with a grade of “B-“ or better.
3. Students must attend Practicum Orientation the semester before they plan to enroll in COUN 530. The Clinical Training Handbook must be purchased (and read) prior to this orientation. **Note:** While the Handbook is available on the web, the paper version is revised specifically for the practicum orientation and therefore contains any up-to-the-minute information or policy and procedure changes.
4. When students are ready to enroll in COUN 530, they must complete the **530 Selection** Form. This form can be submitted to the Fieldwork Coordinator - Counseling in EC 648 or her mailbox in EC 405.

NOTE: The form must be submitted by the end of October in the Fall to enroll in COUN 530 for the Spring Semester, and the end of March in the Spring to enroll in COUN 530 in

the Fall Semester. Students will be assigned a practicum registration number, and notified via email of that number before Titan I registration begins.

5. Students must secure an agency placement following the Clinical Training Site Selection Process (see section VI). Placements must be secured no later than the first day of class in 530.

NOTE: It is important to get an early start on this process as most sites will be interviewing a semester ahead to choose their trainees and interns, and many will want students to begin their duties prior to the beginning of COUN 530 class. It is also important to apply at more than one agency, since the process can be highly competitive.

6. Once students have secured a site they must meet with the agency director and supervisor to have the following documents reviewed and signed:
 - a. 4-Way Agreement
 - b. Responsibility Statement for all supervisors, separate form for each.

[See Appendix B].

NOTE: Students must place the original Declaration Statement and 4-Way Agreement (bearing the signatures of all parties except the Clinical Training Director) in the Clinical Training Director's box in EC 405 for the appropriate signature(s). After the Clinical Training Director signs the Declaration and 4-Way Agreement, those documents will be forwarded to the Clinical Training Graduate Assistant to be placed in the student's practicum file. All other documents (Participation Consent Form (original), Responsibility Statement and Proof of Malpractice Insurance (copies), can be submitted to the student's practicum instructor on the first day of class. Failure to submit the aforementioned by the 2nd class session (Fall & Spring semesters) may prevent students from continuing to participate in counseling activities at their sites, until the documentation is accurately submitted.

X. CHECKLIST FOR CLINICAL TRAINING SITE PROCESS

1. _____ Apply for classification (prior to Practicum Orientation (SEPT/FEB).
2. _____ Attend Practicum Orientation (OCT/ MAR).
3. _____ Submit your COUN 530/584/590 Selection Form (OCT/MAR).
4. _____ Join CAMFT and/or ACA (by end of NOV/APR).
5. _____ Apply for Malpractice Insurance through ACA or CAMFT (by beginning of (DEC/AUG). **Note:** do not have coverage “bound” (i.e., become effective) until AUG 1 or JAN 1, for Fall or Spring semester entrance into COUN 530.
6. _____ If necessary, make appointment with the Fieldwork Coordinator - Counseling (OCT/MAR).
7. _____ View agency and supervisor evaluations for sites you may be considering (Located in EC-479).
8. _____ Create resume (by end of OCT/MAR) [**See Sample in Appendix B**].
9. _____ Contact (and make appointments with) several sites (beginning NOV/APR).
10. _____ Go on interviews.
11. _____ Have a site secured no later than the end of Fall/Spring Semester, one semester prior to beginning COUN 530.
12. _____ Go to site prior to start of Practicum to get the following documents signed before acquiring hours:
 - a. 4-Way Agreement
 - b. Supervisor Responsibility Statement(s).
13. _____ Place original signed and stapled 4-Way Agreement in the Clinical Training Director’s mailbox (EC 405) for signature(s) anytime prior to the first week of school [NOTE: Original Declaration and original Participation Consent Forms are completed during Practicum Orientation].
14. _____ Submit copies of Proof of Coverage for Malpractice Insurance (Verification or Declaration page) and stapled copies of each Supervisor Responsibility Statement(s), (including trainee’s printed name) to practicum instructor by 2nd class session.
15. _____ Maintain all original BBS forms in a safe place for future reference.
16. _____ Read and understand CAMFT ethical standards and the BBS regulations for MFTs.

XI. EVALUATION PROCESS

Practicum Instructor Evaluation of Student

Faculty evaluates students both orally and in writing at the end of each semester of COUN 530 and 584 by using the form entitled **Practicum Instructor Final Evaluation of Student [See Appendix B]**. In addition, faculty conducts ongoing evaluations throughout the semester, both orally and in writing.

Supervisor Evaluation of Student

Site supervisors evaluate students in mid-semester in COUN 530 and 584. Students must submit the **Mid-Semester Evaluation by Supervisor** form [See Appendix B] to their supervisor. The supervisor will evaluate the student, both orally and in writing, and the student then returns the form to the practicum instructor promptly.

Site supervisors will also provide an oral and written evaluation [See **Supervisor Final Rating of Student in Appendix B**] of students at the end of COUN 530, 584, and 590.

A student who believes he or she has been evaluated unfairly or inaccurately by the faculty and/or supervisor should first attempt to discuss her or his concerns directly with the faculty and/or agency supervisor. If that process does not provide satisfactory resolution, the student should then discuss their concerns with the Clinical Training Director.

Student Evaluation of Agency

Students evaluate their clinical training site by using the form entitled **Student Assessment of Site [See Appendix B]** at the end of COUN 530, 584, & 590. Students also evaluate their supervisor by using a form entitled **Student Evaluation of Supervisor [See Appendix B]**. These evaluations are taken seriously and are put on file for future use; therefore, students are encouraged to give open and honest feedback. The Clinical Training Director will follow up on the information supplied on the evaluations.

XII. PROFESSIONAL, ETHICAL, & LEGAL CONDUCT

Students are responsible for behaving in a professional, ethical, and legal manner in their practicum classes and sites. To fulfill this requirement, students are expected to be familiar with the professional guidelines established in the field, as well as the ethical and legal guidelines as set forth by the BBS, CAMFT and the ACA.

Students may not engage in any unprofessional, unethical, or illegal practices at their placements even if such practices are condoned, expected, or encouraged by site supervisors and/or staff. Students must promptly notify their supervisors of any such practices that they observe at the site by staff or other trainees. The Practicum Instructor and the Clinical Training Director must also be notified immediately regarding these issues. In cases where the supervisor is suspected of unprofessional, unethical, or illegal practices, the student must directly notify the Clinical Training Director immediately.

Students who feel they would be in jeopardy or punished for reporting unprofessional, unethical, or illegal behavior to the site itself, must report these concerns to the Clinical Training Director immediately.

Students who engage in unprofessional, unethical, and/or illegal conduct may be removed from their practicum site, and in some cases, placed on departmental probation or dismissed from the Counseling Program (see section XIII).

In addition, students are expected to maintain a professional and responsible demeanor at their training sites, including appropriate dress, good grooming, and courtesy. Students are expected to arrive on time for scheduled counseling appointments, and other duties at their sites (e.g., staff meetings or trainings).

Characteristics of a Counselor

According to Schneider-Corey and Corey (2002) and Kottler, (2003) there are certain qualities, traits, attitudes, values, and convictions that are critical for counselors to possess:

- Sensitivity
- Personal presence
- Compassion and empathy
- Flexibility
- Integrity
- Ability to model functional human behavior and coping processes
- Insight
- Growth orientation for self and others
- Responsibility

NOTE: Professionalism, personal growth, and the development of these qualities must be demonstrated, both in the classroom and out in the field, for a successful practicum experience year.

XIII. UNACCEPTABLE AND/OR UNPROFESSIONAL BEHAVIORS AND THEIR CONSEQUENCES

While the range of unacceptable and/or unprofessional behaviors is practically limitless, certain behaviors are worth specifying as automatically problematic, unacceptable and unprofessional in class and in the field:

- Violence or harm to self, others or property;
- Aggressive, threatening or harassing behaviors;
- Unwanted and/or inappropriate sexual or personal touching of clients, fellow students, faculty or any other human being;
- Excessive performance anxiety;
- Discomfort with clients' diverse lifestyles and ethnic backgrounds;
- Inappropriate response to feedback;
- Poor interpersonal skills in placement;
- Poor attendance;

- Excessive tardiness;
- Inappropriate attire;
- Lack of preparation;
- Lack of appreciation of clinical training site norms;
- Inability or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior;
- Inability to acquire professional skills and reach an accepted level of competency;
- Inability to control personal stress, psychological dysfunction, or emotional reactions that may affect professional functioning;
- Disruptions of classes, activities, events, or other appropriate and sponsored functions at California State University, Fullerton, and/or sites off-campus;
- Inappropriate, illegal or dysfunctional use of drugs and alcohol that leads to either personal or professional impairment or are present and contribute to disruption in academic or professional settings;
- Continual failures to meet academic, scholastic, professional, or personal commitments when such failures suggest an essentially unprofessional approach to the field of counseling;
- Continued demonstration of either inappropriate behaviors and/or the absence of the attributes, which generally lead to the development of a quality counselor (see section XII).

These unacceptable/unprofessional behaviors may fall into one of three categories: inappropriate behaviors, lack of competence, and student impairment, defined below.

Inappropriate Behaviors:

Students that demonstrate behaviors, attitudes, or characteristics in the class and/or in the field where remediation becomes necessary, fit into this category. These behaviors may not be considered excessive or unusual for Master's level students in counseling programs. Therefore, inappropriate behavior may be successfully corrected through feedback from faculty and/or supervisors.

Lack of Competence:

Students that continually fail to demonstrate acceptable knowledge, skill, and practice as it relates to counseling, fit into this category. Attempts to provide services beyond the student's scope of practice may also be a lack of competence issue.

Student Impairment:

Students occasionally have difficulties beyond those expected for those in a Master's program. When these difficulties are reported by a faculty member and/or supervisor, he or she is requested to clearly define the behaviors of concern. Students who are the subject of these concerns are asked to speak with her or his practicum instructor, Clinical Training Director and/or Department Chair, depending on the severity of the problem.

Consequences

The range of responses open to the faculty when confronted with a student who, in the faculty's opinion, lacks appropriateness at a given time for the field of counseling is qualified by legal, university, professional, and ethical standards. That range, however, does include, but is not limited to, the possibilities of (a) advice and counsel leading to a recommendation that the student seek therapy, medical intervention, or remediation in academic skills training, as needed; (b) advice and counsel leading to a recommendation that a student drop out of the counseling program and/or seek another profession; (c) probation for academic deficiency or a lack of personal/professional fitness; (d) a decision not to advance a student to classified status and/or to candidacy; or (e) a decision to seek declassification of a classified student within the Counseling program.

The appeals process for students is outlined in the **CSUF Student Handbook, UP 300.030**.

XIV. PERSONAL PSYCHOTHERAPY

While not required, students who are undergoing training as a counselor can greatly benefit from experiencing their own personal psychotherapy. Personal psychotherapy can be individual, group, marital, conjoint, or family. In order for personal psychotherapy to count toward MFT licensure, the therapist must be licensed in the State of California as an MFT, LCSW, Psychologist, or Physician who is certified in psychiatry.

NOTE: Personal psychotherapy hours of experience for MFT trainees are counted at 1=3 up to a maximum of 100=300 hours [See Section II].

XV. MALPRACTICE INSURANCE

Students are required to purchase their own individual professional malpractice insurance coverage while in their practicum placements. The program recommends that students join ACA (www.counseling.org) or CAMFT (www.camft.org) and purchase the malpractice/liability insurance that the respective organization provides. Students who do not submit proof of insurance will not be eligible to provide counseling services, and therefore will not be eligible to count practicum hours for the BBS. **Note:** While many clinical training sites offer "umbrella" coverage to all their staff (including trainees), such group coverage alone is not sufficient.

XVI. SEXUAL HARASSMENT

Students are advised that sexual harassment is a violation of federal law and may violate the civil and criminal laws of the State of California. The following behavior may constitute sexual harassment: Lewd remarks, whistles, or personal reference to one's anatomy, unwanted physical contact such as patting, pinching, or constant brushing against a person's body; subtle or overt pressure for sexual favors, persistent and offensive sexual jokes and comments. Students should refer to the CSUF catalog for guidelines in handling alleged

sexual harassment, in addition to bringing such behavior to the attention of the faculty in the Department of Counseling.

XVII. DUAL ROLE RELATIONSHIPS

Students must avoid dual role relationships, as engaging in such relationships is considered ethical misconduct and may affect a student's status in the program.

Students may not be supervised by the following:

1. Student's current or past psychotherapist.
2. Anyone with whom they have, or have had in the past, a business relationship outside the site.
3. Anyone with whom they have, or have had in the past, a sexual relationship or an emotional relationship.
4. A relative.

Students may not provide counseling/clinical services to the following:

1. Anyone with whom they have, or have had in the past, a business relationship outside the site.
2. Anyone with whom they have, or have had in the past, a sexual relationship or an emotional relationship.
3. A relative.

Bibliography

Kottler, J.A. (2003). *On being a therapist*. San Francisco: Jossey-Bass.

Schneider-Corey, M., & Corey, G. (2002). *Becoming a helper* (4th ed.). Pacific Grove, CA: Brooks Cole.

