

Field Practicum Placement Guide

**for Counselling Psychology Graduate Students
in the Department of Educational and Counselling Psychology and
Special Education**

at

The University of British Columbia

(Version 3.1; update: 2009-4-06)

Supplement to CNPS 598 (Field Practicum) Course Outline

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Acknowledgements

Thanks are due to

All CNPS faculty members and Ms. Karen Yan (CNPS Graduate Program Assistant) for their valuable input into the preparation of this document.

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Field Practicum Placement Guide for U.B.C. Counselling Psychology Graduate Students

Due to a number of factors (e.g., changes in university and departmental policies, accreditation requirements, professional organizations' requirements), the content of the Field Practicum Placement Guide may be updated or revised from time to time, and students will be so informed by their current course instructors and/or the Director of Training who is responsible for practicum course coordination and related matters. In case of discrepancies between the Guide and the course outline, the latter will serve as the official source of course information and relevant policies concerning practicum placements and requirements.

Brief Descriptions of Requirements

A brief summary.

1. Students are responsible for identifying a field practicum placement(s) on their own. A list of recent approved practicum sites is found in this Guide.
2. The practicum student needs to identify at least one qualified field supervisor (also referred to as "site supervisor") who has min. 2 years of full-time clinical work experience and will be available to supervise the practicum student on a regular basis (min. one-hour per week for individualized supervision).
3. Some agencies require students to undertake a successful Criminal Record Check as a requirement for a practicum placement.
4. Students need to receive the final departmental approval of a practicum contract for each placement (i.e., approval by the Director of Training or CNPS 598 course instructor) before they commence their practicum. Prior to the commencement of a practicum placement, a contract proposal must be drawn up by each practicum student, and be pre-approved by the field supervisor. It must be signed by the student, the field supervisor(s), and the course instructor (or the Director of Training).
5. A total of min. 500 documented hours (including min. 200 direct contact hours) is a requirement, and the student will be keeping track of their professional activities and experiences in a log book. The min. 200 direct contact hours consists of (a) 160+ documented hours of direct client contact in individual counselling, and (b) 40+ hours of group work (min. 20 hours as a solo or primary group facilitator, and 20 or more hours as a junior or co-facilitator). You need to document additional 300 or more hours consisting of professional service and preparation activity hours.
6. Students are required to attend regular practicum classes ("seminars") on campus, while enrolled in this course, and complete all the requirements as specified in the course outline. It is a pass-fail course. Practicum seminars are held weekly during the

intersession, and bi-weekly during the September-April term. The seminar attendance hours may be counted toward the professional service activity hours.

7. The practicum course instructor makes one practicum site visit per term for each student, to observe the physical setting and to meet with the student's field supervisor to discuss student progress.

Pre-requisites for Registering in CNPS 598 (Field Practicum)

1. Completion of an M.A. thesis is NOT a pre-requisite.
2. Completing the CNPS 588 course requirements is a pre-requisite for enrolling in CNPS 598.
3. The following pre-requisite and co-requisite guidelines (from CNPS 598 course outline) should be carefully observed:
 - (1) All students must have completed and passed the basic course work in counselling psychology, as specified in their *Program of Studies*.
 - (2) In exceptional circumstances and with the support of their program advisor, a student may begin their practicum with a max. of 9 course credits from the following list still remaining in their program of studies: CNPS 532 (Psychological Assessment in Counselling), EPSE 528 (Basic Principles of Measurement), CNPS 584 (Program Development), and CNPS 579 (Research in Counselling Psychology). (*Pre-requisite policy revision for CNPS 598 approved in April, 2004*). Other exceptional arrangements will require students' formal requests and the unanimous approval of (a) the program advisor, (b) the Director of Training, and (c) the CNPS Area Coordinator.
 - (3) In such exceptional cases, these remaining courses will be regarded as co-requisites. A plan to complete the remaining coursework concurrently with the practicum must be approved and monitored by the student's faculty advisor. (*Pre-requisite policy revision for CNPS 598 approved in April, 2004*.)
 - (4) Outstanding course work must be clearly noted in the student's placement contract and approved of by both the course instructor and the practicum field supervisor(s).
3. Regarding Item (1), see Practicum Placement Readiness Form to be signed by your faculty advisor (or your MA thesis supervisor if you already have a thesis supervision agreement with a faculty member).
4. Regarding Items (2) and (3), see Outstanding Practicum Pre-requisites Form A or Form B to be signed by your faculty advisor.

5. Please note that you are NOT expected to enroll in both CNPS 588 (Supervised Field Experience) and 598 concurrently. You are expected to have completed all CNPS 588 course requirements before starting your practicum placement.
6. Some practicum placements require new trainees to attend their in-house training and orientation sessions before they start seeing clients, in March instead of April or later, and before the trainees complete CNPS 588 and receive a course grade. To help such students have an early start of their practicum placements, the following arrangement can be made.

Students may ask their CNPS 588 clinic instructor to complete the Early Practicum Commencement Readiness Form (to be signed by your clinic instructor) which (a) endorses student clinical competencies and practicum readiness, and (b) indicates an expected first-class grade, in March prior to the completion of all the course requirements for CNPS 588. If you have secured a practicum placement and you are required to make an early start in March, you will need to apply for the Training Director's approval of both (a) your early commencement request, and (b) field placement contract proposal, along with your clinic instructor's supporting letter (see: Early Practicum Commencement Readiness Form).

Once your request for an early practicum placement and also the practicum contract proposal with all required signatures have been submitted and you have received formal approval, you will be officially enrolled in a special and temporary section ("phantom section") of CNPS 598 when it becomes available; for its starting date, check with the CNPS Graduate Program Assistant. (Enrolment in a phantom section will be done by the Training Director. By enrolling officially in this section, you will be covered by U.B.C.'s liability insurance.)

You will later be transferred to a regular section of the course when the new academic term begins around mid-April. It is expected that you engage in non-direct service activities (e.g., attending orientation sessions, in-house clinical training, and professional meetings) at your practicum placement during this period, until you are transferred to a regular section of CNPS 598. All these restrictions need to be reflected in your practicum contract.

If you are required to start seeing clients after your official enrolment in a spring phantom section under special circumstances, please contact the Director of Training. (Under no circumstance, should you start your practicum placement without the approval of the contract. For course registration dates, contact: CNPS Graduate Program Assistant at 604-822-6371.)

Early Practicum Commencement Readiness Form
(to be signed by clinic instructor)

To: Director of Training (Practicum Coordinator)
UBC Counselling Psychology Program

From: Dr. _____ (Instructor for CNPS 588, Sec. __)

RE: _____ (Student Name)

1. I, as the above student's CNPS 588 clinic instructor, hereby certify:

that the above student has demonstrated levels of clinical competency and professional conduct, and personal maturity high enough to begin enrollment in a phantom section of CNPS 598, based upon my current assessment of the student's course performance in CNPS 588.

that the above student is expected to meet all the requirements for CNPS 588 by _____ (course ending date).

that the above student is expected to receive: () first class grade, based upon my current assessment of the student's course performance in CNPS 588.

2. I hereby recommend that the above student be granted permission to enroll in a phantom section (early enrollment section) of CNPS 598, within one month before enrollment in a regular section of CNPS 598 in the intersession term, and to commence her/his clinical training (non-direct service activities) in the Department-approved field practicum placement before the end of the current CNPS 588 course and before the start of an intersession section of CNPS 598. It is understood that the student will not engage in direct clinical service at her/his placement before official registration for a phantom or regular section of CNPS 598.

Date: _____ Signature: _____

CNPS 588 Clinic Instructor

Instruction to Students:

In addition to this form signed by your *clinic instructor*, you must have the following forms signed by your *faculty advisor or thesis supervisor* as specified in the checklist:

- 1. *Practicum Contract Package Submission Checklist*
- 2. (if applicable) *Outstanding Practicum Pre-requisites Form*
- 3. *Practicum Placement Readiness Form: () Form A, () Form B*
- 4. *Field Practicum Supervisor Qualification Summary Form*
- 5. Your contract proposal must be read and pre-approved of by the field supervisor.
- 6. Check the official starting date of a spring phantom section; call ECPS office.

Outstanding Practicum Pre-requisites Form
(to be signed by faculty advisor or thesis supervisor)

From: CNPS 598 Course Outline (2007 v.1.1)

In exceptional circumstances and with the support of their program advisor, a student may begin their practicum with a max. of 9 course credits from the following list still remaining in their program of studies: CNPS 532 (Psychological Assessment in Counselling), EPSE 528 (Basic Principles of Measurement), CNPS 584 (Program Development), and CNPS 579 (Research in Counselling Psychology). In such exceptional cases, these remaining courses will be regarded as co-requisites. A plan to complete the remaining coursework concurrently with the practicum must be approved and monitored by the student's program advisor. (*Pre-requisite policy revision for CNPS 598 approved in April, 2004.*)



To: Director of Training (Practica & Internships)
UBC Counselling Psychology Program

From: _____ (faculty advisor/supervisor)

RE: _____ (student name)

The above student will not have completed the following courses (please initial) before the commencement of her/his field practicum, and the total credits for these courses will not exceed 9 credits.

