

## IX. PRACTICUM PLACEMENT PROCESS

Students must go through the following practicum placement process:

- 1) Students must have achieved “Classified Standing/Advancement to Practicum” before they are eligible to enroll in Beginning Practicum, COUN 530 A/B. **[Note: Classified Standing/Advancement to Practicum is a departmental process, as specified by the BBS. It is not the same as the University’s Classified Standing, which refers to accepting one’s study plan.]** Students are eligible to Advance to Practicum 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 A/B to apply to Advance to Practicum.

A student begins the Advancement to Practicum process by scheduling an appointment with the designated faculty advisor during office hours. If the advisor agrees the student is ready to Advance to Practicum, 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/Advancement to Practicum. If the student’s application is accepted, they will receive a letter verifying their Classified Standing/ Advancement to Practicum. 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 Advancement to Practicum. Classified standing/Advancement to Practicum must be achieved before COUN 530 A/B begins, usually during the semester prior. **[Note: Do not wait to apply for a clinical training site until you are Classified/Advanced to Practicum. Instead, apply for Classification/Advancement to Practicum and proceed with interviews, etc.]**

- 2) Students must have successfully completed 500, 511 A/B, 518, 520, 522 A/B, 523, 524, 526 and 527 A/B prior to enrollment in COUN 530 A/B. COUN 528 is a pre- or co-requisite for COUN 530 A/B. **Note:** COUN 526 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 A/B. The Clinical Training Handbook must be read prior to this orientation to facilitate questions. It is available on the web at:  
<http://hhd.fullerton.edu/counsel/current-students/clinicalhandbook/index.php>
- 4) Prior to Practicum Orientation, students will receive the Practicum Orientation Packet, Counseling Practicum Application Instructions, and link to the Counseling Practicum web-based application: <http://hhdapps.fullerton.edu/CounApps/DefaultDept.aspx> Students will be formally trained on how to access the Counseling Practicum web-based application and the processes for completing all practicum forms. Following Practicum Orientation, students will have access to a shared Dropbox folder where these and other important documents are saved.

- 5) Students must complete the electronic Consent, Declaration and Transportation/Storage of Confidential Information forms within 24-hrs of attending Practicum Orientation
- 6) The Clinical Training Handbook is revised specifically for the Practicum Orientation and therefore contains any updated information on policy and procedure changes, so please download about one month before the Practicum Orientation and do not rely on earlier versions.
- 7) When students are ready to enroll in COUN 530 A/B, they must complete the **530 Selection Form**. Following the Practicum Orientation, this form is distributed via Qualtrics survey by the Fieldwork Coordinator to the student's campus email address. Students must complete the form by the listed due date in order for the student's class preferences to be taken into consideration. **NOTE:** This form must be submitted by the end of October in the Fall to enroll in COUN 530 A/B for the Spring Semester, and the end of March in the Spring to enroll in COUN 530 A/B in the Fall Semester. Students will be assigned a practicum class registration number and notified via email of that number before registration begins.
- 8) 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 COUN 530 A/B. **[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 associates, and many will want students to begin their training prior to the beginning of COUN 530 A/B class. It is also important to apply at more than one agency, since the process can be highly competitive.]**
- 9) Once students have secured a site, they must meet with the agency director and supervisor to confirm the trainees contract dates and have the following documents reviewed and signed:
  - a) 4-Way Agreement
    - i) Students are to complete the steps outlined during Practicum Orientation and in the Counseling Practicum application instructions to initiate the electronic 4-Way Agreement. **NOTE: E-forms are not considered complete until all signatures have been obtained, and it is the student's responsibility to ensure that ALL signatures are obtained no later than the 2<sup>nd</sup> week of class.**
  - b) Supervision Agreement for all supervisors, separate form for each. **[See Appendix B].**
    - i) Signed Supervision Agreements must be uploaded to the "Document Upload" section of the student's file within the Counseling Practicum application no later than the 2<sup>nd</sup> week of class.

**NOTE: Students must have all paperwork on-file with the Clinical Training Office by the 2<sup>nd</sup> class session (Fall & Spring semesters) which include, Declaration Statement, Participation Consent Form, Transportation/Storage of Confidential Client Data Form, 4-Way Agreement, BBS Supervision Agreement and Proof of Student's Malpractice Insurance [copies].**

**Failure to submit the aforementioned by the 2<sup>ND</sup> class session may prevent students from continuing to participate in counseling activities at their sites, until the documentation is accurately submitted. Beginning Fall 2020 all CSUF practicum forms will be completed and signed on-line via the Counseling Practicum web-based application. Copies of non-CSUF forms (BBS Supervision Agreement and Proof of Student's Malpractice Insurance) are to be uploaded to the Counseling Practicum web-based application.**