Appendix A

Clinical Training Sites

CLINICAL TRAINING SITES - I

1. AIDS Project Los Angeles
2. Blind Children's Learning Center
3. Casa Youth Shelter
4. Catholic Charities
5. (The) Center for Individual and Family Counseling
6. (The) Center, Orange County
7. Children's Bureau
8. Chino Community Services
9. Coastal Family Therapy
10. County of Orange Health Care Agency, Behavioral Health Care, ADAS
11. CSUF Counseling and Psychological Services (CAPS)
12. Family Service Association of Western Riverside County
13. (The) Gary Center
14. Glen Roberts Child Study Center
15. Group Home Support Services
16. Human Options
17. Human Services Association
18. Institute of Advanced Studies
19. Intercommunity Counseling Center
20. La Familia Family Treatment Services
21. LA Unified School-Mental Health
22. Laura's House
23. Learning Center (Anaheim Union High School District)
24. Living Success Center
25. Mariposa Women's Center
26. North County Lifeline
27. Orange County Head Start
28. Orange County Social Services Agency – Children & Family Services
29. Orange County Youth and Family Services
30. Outreach Concern
31. Pacific Clinics Institute – Adult Mental Health Clinics
32. Plan-it Life, Inc.
33. Positive Directions
34. Providence Community Services
35. Salvation Army
36. Shiloh Community Counseling & Outreach Center
37. Southern California Alcohol and Drug Programs, Inc.
38. Spiritt Family Services
39. Straight Talk – Cypress
40. Straight Talk –Gerry House
41. Straight Talk – La Mirada
42. Turning Point Center for Families
43. VA Long Beach Healthcare System, Substance Abuse Treatment Clinic (SATC)

CLINICAL TRAINING SITES - II

44. Verdugo Mental Health
45. West End Family Counseling Services
46. Western Youth Services
47. Women's Transitional Living Center (WTLC)

AIDS PROJECT LOS ANGELES / Mental Health

Contact Person: Matt Harwood, LCSW

Address: 611 S. Kingsley Drive, Los Angeles, CA 90005

Phone: 213-201-1446

Email: mharwood@apla.org

Web site: www.apla.org

Student Requirements Minimum of 16 hours per week for 1 year. Required weekly lectures and/or workshops and Group Supervision on Wednesday is 10:00 -- 5pm.

Operating Hours Monday – Friday: 9am – 6pm (group work may require evenings)

Agency Description Non-profit, community based organization providing a broad range of outpatient mental health services to people who are HIV positive and their significant others utilizing a bio-psychosocial model within a multi-disciplinary setting. Services include individual, couples, family and group therapy, as well as a full range of support groups and specialized addictive behaviors services. Supervision includes one hour individual, two hours of group per week. Initial training is provided including: Basic HIV/AIDS, Intake, Assessment, Developing a Treatment plan, Addictive Behaviors, Cultural Awareness and Support Group Facilitation.

Theoretical Orientation Self Psychology, Object Relations, Family Systems, Psychodynamic, Cognitive Behavioral.

Possible Stipend N/A at this time

Revised 11/07

BLIND CHILDREN'S LEARNING CENTER

Contact Person: Kathy Goodspeed

Clinical Supervisor: Karin Crilly, MS, MFCC

Address: 18542-B Vanderlip Ave, Santa Ana, CA 92705

Phone: (949) 887-6320

Fax: 714-573-4944

E-mail: kcrillymft@sbcglobal.net

Web site: www.blindkids.org

Student Requirements 8 hours per week for 1 school year.

Operating Hours 8:00 a.m. – 5:30p.m.; 7 – 9p.m. one evening per month (optional)

Agency Description Private non-profit organization providing full-range of programs and services to assist blind, visually impaired, and blind/deaf children from preschool through high school. Services available for parents and siblings also.

Theoretical Orientation Humanistic, some Behavioral

Possible Stipend N/A at this time

Revised 10/07

CASA YOUTH SHELTER

Contact Person: Gary Zager, Clinical Director

Clinical Supervisor I: Hollis Hettig

Site Location: 10911 Reagan St., Los Alamitos, CA 90720

Mailing Address: P.O. Box 216, Los Alamitos, CA 90720

Phone: (714) 995-8601 or (562) 594-6825

Fax: (562) 594-9185

Email: garyzager@casayouthshelter.org

Web site: www.Casayouthshelter.org

Student Requirements 5 hours per week of supervision: Two 2-hours group supervisions (Wednesdays and Fridays 4pm-6pm) and 1 hour of individual supervision. Regular in-services and training. Must be able to pass California background investigation. Twelve months obligation: Students can start anytime. 15 - 20 hours required per week with two evenings till 9 p.m. as part of the total overall program.

Operating Hours Graduate Student Trainees can work anytime from: 9 am – 9pm, Monday – Friday

Agency Description Crisis intervention youth shelter and counseling agency. Trainees provide crisis intervention, individual, family and group and after care counseling and educational classes.

Theoretical Orientation Structural, Solution Focused, Family Systems

Possible Stipend Yes - \$1,000 per year

Revised 10/09

CATHOLIC CHARITIES OF ORANGE COUNTY

Contact Person: Heather Love, Director of Counseling

Clinical Supervisor: Regina Lindner, LMFT

Address: 1800 E. McFadden, Santa Ana, CA 92705

Phone: (714) 347-9600

Fax: (714) 542-3020

E-mail: heatherlove@ccoc.org

Web site: www.ccoc.org

NOTE: No more openings for trainees until next Fall 2010

Student Requirements Group supervision on Thursday, 3:00-5:00 pm and 1 hour individual (TBS)

Operating Hours 8:00 a.m. – 8:00 pm

Agency Description Catholic Charities is dedicated to strengthening individual and family life by providing clinical services that affirm personal growth and preserve the integrity of relationships. Services provided: Individual, family, marital/conjoint, premarital, and child counseling. Group counseling includes (anger management, personal empowerment, bereavement/grief, and adolescent self-esteem)

Theoretical Orientation Humanistic, Existential, Cognitive Behavioral, & Solution Focused

Possible Stipend No

Revised: 9/09

THE CENTER FOR INDIVIDUAL AND FAMILY COUNSELING

Contact Person: Sherry Brill, LMFT

Supervisor I: Ken Newelt, LMFT

Supervisor II: Sherry Brill, LMFT

Address: 5445 Laurel Canyon Blvd. North Hollywood, CA 91607

Phone: 818-761-2227

Fax: 818-761-2959

Email: sherry@cifc1.org

Website: www.cifc1.org

Student Requirements One year commitment. Minimum 10 hours per week plus 2 hrs. group supervision, 1 hr. individual supervision. Training 2 hr. every 4-6 weeks, 1 hr. per month staff meeting. Malpractice insurance.

Operating Hours Monday – Thursday 9a.m.-9p.m., Fridays 9a.m.-5p.m., Saturdays & Sundays 9a.m. – 5p.m.

Agency Description Individual, couple, family, and child counseling. Issues include abuse, personal relationships, grief and loss, sexual identity, orientation, bisexual, homosexual, transgender. Other issues may include eating disorders and divorce. The center is affiliated with the Victims of Crime. Population is very diverse. Groups include parenting classes and substance support education groups. **PLEASE NOTE:** This agency charges \$100 per month fee for group supervision and \$100 per month for individual supervision.

Theoretical Orientations Family Systems, Humanistic, Structural, Psychodynamic, Cognitive Behavioral, Narrative, Couple/Conjoint, Crisis Intervention.

Possible Stipend No

Revised 05/08

THE CENTER, ORANGE COUNTY

Contact Person: Eva Estrada, Mental Health Director
Supervisor I: Eva Estrada, MFT
Supervisor II: Ann Mason, MFT
Address: 1605 N. Spurgeon St. Santa Ana, CA 92701
Phone: 714-953-5428 ext. 311
Fax: 714-246-8907
Email: annm@thecenteroc.org
Website: www.thecenter.org

Student Requirements Ten-month commitment. Minimum 12 hours per week, this includes supervision. Malpractice insurance. Live Scan. Willingness to increase knowledge of HIV issues, LGBT Community. Two supervisions available. MFT, LCSW and some imago training for those interested.
Call for an appointment and fax resume.

Operating Hours Monday – Friday 9:00a.m. – 10:00p.m. Saturdays 9:00a.m. – 2:00p.m.

Agency Description Individual, couple, family, and group therapy opportunities. Issues include addictions, abuse, dysfunctional relationships, parent-child conflict, adoption, and family of origin issues. Referrals provided no need to do outreach. Orientation prior to starting with clients.

Theoretical Orientation Bowen, object relations, imago

Possible Stipend No

Revised 09/09

CHILDREN’S BUREAU OF SOUTHERN CALIFORNIA

Contact Person: Martin Ribeiro, LMFT

Site Location: 3910 Oakwood Ave., Los Angeles, CA 90004

Phone: (213) 342-0100 x1152

Fax: (323) 661-7306

E-mail: martinribeiro@allkids.org

Web: www.all4kids.org

Student Requirements A minimum of 7 hours per week of client contact. Staff meeting is held on Wednesday from 10:00 am – 12 noon and mandatory. 1 hour of individual and 2 hours of group supervision are provided.

Operating Hours Monday – Friday, 8:30 am – 9:00 pm.

Agency Description Non-profit agency whose mission is to help children, primarily early teens, elementary school and 0-5 ages, to be able to avoid abuse, or cope with, or recover from the effects of abuse in their lives. The services the Mental Health Department provides is therapy for children and their families either at our clinic, the client’s school or in their home, serving a primarily underserved Spanish speaking community. Group therapy is also provided when clinicians are available to do the groups. Some parenting groups are provided. A behavior specialist is also available to work with clinicians, using a behavior focused approach to focus on helping clients change specific behaviors. Our resource Center has a variety of other programs and activities, funded by other contracts that could be available to clients as well.

Theoretical Orientation Family systems, strategic, structural, communication.

Possible Stipend Yes

Revised 09/09

CHINO COMMUNITY SERVICES

Human Services Department

Contact Person: Daniel T. McGetrick, MFT

Site Location: 13201 Central Avenue, Chino, CA 91710

Mailing Address: P.O. Box 677, Chino, CA 91708-0667

Phone: (909) 591-9822

Fax: (909) 628-4093

E-mail: dmcgetrick@cityofchino.org

Web: www.cityofchino.org

Student Requirements A minimum of 12 hours per week of client contact/supervision/paperwork. 1-year commitment required. Video equipment available on site.

Operating Hours Monday – Friday, 7 am to 8 pm. Closed on weekends.

Agency Description Crisis intervention, marital, individual, family therapy, domestic violence, opportunity to work with senior citizen center and over 10 secondary schools and 12 elementary schools for school based counseling, groups for anger management, pregnant teen program, diagnostic testing & evaluation, workshops & seminars. Clinic work and school based both possible.

Theoretical Orientation Family systems, strategic, structural, communication.

Possible Stipend Yes

Other Information Dan is an approved supervisor with AAMFT and CAMFT

Revised 12/07

COASTAL FAMILY THERAPY

Contact Person: Susan Jacob, PhD, MFT

Address: 1300 N. Bristol St. Ste., 280

Newport Beach, CA 92660

Phone: (949) 851-5022

Fax: (949) 851-5123

admin@coastalfamilytherapy.com

Website: www.coastalfamilytherapy.com

Student Requirements Group supervision is on Mondays from 10:00a.m. – 12:00p.m.
Minimum 10 hours per week.

Operating Hours Monday – Friday 9:00a.m. – 6:00p.m.

Agency Description Provides services focusing on the prevention and intervention of drug and alcohol abuse, domestic violence, child abuse and neglect, and violence among children. Wide range of clients. Specialty working with disabled. Trainees have opportunity to work in variety of settings, including schools, Boys & Girls Clubs, transitional housing, and facilities for the disabled.

Theoretical Orientation CBT, Psychodynamic, Object Relations, Family Systems, Play Therapy, Crisis intervention

Possible Stipend Yes

Revised 09/08

**COUNTY OF ORANGE, HEALTH CARE AGENCY BEHAVIORAL HEALTH CARE,
ALCOHOL & DRUG ADDICTION SERVICES**

Contact Person: Thelma Suzuki, LCSW

Supervisor 2: Karin Sakahara, LCSW

Supervisor 3: John Crump, LMFT

Address: 5 Mareblu, Suite 100, Aliso Viejo, CA 92656

Phone: (949) 643-6930

Email: tsuzuki@ochca.com

Student Requirements Min. 15 hours per week. Attend weekly individual and group supervision at agency, and one off site group supervision once a month. Student must be self-starter and flexible.

Operating Hours 8am - 8pm. M-T
8am – 5pm F

Agency Description The Health Care Agency, Alcohol and Drug Abuse Services program provides individual, group and psychiatric services for clients with alcohol and/or drug abuse diagnoses and dual diagnosis. The population served varies diversely in ethnicity and socio economic status. Other more specific services are case management, drug testing, medical clearance (lab and physical), HIV education, tobacco information classes and clubhouse groups. Other programs available in the clinic include Drug, Court, Perinatal, and Prop 36. The agency mission is: “We are dedicated to protecting and promoting the optimal health of individuals, families and diverse communities through: partnerships, community leadership, and assessment of community needs, planning and policy development, prevention and education, quality services.”

Theoretical Orientation Multi-disciplinarian approach. LCSW, Person Centered, Cognitive Behavioral, Bowen Family Systems.

Possible Stipend No

CSUF COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

Contact Person: Christina Carroll-Pavia, Ph.D., Training Coordinator

Location: SHCC East

Phone: (714) 278-3040

Fax: (714)278-2971

Email: ccarrol@fullerton.edu

Website: www.fullerton.edu/shcc/CAPS_Training.htm

Student Requirements 20 hour a week commitment. Wed. (8am – noon) required training and supervision.

Operating Hours M-F 8am-5pm

Agency Description Individual, couple, and group counseling for CSUF students. CAPS sees a wide range of presenting concerns including, but not limited to: depression, anxiety disorder, relational problems, self-esteem/assertiveness issues, stress, family conflict, academic/career concerns, trauma, substance abuse/assault, identity concerns, sexuality concerns, ADD/ADHD, learning disorders, adjustment disorders, romantic relationship concerns, some Axis II, some psychotic symptoms. Opportunities to work with a multidisciplinary staff (psychiatrist, MFT, psychologists). Opportunities to co-lead or process-observe therapy groups. Opportunities to provide outreach workshops and related services to campus community. Other center-focused special projects as available (e.g. research, agency marketing, etc.).

