



Department of Counseling
& Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Human Services

Fieldwork Experience Guidelines

Human Services Coordinator

Kim Severn, MA, LPC

Fieldwork Placement Coordinator

Molly Cammell, MA

UCCS College of Education

Department of Counseling & Human Services

1420 Austin Bluffs Parkway

Colorado Springs, CO. 80918

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Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Table of Contents

Introduction	2
Fieldwork Overview.....	2
Paperwork and Due Dates.....	5
Fieldwork Objectives.....	7
Ethics.....	8
Roles and Responsibilities in Training	8
Criminal Record	9
Student Rights	10
Addendums.....	10
FAQ.....	11



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Introduction

This document describes the fieldwork training requirements for the Bachelor of Arts in Human Services program. It includes the procedures for applying for Fieldwork placement, descriptions of roles and responsibilities of those involved, and a description of relevant terms.

The Bachelor of Arts in Human Services and Minor in Human Services fieldwork experiences are designed to prepare students for their careers through professional experience in the field of Human Services. Students will be provided with guidance toward field placements based on their interests and declared emphasis of Substance Use and Recovery, Military and Veterans Support, Student Affairs in Higher Education (SAHE), Rehabilitative Services, Social and Emotional Wellness, and General Human Services.

The Department of Counseling & Human Services (DCHS) permits training affiliation only with approved sites reviewed by the department professors, instructors, lecturers, and the Fieldwork Placement Coordinator (FPC). Students are welcome to solicit new sites however cannot begin fieldwork until the FPC and faculty approve the site based on appropriate supervision and potential experiences offered to the student.

Fieldwork Overview

Goals: The Fieldwork experience is an essential element of the degree program. It involves a supervised off-site human services field training experience. This training provides students with the opportunity to apply their theoretical knowledge; to implement, develop and assess the efficacy of human services skills; and to develop the professional and personal attitudes important to the career of a human services professional. Students are supervised by experienced professionals who teach relevant skills, provide supervision of on-going work, and serve as role models of professional identity and behavior. Students must be approved by faculty for fieldwork and meet all requirements outlined below.

Components

- A. Completion of 350 Clock Hours and Individual Supervision
 - Fieldwork students must complete **350 clock hours of experience during their course of study**. Students are *NOT* permitted to “front load” their hours at the beginning of the semester as each fieldwork experience **begins and ends with the semester**.
 - Up to 250 fieldwork hours, completed in a related Associates Degree program can be counted to the Bachelor’s level requirement.



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

- UCCS has a current agreement with Pueblo Community College – Associates of Applied Science Degree in Behavioral Health.
 - UCCS has a transfer agreement with Pikes Peak Community College. Please access more information through the following link.
https://transfer.uccs.edu/sites/g/files/kjihxj1551/files/inline-files/BC%20HSRV%2020-21_0.pdf
 - 50 fieldwork hours will be accounted for with the core competency courses, leaving the student responsible for 300 hours of fieldwork through the COUN 4950 courses.
 - 100 hours out of the 350 hours, total, will be completed during the student's junior and/or senior years.
- B. Site Supervision
- All students will receive weekly on-site supervision conducted by a Human Services professional with a minimum of a bachelor's degree in a related field and at least one to two years of experience in the field. Preferred qualifications are a master's degree in a related field and two years of experience in the field.
- C. Group Supervision and Skills Development
- In addition to the on-site individual supervision, fieldwork students will meet weekly with their university supervisor for group supervision.
 - Group supervision sessions will provide opportunities for the fieldwork students to discuss, in a small group setting, issues that emerge from their fieldwork experiences.
 - ADDICTIONS EMPHASIS: If you desire to use your fieldwork hours for Addictions Counseling certification – the FPC will provide the required supervision upon request.
- D. Evaluations
- The site supervisor will provide two performance evaluations: a mid-term evaluation and a final written evaluation of the fieldwork student.
 - Students will complete an evaluation of the fieldwork site and their experience at the completion of the semester. All will be provided through web-based services for simplicity of use. **See Canvas for these links.**
 - The University Supervisor (instructors for COUN 2950 and COUN 4950) or another department faculty member is required to make at least one visit to the fieldwork site, per semester, to meet with the site supervisor and fieldwork student to assess the student's professional knowledge, skills, and development through the fieldwork experience.
- E. Log All Fieldwork Hours and Activities
- All students will complete a monthly fieldwork log to be signed by the Site-Supervisor, the Instructor, and the Student.
 - The Final Hours log is due prior to the end of the semester.
 - All logs will be provided through web-based services for simplicity of use. **See Canvas for these documents.**

