

Policy for Earning School Counseling Fieldwork Hours at an Employer Site

A critical component of a school counseling candidate's training is developing a strong identity as a school counselor (ASCA, 2016). Because the role of school counselor is unlike other roles within a school system, "role ambiguity in professional school counseling is an ongoing concern" (Astramovich, Hoskins, Gutierrez, & Bartlett, 2013, p. 175). As such, school counseling candidates currently employed as K-12 teachers and/or administrators are **NOT ALLOWED** to pursue fieldwork hours at their place of employment. Earning fieldwork hours at one's place of employment is strongly discouraged in all other instances.

In rare instances, candidates may be approved to earn fieldwork hours at their place of employment. It is the candidate's responsibility to demonstrate and provide evidence of how unbiased site supervision as well as a breadth of diverse training can occur in an already familiar setting.

The field placement site must meet the following criteria in addition to the requirements outlined in the School Counseling Fieldwork Handbook regarding appropriate field placement sites and qualified site supervisors:

Criteria to Qualify an Employment Site as a Field Placement Site

1. The school counseling candidate **CANNOT** be employed as a K-12 teacher or administrator at the site.
2. The school counseling candidate's place of employment must have an agreement on file with the University of Redlands.
3. The placement site must create a training environment in which clear boundaries are made between work and counseling training experiences.
4. The school counseling candidate will conduct fieldwork hours with counsees the candidate does not work with during their employment hours.
5. The school counseling candidate must arrange a schedule to conduct fieldwork hours with counsees outside the hours of their regular workday, unless written permission of release time is provided by the employer.
6. The school counseling candidate must be supervised by an individual who meets the criteria for site supervisors, and they must be a person who does not have line authority.

The School Counseling candidate should complete an Application to Conduct School Counseling Fieldwork Hours at Employer Site and include written confirmation of the above from the employer. All materials should be submitted to the Office of Student Success (OSS; oss@redlands.edu). Incomplete submissions will not be reviewed.

Requests will be reviewed by the OSS and the Department of Counseling and Human Services. The school counseling candidate will be notified of the decision within 14 calendar days of receipt of request. All decisions are final. The OSS will communicate the final decision to the school counseling candidate. The school counseling candidate should not start any fieldwork hours until approval is granted. If the school counseling candidate's request is denied, they can work with the OSS for an alternate site. The school counseling candidate assumes responsibility for any delays related to the start of fieldwork hours.