- Initial*
- _____ CNPS 532 (Psychological Assessment in Counselling)
 - _____ EPSE 528 (Basic Principles of Measurement)
 - _____ CNPS 584 (Program Development)
 - _____ CNPS 579 (Research in Counselling Psychology)

(Or) I request your approval for the student to do the following course(s) concurrently:

Initial
_____ Course: _____

I have reviewed the student's academic progress and current status, with regards to the completion of the required course work as specified on her Program of Studies.

I hereby recommend (a) that the above student take these courses concurrently with her/his practicum field placement, and (b) that the above student be allowed to enroll in a regular section of CNPS 598.

I hereby agree to monitor the student's progress toward the fulfillment of the above course(s) taken concurrently with her/his enrollment in CNPS 598.

Date: _____ Signature: _____
Faculty Advisor or Thesis Supervisor

Practicum Placement Readiness Form (A)
for students with no outstanding pre-requisite courses
(to be signed by faculty advisor or thesis supervisor)

To: Director of Training (Practica & Internships)
UBC Counselling Psychology Program

From: _____ (faculty advisor/supervisor)

RE: _____ (student name) ()MA; ()MED

As the above student's () faculty advisor; () thesis supervisor, I certify that the above student

() has met successfully all the pre-requisites for enrolling in CNPS 598.

() is currently enrolled in the following courses:

(1) _____ expected completion date: _____

(2) _____ expected completion date: _____

(3) _____ expected completion date: _____

(4) _____ expected completion date: _____

(5) _____ expected completion date: _____

() is expected to meet successfully all the pre-requisites for enrolling in CNPS 598 by Date: _____

Pre-requisites for CNPS 598 (Field Practicum):

(1) Successful completion of the course work in counselling psychology, as specified in their *Program of Studies*,

(2) Including successful completion of: CNPS 532 (Psychological Assessment in Counselling), EPSE 528 (Basic Principles of Measurement), CNPS 584 (Program Development), and CNPS 579 (Research in Counselling Psychology; *for M.A. students only*).

I hereby certify: (a) that the above student has (or will have) no outstanding course work (other than thesis work for M.A. students) required for enrolling in CNPS 598, and (b) that he/she has sufficient clinical competencies, emotional stability, and personal maturity for engaging in clinical work, to my best knowledge. Therefore, I consider that the above student is ready to enroll in CNPS 598 and commence his/her field practicum.

Date: _____ Signature: _____

Faculty Advisor or Thesis Supervisor

Practicum Placement Readiness Form (B)
for students with outstanding co-requisite courses
(to be signed by faculty advisor or thesis supervisor)

To: Director of Training (Practica & Internships)
UBC Counselling Psychology Program

From: _____ (faculty advisor/supervisor)

RE: _____ (student name)

As the above student's () faculty advisor; () thesis supervisor, I certify that the above student

() is currently enrolled in the following courses:

- (1) _____ expected completion date: _____
- (2) _____ expected completion date: _____
- (3) _____ expected completion date: _____
- (4) _____ expected completion date: _____
- (5) _____ expected completion date: _____

() is expected to complete the following outstanding co-requisites while enrolled in CNPS 598, as indicated in the Outstanding Practicum Pre-requisite Form signed by me:

- (1) _____ expected completion date: _____
- (2) _____ expected completion date: _____
- (3) _____ expected completion date: _____

I hereby certify: (a) that the above student has no more than a total of 9 credits of outstanding course work (other than thesis work for M.A. students), and (b) that he/she has sufficient clinical competencies, emotional stability and personal maturity for engaging in clinical work, to my best knowledge. Therefore, I consider that the above student is ready to enroll in CNPS 598 and commence his/her field practicum.

Date: _____ Signature: _____
Faculty Advisor or Thesis Supervisor

Field Practicum Supervisor Qualification Summary Form
(to be completed by field supervisor)

Supervisor's Name: _____ () Mr; () Ms; () Dr; () ___

Supervisor's Contact Information: TEL 1: _____; TEL 2: _____;
FAX: _____; E-mail: _____

1. Name of Practicum Site or Institution:

2. Supervisor's Title and Role at the Practicum: _____

3. Academic Background

<u>Degrees</u>	<u>Year</u>	<u>Institution</u>	<u>Area of Focus</u>
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4. Pertinent Professional Work Experience

to be initialed

_____ I have min. 2 years of full-time and pertinent professional work experience, or an equivalent amount of work within the past 5 years, as a counsellor or in a similar professional capacity

_____ I am committed to honouring and abiding by a professional code of ethical conduct of a pertinent professional organization (e.g., Canadian Counselling Association, American Counseling Association, Canadian Psychological Association, American Psychological Association, B.C. Association for Clinical Counsellors).

Professional organization(s) I belong to:

_____ I am not currently under investigation regarding professional malpractice or the breach of ethical codes of conduct.

Date: _____ Signature: _____

Registering for CNPS 598: Common Questions

Q1. Can I register for this course by myself, and start my practicum?

- No. Unlike on-line registration for lecture courses, this clinical course registration is blocked to students and is monitored by our ECPS Department and the Director of Training. You will receive a spring-term practicum course sign-up notice from our departmental office in March, and a fall-winter-term registration notice in June or July. It is your responsibility to locate an acceptable practicum placement(s).

Step 1: After you receive our notice, you will sign up for the course by e-mailing your intent to our ECPS administrative assistant (Ms. Karen Yan). You will need to make sure that you have (or expect to have) all the pre-requisites before the commencement of your practicum placement; see related forms in this Guide. You will then be enrolled in a section. Please note that the Department and the Director of Training will assign students to a practicum section. Students cannot choose a section or an instructor.

Step 2: You will identify an acceptable placement, prepare a practicum contract, and have it pre-approved of by the field (on-site) supervisor with his/her signature on the contract.

Step 3: You must attend the first meeting of the practicum class and submit your practicum contract for the instructor's approval. Until you receive this approval, you are not allowed to commence your placement. For your practicum placement to begin formally, you will need to be officially registered for the course and have an approved placement contract.

Q2. Can I register for another section of 598 in the following term when I cannot finish all the practicum course requirements such as the required client contact and group hours in one term?

- Yes, you can. As long as you will be engaged in a practicum placement with an approved contract, you will need to stay formally registered for the course, for academic, professional, and legal (liability insurance coverage) reasons, until you have completely met the CNPS 598 course requirements.

Q3. Is it possible to start my full-time practicum during a period (e.g., July-August) when there is neither regularly scheduled classes nor an assigned instructor?

- Yes, it is possible, but you must first register for and attend a spring (April-June) section of CNPS 598 if no regular (vs. phantom) section is available for July and August. For example, you may have an approved practicum contract according to which you are expected to start your field practicum starting in July. In this case, you are required to enroll in a spring section first, and attend all the scheduled classes on campus, whether or not you are seeing clients during this period. You will then enroll in a special ("phantom") section of CNPS 598 for July and August for continuous registration. In other words, you cannot be in a phantom section, without having been in a regular section of this course. *(If you have to make an early start of your placement in August instead of September, please contact the Director of Training.)*

- The instructor of your spring term section will act as your faculty supervisor during the July-August period. That is, you will continue to be supervised by the same course instructor (in case of his/her absence from campus, a designated faculty member will act as a faculty supervisor) during this period. Because there will be no classes in the summer, you will have no opportunity to make within-class case presentations as required for the course. You and the instructor are expected to make necessary arrangements, and make a formal agreement signed by both parties regarding your fulfillment of the course requirements during the summer term.

Q4. Is it possible to start my practicum placement some time during an academic term and not at the very beginning of the term?

- Yes, it is possible. However, you are expected to attend and participate in all practicum seminars from the beginning, regardless of when you plan to begin your field placement and whether or not you are actually seeing clients at any point during the term. In other words, you are not allowed to skip classes while waiting to begin your practicum placement, or even after you have met all the course requirements.
- A separate policy applies regarding your required class attendance if you have completed one full term of a practicum section and are continuing to enroll in another term; it will be discussed in a later section, entitled: “Regarding Extended Practicum and Course Registration.”

Q5. May I stop going to practicum classes on campus once I have completed all the course requirements?

- No, you may not if this is your *first* practicum section. You are expected to attend all classes until the end of the full term. If you are a continuing practicum student and this is your *second or third* practicum section and if you have met the *practicum class attendance exemption criteria*, you may be allowed to skip the regularly scheduled classes. Please see a section below on this alternative arrangement.

Q6. Is it possible to do my practicum outside the Lower Mainland?

- No. Only under special circumstances that prevent you from finding a suitable practicum site in the Lower Mainland of B.C., could you seek the instructor’s approval of your “out-of-town” practicum placement proposal. It is a complicated issue, and requires both practical arrangements and coordination for your class participation and an instructor’s site visit. It is expected that you arrange to cover the course instructor’s travel and accommodation expenses for his/her placement site visit. The University does not cover travel or accommodation expenses outside the Lower Mainland B.C. It is also your responsibility to arrange for your regular class participation in consultation with, and with the approval of, your course instructor.