Prerequisites or Corequisites for Human Services Majors



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

The following courses are prerequisites or corequisites for the **COUN 2950 Fieldwork in Human Services II**:

- COUN 2000
- COUN 2040

The following courses are prerequisites or corequisites for the **COUN 4950 Fieldwork in Human Services II**:

- COUN 2000 – Introduction to Human Services
- COUN 3400 – Ethics **OR** COUN 2400 – Ethics for Addictions
- COUN 3000 – Culturally Informed Treatment **OR** LEAD 3010 Diversity in Higher Education (SAHE)
- COUN 3410 – Assessment & Treatment Planning
- COUN 2040 – Human Growth & Development
- COUN 3500 – Group Dynamics & Group Process
- COUN 3110 – Interpersonal Communication, Interviewing, & Mediation Skills

Fieldwork in Human Services I Course (COUN 2950) occurs in 1 semester

- This class is offered 3 credits.
 - **3 credit hours** requires a minimum of **144 hours** of field work throughout the semester.
- The fieldwork agreement is for the fieldwork semester and ends at the end of the semester. This allows students to change fieldwork sites for a varied experience if they desire.
- It is important that the fieldwork students commit to the length of the agreement. In rare instances, the site, supervisor, or student may ask to terminate the agreement or ask to change supervisors. If this happens, you must contact the University Supervisor as soon as possible.
 - Dismissal from a site will result in meeting with faculty from the Department of Counseling and Human Services program.
- Hours will be counted only within the dates of the semester in which the student is enrolled in the COUN 2950 class. This is due to the requirement of being covered by the University's insurance and Affiliation Agreement with the site.

Fieldwork in Human Services II Course (COUN 4950 – 001/002) occurs in one or two semesters.

- This class is offered as 3 credits.
 - **3 credit hours** requires a minimum of **144 hours** of field work throughout the semester.
- Students MAY complete 300 hours of fieldwork in one semester however are **ENCOURAGED** to complete the hours between two semesters due to class load required for graduation.



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

- The fieldwork agreement is for the fieldwork semester and ends at the end of the semester. This allows students to change fieldwork sites for a varied experience if they desire.
- It is important that the fieldwork students commit to the length of the agreement. In rare instances, the site, supervisor, or student may ask to terminate the agreement or ask to change supervisors. If this happens, you must contact the University Supervisor as soon as possible.
 - Dismissal from a site will result in meeting with faculty from the Department of Counseling and Human Services program.
- Hours will be counted only within the dates of the semester in which the student is enrolled in the COUN 4950 class. This is due to the requirement of being covered by the University's insurance and Affiliation Agreement with the site.

Paperwork and Due Dates

List of Paperwork – *see explanations of each below*

1. Risk Management Form
 - a. To verify health insurance
2. Ethics Statement
 - a. Agreement to abide by outlined ethical code
3. One Fieldwork Agreement
 - a. Per semester and per site to provide the department with all necessary information about each site and supervisor. Also, to clarify dates of fieldwork with all parties.

Fieldwork Orientation

Orientation will occur during the first class meeting of COUN 2950.

Due Dates for COUN 2950

No Fieldwork paperwork is due prior to the course starting. All due dates will be presented in the syllabus.

Due Dates for COUN 4950

1. Fieldwork Packet Due First Week of Class
 - a. Fieldwork Agreements
 - b. Ethics Statement: <https://www.nationalhumanservices.org/ethical-standards-for-hs-professionals>
 - c. Risk Management Form
2. Orientation and Orientation Quiz
 - a. Orientation Video – By May 1st (for Fall Semester) or Dec 1st (for Spring Semester)
 - b. Orientation Quiz – Due by May 1st (for Fall Semester) or Dec 1st (for Spring Semester)



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

Student Evaluations

Students will be evaluated by their supervisors a minimum of two times during each fieldwork experience.