Theoretical Orientation Diversity of orientations including, cognitive behavioral, family systems, psychodynamic, self-psychology, object relations, interpersonal process, feminist, and multicultural counseling

Possible Stipend No

Revised 11/08

FAMILY SERVICE ASSOCIATION OF WESTERN RIVERSIDE COUNTY

Contact Person: Aaron Perez, MFT.

Address: 21250 Box Springs Rd. Ste. 206, Moreno Valley CA 92557-8712

Phone: (951) 686-3706

Fax: (951) 686-7267

Website: www.familyservicerivca.org

Email: aperez@familyservicerivca.org

Student Requirements One-hour individual supervision required. Two-hour Group supervision. 8-10 hours schedule usually in the main Riverside site and one satellite site. Clients are scheduled around trainees school schedule. Weekly Friday, 9-11 training (if this conflicts with employment, discuss with supervisor).

Operating Hours Monday – Thursday 8:00 am – 9:00pm, Friday 8:00am – 5:00 pm.

Agency Description We attempt to address needs of a variety of varying languages and cultures within varied clinical sites. Staffs represent a wide variety of culture and language backgrounds.

Theoretical Orientation

Possible Stipend No

Revised 05/08

THE GARY CENTER

Contact Person: Cindy Thomas, Program Director
Clinical Supervisor: DeAnn Richter, MFT
Address: 341 S. Hillcrest Street, La Habra, CA 90631
Phone: (562) 691-3263 x106
Fax: (562) 690-5063
E-mail: drichter@garycenter.org
Website: www.garycenter.org

Student Requirements Health clearance provided by student, TB test and fingerprinting paid by The Gary Center.

Operating Hours Monday – Thursday 9:00a.m. – 8:00p.m.
Friday 9:00am – 4:00p.m.

Agency Description The Gary Center is a non-profit community agency that provides individual, couple and family counseling. The population is mixed in ethnicity, socio economic level, age and gender and presents with a multitude of issues (crisis, sexual/physical abuse, domestic violence, drug and alcohol, gang issues, teen parenting, depression, anxiety, ADHD and family issues.

The agency also provides group experience in the following: Batter’s Treatment Program (52 week mandated course), Child Abuser’s Treatment Program, Drug and Alcohol Treatment for adults and adolescents, Anger Management for Adolescents, Parenting and Legal Awareness for adolescents.

The agency provides counseling to various elementary, middle and high schools as well as group and individual counseling at alternative school sites. Counseling is also provided at a nearby Domestic Violence Shelter for women and their children.

Theoretical Orientation All

Possible Stipend None

Revised 10/09

GLEN ROBERTS CHILD STUDY CENTER

Contact Person: Shakeh Yegavian

Address: 1530 E. Colorado Street, Glendale, CA 91205

Phone: (818) 244-7257

Fax: (818) 243-5413

Student Requirements Only available for students taking COUN 530 in Fall. Students begin working at site in June prior to the semester beginning in August. One-year commitment (June to June) required. At least 15-20 hours per week. Must include 10 direct clients' hours (individual and 1 group). Students must make one case presentation and co-lead one group and one parenting class for 12-14 weeks. Trainees must show interest in case management and client advocacy. Trainees would be required to attend weekly trainee seminars on Mondays. There will also be one school visit.

Operating Hours Monday - Friday: 9am - 8pm
Saturday: 9am - 4pm

Agency Description The center provides services such as psychotherapy, psychiatric consultation, psychological assessment, parenting classes, school consultation, and case management. Opportunity to counsel children and families from diverse background.

Theoretical Orientation Developmental, Family Systems, Cognitive-Behavioral, and Psychodynamic

Possible Stipend No

GROUP HOME SUPPORT SERVICES

Contact Person: Sharon Heaston
Address: 9637 Arrow Route, Bldg 4, Suite A
Rancho Cucamonga, CA 91730
Phone: (909) 945-8894
Supervisor I: Sharon Heaston, MFT
Supervisor II: Sheree Earle, LCSW
Supervisor III: Edward O'Donnell, MFT
Email: sheaston.mft@gmail.com

<u>Student Requirements</u>	Student needs to work 15 to 20 hours a week. This includes weekly group and individual supervision. Bilingual a plus but not necessary. Trainees prepare psychosocial assessments and treatment plans outlining therapeutic interventions as well as specific behavior milestones. Trainees conduct groups (once a month) and provide weekly individual counseling. Report writing outlining progress of client needed. Family counseling may be needed to help at risk youth transition back into their homes. Parenting and anger management classes can also be developed to assist reunification efforts. Individual supervision is scheduled with supervisor. One year commitment. Must have own transportation and be willing to travel to group home sites. Health screen, TB test, DOJ fingerprint clearance needed prior to start.
<u>Operating Hours</u>	Monday through Friday 8am-7pm – main office Counseling: after school, during breaks and summer vacation as mutually convenient
<u>Agency Description</u>	A non-profit agency providing counseling services to a culturally diverse population of youth aged 6 to 18 years old, who are living in out of home placements. These at risk youth are placed in foster care, group homes and may be on informal or formal probation. Some youth may be placed back into their home environment upon recommendations by their therapist and social worker.
<u>Theoretical Orientations</u>	Psychodynamic, Cognitive, Structural, Bowenian, Family, Couple/Conjoint, Crisis Intervention, and Rogerian
<u>Possible Stipend</u>	No

Revised 10/09

HUMAN OPTIONS

Contact Person: Maricela Rios, LCSW

Address: P.O. Box 9376, Newport Beach, CA 92658

Site Location: 1500 Adams Avenue, Suite 206, Costa Mesa, CA 92626

Phone: (714) 435-9992 x109

Website: www.humanoptions.org

Email: mrrios@humanoptions.org

Note: Not taking students in the Spring 2010 semester

<u>Student Requirements</u>	Attendance at weekly staffs meetings required (10am –12 noon Mondays). Supervision directly following staff meetings. Work at least 10 hours per week. 40 hours of domestic violence training required. After completion, student receives certificate. Bilingual preferred
<u>Operating Hours</u>	Monday – Thursday 9:00 – 8:30 Friday 9:00 – 5:00 Saturday 9:00 – 2:00
<u>Agency Description</u>	Short-term treatment including individual and group counseling provided to persons affected by domestic violence. Opportunity to teach parenting class. Alternate sites available (to those with previous experience) to work with families and couples.
<u>Theoretical Orientation</u>	
<u>Possible Stipend</u>	No

Revised 10/09

HUMAN SERVICES ASSOCIATION

Contact Person: Greg Swift, MA, MFT, Clinical Supervisor

Address: 6800 Florence Avenue, Bell Gardens, CA 90201

Phone: (562) 806-5400 x115

Fax: (562) 806-5394

Email: greg.swift@hsala.org

Website: www.hsala.org

Note: Not taking students in Spring 2010.

<u>Student Requirements</u>	Work between 10-16 hours per week. Attend case conferences on Mondays 1:00 – 3:00pm and staff meetings on Wednesdays 1:00 – 2:00pm.
<u>Operating Hours</u>	Monday 8:00am – 5:00pm Tuesdays & Thursdays 8:00am – 7:00pm Wednesdays 8:00am – 6:00pm Fridays 8:00am – 4:30pm
<u>Agency Description</u>	Community-based agency providing comprehensive services to all residents of southeast Los Angeles County. Agency consists of 3 main divisions: Family & Community Services, Youth Services, and Senior Services.
<u>Theoretical Orientation</u>	Cognitive-Behavioral, Family Therapy.
<u>Possible Stipend</u>	No

Revised 9/09

INSTITUTE OF ADVANCED STUDIES

Contact Person: Burt Winer

Site Location: 112 E. Chapman A-5, Orange, CA 92866

Mailing Address: PO Box 631, Tustin, CA 92781

Phone: (714) 921-1383

Email: burtwiner@ix.netcom.com

Website: instituteofadvancedstudies.org

Student Requirements The student is required to work a minimum of 10 to 15 hours a week, plus attend two hours of group and one hour of individual supervision. There are 3 group supervision times available for the trainee to select from: Monday 9am, or 1:30 pm, and Thursday at 4pm. All times are subject to change. Individual supervision is scheduled around the group times or can be arranged with the clinical director.

Operating Hours Hours of operation vary depending on the program(s) with which the trainee is involved. There are no specific office hours.

Agency Description The agency provides training and education to the healthcare profession. Services are provided to the community on a collaborative and contract basis, providing a sliding scale, low fee alternative to higher cost forms of counseling and related services for children and adults as individuals, couples, families or groups.

Theoretical Orientation Cognitive-Behavioral, Structural, Family Therapy, Strategic, Brief Therapy, Bowenian, and Crisis Intervention

Possible Stipend Yes

Revised 8/07

INTERCOMMUNITY COUNSELING CENTER

Contact Person: Rebecca Eberle-Romberger, Psy.D.
Clinical Supervisor: Sharon Rizk, Psy.D., LMFT
Site Location: 7702 S. Washington Ave., Whittier
Mailing Address: P.O. Box 9046, Whittier, CA 90608-9046
Phone: (562) 698-1272
Email: dr.romberger@verizon.net

Student Requirements Provide individual, couple, family, and group therapy, assessment (predominantly screening), case intake and disposition, writing (suitable for newsletter), attending outreach events.
One evening per week required; minimum of 8 – 10 hours per week.
Group supervision is on Fridays 2-4 p.m. All other hours flexible, dependent on student’s schedule.

Operating Hours Monday – Friday 9a.m – 7p.m/Saturday available

Agency Description Non-profit organization providing professional mental health services in a Christian context. Individual, marital/conjoint, family, and group therapy offered. Additionally, psychoeducational and support groups offered.

Theoretical Orientation CBT, Brief therapy, family systems, and crisis intervention.

Possible Stipend No

Revised 1/09

LA FAMILIA FAMILY TREATMENT SERVICES

Contact Person: Stephen Gerber, MFT

Clinical Supervisor: same

Site Location 1905 N. College Ave., Santa Ana, CA 92706

Phone: (714) 479-0120 ext. 53

Fax: (714) 479-0153

e-mail address: sgerber@chcada.org

Web address: www.chcada.org

Student Requirements Provide individual, couple and group therapy, assessment (predominantly screening), case intake and disposition, and writing progress notes. One evening per week required; minimum of 8 – 10 hours per week. All other hours flexible, dependent on student’s schedule.

Operating Hours Monday – Friday 9a.m – 9p.m.

Agency Description Non-profit organization providing professional mental health services for clients referred due to drug and/or alcohol issues. Individual, marital/conjoint, family, and group therapy offered. Additionally, psychoeducational and support groups offered.

Theoretical Orientation CBT, Brief therapy, family systems, and crisis intervention.

Possible Stipend No

11/08

LA UNIFIED SCHOOL MENTAL HEALTH

Contact Person: Jan Nolan, LCSW
Supervisor I: Sheila Lamb, LCSW
Supervisor II: Cynthia Lum, LCSW
Supervisor III: Mary Beth DCecco, LCSW
Site Location: 439 W. 97th. St., Los Angeles, CA 90003
Phone: (323) 754-2856
e-mail: jan.nolan@lausd.net
Website: www.lausd.net

Student Requirements Student required a year long commitment from September to June. 14 hours a week required. Training provided Wednesday (selected) 12:30-4:30pm. Group supervision 8am – 10 am. Students will work on site in Carson High School Learning Support Center. School Mental Health offers regular training on child abuse, suicide, learning disabilities, crisis teams, PTSD.

Operating Hours Monday – Friday 8a.m – 5p.m.

Agency Description Agency provides on site counseling to adolescents 14+, male and female students and their families. Provides individual, group and family mental health interventions, case management, youth development services.

Theoretical Orientation CBT, Expressive Arts, Crisis Intervention.

Possible Stipend No

Revised 10/06

LAURAS HOUSE

Contact Person: Amy Borst, Clinical Services Manager
Address: 999 Corporate Dr., Ste. 225, Ladera Ranch, CA 92694
Phone: (949) 240-0363
Fax: (949) 240-8622
e-mail: aborst@laurashouse.org
Website: www.laurashouse.org

NOTE: Laura's House is now accepting applications to begin practicum in Fall 2009. If interested, please email cover letter & resume by the end of March 2009. If selected for an interview, interviews will be held in March and beginning of April 2009. Applicants will be notified of selection status in April '09. Prior to beginning practicum in Fall 2009, successful applicants must receive LH's (free) 40-hour Domestic Violence training in June 2009. Trainees may then commence their clinical work after August 1, 2009.
(revised 03/09)

Emergency Center

<u>Student Requirements</u>	40 hr. State certified training in domestic violence provided. Group supervision: Wednesdays, 1:00 – 3:00 pm.
<u>Operating Hours</u>	Daytime, evening, and some weekend hours available. Clients reside at the shelter.
<u>Agency Description</u>	Domestic Violence Emergency shelter for women and children. Group and individual counseling for women and children. Therapeutic Preschool and After School Kid's Club.
<u>Theoretical Orientation</u>	Crisis intervention, CBT, Family Systems.
<u>Possible Stipend</u>	No

Counseling and Resource Center

<u>Student Requirements</u>	Group Supervision: Wednesdays, 1pm-3pm 40 hr. State certified training in domestic violence provided
<u>Operating Hours</u>	Daytime and evening.
<u>Agency Description</u>	Domestic Violence Counseling Center providing psycho-educational & process-oriented groups and individual counseling for men, women and children. Family & couples sessions available. Teen Dating, Violence Workshops facilitated in local schools and Juvenile facilities. Focus: Prevention, education, and treatment.
<u>Theoretical Orientation</u>	Family Systems.
<u>Possible Stipend</u>	No

LEARNING CENTER (Anaheim Union High School District, AUHSD)

