



YORKVILLE
U N I V E R S I T Y

Master of Arts in Counselling Psychology

Supervisors Practicum Guide

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PRACTICUM START, ATTENDANCE and ALLOCATION OF HOURS

Practicum Start

Students must start their practicum at the beginning of the trimester: the first week of January, May, or September. To maximize integration of course activities with the practicum placement, we expect practicum site activities to start **no later than week two of the first trimester (Practicum I)**. The counting of time at the practicum site begins on the first day of the first trimester practicum term.

Students may choose to volunteer their time at the practicum site, before the start of the Practicum term, to engage in activities related to orientation and training; however, this volunteer time will not be allowed to count as practicum hours.

Dates of Attendance at Practicum Sites

The practicum is two trimesters long (15 weeks each), spanning 7.5 months. During any term of practicum, students are expected to be present at their practicum sites for all 15 weeks of each trimester, even if they have accumulated all required hours before that time. Students will remain at their practicum site until the end of the second trimester (Practicum II), which is generally the second full week of August, December, or April. There is typically a two-week University term break at the midpoint between each academic trimester; however, the site may determine if this is an appropriate time for the student to take a break from the practicum site or not.

Anticipated Student Absence from Practicum Site

Students must discuss with their site supervisor and receive permission for any anticipated absence from the practicum site from their site supervisor in advance of the day(s) of anticipated absence. Students must also notify their practicum coordinator and practicum faculty instructor of the anticipated absence and must provide the site supervisor's written permission by email to the practicum coordinator. Students who are absent from the practicum site **for more than one week** in any 15-week trimester term (Practicum I and Practicum II) will not receive a passing grade for the term. Students seeking an exception to this policy should discuss this in advance with the faculty instructor and submitted for review to the Associate Director of Field Training.

Unanticipated Student Absence from Practicum Site

If an extreme or unanticipated situation arises that results in students being absent from the practicum **for more than one week** in any 15-week trimester term (Practicum I and Practicum II) for reasons such as severe storms, fires, or national security measures (e.g., COVID-19 pandemic lock downs) that close the practicum site for several weeks, the student must reach out to their practicum faculty instructor and practicum coordinator to discuss the situation and identify next steps on how the situation should be addressed. The practicum coordinator and/or the practicum faculty instructor will contact and consult with the site supervisor and Associate Director of Field Training about the situation.

Student Leaving Practicum Site

Whenever a student must leave their practicum site before the end of the two-trimester long practicum (Practicum I and Practicum II), due to an unexpected situation or being terminated by the site, they must do so in a professional and collegial manner. Students must consult with their practicum faculty instructor and practicum coordinator related to informing the practicum site and supervisor(s) about plans to leave the placement early so that appropriate transitioning activities can be made at the site before the student's departure (e.g., transfer of clients to other counsellors, completion of all required practicum paperwork, return of any site equipment, etc.).

University Term Breaks and Working at Practicum Site

Students may continue to engage in practicum activities during the Yorkville University term breaks and continue to engage in Direct Client Contact and Indirect Client Contact hours at the practicum site. Students should discuss and make necessary arrangements with their practicum site supervisor for the continuity of care for their clients during the University term breaks. Students should continue to meet with their MACP approved site supervisor for one hour each week during the weeks they work at the practicum site during the term break. The individual supervision hour(s) can be counted as Indirect Client Contact hours.

Students and site supervisors should be advised the student's practicum faculty instructor may not be available during University term breaks; however, the student's practicum coordinator will be available for consultation and support.

Allocation of Practicum Hours

While it is expected and encouraged that practicum students will be assigned clients and other duties at the discretion of the site supervisor (based on the supervisor's assessment of the student's abilities), please keep in mind the following guidelines:

- Students are to complete a minimum of 13.5 hours per week on site for the duration of their practicum.
- Students are not encouraged to complete more than 20 hours per week on-site, especially those who are new to the profession, due the challenging nature of the work.
- Clients should be assigned gradually, after students are fully oriented to the site, usually around week five (sooner for those students with previous experience and possibly longer for students with no previous experience). *Note: We encourage supervisors to provide student(s) with ample opportunities to observe other professionals in the early stages of the practicum.*
- It is our experience students will need to see an average of four to six clients per week to meet their hourly requirements by the end of trimester two.
- Students should acquire a minimum of 60 direct client contact hours of the required 200 direct client contact hours in the first 15 weeks of practicum (trimester one) for the student to receive a passing grade for trimester one and to proceed to trimester two of the Practicum course. Additionally, the 60 direct client contact hours will ensure their site supervisor can properly provide feedback to the practicum faculty instructor near the end of the first trimester term.

Please review section on *Requirements Regarding Practicum Activities* for more detailed information about the division of practicum hours and practicum activities.

SITE REQUIREMENTS

The MACP program is a **counselling** (not psychology) **degree**, which focuses on traditional “talk therapy.” The focus of the MACP practicum is to develop **basic entry-level counselling skills** within the traditional 50-minute counselling session, while also learning to apply appropriate psychological theory.

YU expects that MACP students will be provided with:

- a full orientation to the site and its policies and procedures
- a safe and healthy work environment
- a private meeting space in which to provide face-to-face counselling with clients
- guidance and information related to providing tele-mental health counselling, including but not limited to the site’s technological and ethical protocols
- adequate workspace for completing progress notes, reports, and other related activities
- appropriate storage space for all client files

Advertising, Recruiting or Marketing for Clients

YU expects that practicum students will be assigned existing or new clients of the site/agency. Students **should not engage in marketing and/or recruiting their own clients during their practicum** but will instead be assigned appropriate clients for their level of experience and competence by the site.