Q7. Can I use my work site as a practicum placement site if I can find a field supervisor?

- Yes, if you can demonstrate successfully to the course instructor or the Training Director that you have cleared any and all potential and anticipated ethical and practical issues in a responsible and professional manner. First, you need to prepare a practicum contract and identify a qualified and appropriate person willing to serve as your field supervisor. You are advised not to use a colleague of yours as your supervisor, due to ethical issues. Issues such as dual relationship, conflict of interest, and boundary issues must be dealt with successfully. Consider the following:
 1. Relationship. You are expected to identify a field supervisor who has an arm's length professional relationship and can maintain an evaluative and supervisory role during your practicum placement. Identify a professional who can supervise you regularly in your work setting and clearly understands and supports the nature of the supervisor-supervisee relationship. Such an individual is not expected to have a casual social relationship or a collegial relationship with you during this period, to keep the supervisory relational boundary clear.
 2. Your role as trainee. Your employer should be clearly aware of this supervisory arrangement with the identified professional, and be willing to support it. Regardless of your employment status, this arrangement should be clearly understood and acknowledged by your employer, the supervisor, and those who work with you that you are doing your field practicum as a partial fulfillment of the requirements for your master's degree. This accurate and non-misleading representation (vs. misrepresentation) of your role and position is an ethical obligation on your part; see the Canadian Counselling Association's *Code of Ethics*.

Q8. Can I apply the hours (3 hours per class) associated with my attending on-campus practicum seminars toward the min. 300-hour requirement for professional service and preparation activities?

- Yes, you can. You need to let your field supervisor know that this is the case. Needless to say, if you miss a practicum class, you will not count the hours.

Q9. Can I stop going to my practicum site as soon as I have reached the minimally required client contact hours based on my practicum contract?

- Not really. You and your field supervisor must discuss and agree on when should be the last day of your practicum placement at the site sufficiently in advance. You are ethically and professionally obliged to consider client well-being which might be affected by your early termination, and appropriately address the anticipated effects and implications of terminating your clinical work at your practicum site. This is so, especially when your termination will require making appropriate referrals of your clients to other professionals, when your clients are not psychologically or emotionally prepared to terminate their helping relationships with you, when your clients' well-being might be compromised, and/or when client access to continued support and clinical services has not been explored and addressed appropriately yet. There may be other practical and organizational matters to be addressed before your

practicum termination, and you are required to consult with your field supervisor on these issues. *Practicum Termination Form* must be completed and submitted to UBC.

The 1-year Completion Rule

The time frame for completing all the practicum requirements is expected to be within a one-full-year length at the longest, which consists of three academic periods (September-April, April-June, July-August). The September-April section of CNPS 598 meets *bi-weekly* for on-campus classes (i.e., practicum seminars) taught by a CNPS faculty member. You may begin your approved field placement any time, but must be formally enrolled in the course and attend all the scheduled classes on campus, during the course enrollment period, unless otherwise arranged with, and approved by, the course instructor. You will not be allowed to enroll in a practicum section part way. We strongly advise that you complete most of the required clinical hours and assignments in the first section in which you are enrolled. Although we accept multiple placements, you are advised to have one “main placement” where you achieve the majority of the required hours with an instructor’s site visit.

	Practicum Enrollment Periods ^{Note1}			Faculty responsible for tracking student progress, submitting final grades ^{Note3}
	<u>1st Period</u>	<u>2nd Period</u>	<u>3rd Period</u>	
Schedule 1	Fall-Winter			Fall-Winter term instructor
Schedule 2	Fall-Winter	Spring		Spring term instructor
Schedule 3	Fall-Winter	Summer ^{Note2}		Fall-Winter term instructor
Schedule 4	Spring			Spring term instructor
Schedule 5	Spring	Summer ^{Note2}		Spring term instructor
Schedule 6	Spring	Summer ^{Note2}	Fall-Winter	Fall-Winter term instructor
Schedule 7	Spring	Fall-Winter		Fall-Winter term instructor
Schedule 8 ^{Note4}	Spr or Sum	Fall-Winter	Spr or Sum	2 nd Spring term instructor

Note 1. Fall-Winter: Sept.-Apr., Spring: April/May-June, Summer***: July-Aug.

Note 2: Because no formal classes will be held in the summer term in the current schedule, students starting their practicum in the summer are expected to enroll in the spring section and attend classes, remain under faculty supervision during the summer, and make necessary arrangements with the spring term instructor re: course requirements.

Note 3: The most recent faculty members are responsible for submitting final course grades. They will also keep track of student progress in their fulfillment of the practicum course requirements. If the course instructor is a sessional instructor and he/she becomes unavailable for continued supervision and/or tracking student progress and/or submitting final grades, the Director of Training or another designated regular faculty will succeed such responsibilities.

Note 4: In Schedule 8, doing the second Spring-and/or-Summer term in the following year is acceptable; see *Note 2*. This will constitute the longest completion cycle. However, students are expected not to extend their practicum beyond this point.

The Practicum Field Supervisor (Site Supervisor)

You need to obtain a short CV of the field supervisor to indicate his/her academic and professional backgrounds, and professional affiliation and memberships. You may instead use the *Field Supervisor Qualification Summary Form*. Attach it to your practicum placement contract proposal, to be submitted to your course instructor for approval.

1. Required Qualifications

The following criteria need to be met to qualify to act as practicum field supervisors for our students enrolled in CNPS 598:

1. Having graduated with a master's or doctoral degree in counselling psychology (or a related area with equivalent qualification including appropriate certifications and/or licenses), from an accredited university or an acceptable degree granting educational institution. (A person without a completed graduate degree cannot supervise a practicum student.)
2. Having min. 2 years of full time pertinent professional work experience, or an equivalent amount of work within the past 5 years, as a counsellor or in a similar professional capacity
3. Having reputed competence (i.e., clinical skills, knowledge, and awareness) in counselling practice and in areas pertinent to the practicum student's learning objectives
4. Commitment to honouring and abiding by a professional code of ethical conduct of a pertinent professional organization (e.g., Canadian Counselling Association, American Counseling Association, Canadian Psychological Association, American Psychological Association, B.C. Association of Clinical Counsellors).
5. Being not currently under investigation regarding professional malpractice or the breach of ethical codes of conduct.

2. Expected Roles and Responsibilities

It is expected that the field supervisor:

1. is designated, and supported by his/her employer and other staff, to supervise a practicum student as part of his/her work
2. has no unresolved conflict of interest, and no unresolved dual relationship other ethical issues that might interfere with his/her supervisory role and responsibilities in relation to the practicum student

3. understands the specific practicum requirements as specified in the current CNPS 598 course outline
4. ensures that the practicum student will have sufficient direct contact hours and professional preparation and activity hours, as specified in the practicum contract, to meet the course requirements
5. will be available to provide minimally weekly one-hour individualized supervision (one-hour individualized supervision per week for a full-time placement; acceptable optional supervision format: one supervisor to two trainees per session) and to offer additional supervision and consultation when necessary, in order to support, guide, and supervise the student and to facilitate student professional development throughout the practicum placement period
6. carries no more than two practicum students or clinical trainees concurrently under his/her supervision, unless the supervisor receives institutional support for taking extra time to supervise more than two trainees as part of his/her job
7. offers professional guidance for the student on an on-going basis and to monitor the student's clinical performance and written works (e.g., case reports and assessment) throughout the practicum placement period as contracted
8. offers informal evaluative feedback on the student's performance during the practicum placement and also a formal written evaluation at the end of it
9. will be available to meet with a faculty supervisor (i.e., practicum course instructor) to discuss student progress and relevant professional issues
10. honours the approved practicum contract among the student, the field supervisor, and the UBC course instructor (and/or the Director of Training)

3. Additional Expectations

The field supervisor is expected to ensure that the practicum student has:

1. the opportunity to become familiar with a variety of professional activities other than direct service (e.g., record keeping, supervision, information and referral, in-service, case conferences, and staff meetings)
2. the opportunity to become familiar with a variety of professional resources (e.g., assessment instruments, technologies, print and multimedia, professional literature and other information)
3. the opportunity to develop program-appropriate audio and/or video tapes of student clinical work for use in supervision, unless taping of counselling sessions is prohibited at the site or deemed inappropriate or counter-therapeutic

by the practicum field supervisor

4. Privileges

Some of the privileges of serving as a field supervisor for a UBC counselling psychology practicum student are:

1. Playing a significant role in, and contributing to, the practicum student's professional development
2. Having opportunities to engage in mutually stimulating discussions and information exchange with a student from our Program
3. Having access to a UBC library card, valid until the end of August of each year (*Note: The course instructor sends a list of students' field supervisors to the UBC Library at the beginning of each term. Each field supervisor on this list, who wishes to obtain this privilege goes to the Library counter and applies for the issuance of a library card.*)
4. Invitation to educational and professional events, from time to time, sponsored by the Department (e.g., counselling colloquia series and other professional development opportunities; colloquia announcements to be communicated to field supervisors by practicum students), as well as invitation to join a professional community advisory board to offer advice and suggestions to our Program
5. Possible recognition by the Department as a professional associate (*Note: There are departmental application procedures for the associate and adjunct membership status for qualified field supervisors with marked contributions to our Program. "Associate" membership and "Adjunct" faculty status are not automatically given, and candidates must meet the criteria for faculty recommendation for, and departmental approval of, such appointments. For more details, please contact the CNPS Area Coordinator or the Director of Training.*)

Practicum Seminars, Practicum Locations, and Site Visits

1. Students are required to attend all the scheduled practicum seminars on campus (i.e., a total of 11 to 13 sessions *biweekly* during the September-April Term, and *weekly* during the April-June Intersession Term).
2. Practicum sites must be in the Lower Mainland B.C. to allow the UBC practicum supervisor to make site visits readily and easily. The distance between UBC and a practicum location should not hamper the student from attending the practicum classes on campus regularly as required. (If there should be a special arrangement to be made *only under exceptional circumstance*, a written request must be submitted and permission needs to be obtained from the Director of Training in advance.)
3. The course instructor makes at least one site visit in person during the course period to meet with the student's field supervisor, to discuss student progress and any pertinent matters, and to observe the practicum facilities and support services on a guided tour and assess the suitability of the conditions for a student practicum placement. The student may be invited to participate in a discussion on student performance at the field supervisor's agreement. In addition, the course instructor also makes telephone contacts with the field supervisor when necessary. The student is expected to coordinate the meeting time and place for a site visit.
4. In the case of the student having more than one practicum site, the course instructor has an option to make additional site visits. Generally, the instructor visits the student's primary practicum site once.
5. If the student continues his/her placement at the same site with the same field supervisor in the second term, and if the instructor for the first term section has already made a site visit, the current instructor and the field supervisor can have an option not to do another site visit but instead to discuss student progress over the phone.
6. If the field supervisor requests a meeting in person with the course instructor or if such a need arises, a site visit may be arranged at any time during the student placement. A special site visit and meeting with the field supervisor may also be initiated by the student.
7. The field supervisor will be asked questions regarding: (a) the practicum student's current clinical performance (e.g., strengths, limitations, areas for growth, specific performance incidents), (b) professionalism and ethical conduct, (c) responsiveness to supervisory feedback and guidance, (d) relationships with clinical and support staff, (e) clinical task performance (e.g., record keeping, assessment reports), (f) professional development opportunities offered at the placement, (g) level of student preparation for clinical service at the placement, and (h) suggestions and feedback to the UBC Counselling Psychology Program.

Insurance Coverage

U.B.C. has a liability insurance coverage policy, and all students who are officially enrolled in university courses are covered while engaged in University activities; see below. It is optional for the student to have an additional insurance coverage through professional organizations (e.g., Canadian Counselling Association, B.C. Association of Clinical Counsellors, and Canadian Psychological Association).

U.B.C. Liability Coverage Confirmation Letter (Scanned)

THE UNIVERSITY OF BRITISH COLUMBIA



Treasury
2336 West Mall
Vancouver BC Canada V6T 1Z4
Tel: (604) 822-4648
Fax: (604) 822-1224

May 2, 2002

TO WHOM IT MAY CONCERN

Re: Confirmation of General Liability Coverage – UBC students

This will confirm that students from The University of British Columbia's School of Educational & Counselling Psychology while on practicum or work study placements are covered under the University's general liability insurance program.

Coverage is in an amount of \$5 million dollars per occurrence and is provided under a policy issued by the Canadian Universities Reciprocal Insurance Exchange to The University of British Columbia.

Please do not hesitate to contact the writer if further clarification is required.

Yours truly,

A handwritten signature in black ink, appearing to read "John Welch".

John Welch
Risk and Insurance Manager
(604) 822-2661

Course Requirements

1. Practicum Contract

- (1) Initial submission of the practicum contract to the faculty instructor (or Director of Training if a faculty instructor is not available) for pre-approval
- (2) The practicum contract must contain the following information:
 - (a) student name (student number, telephone numbers, e-mail address)
 - (b) practicum placement name, location, contact number
 - (c) practicum duration (beginning and ending dates, and placement hours)
 - (d) field supervisor's name, position, e-mail address, contact TEL number(s) at the practicum site, alternative contact number for urgent matters
 - (e) rationale for placement
 - (f) nature of counselling tasks and other practicum activities (types of clients, assessment opportunities, nature of groups, professional activities, in-service training opportunities, etc.)
 - (g) supervision arrangements (including: specific hours of supervision per week, time, location, supervision format, use of AV equipment)
 - (h) expected outcomes
 - (i) other relevant information
 - (j) names and signatures of: student, field supervisor, UBC supervisor, and date
 - (k) (as an appendix) field supervisor's academic degree and discipline area, convocation year, educational institution, professional experience
- (3) Approval of the contract by the CNPS 598 supervisor and the field supervisor (signatures required)
- (4) Submission of the signed contract to: (a) Director of Training, (b) CNPS 598 course instructor, and (c) field supervisor
- (5) In case of having multiple supervisors at multiple practicum sites, prepare one contract per site.

2. Documenting Practicum Hours

- (1) Please document all relevant hours. The fulfillment of the min. 500-hour requirement consists of the following three components:
 - (a) min. 160 service hours of direct contact in individual counselling
 - (b) min. 40 service hours of direct contact in group counselling

- (c) min. 300 hours in professional activities such as: preparation and service work other than direct contact hours and attending practicum classes on campus
- (2) Missed sessions, by client no-shows or cancellation, do not count toward direct contact hours.
- (3) Intake and assessment sessions count toward direct contact hours.
- (4) Facilitated (or co-facilitated) psychoeducational group sessions count toward direct contact hours. Observing or attending someone else's facilitated group does not count as services hours, but may constitute professional hours.
- (5) Professional activity and preparation time includes, with your field supervisor's approval, various types of preparatory, learning-oriented, and other professionally relevant contact hours, including but not limited to:
 - (a) reading case notes and relevant information
 - (b) attending on-campus practicum seminars
 - (c) discussion of cases or relevant clinical issues with colleagues or the field supervisor
 - (d) contacts with allied professionals regarding clients
 - (e) attending professional meetings on site or at other locations
 - (f) attending conferences and professional development seminars
 - (g) taking case notes or writing reflective notes
 - (h) listening to the tape-recording of a counselling session or watching a videotape of a session
 - (i) studying professional documents, journal articles, and books or watching educational videotapes for the purpose of enhancing clinical skills, client understanding, and/or enhancing own professional development
 - (j) arranging for appointments (e.g., telephone contacts with clients)

3. Presentations and Written Assignments in Practicum Class

- (1) One individual case presentation (oral, length to be set by the instructor)
- (2) One case study report (length to be set by the instructor)
- (3) One group case presentation (oral, length to be set by the instructor)
- (4) One written group analysis (length to be set by the instructor), optional to use the format of *Group Experience Summary Report* accompanied by *CNPS 598 Group Work Process Summary Form*, in lieu of a group case study report, covering: (a) student performance as group leader/co-leader, and (b) analysis of group process and design

4. End-of-practicum Reports

- (1) Student's evaluation of the placement experience, covering the following three points (3-5 pages, double-spaced):
 - (a) reactions to the placement
 - (b) what the student has learned
 - (c) implications for development as counselor

- (2) Student's final report evaluating the course experience and professional self development, addressing the following points (4-8 pages, double-spaced):
 - (a) evaluation of the course experience
 - (b) assessment of self as counsellor
 - (c) goals for future development

5. Logging of Practicum Hours

Students are required to enter specific information regarding practicum activities; see attached forms.

6. Field Supervisor's Final Evaluation Report

Upon completion of the field placement at a given site, the field supervisor is required to complete the evaluation form and mail it back to the UBC course instructor. (If the course instructor is a sessional instructor and will not be available to receive correspondence after the term, it should be mailed to the Director of Training).

8. Entering Grades

The instructor must have received all the written assignments (including the above end-of-practicum reports), log sheets, the Practicum Termination Form, and the final evaluation report(s) from the respective field supervisor(s) before submitting a "Pass" grade to the Department. The assigned instructor maintains a practicum student file with a checklist of completed and outstanding requirements and a record of a required practicum site visit(s).

9. Class Attendance Requirement

Please note that attendance at the on-campus practicum seminars is mandatory. Missing practicum seminars will have serious consequences on students' successful completion of this course. (CNPS Area decision: 2009-2-20)

Regarding Extended Practicum and Course Registration

Some students may not be able to complete the practicum requirements in one term, and may be required to re-register for the course for another term or multiple terms until such course requirements are fulfilled. Note that formal course registration guarantees that you as a UBC student will be covered by the University's liability insurance policy. Failure to be formally enrolled in a practicum section has academic, legal, ethical, and professional implications. If you think you will need to be enrolled in a regular or special ("phantom") section of CNPS 598 in the next term, please let the course instructor and the graduate secretary in charge of CNPS Programs know. It is your responsibility to initiate necessary arrangements for practicum course enrollment in subsequent terms.