Contact Person: Don Baumeister, LCSW, MFT, EDD, JD

Supervisor: same

Address: 1800 W. Ball Road, Anaheim, CA 92804

Phone: (714) 999-3791

email: dbaumeistr@verizon.net

Website: www.auhsd.k12.ca.us

<u>Student Requirements</u>	Supervision is individual and group. Fingerprinting required. Weekly process notes. Minimum 8 hours client contact hours per week.
<u>Operating Hours</u>	Monday - Friday 7:00am – 4:00pm
<u>Agency Description</u>	Public school setting, serving a wide range of clients including: high risk; multi-cultural; and lower SES students. Individual, family, group counseling offered, and crisis intervention.
<u>Theoretical Orientation</u>	Eclectic, with focus on cognitive-behavioral, family systems
<u>Possible Stipend</u>	none

Revised 05/08

LIVING SUCCESS CENTER

Contact Person: Marianna Thomas

Supervisor I: same

Supervisor II: Annette Smith, LMFT

Address: 445 E. 17th St., Costa Mesa, CA 92627

Phone: (949) 645-4723

Fax: (636)444-6530

email: lscc1@dslextreme.com

Website: www.livingsuccesscenter.org

<u>Student Requirements</u>	Trainees are expected to do intakes, assessments, diagnose, plan and carry out therapeutic interventions based on appropriate theoretical orientation. Group supervision hours – Monday 3:00 – 5:00 pm, Tues., 4:00 – 6:00 pm, Thurs., 1:00 -3:00 pm, and Friday 11:00 am – 1:00 pm. Individual supervision TBA.
<u>Operating Hours</u>	Monday - Friday 7:00am – 4:00pm and Saturday 9:00 am – 5:00 pm
<u>Agency Description</u>	Agency provides individual, couple, family or group therapy for adults and children. Our mission is to provide counseling services to all regardless of their ability to pay. No one is turn away for financial reasons..
<u>Theoretical Orientation</u>	Cognitive Behavioral
<u>Possible Stipend</u>	none

Revised 09/09

MARIPOSA WOMEN'S CENTER

Contact Person: Ann Worley, MFT, Family Program Director

Address: 812 Town & Country Road

Orange, CA 92868

Phone: (714) 547-6494

Fax: (714) 547-9990

e-mail: aworley@mariposacenter.org

Web site: www.mariposawomenscenter.com

Student Requirements Position is 15-20 hours per week and is considered a staff position. An application is required to be considered for employment. One-year voluntary commitment. Trainees are required to co-lead one seven-week of parenting Education Series, and one 12-week Substance Abuse Education Series during their practicum commitment.

Operating Hours Monday-Friday, 9:00am-9:00pm
 Saturdays, 9:00am-2:00pm

Agency Description Serves individuals, couples, families, and schools. Supervisors or Family Program Director will conduct evaluations at 6-month intervals.

Theoretical Orientation Object Relations, CBT, Family Systems, Bowenian, Structural

Possible Stipend No, but when paid positions become available, agency hires from within

NORTH COUNTY LIFELINE

Contact Person: Charles R. Francis, Ph.D

Supervisor I: same

Additional Supervisors: Deborah F. Shiver, LMFT

Phone: (760) 726-4900 ext. 276

Address: 200 Michigan Ave., Vista, CA 92084

e-mail: cfrancis@nclifeline.org

Web Page: www.nclifeline.org

<u>Student Requirements</u>	15-20 hours per week, M – F, including both group and individual supervision. Group supervision meets Tuesdays from 2:30 to 4:30 pm. The time may change occasionally. Individual supervision times depend on availability of supervisor on M-W from 9am -6pm. Once the trainee establishes a schedule, a set time is maintained each week.
<u>Operating Hours</u>	Monday – Thursday, 8:00 am – 8:00 pm Friday, 8:00 am – 5:00 pm
<u>Agency Description</u>	The agency is a non-profit human care agency providing a wide range of services to North San Diego County residents. Individual, couple, family, and group counseling services are provided on a sliding scale fee basis. Teen groups, domestic violence intervention, and parenting classes are also offered to the community.
<u>Theoretical Orientation</u>	Cognitive-Behavioral, Family Therapy, Strategic, Brief Therapy, and Motivational Interviewing.
<u>Possible Stipend</u>	No

Revised 7/07

ORANGE COUNTY HEAD START

Contact Person: Ann Langston-Dykes
Phone: (714)241-8920 x 283
Address: Phone: 2900 Harbor Blvd. #101 and #102
Santa Ana, CA 92704
Email: ann.langstondykes@ochsinc.org
Web site: www.ochsinc.org
E-mail resume to inquire

Student Requirements 10-15 hours per week. Group and individual supervision provided free of charge. Trainee in qualified Graduate Program or Intern. Bilingual Spanish and Vietnamese helpful. Interest in working with children 0-5 and their families.

Operating Hours M-F 7a to 6pm. Practicum hours arranged by student.

Agency Description Non-Profit. Early childhood development program for children 0-5, and enhancement programs for their family. Over 20 center based programs throughout Orange County.

Theoretical Orientation Cognitive Behavioral with Bowen Family Systems. We train on the use of the “Diagnostic” classification of Mental Health and Developmental Disorders of Infancy and Early Childhood: Revised. (DC:0-3R)

Possible Stipend Not at this time

Revised 011/08

**ORANGE COUNTY SOCIAL SERVICES AGENCY
CHILDREN & FAMILY SERVICES/TRANSITIONAL PLANNING SERVICES**

Contact Person: Irene Briggs or Connie Thomas

Supervisor: same

Mailing Address: 800 N. Eckhoff, Orange, CA 92868

Site Location: 744 N. Eckhoff, Orange, CA 92868; and community locations

Phone: 714-940-3965

Fax: 714-704-6120

Email: Irene.Briggs@ssa.ocgov.com

Website: www.ssa.ocgov.com

Student Requirements 20 hours weekly. This includes one-hour individual supervision and one-hour group supervision. Schedules are flexible and will be determined by availability of youth and families. Monday through Friday. Bi-lingual Spanish-speaking might be helpful, but not required.

Operating Hours Flexible, Monday-Friday

Agency Description Orange County Children & Family Services, Transitional Planning Services Program, provides support services to all foster children, age 16-and older placed in out of home care. This new project involves Creating Family Connections that is assessing current and emancipated foster youth for connection with relatives and supportive adults. Searching for these adults through a variety of means, engagement of youth and adults, and ongoing counseling to deal with grief and loss issues.

Theoretical Orientation Primary orientation used with this population is Cognitive/Behavioral; However most foster youth have had a succession of mental health interventions and medications, and have ongoing trust issues. Narrative Therapy is also effective with this population, especially with grief and loss issues. The trainees will have substantial opportunities to learn trust developing skills, mentoring and non conventional therapy methods.

Possible Stipend No

Revised 10/09

ORANGE COUNTY YOUTH AND FAMILY SERVICES

Contact Person: Soo Kang, Executive Director

Mailing Address: 1415 17th. St. Suite 100

Santa Ana, CA 92705

Phone: 714-543-8468 ext. 12

Fax: 714-543-1064

e-mail: sekang@ocyfs.org

Note: Number disconnected 09/30/09

Student Requirements 10-20 hours weekly. This includes one-hour individual supervision and two-hour group supervision or as required by University. Students will provide individual and/or group counseling to adolescents and some family counseling with parents.

Operating Hours Monday – Thursday 9:00a.m. – 8:00p.m. Friday-9am-3:30pm.

Agency Description The agency is a juvenile diversion program. The mission of the program is to prevent youth from re-offending. Serving a diverse population. There is also a 42 bed drug treatment facility for adult women. Intensive counseling and group therapy. Population: adolescents, addiction, eating disorders, family, crisis intervention, grief therapy, sexual abuse, oppositional defiant disorder, and conduct disorder.

Theoretical Orientation Ecological/systems theory & Behavioral

Possible Stipend Volunteer

Revised 09/09

OUTREACH CONCERN

Contact Person: Fredrick Capaldi, LMFT, Clinical Director
Supervisor: Mary Madracki, Regional Field Supervisor
Mailing Address: 2030 East Fourth St. Ste. 237
Santa Ana, CA 92705
Phone: 714-547-1163
Fax: 714-547-4578
e-mail: outreachconcern@mindspring.com
Website: www.outreachconcern.org

Student Requirements 2 days a week at a school site. Receive 3 days of training prior to placement in school site. 2 additional days of training will occur throughout the year. Supervision provided.

Operating Hours Hours designated at school site, usually 8am-3pm.

Agency Description Non-profit agency providing counseling services to schools throughout Los Angeles and Orange Counties. Provides group counseling and family support services when necessary

Theoretical Orientation Cognitive-Behavioral, Family, Brief, Couple/Conjoint Therapy, and Crisis Intervention.

Possible Stipend Volunteer

Revised 9/09

PACIFIC CLINICS – ADULT MENTAL HEALTH PROGRAMS

Contact Person: Katy Wells
Supervisor I: Katharina Wells, MFT
Mailing Address: 1717 W. Orangewood Ave., Suite I
Orange, CA 92868-2040
Phone: (714)712-8340
Fax: (714) 712-8344
e-mail: kwells@pacificclinics.org
Website: www.pacificclinics.org

<u>Student Requirements</u>	6-20 hours/week for a period of 9 to 12 months. This includes one-hour individual supervision and one-hour group supervision. There is a minimum of 1.5 hours of group/individual supervision provided on a weekly basis. This supervision may be variable presently. Staff meetings are Tuesday mornings at 9:00 am. Special requirements: Preference is given to trainees who speak more than one language that can meet our client populations' needs (Spanish, Vietnamese, Farsi, Armenian, Cantonese, Mandarin, sign language, etc.) and/or those individuals who have specific training and/or experience in mental health areas (dual diagnosis, art therapy, etc.).
<u>Operating Hours</u>	Monday through Friday, 8:30 am – 5:00 pm.
<u>Agency Description</u>	Non-profit, community-based agency that is contracted with the County of Orange to provide outpatient services to Adults with persistent mental illness. These services include: individual and group therapy, case management, rehab services, medication management, and psychiatric evaluations. We also have a Clubhouse run by the consumers for socialization activities.
<u>Theoretical Orientation</u>	Family systems and cognitive behavioral modalities.
<u>Possible Stipend</u>	No

Revised 07/09

PLAN-IT LIFE, INC.

Contact Person: Sheila C. Marshall-McLean, LMFT

Supervisor I: Same

Supervisor II: Dr. Roslyn Turner-Clark, LMFT

Mailing Address: PO Box 2994

Corona, CA 92878

Phone: (951)734-6198

Fax: (951)2720748

e-mail: planitlife2@aol.com

Student Requirements 16 hours/week. This includes one hour of individual supervision 1-2 times a week and two hours of group supervision weekly. Afternoon and evening work as clients are in school. Flexible weekends; meeting weekly with clinical supervisor.

Operating Hours Office - Monday through Friday, 9:00 am – 5:00 pm. Facilities 24/7.

Agency Description Plan-it Life is a diagnostic, assessment and stabilization program. We provide therapeutic services to youth in the foster care system who are 12-17 years of age. Goals of the program are to provide food, shelter, clothes, and a sense of psychological security. Complete a thorough psychological evaluation, assessing needs. Provide instruction in the development of coping skills, self-confidence & self-esteem, communication, anger management, decision making, and conflict resolution.

Theoretical Orientation Cognitive-Behavioral, Expressive Arts, Family Therapy, Brief Therapy, and Crisis Intervention

Possible Stipend Yes

Revised 05/09

POSITIVE DIRECTIONS – See Verdugo Mental Health

Revised 3/09

PROVIDENCE COMMUNITY SERVICES- COSTA MESA

Contact Person: Marnie Orsbern, Program Director

Clinical Supervisor I: same

Address: 2183 Fairview Rd. Suite 100

Costa Mesa, CA 92627

Phone: (949)515-5440 x 122

Email: morsbern@provcorp.com

Student Requirements Minimum 16 hours per week for one year. Staff meeting Weds. 1:30pm required. 1 hr. Individual, 2 hr. group supervision provided. 1 year commitment.

Operating Hours Monday – Friday 9:00a.m. – 5:00p.m

Agency Description The clinic is an outpatient/community based program designed to meet the mental health needs of MediCal eligible children ages 0-18. Serves children and adolescents with serious emotional disturbances, including parent instruction. Individual/family, group therapy. Drug and alcohol services.

Theoretical Orientation Object Relations, Family Systems, Cognitive Behavioral, Solution-Focused, Play Therapy.

Possible Stipend Volunteer

Revised 10/09

SALVATION ARMY

Contact Person: Jack Flournoy,
Address: 1300 S. Lewis Street, Anaheim, CA 92805
Phone: (909)731-8864
Email: shalom.foryou@verizon.net

<u>Student Requirements</u>	Trainee is expected to be primary counselor of 5-8 adults. Each trainee is also expected to facilitate a minimum of one counseling group. Opportunity to work with couples, those with dual diagnosis, and families. Providing 2 hours of group supervision and 1 one hour of individual supervision per week. Group supervision Monday 6-8 or Thursday 12:00-2:00 or Tuesday 11:00-1:00.
<u>Operating Hours</u>	7:30am – 9:30pm Saturday hours available
<u>Agency Description</u>	Adult Rehabilitation Center. 176 bed, six months residential chemical dependencies program. Over 80 groups each week, include every type of AA group and cognitive-based groups.
<u>Theoretical Orientation</u>	12-step based. Principal theoretical orientations are, cognitive/behavioral, rational/emotive, solution focused, motivation interviewing.
<u>Possible Stipend</u>	No

Revised 09/09

SHILOH COMMUNITY COUNSELING & OUTREACH CENTER

Contact Person: Tanya McPeters-Pervis

Address: 101 S. Kraemer Blvd., Placentia 92870

Phone: (714) 223-1601

Email: sccoc@aol.com

Student Requirements

Minimum 10 hours per week direct client contact plus 2 hours of clinical supervision per week. Trainees provide individual, family, and group counseling. Group leadership will be co-led during. Trainee will need to commit to one year and will need to work during school vacation time and semester break. Student needs to be fingerprinted for criminal background check. Student will need to complete a 40 hour Domestic Violence Training. They will receive a recognized certificate for this.