- The evaluations must be completed and submitted electronically.
- The student must sign the evaluation form electronically; the signature is an indication that you have reviewed and received the evaluation, not necessarily that the student agrees with the evaluation.

*In the event of a negative evaluation or site supervisor's concerns about a student's performance, your grade can be impacted by one whole letter grade.

Steps to Setting Up Fieldwork

- A. Step 1: Take 2950 or complete Fieldwork Orientation
 - a. To enroll in 2950, you need to have met the prerequisite courses or you will need a permission code.
 - b. If you are transferring fieldwork hours in or have been waived for 2950 then you will watch the Fieldwork Orientation video and take the short quiz. Once you have completed this process you will email the Fieldwork Director to request a registration code. This is only applicable for COUN 4950 OS1.
 - c. If you are a Minor student or would like to participate in Campus Connections as your fieldwork you will contact Molly Cammell for your registration code for COUN 4950 001.
- A. Step 2: Apply for a Site
 - Students contact potential sites directly – In 2950 this occurs mid semester, in 4950 this could be completed prior to the semester or within the first week of the course.
 - Students can contact the site by phone, email, or mail your application materials directly to sites using the contact information provided by the FPC.
 - Students need to prepare a cover letter, resume, references, and other specific materials requested by some training sites. (*Individuals providing reference letters should be given several weeks' notice.*)
 - Students should consider applying to more than one site. Use the sites list located in the Human Services Canvas Shell.
 - Be sure to check if the site has a particular start date and application process, background checks, or other required processes before beginning work.
- B. Step 3: Interview
 - Interview for the site upon request of their supervisor.
 - Turn in all requested paperwork to the site in a timely manner.
- C. Step 4: Choosing a Site
 - Once you have been offered a position by the site supervisor, confirm, or deny the opportunity through phone call, letter, or professional email.
 - Obtain signatures on the Fieldwork Agreement and ensure the site is approved by the FPC or the Instructor.



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

- Once a student has agreed to accept a training site, the student needs to return the Agreement to the academic advisor or the Fieldwork Placement Coordinator. Agreement forms can be found on Canvas.
- Submit all paperwork into Canvas that is required to begin fieldwork.
- D. Initial Fieldwork Preparation:
 - Before your first placement complete the following paperwork and submit by the deadlines provided by your section instructor.
 - i. Orientation and Orientation Quiz
 - ii. Risk Management Form
 - iii. Ethics Statement
 - iv. Fieldwork Agreement – signed by the Site Supervisor and Student
- E. End of Semester Steps:
 - Turn in Final Hours Sheet – signed by Site Supervisor and Student
 - Complete Evaluation of Site form – link found in Canvas
- F. Site/Site Supervisor Requirements:
 - a minimum of a bachelor's degree – preferably within the human services field;
 - preferred (but not required) master's degree in human services field;
 - a minimum of one to two years in the field;
 - knowledge of the Department's expectations, requirements, and evaluation procedures for trainees. The supervisor will be required to sign the departments agreement form outlining their responsibilities and to stay in consistent communication with the student and FPC/Instructor.

Fieldwork Objectives

The fieldwork experience provides students an opportunity to develop their human services skills and awareness of the profession through multiple fieldwork courses providing a progressive level of responsibility. Beginning with COUN 2950 Fieldwork in Human Services I, students observe human services professionals working with clients. Students may have the opportunity to engage in directly supervised client contact. As students in the program increase their knowledge in human services and are approved for COUN 4950 Fieldwork in Human Services II, they will experience human services from observation to direct and indirect supervised client contact and potentially manage an independent caseload or assigned administrative responsibility.

At the conclusion of the fieldwork, human services students (**MAJOR AND MINOR**) will be able to:

- conduct an intake interview in a competent manner,
- employ the basic techniques and strategies of clinical interviewing for the purpose of assessment of client concerns,
- demonstrate an appropriate level of professional Human Services skill development,
- utilize supervision in a constructive manner for continued personal and professional growth,
- critically evaluate their work as human services providers,
- employ basic strategies and techniques of the Human Services field,



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

- begin to develop their own approach to Human Services,
- develop a theory of change,
- begin to understand how to conceptualize cases and formulate a treatment plan,
- demonstrate the ability to give and receive feedback during group supervision to facilitate professional and personal growth of oneself and others in the group, and
- demonstrate behavior and attitudes consistent with the roles and ethical expectations of a professional.