Here are some critical guidelines for you to observe, in terms of student class attendance, completion of course assignments, formal course registration, placement contract renewals and revisions, faculty site visits, and other related matters. The purpose of this document is to clarify the current teaching and administrative practices and what is expected of the enrolled students.

A. Regular Course Re-registration

1. ***The 125-hour cut-off rule.*** You must re-register for a regular section of CNPS 598 for full 6 credits, if you have less than 125 direct client contact hours (group and individual hours combined, of the currently required 200 hours (160 individual and 40 group hours). That is, the min. cut-off point is the 63% mark of the minimally required 200 hours. Re-registration (i.e., registration for another section in the subsequent term) needs to be done by the graduate secretary for the Counselling Psychology Graduate Programs (currently Ms. Karen Yan at 604-822-6371).
2. ***Special (phantom) section registration.*** You may register for a phantom section, with instructor approval, if you have already completed min. 125 documented direct contact hours and have completed required case presentations (one individual counselling case and one group case) and submitted written case reports, and a site visit by the instructor has been done. This is discussed in the following section.
3. ***Official course registration requirement.*** Needless to say, if you are not officially enrolled in a section of CNPS 598 yet, you are not considered to be doing your practicum for the course. No academic credit will be given for your clinical work during such a period. Nor will you be covered by the University's liability insurance policy unless you are formally registered for the course.
4. ***The class attendance exemption rule.*** You are expected to attend all practicum classes and participate fully in class activities until the end of the course term in your first regular practicum course. On the other hand, the class attendance requirement may be exempted, with the instructor's assessment of the situation and his/her permission, if you have been enrolled in a regular practicum section as your second or later term, have completed the case presentation and report requirements, and have reached the 125th hour in your documented direct contact hour log book. Note that

- this exemption for direct class attendance is not automatic. You need to make sure that you discuss the current progress with the practicum instructor and obtain his/her approval for not attending further classes. (In this case you must show the instructor an appropriate record documenting the min. 125 hours.)
5. ***Faculty supervisor responsibilities.*** Whether or not you have reached the point of being exempted from attending further classes on campus as discussed above (i.e., the 125-hour rule), the current course instructor will: (a) continue to be your faculty supervisor overseeing your practicum experience and progress, (b) maintain communication with your placement field supervisor(s), and (c) remain responsible for your practicum course enrollment and meeting the course requirements until the term end or until your next practicum section in the new term will start (in which case, the next practicum instructor will take over the responsibility). When the above faculty will not be available temporarily to act as your faculty supervisor, another faculty or the Director of Training may be identified as an alternative faculty supervisor.
 6. ***Term-end grade entry.*** A course grade of “Complete” will be entered at the end of the course term upon successful completion of all the requirements. Even when/if you have completed all requirements before the end of the term, your grade will not be entered until your course section is officially finished. (*Note:* However, if you are enrolled in a phantom section, this will not apply, and the course instructor will enter a “Complete” grade upon full completion.)
 7. ***New, revised, and/or amended contract requirements.*** If you will be doing a practicum at a new site and/or with a new field supervisor, or under a new condition, you will need to prepare a new practicum contract, a revised contract, or an amendment to the existing contract, whichever is most suitable, to accurately reflect the current terms of engagement. Such a document needs to be approved of by the instructor and signed by the student, field supervisor, and course instructor, before you start seeing clients.
 8. ***Faculty approval of practicum contracts.*** When the course instructor is not available to examine and approve of a new (or revised or amended) practicum contract, you must approach the Director of Training responsible for practicum coordination or his/her deputy for an authorizing signature.
 9. ***The non-counting rule for unapproved hours (hours accumulated prior to full approval).*** Without the course instructor’s approval or that of the Director of Training, the hours accumulated at a new practicum site may not be counted toward your practicum fulfillment. Please treat each practicum placement contract seriously as a formal agreement among the signing parties.
 10. ***The instructor site visit requirement.*** An instructor site visit is required in each course term. As a general rule, the min. number of faculty site visits is one per term for each student, whether or not you are doing your extended practicum at the same site and your *previous* section’s instructor has done a site visit at the same place. (However, students enrolled in a phantom section will not have a faculty member’s site visit during this period, unless it is deemed necessary and so requested by a student, his/her field supervisor, practicum instructor, and/or the Director of

Training.)

11. ***The class assignments exemption rule.*** You are expected to complete all requirements in the new practicum section for which you are currently registered, except when the following conditions apply:
 - Have you already submitted an individual case study report? (If “yes,” the submission of a written report is waived.)
 - Have you already submitted a written group analysis report (or an equivalent in an alternative documenting format)? If “yes,” the submission of a written report is waived. (Note that this group analysis report may be substituted by a compilation of session-by-session group work summary sheets, signed by you and the field supervisor.)

B. “Phantom” Section Registration

1. ***Continuous course registration.*** Continuous course registration is required for all students doing their extended practicum. You may register for a “phantom” section of CNPS 598, if (a) you have already completed 125 or more direct contact hours in your previous practicum section, and (b) you have already had at least one site visit by the course instructor, and (c) all the pertinent class assignments (e.g., case presentations and reports) have been completed.
2. ***“Phantom” section instructor.*** While registered for a phantom section, you will be assigned to a regular practicum section, and the instructor for that section will be responsible for on-going supervision, monitoring your progress, and assigning the final grade upon completion.
3. ***Interim (substitute) faculty supervisor.*** In case there should be no faculty available to offer supervisory and consultative support, another faculty may be identified and act as your interim faculty supervisor during the phantom section registration. The concurrent regular (non-phantom) practicum course instructor (or an alternative faculty assigned by the Director of Training under a special circumstance) may be asked to oversee the student progress and on-going and/or new practicum placement(s) until completion. The student’s practicum progress file will be passed on to this alternative faculty from your previous practicum course instructor, in this case.
4. ***“Phantom” section registration.*** Re-registration for a phantom section must be done by a graduate secretary in advance. Needless to say, if you are not officially enrolled in any section of CNPS 598, you are not considered to be doing your practicum for the course, and no academic credit will be given for your clinical work during such a period. (*N.B.* If you plan to graduate in May, you should NOT enroll in an intersession phantom section, because the official ending of such a phantom section will be after May and a “complete” grade for 598 cannot be entered before the May graduation application deadline.)
5. ***No classes to attend.*** You are NOT expected to attend practicum classes, although you are expected to maintain a regular and on-going supervisory contact with the

course instructor and guidance and support as needed. You must attend, however, the first practicum seminar for the section you have been assigned to, and meet with the course instructor to discuss your current progress and remaining course requirements to be completed.

6. **Course grade entry.** The faculty instructor or the Director of Training will enter a “Pass” grade upon completion of all the requirements. (You are responsible for maintaining contact with and informing the assigned faculty supervisor of your progress and course completion status. Please contact him/her upon completion of all the course requirements.)
7. **Practicum termination statement.** When you have reached the end of the practicum contract at a given placement, ask your field supervisor to sign the *Practicum Termination Form*, or to write a letter stating that you have successfully completed the contracted placement and are no longer considered a practicum student at such-and-such placement site as of such-and-such date. Submit it to the course instructor. If this is your final practicum placement and you have achieved the minimally required hours for completing CNPS 598, the submitted *Practicum Termination Form* will prompt the course instructor to check your practicum status and prepare to enter a ‘Pass’ grade upon confirmation of your successful fulfillment of all the course requirements including the receipt of the final evaluation report by the field supervisor. Any activities at this placement beyond the termination date and outside the approved practicum contract may not be covered by the University’s liability insurance.
8. **Post-practicum clinical work.** If you plan to continue being engaged in clinical work and seeing clients at any of your previous practicum sites, you will have to arrange for necessary liability insurance coverage and deal with all practical, legal, and professional issues with the sponsoring organization(s) and their administrators.
9. **New, revised, and/or amended practicum contracts.** If you will be doing a practicum at a new site with a new field supervisor or under a new condition, you will need to prepare a new practicum contract, a revised contract, or an amendment to the existing contract, whichever is most suitable, to accurately reflect the current terms of engagement. Such a document needs to be approved of by the faculty supervisor, and to be signed by the student, field supervisor, and faculty supervisor, before you start seeing clients.
10. **Alternative faculty signatures for practicum contracts.** When the course instructor is not available to examine and approve of a new (or revised) practicum contract, you must approach the Director of Training responsible for practicum coordination or his/her deputy for an authorizing signature.
11. **Non-credited practicum hours.** Without the faculty supervisor’s approval of a new, revised, or amended practicum contract or that of the Director of Training, the hours accumulated at such a new practicum site may not be counted toward your practicum fulfillment. Please treat each practicum placement contract seriously as a formal agreement among the signing parties.
12. **Non-requirement for a faculty site visit.** Generally, a faculty supervisor’s site visit is

NOT required during the phantom course registration, unless the faculty or the Director of Training considers it to be necessary or is requested by you or the field supervisor.

