

Policy for Earning DCHS Clinical Hours at an Employer Site

In rare instances, DCHS candidates may be approved to earn clinical (fieldwork/practicum) hours at their place of employment. It is the candidate's responsibility to provide evidence that the candidate will receive unbiased supervision (e.g. avoiding dual roles), and that the candidate will engage in diverse training experiences that align with one or more of the following: academic, career, and/or social emotional domains.

The site must meet the following criteria in addition to the requirements outlined in the Student Handbook regarding appropriate clinical sites and qualified site supervisors:

Criteria to Qualify an Employment Site as a Clinical Site:

1. The candidate's place of employment must have a partnership agreement on file with the University of Redlands.
2. The 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.
3. If the candidate is employed in a pre-K-12 setting:
 - a. The candidate CANNOT be employed as a Pre-K-12 teacher or administrator at the site. If the candidate holds a position other than Pre-K-12 teacher or administrator, they must consult with the program coordinator to determine if their employer site is a viable site to earn fieldwork hours.
 - b. The placement site must create a training environment in which clear boundaries are made between work and counseling training experiences.
 - c. The candidate will conduct clinical hours with counselees that the candidate does not work with during their employment hours.
 - d. The candidate must arrange a schedule to conduct clinical hours with counselees outside the hours of their regular workday, unless written permission of release time is provided by the employer.

The candidate is responsible to complete an [Office of Student Success \(OSS\) appeal form](#), and email their [Application to Earn Clinical Hours at Employer Site](#) along with any supporting materials to the OSS at 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 candidate will be notified of the decision by the OSS within 14 calendar days of receipt of request. All decisions are final. The candidate should not start any clinical hours until approval is granted. If the candidate's request is denied, they can work with the OSS for an alternate site. The candidate assumes responsibility for any delays related to the start of clinical hours.