In addition, the students participating in the Human Services **MAJOR** will be able to:

- To provide opportunities to practice competencies developed throughout the fieldwork training program
- To foster reflection upon and incorporation of feedback provided by professional supervisors and peers, as well as other practices that contribute to ongoing competency
- To acquaint the human services student with the organizational structure, protocol, relationships, processes, and working conditions of the agency
- To stimulate formulation of and identification with a professional role(s)
- To provide for awareness of the process of community organization in meeting the needs of the client

Ethics

Fieldwork requirements are based on CSHSE standards. According to CSHSE, *“There is strong national commitment to the view that human services programs should develop professionals who provide direct or indirect services. These programs prepare human services professionals for a variety of functions related to the care and treatment of individuals, families, groups, and communities.”*

All faculty members and school and clinical site supervisors are committed to preparing ethical, effective, culturally competent human services professionals. All prospective fieldwork students will complete the Orientation Video and Quiz as well as prepare site placement prior to the beginning of the class (COUN 4950)

The Department of Counseling & Human Service (DCHS) expects all those participating in Human Services fieldwork and supervision to be practicing within the ethical standards and practice guidelines of the National Organization for Human Services/Council for Standards in Human Service Education (NOHS/CSHSE).

Consent/Confidentiality

When interacting with clients receive services at the fieldwork placement site, students will abide by the ethical guidelines outlined in the next section. All confidentiality standards and requirements will be upheld by each student.

Roles and Responsibilities in Training



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

The training experiences unite student, supervisor, and the Department of Counseling & Human Services (DCHS) in a working relationship in which all parties are responsible to each other.

Site Supervisors

Those involved in training students shall conduct themselves in an ethical and professional manner in all training activities. The CSHSE Code of Ethics Standards shall govern their behavior at all times. Site supervisors will:

- Communicate clear expectations to students;
- Set up regular, pre-set, uninterrupted times for supervision;
- Provide adequate clinical opportunities for the students to meet training requirements;
- Evaluate students in a timely manner, twice per semester via the provided evaluation format;
- Give clear and frequent feedback to students regarding their progress in training;
- Inform the University as early as possible of any difficulties encountered at the training site;
- Inform the University of any changes in the training experience (i.e. supervisor change, change in treatment populations);
- Provide qualifications documentation for all supervisors in the form of a resume and/or proof of experience and degree obtained, and
- Guide the students through a learning progression from:
 - Observation to
 - Directly supervised client contact to
 - Indirectly supervised client contact to
 - An independent caseload OR assignment of administrative responsibility.

The Department of Counseling & Human Services (DCHS) will:

- Secure and maintain affiliations with approved sites;
- Provide students with resource materials describing approved sites;
- Advise students during the application process in order to secure a good match between student training needs and available site experiences;
- Monitor student progress during training;
- Work with organization personnel, supervisors, and students to resolve any training problems that may be encountered;
- Develop new training sites and monitor the quality of training in existing sites;
- Maintains up-to-date records of student progress in training and consult with student and supervisor regarding student progress; and
- Maintain close working ties with the training sites and visit training sites.

Students will:

- Conduct themselves in an ethical and professional manner in all training activities. The CSHSE Code of Ethics Standards shall govern their behavior at all times on the site as well as at the school.



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

- Integrate themselves into training sites and develop respectful working relationships with staff and clients. Demanding, threatening, or rude behavior is inconsistent with the identity of a human services professional.
- Be expected to appear for all events upon which they have agreed. They should clear vacation times with their supervisors.
- Cultivate an attitude of openness to self-examination, supervision, and new learning.
- Immediately inform their supervisor and the course instructor of record of any difficulties encountered.
- Make effective use of supervision by preparing for supervision sessions, bringing relevant material from client sessions to supervision. Students are expected to be responsive to direction and guidance from their supervisor and to implement supervision guidance into their work with clients.

Certifications

Some coursework in the emphasis areas in Human Services may contribute toward a certification. Completion of the degree does not guarantee certification. The University ensures relevant emphasis coursework meets academic requirements for certification. The state regulating agency may have further requirements. All certifications are state regulated and require a state background check. Any concerns regarding your criminal background history and how it relates to your academic and professional plan can be discussed with your faculty advisor.