Operating Hours

Monday-Friday 9am-8:30pm. Saturday by appointment only

Agency Description

Shiloh is a non-profit community agency. Shiloh provides mental health services to a broad range of clients including, victim witness, homeless shelters, local churches, schools in the community, and Boys and Girls Clubs. Video and Audio taping set up.

Theoretical Orientation

Psychodynamic, Object Relations. But agency will support the students to find and develop their own orientation.

Possible Stipend

Small stipend possible but varies.

SOUTHERN CALIFORNIA ALCOHOL AND DRUG PROGRAMS, INC.

Contact Person: Janet Burt, MA, MFT

Clinical Supervisor: same

Address: 11500 Paramount Boulevard, Downey, CA 90241

Phone: (562)923-4545 ex. 2231

Cell (949) 280-1763 Youth & Family Dept.

Fax: (562) 862-0918

Email: janet_scadp@yahoo.com

Student Requirements Ten hours per week minimum. Group supervision varies. Individual supervisions available. Livescan is required.

Operating Hours Monday – Friday 8:00a.m. – 9:00p.m.

Agency Description Out patient teen drug program, out outpatient program for women who are recovering addicts and their children, school assistance program in all 14 Downey school district elementary schools, individual and group counseling

Theoretical Orientation Family systems, CBT, Rogerian, Object relations

Possible Stipend Yes

SPIRITT FAMILY SERVICES

Contact Person: Dustin Shiada, LMFT Clinical Supervisor

Clinical Supervisor: same

Address: 2000 Tyler Ave.

So. El Monte, CA 91733

Phone: (626) 442-1400 x221

Fax: (626) 442-1144

Email: dustins@spiritt.org

Note: Not taking students for the Spring 2010. Full until Fall 2010

Student Requirements 12 to 15 hour a week. Will need a criminal clearance. Trainee will work for the CARINO Program which is funded by Dept. of Children and Family Services for a child abuse and neglect prevention, intervention and treatment program. Trainees will conduct intakes, assignments and develop a treatment plan with clients. Target population is children, adolescents and parents. 1 hour of individual; 2 hours of group supervision. Trainees could be placed in schools program, family preservation, and mental health.

Operating Hours Monday – Friday 8:30a.m. – 5:00p.m. Some Sites Open till 8 pm

Agency Description Spiritt Family Services provides individual, family and group counseling to referrals from Dept. of Children and Family Services, Department of Probation, First 5 LA, local schools and other community agencies.

Theoretical Orientation Systems Approach, Structural, and CBT

Possible Stipend \$500 per semester

Revised 09/09

STRAIGHT TALK – CYPRESS

Contact Person: Jennifer St. Clair, MFT Intern

Clinical Supervisor: Tim Butler, MFT

Address: 5712 Camp Street, Cypress, CA 90630

Phone: (714) 828-2000

Fax: (714) 828-2396

Email: jenniferst.clair3@gmail.com

NOTE: No openings until Fall 2010

Student Requirements One-year commitment. Minimum 17 hours a week. Attendance at four all day Saturday training workshops required. (September – October). Students required to see clients two evenings per week until 9:00 pm. Daytime group supervision. One staff meeting a month (Wednesday 12 - 1)

Operating Hours Monday - Thursday 10:00a.m. - 9:00p.m
Friday 10:00a.m. - 5:00p.m.

Agency Description Broad spectrum of population served (individual, groups, couples, families, and children). Opportunities to do school counseling available.

Theoretical Orientation Psychodynamic, CBT, Family Systems, Object Relationships

Possible Stipend No

Revised 9/09

STRAIGHT TALK GERRY HOUSE

Contact Person: Patrick Singer, Director Residential Treatment

Clinical Supervisor: Art Holden, PhD

Address: 1225 W. 6th Street, Santa Ana, CA 92703

Phone: (714) 972-1402

Fax: (714) 972-1519

Email: FMMFBigSlick@GMail.com

Website: www.straightlalkInc.org

Student Requirements Group supervision Thursday 10-12, must be available days as groups meet only during days. Trainees conduct groups (1/2 time) and provide individual counseling (1/2 time). Individual supervision as scheduled with supervisor. Additionally, trainees prepare psychosocial assessments and assist in development of treatment plans.

Operating Hours 9:00 - 5:00pm

Agency Description Residential Treatment Program that specializes in treatment for intravenous drugs users who may or may not be on methadone. Also treats individuals diagnosed with HIV who have an alcohol or substance abuse history. Many residents are court ordered and are released to program from jail or prison. Agency facilities are state licensed to care and provide 24 hour professionally supervised housing, drug treatment, psychological counseling, and other related skills. Residents undergo 6 months of program to prepare them for re-entry into the community. Through the use of bio-psycho-social recovery model, residents are taught drug-free living coping skills and relapse trigger identification through a series of daily therapy groups

Theoretical Orientation CBT, Object Relations

Possible Stipend No

Revised 03/09

STRAIGHT TALK - LA MIRADA

Contact Person: Meg Kalugin, Manager of Outpatient Services

Supervisor I: Diane Robbins, Ph.D

Supervisor II: Jan Grant, MFT

Address: 13710 La Mirada, La Mirada, CA 90638

Phone: (562) 943-0195

Fax: (562) 943-4015

Email: stclm@verizon.net

Website: www.straighttalkclinic.org

Note: Not taking students until the Fall 2010 semester.

Student Requirements 3 hours per week of supervision, including: 2 hours per week of group supervision (offered Tuesday 10-12, or Thursday 7:00pm – 9:00pm); 1 hour per week of individual supervision. Attendance at four all day Saturday training workshops required (September-October). Students will be individually interviewed & are required to bring resume. Minimum of 10 hours per week, including supervision. Minimum of seven client hours per week. Students required to work one evening until 9 p.m.

Operating Hours Monday – Thursday, 9:00a.m. – 9:00 p.m.

Agency Description Individual, child, adolescent, group, parenting, marital & family therapy. Opportunities to work with school system available. Additionally, agency offers personal development classes which trainee has opportunity to lead (lecture/workshop environment) on various topics including bereavement, ADD, parenting, etc...

Theoretical Orientation Psychoanalytic, Object Relations, Family Systems

Possible Stipend Available, not guaranteed

Revised 09/09

TURNING POINT CENTER FOR FAMILIES

Contact Person: Mary Greenberg, MFT or Sheila Diskin, MFT
Address: 2101 E. Fourth Street, Suite 150 B, Santa Ana, CA 92705
Phone: (714) 547-8111
Fax: (714) 547-7905
E-mail: tpcff@SBCglobal.net

Student Requirements One-year commitment. Minimum 15 - 20 hours per week. Group and individual supervision. Weekly training meetings: Tuesdays 1:00-3:00p.m. Particular interest in Spanish speaking students.

Operating Hours Monday - Friday, 8:00a.m. - 10:00p.m.
Saturday, 8:00a.m. – 2:00p.m.
Sunday 8:00a.m. - 2:00p.m.

Agency Description Affordable counseling for varied population of adults and children, both male and female. Counseling services includes depression, grief, single parenting, pregnant teens, and at-risk youth, pre-marital, marriage, divorce recovery and play therapy. Groups include Teen Mom, Parenting (both English and Spanish), Teen Relationship Group, and Anger Management, including Adult, Teen, and Pre-Teen groups. Also an opportunity to work in schools providing counseling to students. Sliding Fee Scale.

Theoretical Orientation Family Systems, Psychodynamic

Possible Stipend After completion of one year commitment and intern number. Not guaranteed.

**VA LONG BEACH HEALTHCARE SYSTEM
SUBSTANCE ABUSE TREATMENT CLINIC (SATC)
Department Of Veterans Affairs**

Contact Person: Mark L. Katz, MD-Chief, Substance Abuse Treatment Clinic (SATC)

Supervisor II: Henry C. Benedict, Ph.D.

Location: 5901 East Seventh Street, Long Beach 90822

Phone: (562) 826-8000

E-mail: mark.katz@va.gov

Website: www.long-beach.med.va.gov

NOTE: Students interested in applying for this site must first meet with the Clinical Training Director to receive approval.

Student Requirements 20 hours per week. Individual and group supervision. Tuesday 9-10:30a.m. Thursday 2-2:30 p.m., Staff meeting Wednesday 9-10:30 a.m. Trainings scheduled Wednesday noon-1pm. One year commitment. Student will participate as part of a treatment team.

Operating Hours M-F 8am-7pm

Agency Description Agency provides evaluation, stabilization, outpatient substance abuse treatment, including dual diagnosis and poly substance dependence. Also provided are individual workups, psychotropic treatment, group therapy and individual therapy. Trainee will be working with a large spectrum of clinical interventions. Opportunities will include full assessment, individual and group therapy (60% individual, 10% family, 30% group.)

Theoretical Orientation Biopsychosocial, Cognitive Behavioral, Group Dynamics, Crisis Intervention, Brief Therapy, Couple, Psychodynamic.

Possible Stipend No

Revised 04/09

VERDUGO MENTAL HEALTH – POSITIVE DIRECTIONS

Contact Person: Deborah McColl, MFT, Program Director

Supervisor I: Jane Maki, MFT

Supervisor II: Gary Pearle, PhD., LMFT

Supervisor III: Deborah McColl, M.A., LMFT

Address: 1540 E. Colorado St., Glendale, CA 91205

Phone: (818) 244-7257 ext. 1124

Fax: (818) 247-6649

Email: debmccoll@gmail.com

Website: www.PositiveDirections.info

Student Requirements 15 hours of availability per week for one year. Weekly group supervision on Tuesday 3:00-5:00 pm or Wednesday 1:00-3:00 pm. Individual Supervision - time is flexible, but it may need to be in the daytime.

Operating Hours 9:00am - 9:00pm M-F and 9:00 am – 6:00pm Saturday

Agency Description Positive Directions provides services to adolescents between the ages of 12-18 and adults over the age of 18 who are seeking individual, couples, and family therapy. We see clients with mood or anxiety disorders, adjustment disorders, relationship problems, thought disorders (if they are not too acute) and personality disorders. We also specialize in working with addiction and substance abuse problems using an approach that integrates a traditional 12-Step alcohol and drug treatment model with an existential-humanistic, interpersonal approach. As of June of 2008, about 80% of our clients are self-referred, and 20% are court-referred for counseling. The majority of our clients are low-income and our fees are based on ability to pay, ranging from \$30 - \$60 per session.

Theoretical Orientation Core - Existential/Humanistic; utilizing Developmental and Object Relations theory as well as Cognitive Behavioral techniques.

Possible Stipend No

Revised 01/09

WEST END FAMILY COUNSELING SERVICES

Norton-Fischer Child & Family Center

Contact Person: Jodi Smith, Program Director

Address: 7165 Etiwanda Ave., Rancho Cucamonga, CA 91739

Phone: (909) 983-2020

Phone: (909) 983-2020 x229

Fax: (909)983-6847

Email: sbcwefcs@msn.com

<u>Student Requirements</u>	One-year commitment from September to May, with a minimum commitment of 16 hours per week. Mandatory 2 day orientation in late August. TB test and live scan required. Weekly individual supervision and mandatory group supervision on Wednesdays from 3:00 – 5:00pm.
<u>Operating Hours</u>	8:00am - 5:00pm
<u>Agency Description</u>	Private, non-profit community based mental health agency. Trainees work in the school based counseling program which provides high quality mental health services to children and their families at local school sites. Opportunities provided for interns include: individual and group counseling, family therapy, case management, assessment, information and referral, charting and documentation, inter-agency communication, staff consultation, classroom and/or staff educational presentations and in-services, parent training, crisis intervention and case presentations. Ongoing trainings focus on play therapy and childhood disorders.
<u>Theoretical Orientation</u>	Family Systems, strong emphasis on Play Therapy.
<u>Possible Stipend</u>	Yes

Revised 06/09

WESTERN YOUTH SERVICES (Fullerton Community Counseling)

Contact Person: Jennifer Vasquez, LCSW. Program Coordinator

Address: 505 N. Euclid St., Ste. 300

Anaheim, CA 92801

Phone: (714) 871-5646

Fax: (714) 817-7368

E-mail: jvasquez@westernyouthservices.org

Student Requirements Sixteen to twenty hours per week client contact, 1-hour individual supervision, 2-hour group supervision, 1 hour in-service/staff meetings (Thursdays 12:00 noon – 1:00p.m.) Offered as well. Various group supervisions are arranged.

Operating Hours Monday - Thursday, 8:00a.m. – 8:00p.m
Friday, 8:00a.m. - 5:00p.m

Agency Description Broad spectrum of presenting problem and clientele (Although much of the work revolves around children and their families.) Audio / videotaping available. Opportunities to counsel in elementary and junior high schools as well as providing group therapy and clinic based services. Multi disciplinary staff including testing psychologists and psychiatrists.

Theoretical Orientation Object relations, cognitive-behavioral, humanistic, family systems, and structural.

Possible Stipend No

Revised 05/08

WOMEN'S TRANSITIONAL LIVING CENTER (WTLC)

Contact Person: Kathy Klein, LMFT

Address: P.O. Box 6103 Orange, CA 92667

Phone: (714) 992-1939 x127

Fax: (714) 992-0525

Email: kathyklein1@cox.net

Website: www.wtlc.org

Student Requirements Students are required to do 10 – 15 hours per week. 40 hours of mandatory domestic violence training is provided. Voluntary training sessions on Monday & Wednesday evenings for 2 weeks & 2 Saturday.

Operating Hours Open 24 hours a day, seven days a week.