**Request for Permission to Be Exempted from Class Attendance:
Report of Having Passed the 125th Hour Mark in Client Contact Hours
(to be signed by both student and course instructor)**

From Practicum Placement Guide

The class attendance exemption rule. The class attendance requirement may be exempted, with the instructor's assessment of the situation and his/her permission, if you have been enrolled in a regular practicum section as your second or later term, have completed the case presentation and report requirements, and have reached the 125th hour in your documented direct contact hour log book. Note that this exemption for direct class attendance is not automatic. You need to make sure that you discuss the current progress with the practicum instructor and obtain his/her approval for not attending further classes. (In this case you must show the instructor an appropriate record documenting the min. 125 hours.)

To: CNPS 598 Course Instructor: _____

From: Student Name: _____

1. As shown in the accompanying documentation of my accumulated direct client contact hours, I have now exceeded 125 hours.
2. I have completed: (a) one individual case presentation, (b) one written individual case report, (c) one group case presentation, and (d) one written group work report.
3. This is my () second or () third term to enroll in a practicum section.
4. I hereby request your permission for me to be exempted from attending future practicum seminars on campus starting: Date: _____.
5. I have spoken with my field supervisor (Name: _____) about my request for class attendance exemption, and have received his/her approval of this arrangement.
6. I understand that (a) you will continue to be my faculty supervisor until the completion of all the course requirements, and (b) I am responsible for fulfilling all the course requirements and for regularly informing you of my progress and issues regarding my field placement.

Student Signature: _____ Date: _____

Instructor Approval Signature: _____ Date: _____

Practicum Termination Form
(to be signed by field supervisor & student and submitted to practicum instructor)

From Practicum Placement Guide (re: practicum termination statement)

“When you have reached the end of the practicum contract at a given placement, ask your field supervisor to sign the *Practicum Termination Form*, or to write a letter stating that you have successfully completed the contracted placement and are no longer considered a practicum student at such-and-such placement site as of such-and-such date. Submit it to the course instructor. If this is your final practicum placement and you have achieved the minimally required hours for completing CNPS 598, the submitted *Practicum Termination Form* will prompt the course instructor to check your practicum status and prepare to enter a ‘Pass’ grade upon confirmation of your successful fulfillment of all the course requirements including the receipt of the final evaluation report by the field supervisor. Any activities at this placement beyond the termination date and outside the approved practicum contract may not be covered by the University’s liability insurance.”

RE: Student’s Name: _____

I, _____ (field supervisor’s name), hereby certify that:

- (1) The above U.B.C. Counselling Psychology student has successfully completed the contracted practicum placement, where I have supervised this student, at:

Placement Name: _____

- (2) The above student is no longer considered to be a practicum student at this placement as of:

Date: _____

Is this the student’s final practicum placement? () Yes --- () No

Field Supervisor’s Signature: _____ Date: _____

Student’s Signature: _____ Date: _____

Items to be checked by CNPS 598 Course Instructor:

Date of receipt of this Form: _____

If this is the final placement:

- The student has submitted log sheets and a summary sheet signed by the field supervisor, and thus documented all hours and met the course requirements (160+40+300 hours).
- The final and positive evaluation report from the above field supervisor has been received.
- A “Pass” grade has been entered into the system.
- Special note: _____

Guidelines for Using Audio-visual Tapes for Supervision

In recent years, we have found a decreasing number of practicum placements which allow our practicum students to remove confidential video and audio tapes from their premises for educational and supervisory purposes. Although we recognize the educational value of presenting relevant video clips and playing portions of audio-taped counselling sessions during practicum seminars on campus or during consultations with the practicum course instructor, we now do NOT require the use of audio-visual tapes to accompany their clinical case presentations and discussions any longer.

However, it remains optional to do so, and students are advised of the following procedural and legal/ethical issues, should they choose to use audio-visual materials in their case presentations and discussions and/or in their consultation with the practicum course instructor:

1. There are a number of professional and legal issues regarding the use of audio-taping or video-taping in both field supervision and in the practicum seminar. All such issues must be cleared.
2. Permission to audio-tape or video-tape individual and/or group sessions must be obtained from individual clients and the sponsoring agency or educational institution. Obtain a written and signed consent by each client or his/her legal guardian.
3. Students must find alternative means of recording (other than audio- and video-taping) and presenting such session to ensure meaningful and productive supervision of the clinical work and evaluation of the student progress at their practicum site and during practicum seminars on campus.
4. Students must formally obtain the field supervisor's approval, and formal permission of the sponsoring agency or educational institution for removing audio-tapes and/or video-tapes of counselling sessions from the practicum site to practicum seminars held on campus.
5. Students must follow the procedural guidelines for removing and transporting confidential materials, as set forth by their sponsoring agency or institution, and be responsible for secure and confidential transportation of such tapes to practicum seminars on campus.
6. Students must follow specific guidelines or instructions set forth by the field supervisor or the sponsoring agency or educational institution for the storage or erasure of recorded video-tapes and audio-tapes.
7. Viewing of tapes by persons other than the client, counsellor, and field supervisor is permitted only under exceptional circumstances. Such confidential tapes should never be shown without the prior permission of the client and field supervisor and the approval of the director of the sponsoring agency or institution.

Making Referrals **(Field Supervisor Approval Required)**

Making referrals to other professionals requires the approval of your field supervisor. The sponsoring agency or institution may have specific referral policies, guidelines, and procedures. It is your ethical and professional responsibility to consult with your field supervisor and observe the procedural guidelines for client referrals.

At an early stage of your practicum placement, make sure you inquire about and become familiar with the referral practice and clarify your role and responsibilities as a practicum student. Each agency or institution has its own referral policy and set of criteria for determining the appropriateness of referring clients or inquirers to different professional services.

Client Load: An Example

In doing three 7-hour days practicum, an appropriate counselling load would entail the following activities. These guidelines are only suggestions, and the ultimate determination of client load rests with each student's field supervisor in charge.

1. 7 to 10 individual counselling sessions, plus an on-going group counselling session (1-2 hours) per week.
2. One-hour individual supervision session with the field supervisor
3. 1 or 2-hour group supervision session every other week
4. 1-3 hour professional case conference or professional development workshop per month
5. 3 hours every other week for attending a practicum seminar on campus in the September-April term, or 3 hours every week during the intersession term
6. 4+ hours per week may be allotted for such purposes as interview preparation, case report writing, face-to-face and telephone consultation with other professionals, participation in professional development activities, client assessment, and the preparation of case presentations for seminars and supervision sessions.

Ethical Guidelines

Canadian Counselling Association's Code of Ethics

Our Master's Program is accredited by the Council of Accreditation of Counsellor Education Programs (C.A.C.E.P.) whose umbrella organization is the Canadian Counselling Association (C.C.A.). We adhere to the C.C.A.'s *Code of Ethics*, as well as to the Canadian Psychological Association's and the College of Psychologists of British Columbia's ethical guidelines in our master's and doctoral programs.

The following is the web site where you can read or download the latest version of the Code of Ethics (2007 January version), approved by the C.C.A.

<http://www.ccacc.ca/ECOJAN07.pdf>

The C.C.A.'s *Code of Ethics* provides important information and a useful conceptual framework for understanding and addressing ethical issues pertinent to your clinical and professional work and relationships.

The *Code* offers six ethical principles, which are: (a) beneficence (promoting clients' best interest), (b) fidelity (honouring commitments to clients and maintaining integrity in counselling relationships), (c) nonmaleficence ("do no harm"), (d) autonomy (respecting client rights to self-determination), (e) justice (respecting client dignity and just treatment), and (f) societal interest (being responsible to society).

The *Code* offers an important and articulated process of making ethical decisions and resolving ethical dilemmas, of which all practicum students and counselling practitioners need to be aware. It delineates specific steps to follow in this regard.