Student Rights

The DCHS (and the University) has a policy of non-discrimination against students with regard to race, age, ethnic background, sexual orientation, gender, veteran status, or any other characteristic protected by state, local or federal law. In addition, the DCHS is committed to fostering the training of members of groups currently under-represented in the profession of Counseling and Human Services.

Fieldwork sites approved by the Department of Counseling & Human Services (DCHS) are expected to conduct their selection and training of students in a non-discriminatory manner. Sites are expected to select applicants without regard to race, sex, age, ethnic background, sexual orientation, gender, veteran status, or any other characteristic protect by state, local, or federal law unless they have compelling legal or therapeutic reasons for limiting the applicant pool. Sites that have a selection policy that disallows students based on any of the above criteria must notify the DCHS and clarify the legal (bona fide occupational qualifications) or therapeutic rational for such policies. The DCHS will approve such sites if, after consultation, it is determined that an adequate legal or therapeutic rational exists for the selection policies.

Addendums

Addendum I: Addiction Emphasis – CAT/CAS

CAT (Certified Addiction Technician)



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

You are able to work on your CAT while working at your internship site. You may use your site supervisor for this requirement IF you are at an approved site with an approved CAS (Certified Addictions Specialist) or LAC (Licensed Addiction Counselor) supervisor. Education, training, and standards must be met to gain your CAT/CAS in combination with hours under appropriate supervision. To gain these hours during your internship, you must be registered on DORA site as an Unlicensed Professional. For more information, see the state website.

<https://dpo.colorado.gov/UnlicensedPsychotherapy>

<https://dpo.colorado.gov/AddictionCounselor/Applications>

Certified Addictions Counselor Handbook

The Division of Behavioral Health has created a handbook designed to help guide those who wish to pursue an addiction credential in Colorado. The CAC Handbook provides information about the following important subjects:

- Information Regarding the Revised Addiction Counselor Certification and Licensure Rules (eff. 09-01-10)
- Pathways to Certification and Licensure
- Work Verification Form and Clinically Supervised Work Experience
- National Examinations
- DORA Listing Requirements
- Summary of Required Classes for CAT, CAS, and LAC
- Required Class Descriptions
- Advanced Degree Requirements
- CAC Training Requirements
- CAT/CAS/LAC Tracking Sheet

[Colorado Office of Behavioral Health Handbook for Addiction Counselors](#)

The two basic components to the requirements are to become a CAT/CAS/LAC:

1. Division of Behavioral Health (DBH) (formerly ADAD, Alcohol and Drug Abuse Division) approved training and education.
2. Appropriately supervised work/field experience. The amount of training and field experience necessary to become a CAT, CAS, or LAC depends on the application level of certification or licensure. <https://www.addiction-counselors.com/states/colorado-substance-abuse-counselor.html>

FAQ

1. Q: If I planning to graduate in 2022, do I need to meet the 350 hours of fieldwork requirement?



Department of Counseling & Human Services

UNIVERSITY OF COLORADO **COLORADO SPRINGS**

A: No. Students will begin to meet this requirement within the graduating class of 2023. The class of 2021 and 2022 will be given the choice to complete fieldwork within their degree program.

2. Q: What qualifies a site for fieldwork within the Human Services Bachelor's Degree Program?

A: A fieldwork site will be approved if the site offers Human Services, possesses a qualified supervisor for the student, and agreed to participate in all written agreements, meetings with University staff and students, is willing and able to provide one hour of supervision to the student per week, and is deemed appropriate by the Faculty. Refer to these examples of fieldwork sites for guidance:

Substance Use and Recovery	Student Affairs in Higher Education	Military and Veterans	Social and Emotional Wellness	Rehabilitation/ Career	General
Substance Use Treatment Programs DUI Class Programing Substance Use Disorder (SUD) Groups	On Campus Services Any Campus Qualifies	Peer Support Programs Military/ Veterans Services (on or off base)	Community Mental Health Services Trauma Informed Yoga Program Private Practice - Counseling	Rehabilitation Centers	Care and Share Community Based Services