Agency Description Shelter for battered women and their children. Multi-ethnic population, all socioeconomic levels; Spanish, Vietnamese & Korean speaking personnel and clientele. Client centered approach using behavioral strategies, cognitive reframe, & crisis counseling. Provide individual, child and family counseling.

Women's Walk-in Resource Center (WWRC): Outpatient individual and group counseling.

Theoretical Orientation Client-centered with behavioral strategies, cognitive reframe; crisis counseling

Possible Stipend No

Revised 06/09

Appendix B

Forms and Information

APPENDIX B

FORMS & INFORMATION

1. Declaration
2. Consent Form for Participation in Counseling Practicum
3. 4-Way Agreement
4. BBS Supervisor Responsibility Statement
5. BBS Weekly Summary of Hours of Experience
6. BBS MFT Experience Verification
7. Practicum Summary Log/Semester Accounting Form
8. Site Supervisor Mid-Semester Evaluation of Student
9. Practicum Instructor Final Evaluation of Student
10. Site Supervisor Final Evaluation of MFT Trainee
11. Student Assessment of Clinical Training Site
12. Student Evaluation of Site Supervisor
13. Sample Resume
14. Clinical Training Orientation Quick Notes

CWID # _____

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

DECLARATION

I, _____, hereby certify that I have read and understand the rules,
Print Name

guidelines, and procedures relative to the practicum experience as set forth by the Department of Counseling at California State University, Fullerton.

I hereby agree to abide by the aforementioned rules, guidelines, and procedures, and I understand that failure to do so could result in disciplinary actions taken against me as set forth in this Handbook and the policies of the Department of Counseling in the College of Health and Human Development at California State University, Fullerton.

I understand that any requests to make any exceptions to the rules, guidelines, and procedures of this Handbook must be made in writing, and that all such requests must be reviewed and approved by the Counseling Faculty.

I further understand that this Declaration will be contained in my clinical training file, in the Clinical Training office.

Student Signature

Date

Department Chair

Date

Clinical Training Director

Date

CWID # _____

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

Consent Form For Participation in Counseling Practicum

PLEASE READ CAREFULLY

1. I agree to act in a responsible manner while at the Activity Site and abide by all rules and regulations governing the Activity Site.
2. I understand and acknowledge that participation in this Activity creates risks, some of which include: potentially working in a high-crime area, working at night, working in an unsupervised area, depending on the Practicum Agency's requirements.
3. I am voluntarily participating in this Activity. I understand and acknowledge that I am free to take back my consent and stop taking part at any time.
4. I am in good health and able to participate in this Activity. I voluntarily assume the risk of possible injury, death or property damage my participation in this Activity may cause. If I need emergency medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I understand and acknowledge that Cal State Fullerton does not provide health or accident insurance for students. I have been advised to carry medical and hospital insurance of my own.
5. In consideration of my participation in this Activity and the benefits I will receive from my participation, on behalf of myself, my heirs and assigns, I release and hold harmless the State of California, the California State University Trustees, Cal State Fullerton, and their officers, agents, volunteers and employees from liability and responsibility for any claims against any of them by reason of any injury to person or property, or death, in connection with my participation in this Activity.
6. I have carefully read, and I understand, the terms used in this Consent Form and their significance. I am fully competent to sign this Consent Form. No oral representations or inducements have been made to me to sign this Consent Form.

Print Name: _____

Participant's Signature: _____ Date: _____

Please attach a photograph of yourself (passport size) at the time you submit this to the Counseling Department, Clinical Training Director.

Attach head and
shoulder photo
here

(affix with tape or
staple only;
do not use glue)

This document must be completed and on file in the Clinical Training Director's (CTD) office before the Trainee's hours may count towards MFT licensure! *California State University, Fullerton (CSUF) Department of Counseling has no authority to approve hours.* CSUF is only responsible for coordinating students' clinical experience and approving students to go into sites. Thus, we do our best to find sites whose clientele and methods of practice fall within the scope of the MFT license. Under penalty of perjury, supervisors attest that they are legally suitable to supervise MFT Trainees, and that they will insure that their Trainees practice within the law. We approve students' choices of sites and supervisors based upon the information provided to us by the site supervisor. *CSUF assumes no responsibility for the loss of hours caused by misstatements, incorrect information and/or negligence on the part of a supervisor and/or agency director.* Approval of hours is, and always has been, the purview of the Board of Behavioral Sciences (BBS).

California State University, Fullerton
Department of Counseling, MFT Program

Agreement between the
**QUALIFYING DEGREE PROGRAM, CLINICAL TRAINING DIRECTOR,
SITE SUPERVISOR, AND MFT TRAINEE**

"4-Way Agreement"

Trainee Name: _____ Date: _____

Street, City & Zip Code: _____

_____ E-mail Address: _____

Phone (day): _____ Phone (evening): _____

Agency Name: _____

Street Address: _____ Phone: _____

City: _____ Zip: _____

Agency E-mail Address: _____

MFT LAW: The California legislature would like the educators and supervisors of MFT students to work cooperatively in training their student/ trainees. Section 4980.42 (b) of Assembly Bill 1855 states that “On and after January 1, 1995, all hours of experience gained as a trainee shall be coordinated between the school and the site where the hours are being accrued. The school shall approve each site and shall have a written agreement with each site that details each party's responsibilities, including the methods by which supervision shall be provided. The agreement shall provide for regular process reports and evaluations of the student's performance at the site.”

Note: “Process reports” refers to the monitoring of the student, as she or he learns to become an effective psychotherapist.

Instructions to the Student: First, read and sign this document. Second, take it to the director of your practicum site and to your clinical supervisor(s) to read and sign. Finally, take it to the CSUF Clinical Training Director (CTD). After the CTD has signed your agreement, the original will be placed in your file. If you would like a signed copy or copies of the original, please make an appointment with the Fieldwork Coordinator – Counseling (FCC) to arrange to pick up your original so you can make copies. **Note:** The completed "4-Way Agreement" must be turned in before supervised clinical hours are begun, in order to count for practicum experience hours.

Clinical Training Director	Office	Phone#	Mailbox Location
Mary M. Read, Ph.D.	EC-484	(657) 278-2167	EC-405

Fieldwork Coordinator - Counseling	Office	Phone#	Mailbox Location
Juli Martinez, M.S.	EC-479C	(657)278-7454	EC-405

Please note: You are responsible for retaining the original of this and all documents described within this agreement, should the BBS request them. CSUF cannot be responsible for providing you with additional copies. The “4-Way Agreement” is proof to the BBS that CSUF and you have complied with state law. You **must** notify your CTD upon early termination at your agency should that circumstance arise. You are required to have evaluations and Experience Verification forms completed and turned into the CTD for placement in your file.

SECTION I RESPONSIBILITIES OF THE PARTIES (Students are responsible for reading all sections of this agreement.)

CSUF, Department of Counseling, the QUALIFYING DEGREE PROGRAM:

- a. Shall approve the placement of each trainee at the supervised practicum setting;
- b. Shall have this written agreement with the supervised practicum setting, supervisor and trainee that details each party's responsibility, including the methods by which supervision will be provided;
- c. Shall provide forms for regular evaluations of the student's performance at each supervised practicum setting;
- d. Shall coordinate the terms of this agreement with each of the named parties;
- e. Shall evaluate the appropriateness of the supervised practicum experience for each trainee in terms of the educational objectives, clinical appropriateness and scope of the license of a Marriage and Family Therapist (MFT) as set forth in Section 4980.02 of the California Business and Professions Code;

- f. Shall require that each student gaining clinical hours in a supervised practicum setting procure their own individual professional malpractice liability insurance coverage;
- g. Shall have a designated liaison to the practicum setting and clinical supervisors called the Clinical Training Director, who shall assume major responsibility for the coordination of this arrangement between students and clinical training sites in the Counseling Department's catchment area.

_____ Initials of the Clinical Training Director, CSUF, Department of Counseling

THE SUPERVISED PRACTICUM SITE/AGENCY DIRECTOR

- a. Shall provide the trainee and the supervisor with the documentation necessary to verify to the Board of Behavioral Sciences (BBS) that the placement is one that is named in law as appropriate for an MFT Trainee, and that the trainee is employed in the manner required by law. Such documentation is specified by the MFT Experience Verification Form and may include but is not limited to the agency's 501c3, 1250, 1250.2 or 1250.3. A copy of the documentation is kept on file in the CTD office;
- b. Shall evaluate the qualifications and credentials of any employee who provides supervision to MFT trainees;
- c. Shall provide adequate resources to the trainee and the supervisor in order that they may provide clinically appropriate services to clients;
- d. Shall orient the trainee to the policies and practices of the agency;
- e. Shall notify the qualifying degree program in a timely manner of any difficulties in the work performance of the trainee;
- f. Shall provide the trainee and the supervisor with an emergency response plan which assures the personal safety and security of trainee, supervisor and trainee's clients in the event of a fire, earthquake or other disaster;
- g. Shall provide the trainee with experience within the scope of practice of a Marriage and Family Therapist;

Note: The minimum requirement is 280 hours of direct client contact (DCC) per practicum year, related to the following guidelines:

- 1. An average of seven (7) direct client contact hours per week;
- 2. one (1) hour of individual supervision per five (5) hours of client contact and two (2) hours of group supervision, with no more than 8 trainees or one (1) hour of individual supervision for client contact hours that exceed five (5) hours but do not exceed ten (10) client contact hours. If client contact hours exceed ten (10) hours per week, student will be provided appropriate supervision as stipulated by BBS regulations;
- 3. additional activities may include: additional group supervision, staff meetings, case conferences, case management, seminars, and documentation (note writing);
- h. Shall be familiar with the laws and regulations that govern the practice of Marriage and Family Therapists in the State of California, and in particular, those that directly affect the MFT trainee;
- i. Shall provide the qualifying degree program with a photocopy of the current license of each supervisor who will be supervising the degree program's trainees;

- j. Shall provide the qualifying degree program with whatever documents are necessary to assure that the trainee's performance of duties conforms to BBS laws and regulations;
- k. Shall notify the qualifying degree program and the trainee of change of address, phone, ownership, or any other status that may affect the ability of the trainee to count hours gained at the practicum setting;
- l. Permit in-vivo supervision by the practicum supervisor, as needed;
- m. Provide access for the trainee to videotape current clinical cases for practicum class review.

_____ Initials of the Representative of the Practicum Site

THE SUPERVISOR

- a. Shall sign and abide by the "Responsibility Statement for Supervisors of the MFT License" as described in Section 1833.1 of the California Code of Regulations (CCR); The supervisor is responsible to the BBS for the trainee's legal practice as a trainee;
- b. Shall be responsible for assuring that all clinical experience gained by the trainee is within the parameters of marriage and family therapy;
- c. Will have been licensed for at least two years in California as a marriage and family therapist, clinical social worker, psychologist or physician who is certified in psychiatry by the American Board of Psychiatry and Neurology;
- d. Will have completed and remained current with the appropriate "supervisor" continuing education requirements required by the BBS;
- e. Shall review and sign the "Weekly Summary of Hours of Experience" log required by Section 1833(e) of the CCR on a weekly basis;
- f. Shall complete the "MFT Experience Verification Form" upon termination of supervision, the totals of which should match the totals of the Weekly Summary of Hours of Experience;
- g. Shall describe in writing on Section II of this document the methods by which supervision will be provided;
- h. Shall provide regular process reports and evaluation of the student's performance at the site to the qualifying degree program at the middle and end of each semester (approximately twice per 15 weeks);
- i. Shall provide the trainee with one (1) hour of individual for five (5) hours of client contact provided by the trainee and one (1) hour of individual or two (2) hours of group supervision for client contact hours that exceed the five (5) hours but do not exceed ten (10) hours. If client contact hours provided by student exceed ten (10) hours, then supervision will be provided as stipulated by BBS regulations. This may be averaged over a period of 14 weeks;

IMPORTANT: Although client contact hours may be averaged across each semester, supervision may not. In other words, trainees *must* have either one hour of individual or two hours of group each week that they see clients. No hours of *any* kind will count if supervision has not occurred during the week they were claimed. The Department of Counseling at CSUF requires that both individual and group supervision be provided every week of the 15-week semester, even when this exceeds the BBS requirement.

- j. Shall abide by the ethical standards promulgated by the professional association to which the supervisor belongs (e.g., AAMFT, CAMFT, APA, NASW, ACA, AMA etc.);
- k. Shall provide the agency with a current copy of his or her current license and resume and notify the qualifying degree program and the trainee immediately of any action that may affect his or her license;
- l. Shall be familiar with the laws and regulations that govern the practice of Marriage and Family Therapy in the State of California, and in particular, those that directly affect the MFT trainee;
- m. Shall provide the trainee with a policy and procedure for crisis intervention and other client/ clinical emergencies, in particular those that are mandated by law (e.g., child abuse, danger to self, others, etc.);
- n. Shall, if providing supervision on a voluntary basis attach the original written agreement between you (the supervisor), and the trainee's employer as required by title 16, CCR Section 1833(b) (4);
- o. Shall complete all the required trainee evaluation forms (due at mid-semester and finals week) by their prescribed time.

_____ Initials of Clinical Site Supervisor

THE TRAINEE

- a. Shall have each supervisor complete and sign the "Responsibility Statement for Supervisors of the MFT License" before gaining supervised experience. Trainees are to retain this original, signed document in order to send this form to the BBS when required. All trainees, however, must file a copy of this form with the CSUF Clinical Training Director. The trainee must verify that the supervisors' license is current (see note);

Note: A supervisor's license can be verified by contacting the BBS by telephone or via the Internet. The BBS website address is <http://www.bbs.ca.gov>. Click on "verify license" for MFTs or LCSWs and check that the supervisor's license is current. For a Licensed Psychologist, contact the Board of Psychology via phone or the Internet at <http://www/dca.ca.gov/psych>.