The *Code* addresses the issue of professional responsibility in 11 areas:

- (1) General responsibility for maintaining high levels of professional competence and ethical behaviour
- (2) Respect for legal, civic, and moral rights of others including clients, students, and research participants
- (3) Boundaries of professional competence and referral responsibility
- (4) Willingness to seek supervision and consultation on professional issues and areas of uncertainties
- (5) Accurate representation of professional qualifications and responsibility for correcting and avoiding misrepresentation
- (6) Ethical responsibility to counselors and other professionals
- (7) Responsibility to approach and resolve, informally if appropriate and feasible, other counsellors about their unethical behaviour

- (8) Responsibility to clients who report complaints about unethical conduct of other counsellors
- (9) Not supporting or engaging in sexual harassment
- (10) Respecting diversity and being sensitive to diversity issues
- (11) Responsibility for offering or presenting counselling services and products to conform to this *Code*

The *Code* specifies counsellors' ethical obligations in counselling relationships in the following 19 areas:

- (1) Primary responsibility to respect clients' integrity and to promote client well-being.
- (2) Confidentiality and exceptional circumstances for breaching confidentiality (e.g., imminent risk and danger to clients and/or others, legal requirement for presenting confidential material, minors in need of protection)
- (3) Duty to warn individuals who might be threatened or harmed by clients
- (4) Clients' rights and informed consent about counselling and intervention goals, purposes, techniques, procedures, limitations, and potential risks and benefits, as well as the implications of diagnosis, assessment, fees and fee collection arrangements, and limits of confidentiality
- (5) Informed consent by children and persons with diminished capacity, and the role of the parent or the legal guardian in giving consent
- (6) Responsibility to secure confidential records and to dispose of them
- (7) Clients' right to access their counselling records
- (8) Avoidance of entering or creating dual relationships with clients
- (9) Respecting diversity and not engaging in discrimination
- (10) Responsibility to consult with professionally competent individuals about clients while observing client confidentiality and avoiding the creation of a dual relationship between the client and the consultant
- (11) Counsellor accountability for any relationships with former clients, and the requirement for professional consultation on such issues
- (12) Responsibility to avoid any type of sexual intimacies with clients and not to counsel individuals with whom counsellors had a sexual relationship, and the requirement for professional consultation on such issues
- (13) Addressing conflicts and issues and making professional decisions about seeing multiple clients who have a relationship
- (14) Responsibility to address issues associated with having multiple helpers for the same client
- (15) Ethical responsibilities for appropriate screening and briefing group counselling participants and safeguarding group members

- (16) Responsibility for appropriate use of computer applications in counselling services
- (17) Ethical delivery of services by telephone, teleconferencing, and internet
- (18) Appropriate referral of clients to other professionals and suggesting appropriate alternatives to clients
- (19) Responsible termination of counselling relationships and facilitating client continued access to counselling services by others and appropriate alternative services

The *Code* offers valuable instructions and recommended procedures regarding ethical conduct and problems in other significant areas such as:

1. Consulting and private practice
2. Evaluation and assessment
3. Research and publications
4. Counsellor education, training, and supervision.

Practicum students and their field supervisors are invited to study and discuss the *Code of Ethics* and explore issues pertinent to students' case load and professional development needs and challenges.

Case Report Preparation Guidelines: Sample 1 (Shorter Version Sample)

Note: The course instructor will give you specific instructions regarding a case report assignment, and might give you an alternative reporting format or set of guidelines.

I. Purpose:

1. To provide experience in writing case studies
2. To increase self-knowledge and awareness
3. To enable the practicum supervisors to better understand students, so as to be able to offer better instruction and supervision
4. To assess students' skills in the interpretation and utilization of test results

II. Suggesting Headings. These are meant to indicate areas of major importance and not meant to be the exact heading or to be restrictive

1. Identification data
2. Statement of the problem - what questions are to be answered through the case study?
3. Home and family background
4. Developmental history
5. Work history
6. Educational history
7. Health history
8. Social emotional adjustment
9. (If applicable) Use of tests and assessment interviews (*Note: Both administration and reporting on tests and assessment interviews should be closely supervised by qualified supervisors and/or other professionals, and must conform to the professional code of ethics.*)
 - (a) Indicate all tests taken and give all meaningful data.
 - (b) Observations of behaviour during testing.
 - (c) Interpretation as a major section. Account for test score discrepancies.
10. Summary, conclusions and recommendations. All aspects of the case study should be integrated in terms of the questions to be answered and the goals to be realized. A case study should essentially always contain a prognosis and recommendations as to what the significant persons in the subject's life might do to help him/her realize meaningful, realistic goals.

Case Report Preparation Guidelines: Sample 2
(Longer Version Sample)

Case Presentation and Case Report Preparation Guideline

(Developed by Ishu Ishiyama, 1995/1997/2006rev)

Case Name or ID Code: _____

Report Date: _____

Client Name Used Here: Pseudonym Real name

A. Personal Background

1. Basic client information:

- (1) Name
- (2) Sex
- (3) Age
- (4) Date and place of birth
- (5) Ethnicity
- (6) Marital status
- (7) Socioeconomic status
- (8) Additional information

2. Educational background

3. Career background:

- (1) Current occupation
- (2) Work history
- (3) Training and qualifications
- (4) Major career change history including unemployment
- (5) Others

4. Current residence: address, telephone number, rental/owned, and names of cohabitants:

5. Health background:

6. Family background:

- (1) Information re: parents, siblings, significant other members of (extended) family
- (2) Family tree or geneogram
- (3) Current and past family dynamics and intergenerational issues
- (4) Cultural and bi-cultural factors within family
- (5) Significant life events involving family

7. Cultural and religious background of the client and client family:

- (1) Past
- (2) Present

8. Significant life events

- (1) Abuse
- (2) Accidents
- (3) Relocations
- (4) Health problems
- (5) School problems
- (6) Relationship issues and recurring patterns
- (7) Success and accomplishments
- (8) Criminal record
- (9) Others:

B. Counselling Information

1. Referral source and past professional help received:

2. Initially presented problems, as described by client:

3. Intake interview date and interviewer name:

4. Number of sessions (after intake interview):

5. Last session date:

6. Current status:

- (1) In progress
- (2) Terminated
- (3) To be referred (if so, to whom and why?)

7. Termination process and dynamics noted by the client's counsellor
8. Client session attendance pattern: regular, missing without notice, etc.
9. Testing information: Type and results of tests

C: Intake Interview and Initial Case Conceptualization

1. Counsellor impressions of client behaviours and manner of relating to the counsellor:
 - (1) Openness
 - (2) Defensiveness
 - (3) Displayed emotions
 - (4) Level of self-awareness
 - (5) Responsiveness to counsellor (verbal and non-verbal)
 - (6) Articulateness
 - (7) Psychological mindedness (i.e., ability to think and process in psychological terms)
 - (8) Evasiveness and avoidance of certain topics
 - (9) Dependency
 - (10) Willingness and ability to express and personalize feelings
 - (11) Significant non-verbal behaviours
 - (12) Transference
 - (13) Counsellor-client compatibility
 - (14) Others: _____
2. Assessment of client problems: Assessment methods, rationale, and results
3. Causal analysis of client problems: Hypotheses on functional and etiological causes
4. Initial counselling goals from client and counsellor perspectives
5. Counsellor impression of client help-seeking attitudes and history

6. Client willingness to return for counselling after the intake session
7. Sources of client's self-validation and related issues (see Ishiyama's 1995 reference on the *Self-validation Model* regarding the five psychological thematic areas and the use of *validationgram* in counselling):
 - (1) Security, comfort, and support
 - (2) Self-worth and self-acceptance
 - (3) Competence and autonomy
 - (4) Identity and belonging
 - (5) Love, meaning, and fulfillment in life

Source: Ishiyama, F.I. (1995). Use of validationgram in counselling: Exploring sources of self-validation and impact of personal transition. *Canadian Journal of counselling*, 29(3), 134-135.

8. Sources of client validation (identified by the use of the *validationgram* activity):
 - (1) Relationships
 - (2) Activities
 - (3) Places
 - (4) Things
 - (5) Values and Life Themes (e.g., personal and spiritual values, psychological and life themes)
9. Counsellor's case conceptualization and visual case processing (use of metaphoric drawings)

Source: Ishiyama, F.I. (1988). A model of visual case processing using metaphors and drawings. *Counselor Education and Supervision*, 28, 153-161.

**Group Experience Summary Report Form
(Optional Reporting Form)**

Practicum students may use this form, instead of a group case study report format, to document their descriptions, conceptual analyses, and exploration of their facilitation work experience with a chosen group. This report may be used for both on-campus practicum class discussions and for on-site supervision sessions with their field supervisors.

Student Name: _____ **Report Submission Date:** _____

1. Name of group:

2. Location:

3. Field supervisor for student group work, and contact information:

- Name: _____
- Phone: _____
- Address: _____
- E-mail: _____

3. Group member recruitment process and selection criteria:

4. Number and description of participants:

5. Leadership responsibility:

() solo, () co-leader/shared, () senior/primary, () junior/secondary, () other: _____

6. Group goals and objectives:

7. Type of group: () open, () closed, () other: _____

8. Total number and hours of facilitated sessions for this group: ___ session, ___ hours in total

9. Summary of group sessions: Use *Group Work Process Summary Form* (Attach copies.)

The above summary report has been checked and approved by my field Supervisor:

Field Supervisor's Signature _____ ***Date:*** _____

CNPS 598 Group Work Process Summary Form

CNPS 598 Group Work Process Summary Form 2007-3-29

Group Work Process Summary Form (update: 2007-3-29)		
Session Summary of Group Work Experience and Process Analysis*		
Name of Group: _____		*Total # of sessions reported: () sessions
Student: _____	Site Supervisor: _____	
#	Date & Time	Group Info* Summary of Student's Process Observation and Analysis
* Indicate: student role (solo, senior, junior, co-leader), # of participants, other facilitator(s) present, other pertinent information.		

