

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 ACA & CAMFT and the regulations outlined by 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 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 mandatory Practicum Orientation one semester prior to enrolling in COUN 530 A/B.
2. Complete **Counseling 530 A/B and 584 A/B Selection** Qualtrics surveys, indicating course preferences, by the specified due date and requested information in order to register for COUN 530 A/B or COUN 584 A/B.
3. If necessary, meet with the Fieldwork Coordinator or the Clinical Training Director to discuss approved practicum sites.
4. Contact clinical training sites from our approved list and apply according to the guidelines of the agency. [See **Appendix A for Clinical Practicum Training Sites**]
5. Join ACA or CALPCC (and CAMFT if interested in seeking the LMFT), and become familiar with the licensure rules and guidelines as set forth by the BBS.

6. Maintain regular attendance in practicum classes (COUN 530 A/B, 584 A/B, 590, and 591 if needed).
7. Remain open to feedback.
8. Be willing to provide videos of sessions with clients. These will be needed for presentations in class. **NOTE:** As stated on the Transportation/Storage of Confidential Client Data Form [see **Appendix B**] client confidentiality must be maintained, so transport of client videos in locked or encrypted storage must be demonstrated, in compliance with ethical codes and professional practice.
9. Comply with the guidelines as set forth in the Clinical Training Handbook and the course syllabi for COUN 530 A/B, 584 A/B, 590, and 591.
10. Submit the required paperwork to practicum instructor by the second class session for COUN 530 A/B:
 - a. 4-Way Agreement [e-form] Upload a photo (face only) of student and complete/e-sign per instructions. Students must confirm that all e-signatures have been obtained and download the completed pdf.
 - b. Participation Consent Form [e-form]
 - c. Declaration Statement [e-form]
 - d. Transportation/Storage of Confidential Client Data form [e-form]
 - e. Proof of student's own individual malpractice insurance coverage uploaded to student web-based practicum application [Copy]
Note: Agency coverage alone is not sufficient.
 - f. Supervision Agreement(s) (each supervisor must sign a separate form) [Copy] uploaded to student practicum portal
[See Appendix B for all forms. Check BBS website for updated versions of BBS 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) to meet student's training goals;

- 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 professional clinical counselor or marriage and family therapist;
- e. Discriminatory practices based on race/ethnicity, color, national origin, age, gender, gender orientation, 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 student's supervisor and submit them to the Practicum Instructor by stated deadlines.
- 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. **NOTE:** Keep a copy of this log to facilitate calculating cumulative totals as practicum processes.
- 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 A/B, 584 A/B, 590, and 591. **NOTE:** Keep a copy of this log to facilitate calculating cumulative totals as practicum progresses.
- 20. Maintain confidentiality both in the classroom and out in the field.