- b. Shall maintain a weekly log of all hours of experience gained toward licensure as required by section 1833 (e) of the CCR;
- c. Shall be responsible for learning those policies of the supervised practicum setting which govern the conduct of regular employees and trainees, and for complying with such policies;
- d. Shall be responsible for participating in the periodic evaluation of his or her supervised practicum experience and delivering it to the qualifying degree program;
- e. Shall be responsible for notifying the qualifying degree program in a timely manner of any professional or personal difficulties which may affect the performance of his or her professional duties and responsibilities;
- f. Shall abide by the ethical standards of the Board of Behavioral Sciences and the professional association of which the student is a member (e.g., AAMFT, ACA, CAMFT) and the CSUF Department of Counseling ethical/legal guidelines (see the Clinical Training Handbook).

- g. Shall have completed all prerequisite courses for COUN 530 Beginning Practicum, before providing supervised psychotherapeutic services to clients. If the student has not completed all prerequisite courses, he or she shall obtain written permission from the Clinical Training Director and the Site Supervisor acknowledging this fact. This letter must be filed with the Clinical Training Director;
- h. Shall be aware that the qualifying degree program requires that she or he obtain individual professional liability insurance coverage while working in a clinical placement. Student rate malpractice coverage can be obtained through professional associations (e.g., ACA, AMFT);
- i. Shall gain a total number of 280 direct client contact (DCC) hours as required for nine units of practicum. These hours have been supervised during the week they were gained and supervision must average to a 5:1 ratio over the practicum year;
- j. Shall be aware that **practicum is a COURSE**, and to receive a passing grade for this course, the following criteria must be met:
 1. the student must attend the practicum classes and gain hours at an approved clinical placement *concurrently*; that is, at the same time;
 2. the student must have earned the required number of hours (item i above);
 3. the supervisor's evaluations and process reports must be favorable;
 4. the practicum instructor's evaluation must be favorable;
 5. no other data exists that questions the student's suitability for the psychotherapy profession and for the license of marriage and family therapist.

_____ Initials of the Trainee

SECTION II METHODS OF SUPERVISION

Section 1833.1 (a) (6) requires that the supervisor monitor the quality of counseling or psychotherapy performed by the trainee by direct observation, audio or video recording, review of progress and process notes or records or by any other means deemed appropriate by the supervisor, and furthermore that the supervisor shall inform the trainee prior to the commencement of supervision of the methods by which the supervisor will monitor the quality of counseling of psychotherapy being performed.

Instructions to Supervisor: Section II of this agreement will serve to inform the trainee about the methods you will use to monitor the quality of his or her performance with clients. (Note: Supervision *must* include direct observation or audio or video recording).

Check all that apply:

_____ Direct Observation

_____ Student Verbal Report

_____ Audio Tape

_____ Role Play

_____ Video Tape

_____ Other (Describe) _____

_____ Evaluate Trainee's Process and Progress Notes

SECTION III ADDITIONS

a. TERMINATION

The expectation of all parties is that this agreement will be honored mutually. Termination of this agreement *with cause* shall be in accordance with the academic policies of the qualifying degree program or the employment or volunteer policies of the supervised practicum setting. Any party may terminate this agreement *without cause* by giving all other parties 30 days' notice of the intention to terminate. Termination of the trainee's or supervisor's employment under terms of this agreement must take into account the clinical necessity of an appropriate termination or transfer of psychotherapeutic clients. In any case, it is assumed that if there is an early termination of this agreement on the part of the trainee, the supervised fieldwork setting or the supervisor, such a decision must include prior consultation with the qualifying degree program.

b. CHANGES IN THE AGREEMENT

This agreement must be amended in writing and signed by each party.

c. INDEMNIFICATION

The qualifying degree program requires that each student trainee procure individual professional liability malpractice insurance coverage before working with clients in a supervised practicum setting. The supervised practicum setting assumes all risk and liability for the student's performance of services while at the supervised practicum setting.

SECTION IV ADDITIONAL TERMS AND COMMENTS

(This space is to be used for additional notes on the student's clinical training experience.)

SECTION V TERM OF THE AGREEMENT

Note to Agency: Please review with the trainee their time commitment to your agency. Fill in the dates below, using the date you and the trainee entered into this agreement and the approximate date you expect the trainee to leave. **Important:** Agency Director, please initial agreement next to commitment dates.

FROM _____ (Date this agreement is valid) _____ (Initials) TO _____ (Date trainee expected to leave agency) _____ (Initials)

SECTION VI SIGNATURES

By signing this form, you are indicating that you have read, understood, and agreed to the terms specified.

I. Representative of the Placement Site:

Name (please print)

Title

Signature

II. Primary Site Supervisor:

Initials of other supervisors: _____

Name (please print)

Title

Signature

Date

Note: Write license number for each license held:

License(s) held: #

_____ MFT

_____ LCSW

_____ Psychologist*

_____ Psychiatrist (M.D.)

III. Trainee:

Name (please print)

CWID#

Signature

Date

IV. For qualifying degree program: CSUF Clinical Training Director

Name (please print)

Signature

Date

*Please note that Licensed Educational Psychologists (LEPs) cannot supervise MFT Trainees.

REMINDER to the Trainee: Please distribute signed photocopies to those who sign above, filing the original with the Department of Counseling, Clinical Training office. **The Original "4-Way Agreement" must be kept on file with the Department of Counseling, Clinical Training office, for practicum hours to count.**

BBS Forms

BBS Supervisor Responsibility Forms

BBS Weekly Summary of Hours

BBS Experience Verification

Go to Board of Behavioral Sciences Website and download for Handbook.

www.bbs.ca.gov

**MARRIAGE AND FAMILY THERAPIST
EXPERIENCE VERIFICATION**

1800 37A-301 (REV. 2/08)

The supervisor must complete this form. Use a separate form for each person verifying hours of supervised experience for licensure as a marriage and family therapist and for each employment setting. Complete a separate form for pre-degree and post-degree hours. Make certain that the form is complete and correct prior to signing. Any change should be initiated by the supervisor and is subject to verification. Experience verification forms are to be submitted by the applicant with his or her application for examination eligibility.

APPLICANT NAME: _____

SUPERVISOR (Please type or print clearly in ink.)

1. SUPERVISOR NAME: Last First Middle

2. ADDRESS: Number and Street

City State Zip Code

3. BUSINESS TELEPHONE:

4. NAME OF APPLICANT'S EMPLOYER:

5. ADDRESS: Number and Street

City State Zip Code

6. BUSINESS TELEPHONE:

7. a. Was this experience gained in a setting that lawfully and regularly provides mental health counseling or psychotherapy? Yes No b. Was this experience gained in a private practice setting? Yes No 8. Experience was gained in a setting that provided oversight to ensure that the applicant's work meets the experience and supervision requirements and is within the scope of practice for the profession? Yes No 9. Dates the experience is being claimed: From _____ To _____
Mo Day Yr Mo Day Yr

10. How many weeks of supervised experience are being claimed? _____

11. Show only those hours of experience as verified on the weekly summary of hours form.

Logged Hours

a. Individual counseling (No Min. or Max. hrs. Required) a. _____

b. Couples, families, and children (Min. 500 hrs.) b. _____

c. Group counseling (Max. 500 hrs.) c. _____

d. Telephone counseling (Max. 250 hrs.) d. _____

e. Telemedicine (Max. 125 hrs.) e. _____

f. Administering and evaluating psychological tests of counselees, writing clinical reports and progress or process notes (Max. 250 hrs.) f. _____

g. Workshops, seminars, training sessions, or conferences directly related to marriage, family, and child counseling (Max. 250 hrs.) g. _____

Total _____

12. Face-to-face supervision: Hours per week Logged Hours

a. Individual _____

b. Group (Group supervision contained no more than 8 persons.) _____

13. SUPERVISOR: _____
Type of License License Number State of License Date Originally LicensedIf M.D., were you certified in Psychiatry by the American Board of Psychiatry and Neurology during the entire period of supervision? Yes No

Date Board Certified: _____

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date

Signature

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

Practicum Summary Log/Semester Accounting Form

Class: 530 _____ 584 _____ 590 _____ Spring _____ Fall _____ Sum _____

Student's Name _____

CWID # _____

Community Agency Site _____

Site Supervisor _____

Semester _____ Year _____

University Practicum Instructor _____

I Direct Client Service (DCC) Hours: [minimum 280 required for practicum year]

1. # of Families seen: _____ # of Sessions: _____ # of Hours: _____

2. # of Couples seen: _____ # of Sessions: _____ # of Hours: _____

3. # of Individual Children Seen: _____ # of Sessions: _____ # of Hours: _____

4. # of Individual Adults Seen: _____ # of Sessions: _____ # of Hours: _____

5. # of Groups Led: _____ # of Sessions: _____ # of Hours: _____

6. # of Groups Co-Led: _____ # of Sessions: _____ # of Hours: _____

Types of Groups _____

7. # of Telephone Counseling Hours: _____

TOTAL HOURS IN CATEGORY I: _____

Client Demographics:

Ethnic Groups Served:

Age Groups Served: (0-5) # _____ (6-10) # _____ (11-17) # _____ (18-64) # _____ (65+) # _____

Gender of Clients: Adult Women # _____ Adult Men # _____ Girls # _____ Boys # _____

Practicum Summary Log/Semester Accounting Form

II Supervision Hours:

1. Individual Supervision Hours: _____

2. Group Supervision Hours: _____

TOTAL HOURS IN CATEGORY II: _____

III Other/Non-DCC Hours: [minimum 420 required for practicum year - including category II]

1. Writing Case Notes & Reports/Recordkeeping: _____

2. Staff Meetings/Interdisciplinary Team Meetings: _____

3. Intake/Case Conference Meetings: _____

4. Community Outreach Activities: _____

5. Staff Development/Staff Training: _____

6. Reading & Multimedia Use for Professional Development: _____

7. Professional Conferences/Continuing Education Seminars: _____

8. Consuming and/or Conducting Research: _____

9. Agency Service: _____

10. Other (please specify on reverse): _____

TOTAL HOURS IN CATEGORY III: _____

IV. TOTAL NUMBER OF PRACTICUM HOURS:

	COUN 530	COUN 584	COUN 590	Cumulative TOTALS
Category I				
Category II				
Category III				
Class Total				

GRAND TOTAL: _____

NOTE: Please retain a copy of this form in order to compute your cumulative totals.

DATE: _____ Student's Signature: _____

Supervisor's Signature: _____

Credential/License # _____

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

Site Supervisor Mid-Semester Evaluation of Student

Class: 530 _____ 584 _____ 590 _____ Spring _____ Fall _____ Sum _____

Name of Student: _____

Name of Agency _____

Individual Supervisor: _____ Date: _____

The Supervisor and Trainee/Student have discussed this evaluation: Yes _____ No _____

This form is to be completed by individual supervisors and discussed with trainees/students during mid-semester. This form is to be submitted to the Practicum Instructor when completed. This form provides an overall assessment of the trainee/student's performance during this evaluation period.

I. RELATIONSHIP AND INTERVENTIONS WITH CLIENTS

Concern	No Concern	
_____	_____	Demonstrates empathic understanding of clients
_____	_____	Demonstrates non-judgmental acceptance of clients
_____	_____	Creates a trusting environment for clients
_____	_____	Is authentic and genuine in therapeutic encounters
_____	_____	Demonstrates awareness & acceptance of human diversity
_____	_____	Recognizes impact of own feelings & behavior on clients
_____	_____	Conveys a sense of warmth and caring
_____	_____	Maintains focus during sessions
_____	_____	Facilitates client's expression of affect
_____	_____	Avoids over-identifying with clients
_____	_____	Acknowledges therapeutic errors without undue anxiety
_____	_____	Opens and terminates sessions appropriately

_____ Makes interventions in a timely and appropriate manner

Site Supervisor Mid-Semester Evaluation of Student

Concern **No Concern**

_____ Integrates counseling techniques with his/her own style

_____ Can make process comments

_____ Reflects on effectiveness of interventions

II. PROFESSIONALISM

Concern **No Concern**

_____ Conducts himself/herself ethically

_____ Recognizes limitations and areas of weakness

_____ Respects confidentiality of the counseling relationship

_____ Aware of need for written consent for release of info

_____ Represents professional qualifications accurately

_____ Open to feedback

_____ Avoids establishing dual relationships with clients

_____ Seeks out supervision for assistance

_____ Efficient in use of time; organized

_____ Is punctual and is not excessively absent

_____ Gets along well with colleagues and supervisors

_____ Presents case material in a cogent, coherent manner

Additional Comments: _____

Supervisor's Signature _____

Date _____

Student's Signature _____

Date _____

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

Practicum Instructor Final Evaluation of Student

Class: 530 _____ 584 _____ 590 _____ Spring _____ Fall _____ Sum _____

Name of Student: _____

Practicum Instructor: _____ Date: _____

Directions: Please rate observed performance in each of the following areas: Use the rating scale to communicate the following:

- 1 Unacceptable performance
- 2 An area of growth that needs attention
- 3 Appropriate performance
- 4 Good demonstrated performance
- 5 Outstanding clinical performance
- N/A A skill or behavior that was not taught in this course

I. SUPERVISION

Open to feedback from instructor	1	2	3	4	5	NA
Open to feedback from classmates	1	2	3	4	5	NA
Incorporates suggestions	1	2	3	4	5	NA
Asks questions of instructor & students	1	2	3	4	5	NA
Regularly brings videotapes to class	1	2	3	4	5	NA

Additional comments: _____

II. BUILDING RELATIONSHIP

Demonstrates attending skills	1	2	3	4	5	NA
Demonstrates empathy	1	2	3	4	5	NA
Does not impose own agenda on clients	1	2	3	4	5	NA
Demonstrates respect	1	2	3	4	5	NA
Sensitivity to issues of diversity	1	2	3	4	5	NA

Additional comments: _____

Practicum Instructor Final Evaluation of Student

III. CLINICAL ASSESSMENT

Assesses history, severity, and duration of presenting problem	1	2	3	4	5	NA
Provides a reasonable DSM IV diagnosis	1	2	3	4	5	NA
Formulates a coherent impression of clients and can articulate it	1	2	3	4	5	NA
Case conceptualization skills	1	2	3	4	5	NA
Treatment planning skills	1	2	3	4	5	NA

Additional comments: _____

IV. MAINTAINING A RELATIONSHIP

Uses multiple and varied techniques	1	2	3	4	5	NA
Reflects on his/her responses to clients	1	2	3	4	5	NA
Ability to see how he/she seems to client	1	2	3	4	5	NA
Facilitates expression of affect/emotions by the client	1	2	3	4	5	NA
Demonstrates sensitivity to ethical/legal issues	1	2	3	4	5	NA
Demonstrates use of relevant interventions	1	2	3	4	5	NA

Additional comments: _____

V. TERMINATION ISSUES

Understands termination issues	1	2	3	4	5	NA
Anticipated & prepared clients for termination	1	2	3	4	5	NA
Discussed termination issues with clients	1	2	3	4	5	NA
Made appropriate referrals when needed	1	2	3	4	5	NA

Additional comments: _____

Practicum Instructor Final Evaluation of Student

VI. OVERALL ASSESSMENT

Your assessment of this student's overall understanding of the counseling process, and his or her role as a change agent.