Sample Practicum Contract Form
(Simplified Contract Sample Form)

Detailed descriptions and explanations to be included in this contract will require more space than shown below. See the *Practicum Contract Package Submission Checklist*.

CNPS 598: Field Practicum Placement Contract

STUDENT NAME: _____ (M.A./M.Ed. Program)

PLACEMENT: _____
(Organization name, address, phone number, fax number, website)

DATES: _____
(Beginning and end of placement, days per week, total duration)

SUPERVISOR: _____
(Name, title, degree, degree-obtained educational institution and year, phone & fax numbers, e-mail address, title/responsibility, length of employment at this site; Add more names if you will have more than one supervisor responsible for your supervision.)

RATIONALE FOR PLACEMENT:
(Why you chose this placement)

COUNSELLING TASKS AND ACTIVITIES:
(List and describe types of activities you seek supervision on. Specify numbers of hours in placement. Specify direct client contact hours. Specify group hours.)

SUPERVISION:
(Describe the type and duration of supervision that will take place. Minimum one hour direct contact per week needs to be specified.)

EXPECTED OUTCOMES
(List what you hope to achieve. Be as specific and concrete as possible.)

Trainee: _____ **Field supervisor:** _____

Date: _____ **Course Instructor:** _____
or Director of Training

<h2 style="margin: 0;">Practicum Contract Package Submission Checklist</h2>

Student's Name: _____

I have completed all required forms, and have addressed the specific items in the contract enclosed in my *Practicum Contract Package*, before submitting to the CNPS 598 course instructor or the Director of Training for Departmental approval and permission to start my practicum. In case of multiple placements, I shall submit multiple contracts and obtain Departmental approval, prior to the commencement of such field placements.

Part 1. Accompanying Signed Forms

- 1. (if applicable) *Early Practicum Commencement Readiness Form*
- 2. (if applicable) *Outstanding Practicum Pre-requisites Form: ()Form A;()Form B*
- 3. *Practicum Placement Readiness Form*
- 4. *Field Practicum Supervisor Qualification Summary Form*
- 5. Practicum contract proposal, read and pre-approved of by the Field Supervisor

Part 2. Following items are covered in the contract proposal

- 1. Student name and contact information
 - 2. Placement information
 - 3. Contracted placement duration with specific dates
 - 4. Field supervisor's name, position, and contact information (more details to be indicated on the *Field Practicum Supervisor Qualification Summary Form*)
 - 5. Rationale for placement
 - 6. Specific and detailed descriptions of counselling tasks and activities (individual and group counselling tasks, types of expected interventions and approaches, described separately with expected contact hours)
 - 7. Descriptions or examples of expected clients and their problems and backgrounds
 - 8. Indication of specific location(s) where counselling and professional activities will take place
 - 9. Descriptions of the nature of professional activities, if possible with an indication of percentages or proportion of hours associated with various activity types
 - 10. Descriptions of supervision regarding frequency, duration, nature of supervision, use of audio-visual tapes, presence of other trainees, location of supervision, etc.
 - 11. Expected learning outcomes in both general and specific terms (See "Objectives" in the course outline page 2.)
 - 12. (if applicable) Field supervisor's acknowledgment of the student's outstanding pre- or co-requisites and schedule plan for completing such courses, and support for the student's commencement of a supervised field practicum with such outstanding pre- or co-requisite courses
- "I have checked the above items, and ensured that all the above items are clearly addressed in my submitted field practicum placement contract and the accompanying forms enclosed in this package."**

Signature: _____ **Date:** _____

List 1: Recent Practicum Placements (2004-2006)

1. Addiction Services Pacific Spirit Community Health Centre
2. Alderwood Family Development Centre
3. Battered Women Support Services
4. BC Women's and Children's Hospital (Eating Disorders Program)
5. BC Women's Hospital, Reproductive Mental Health Program
6. Cameray Child and Family Services
7. Catholic Family Services
8. Champlain Heights Elementary School
9. Child and Adolescent Program, Vancouver Coastal Health
10. Coquitlam School District #43
11. Delta Ministry for Children and Family Development
12. Family Services of Greater Vancouver (Vancouver)
13. Family Services of Greater Vancouver (New West)
14. Family Services of North Shore
15. Kwantlen Park Secondary
16. Kwantlen University College (Newton Campus)
17. Life and Career Centre UBC (at Robson Square)
18. Little Mountain Neighbourhood House
19. Lord Nelson Elementary School
20. Lower Mainland Purpose Society for Youth and Families
21. MacKenzie Elementary School
22. Ministry of Children and Family Development
23. New Westminster Counselling Centre
24. Richmond School District (SD #38)
25. SHARE Family and Community Services
26. Simon Fraser University Health, Counselling, and Career Centre
27. South Vancouver Youth Centre
28. Spul'u'Kwuks Elementary School
29. St. Paul's Hospital (Infectious Disease Clinic)
30. Stewart and Associates
31. Surrey Community Services
32. Touchstone Family Association
33. UBC Sexual Health Lab (Vancouver General Hospital)
34. Vancouver Community College (King Edward Campus)
35. Vancouver School Board (Point Grey Secondary)
36. Vancouver School Board (Sir Winston Churchill Secondary)
37. Vancouver School Board (Temple Secondary School)
38. Vancouver Couple and Family Institute
39. VAST (Vancouver Association for Survivors of Torture)

List 2: Recent Practicum Placements (2006-2009)

1. Addiction Service Pacific Spirit Com. Health Centre
2. Adler Centre
3. Aldergrove Elementary School
4. Alderwood Family Development Centre
5. Assessment & Treatment Services, Mental Health & Addiction
6. B.C. Cancer Agency (Surrey)
7. Battered Women Support Services
8. BC Women's & Children's H. (Eating Disorders Program)
9. BC Women's Hosp., Reproductive Mental Health Program
10. Beth Rees
11. Burnaby Family Life Institute
12. Burnaby South Secondary School
13. Cameray Child & Family Services (Burnaby)
14. Catholic Family Services
15. Centre for Concurrent Disorders (Family & Youth)
16. Child & Adolescence Response Team
17. Child & Adolescent Program, Vanc. Coastal Health (1)
18. Child & Adolescent Program, Vanc. Coastal Health (2)
19. Child & Youth Mental Health, North Vancouver MCFD
20. Coquitlam School District #43
21. Delta Ministry for Children & Family Development
22. Douglas College
23. Dr. Peter Centre Day Health Program
24. Family Services of Greater Vanc. (Richmond)
25. Family Services of Greater Vanc. (New West)
26. Family Services of Greater Vancouver
27. Family Services of the North Shore (FSNS)
28. Health Canada, Learning & Organizational Development
Consultant
29. Jericho Professional Counselling Service
30. Jewish Family Service Agency
31. Kwantlen Park Secondary School
32. Kwantlen University College (Newton Campus)
33. Lawyers Assistance Program
34. Little Mountain Neighbourhood House
35. Lower Mainland Purpose Society for Youth & Families
36. Mark Giesbrecht
37. Midtown Mental Health Team
38. Ministry of Children & Family Development (Surrey)
39. New Westminster UBC Counselling Centre
40. Pacific Spirit Community Health Centre

41. Peace Arch Community Services
42. Reproductive Mental Health, BC Women's Hospital
43. Reproductive Mental Health, St. Paul's Hospital
44. School District #38 (Richmond)
45. School District #43 (Coquitlam)
46. SHARE Family & Community Services
47. Simon Fraser University Health, Counselling, Career Cent.
48. Sir Alexander Mackenzie Elementary School
49. South Vancouver Youth Centre
50. Spul'u'Kwuks Elementary School
51. St. Leonard's Youth & Family Services
52. St. Paul's Hospital (Infectious Disease Clinic)
53. Stewart & Associates
54. Surrey Community Services
55. Susan Heffernan
56. The Art Institute of Vancouver
57. Touchstone Family Association
58. UBC Counselling Services
59. UBC Life & Career Centre
60. UBC Sexual Health Lab (VGH)
61. University of Victoria Counselling Services
62. Vanc. Coastal Health Centre for Concurrent Disorders
63. Vanc. Coastal Health North Shore: Child & Youth Program
64. Vanc. Coastal Health Three Bridges Com Health Cent.
Addiction Services
65. Vanc. Community College (Downtown) Counselling Services
66. Vanc. Community College (King Edward Campus)
67. Vanc. School Board (Bayview Elementary School)
68. Vanc. School Board (Champlain Heights Elementary School)
69. Vanc. School Board (Charles E. London Secondary)
70. Vanc. School Board (Gladstone Secondary School)
71. Vanc. School Board (Lord Nelson Elementary School)
72. Vanc. School Board (MacKenzie Elementary School)
73. Vanc. School Board (Pt. Grey Secondary School)
74. Vanc. School Board (Sir Winston Churchill Sec)
75. Vanc. School Board (Temple Secondary School)
76. Vancouver Coastal Health Mental Health Services
77. Vancouver Couple & Family Institute
78. VAST (Vanc. Asso. for Survivors of Torture)
79. Westcoast Family Resources Society