We have reviewed and discussed this assessment.

Signature of Practicum Instructor

Signature of Student

Date

Date

CALIFORNIA STATE UNIVERSITY FULLERTON

Site Supervisor Final Evaluation of Trainee

Class: 530 _____ 584 _____ 590 _____ Spring _____ Fall _____ Sum _____

STUDENT NAME _____ **EVALUATION PERIOD** _____

PLACEMENT SITE _____ **SUPERVISOR** _____

PRACTICUM INSTRUCTOR _____ **DATE OF EVALUATION** _____

Trainees are evaluated with criteria that are utilized in standardized professional practice, and similar to the evaluation for licensure. For each of the areas below, please evaluate the student *as compared to other students at the same level of training*. Add comments to highlight both areas of strength and those needing improvement. A rating of 3 (satisfactory) overall is necessary for a pass grade in practicum.

- 1 BEGINNING** some understanding of concept; recognize in hindsight how might have been applied
- 2 PROGRESSING** understand concept/demonstrate skill, but uneven performance at this time
- 3 SATISFACTORY** increasing understanding/demonstration of skill with greater consistency
- 4 CONSISTENT** consistent high level of understanding/demonstration of skill
- 5 EXCEPTIONAL** integrated skill; demonstrates independence, insight, creative and flexible application
- 0 UNACCEPTABLE** little evidence of understanding the concept or demonstrating the skill; harmful or unprofessional behavior
- NA** No opportunity to develop this skill as of yet or not able to assess at this time

<p>CLINICAL EVALUATION <i>Identifies</i> unit of treatment, presenting problems, and patterns of behavior; <i>routinely assesses</i> relevant clinical issues, client strengths and coping skills, and possible substance use; <i>gathers</i> adjunctive resource information and uses DSM criteria to determine diagnoses</p>	<p>1 2 3 4 5 0 NA COMMENTS:</p>
<p>CRISIS MANAGEMENT <i>routinely observes and assesses</i> for indications of abuse, danger to self or others <i>develops/implements a plan</i> (with assistance of supervisor) to reduce the potential for danger <i>manages reporting requirements</i> appropriately</p>	<p>1 2 3 4 5 0 NA COMMENTS:</p>
<p>TREATMENT PLANNING <i>demonstrates awareness</i> of principles of systems theory and an understanding of a variety of theoretical models <i>identifies</i> stages of treatment and appropriate short- and long-term treatment goals for each stage <i>recognizes</i> the need for referral for adjunctive services and identifies appropriate referrals</p>	<p>1 2 3 4 5 0 NA COMMENTS:</p>
<p>TREATMENT <i>demonstrates</i> good skills in listening, communication, and coping with anxiety producing situations <i>utilizes</i> theoretically appropriate and client-specific clinical interventions <i>evaluates</i> client's coping skills to determine timing of interventions; <i>modifies</i> the treatment process by monitoring therapeutic progress <i>develops</i> a plan for termination with client to provide a transition from treatment</p>	<p>1 2 3 4 5 0 NA COMMENTS:</p>

Site Supervisor Final Evaluation of Trainee

<p>HUMAN DIVERSITY <i>identifies</i> the issues of diversity which impact the therapeutic environment <i>recognizes</i> the impact of own gender, culture, ethnicity, age, and beliefs on the therapeutic process <i>provides</i> an unbiased therapeutic environment when client's values or beliefs are different from own <i>applies</i> treatment strategies consistent with client's values and beliefs</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>
<p>LAW <i>demonstrates knowledge</i> of legal issues relevant to this counseling setting <i>adheres</i> to legal statutes related to this counseling setting <i>recognizes and appropriately manages</i> mandated reporting requirements <i>obtains</i> client's (or legal guardian's) authorization for release to disclose or obtain confidential information <i>maintains security</i> of client therapy records</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>
<p>ETHICS <i>demonstrates knowledge</i> of ethical issues arising in this counseling setting <i>informs</i> clients of parameters of confidentiality and conditions of mandated reporting <i>maintains</i> appropriate therapeutic boundaries <i>identifies</i> personal reactions/counter-transference issues that could interfere with the therapeutic process <i>identifies</i> personal limitations that require outside consultation</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>
<p>PERSONAL QUALITIES integrity, initiative, motivation, attitude, self-awareness oral and written communication skills</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>
<p>PROFESSIONALISM punctuality, responsibility, appearance appropriate to counseling setting, relationship with professional colleagues maintenance of timely and orderly paperwork, adherence to agency policies</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>
<p>USE OF SUPERVISION seeks supervision when needed, comes prepared for supervision sessions, openly shares concerns and ideas with supervisor demonstrates openness to feedback, uses supervisory suggestions to make improvements</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>
<p>OVERALL ASSESSMENT</p>	<p align="center">1 2 3 4 5 0 NA COMMENTS:</p>

Practicum Requirements/Hours Accrued this Semester

Total **client contact** hours:

Total **weeks of supervision:**

How long have you been supervising the student?

Accrued

Required

15

During the past 7 weeks, the following methods of direct observation must have been utilized once during this term. Please indicate which methods were used in your supervision of the student. (Circle all that apply):

1
Audio Tapes

2
Video Tapes

3
Sitting in on Session/One-Way (of client session)
Mirror/live supervision

Site Supervisor Final Evaluation of Trainee

NARRATIVE EVALUATION

STUDENT STRENGTHS:

AREAS NEEDING IMPROVEMENT:

AREAS OF SUPERVISION FOCUS WITH THIS STUDENT DURING THIS EVALUATION PERIOD:

AREAS OF SUPERVISION FOCUS WITH THIS STUDENT IN THE NEXT EVALUATION PERIOD:

CONCERNS WITH STUDENT'S APTITUDE, SKILLS OR PERFORMANCE (if any):

OTHER COMMENTS:

Supervisor's Signature

Supervisor's Printed Name & License Number

Date

My signature below indicates that I have read this evaluation. I am aware that I have the right to respond to it in writing and to have my response placed with this evaluation in my student file.

Signature of Trainee

Trainee's Student ID#

Date

CWID # _____

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

Student Assessment of Clinical Training Site

Name: _____ Date: _____

Class: 530 _____ 584 _____ 590 _____ Spring _____ Fall _____ Sum _____

Agency Name: _____

Supervisor's Name: _____

On a scale of 1 to 5, (1 being poor and 5 excellent), how would you rate your placement overall?
(circle one)

1 2 3 4 5

How would you rate your learning experience?

1 2 3 4 5

What would you most want to change about your placement, if anything?

Would you suggest this placement to other students in the future? Explain briefly.

What was the most valuable part of your experience at this placement?

How much contact did you have with individuals from various cultural backgrounds? How did you react?

Do you have a different placement for next semester? If yes, where is it? If not, do you intend to remain at the same placement? (for 530 students only)

CALIFORNIA STATE UNIVERSITY, FULLERTON
DEPARTMENT OF COUNSELING

Student Evaluation of Site Supervisor

Class: 530 _____ 584 _____ 590 _____ Spring _____ Fall _____ Sum _____

Supervisor's Name: _____

Agency: _____ Date: _____

Directions: Please rate your supervisor on the following supervisory responsibilities according to the following scale: 5 = Outstanding; 4= Very good; 3= Acceptable; 2=Poor; 1=Unacceptable; or X=Insufficient information or not applicable.

These ratings will be anonymous unless you choose to sign your name. The information from these ratings will be used to provide feedback to supervisors when appropriate to facilitate as effective supervision a possible.

1	Explains his/her goals for supervision	1 2 3 4 5 X
---	--	-------------

Comments: _____

2	Explains his/her criteria for evaluating my performance	1 2 3 4 5 X
---	---	-------------

Comments: _____

3	Provides freedom to develop my own counseling style	1 2 3 4 5 X
---	---	-------------

Comments: _____

4	Helps me understand the theoretical approach I am using	1 2 3 4 5 X
---	---	-------------

Comments: _____

5	Helps me integrate theory and technique as needed	1 2 3 4 5 X
---	---	-------------

Comments: _____

6	Provides suggestions for improving my therapeutic skills	1 2 3 4 5 X
---	--	-------------

Comments: _____

7	Encourages me to experiment with different techniques	1 2 3 4 5 X
---	---	-------------

Comments: _____

Student Evaluation of Site Supervisor

8 Helps me develop treatment goals and plans 1 2 3 4 5 X

Comments:

9 Helps me with DSM-IV diagnosis when needed 1 2 3 4 5 X

Comments:

10 Helps me understand my strengths and weaknesses as a therapist 1 2 3 4 5 X

Comments:

11 Provides a comfortable setting for me to disclose my own concerns or "mistakes." 1 2 3 4 5 X

Comments:

12 Provides feedback in a clear and concise manner 1 2 3 4 5 X

Comments:

13 Manages our supervision hour efficiently 1 2 3 4 5 X

Comments:

14 Treats me with dignity and respect 1 2 3 4 5 X

Comments:

15. Overall, how would you rate your supervision so far (circle one)?

Excellent Very good Average Poor Cannot rate at this time

16. What would you like your supervisor to do more of? Please be as specific as possible.

17. What would you like your supervisor to do less of? Please be as specific as possible.

Student Evaluation of Site Supervisor

Supervisor Name _____ Agency _____

18. Listed below are a variety of supervisory techniques. Please indicate which of these you have used and if used, how helpful they were in your supervision, using a rating from 1 to 5, with 5 being extremely valuable, 3 being of average value, and 1 being of little value. For one that have not been used, please indicate whether or not you would like to try that technique, conditions permitting.

A Verbal report of my sessions
 Used: 1 2 3 4 5
 Not used: Would like to try this Would not like to try this

B Video-taping therapy sessions
 Used: 1 2 3 4 5
 Not used:

C Audio-taping therapy sessions
 Used: 1 2 3 4 5
 Not used: Would like to try this Would not like to try this

D Co-therapy with my supervisor
 Used: 1 2 3 4 5
 Not used: Would like to try this Would not like to try this

E Observations of my session through a 1-way mirror
 Used: 1 2 3 4 5
 Not used: Would like to try this Would not like to try this

F Supervisor present in session (observation and feedback during session)
 Used: 1 2 3 4 5
 Not used: Would like to try this Would not like to try this

Are there any other comments you have concerning your supervision?

SAMPLE RESUME

JAMES PEARL

121 Ninth Street
Santa Ana, CA 92309
(714) 555-5555 email: jpearl@yahoo.com

OBJECTIVE To obtain a trainee position in a counseling setting

EDUCATION

MS in Counseling California State University, Fullerton, CA
Expected graduation date May 2010

BA in Psychology University of Alabama, Birmingham, Alabama
May 2005 (Cum Laude)

AA Liberal Studies Mount San Antonio College, Walnut, CA
June 2001

EXPERIENCE

Case Manager, Tri-City Mental Health, Pomona, California
September 2005 to Present

- Provide case management services to chronically mentally ill clients
- Coordinate the planning, writing and presentation of a counseling project at an international conference (ACA)
- Assist in multicultural training activities

A.T.M. Controller, Bank of America, El Monte, CA
June 2000 to August 2005

- Balanced daily transactions against cash and checks using a computer
- Supervised 10-12 people for efficient teamwork and optimal customer service
- Microfilmed transactions, restructured systems to increase efficiency

SKILLS

- Proficient in Microsoft Office
- Bilingual Spanish – able to speak, read and write fluently

PROFESSIONAL AFFILIATIONS

- Student member of the California Association of Marriage and Family Therapists (CAMFT) and the American Counseling Association (ACA)
- Active in the Graduate Counseling Student Association (GCSA) at CSUF

REFERENCES PROVIDED UPON REQUEST

CLINICAL TRAINING ORIENTATION QUICK NOTES

Paperwork

Please Turn in the Following Paperwork:

4-Way Agreement	Original
Declaration	Original
Participation	Original
Responsibility	Copy
Insurance Policy	Copy

*You are responsible to obtain signatures from agency personnel and provide your own; we will obtain CSUF signatures.

*Please make copies of all original forms for your own files. This will become important when you apply for your intern number and MFT license.

*Please print your name under your signature on both the Declaration and Participation forms.
Use the exact form of your name that appears on all CSUF registration documents.

Website Information

American Counseling Association (ACA)
www.counseling.org

Board of Behavioral Sciences (BBS)
www.bbs.ca.gov

California Association for Marriage and Family Therapists (CAMFT)
www.camft.org

Handbook

The Clinical Training handbook is available on the Counseling Homepage
<http://hhd.fullerton.edu/counsel/>

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