Alternative Therapies

The MACP program does not prepare students to practice such therapies as Animal Assisted Therapy, Art Therapy, Music Therapy, EMDR, Play Therapy or other forms of alternative therapies. Therefore, it is important for students and supervisors to be mindful of the fact that practicum plans which may involve such therapies cannot count towards the MACP practicum direct client contact hours, even if the student or supervisor has previous training in these areas of practice. **Students may only observe alternative therapies** being performed by other professional counsellors/practitioners and **may only count these observation times as Indirect Contact hours.**

Avoiding Dual Relationships with Students

A dual relationship or conflict of interest between the approved supervisor and practicum student must be avoided. There must be professional boundaries in the relationship between supervisor and student to ensure a healthy practicum experience for the student.

Students cannot be supervised by their former or current therapist or by anyone who has served, or currently serves, as an employment manager or supervisor, coworker, educator, mentor, or anyone who has any direct reporting alignment at the student’s place of employment. Students are not to enter a supervisory relationship with a family member and/or a friend.

During supervision, a student may disclose to a site supervisor that he or she is experiencing some significant personal issues in connection with his or her experiences with clients. While this may be a normal and important part of supervision to disclose such personal issues to the site supervisor, it is important that the student and the supervisor not engage in a therapeutic relationship. In cases where significant personal issues do arise for students, it is appropriate and necessary for the site supervisor to refer the student to another independent counselling source.

If a dual relationship cannot be avoided (isolated or smaller communities), the relationship must be managed in a way that will ensure there are professional boundaries between supervisor and practicum student.

General Practice Expectations

The Department of Field Training recognizes the physical facilities and counselling opportunities at practicum sites will vary depending upon the site. However, some general practice expectations are:

- orientation to the practicum site, policies and procedures (including safety plan), and client file maintenance system.
- approximately a minimum of 13.5 onsite practicum hours per week for two full trimesters.
- opportunities for the student to observe some sessions conducted by the site supervisor or another qualified site professional, with permission of client.
- opportunities for the student to co-facilitate some sessions with supervisor, or another qualified site professional, with permission of the client.
- opportunities for the student to carry a small caseload of their own (minimum of 4 clients). Students need the opportunity to work with clients throughout the therapeutic process. A strictly single session model would not be sufficient for Practicum.
- opportunities to have the supervisor observe sessions conducted by the student (within the counselling room, through a viewing window or by reviewing video recordings or audio recordings).
- opportunities for the student to observe and, co-facilitate group counselling if this is a service that the site normally provides or would like to provide. Psycho-educational groups, psycho-social support groups, and self-help groups, career, vocational, and academic counselling groups will not be accepted for group counselling hours.
- exposure to and experience in areas of mental health counselling such as: intake, screening, testing or assessment, case conceptualization, client treatment plan and intervention progress, and case termination.
- opportunities for professional development workshops or seminars if available (internally and or externally).

Home and/or Community Visits

Yorkville University practicum students are **not** permitted to provide counselling services to clients via home visits or in public community spaces, such as coffee shops, parks, etc. However, **under exceptional circumstances**, home visits may take place from time to time

(e.g., with a client who is unable to leave their home), and only if the appropriate safety precautions are in place and the practicum student is in the company of their approved supervisor.

If the site supervisor would like to assign the student a client who requires home visits, they **must contact the assigned practicum coordinator** to discuss what safety precautions are required to be in place. Offering services through home visits must be an exception and not a regular part of the student's practicum experience.

Language Requirement

Yorkville University offers its programs in the English language and faculty must be able to evaluate students' counselling competencies in the English language. For students who will be completing a practicum at a site where English is not the first language:

- the site supervisor must be able to speak English to provide feedback for the faculty instructor's evaluation of the student.
- 50% of the counselling sessions with clients must be conducted in the English language.
- all recordings required for practicum course student case presentations must be conducted in the English language, with both the student and client speaking English.

Other Off-site Client Visits

It is the expectation of the university that students will see clients at their practicum site or via tele-mental health counselling, and not in other locations not approved by the University. If the site supervisor wants to assign the student a client who requires off-site visits, he or she **must contact the assigned practicum coordinator** to discuss the circumstances and the necessary safety precautions required. Offering services off site must be an exception and **not** a regular part of the student's practicum experience.

Physical Workspace-Onsite

For face-to-face practicum experiences, it is expected that the student will be provided by the site with:

- A safe and healthy work environment.
- A private meeting space in which to counsel clients.
- Adequate workspace for completing progress notes, reports, and other related activities.

Safety During Practicum

Orientation of Site Safety Procedures and Protocols

Prior to the practicum student being assigned any clients, the site must fully inform the student of the practicum agency's safety plan, including all safety procedures and or protocols at **all** locations where the student will be engaging in practicum activities. There must always be professional or support staff employee of the agency present onsite at all times when the student is providing services to clients, if they are onsite. This individual must be someone who understands how to activate the safety plan, if needed. This includes during evening and

weekend onsite hours, and any time that involves the student being in satellite offices or on the premises of sister or cooperating agencies. When the student is engaging in tele-mental health counselling, the approved site supervisor should be available to the student via phone.

Onsite Safety for Students and Clients

Although incidents of assault and violence are rare, an emergency or serious clinical issue may arise during a session that a student may not be sure how to handle. Therefore, it is important to ensure that students have immediate supervision and support available to them at all times when providing counselling services. For this reason, the approved practicum supervisor must be fully aware of the student's client session schedule in advance and must be available either onsite or by phone at all times when the student is working with clients. This applies to both onsite and external supervisors. If the approved practicum supervisor is not available, he/she/they must ensure there is another fully qualified professional available to provide the support and supervision, if needed.

Tele-Mental Health Counselling

Tele-Mental Health counselling is now an acceptable and approved delivery model for students to engage their clients. The site is responsible to make sure students have all they need to be successful when engaged in tele-mental health counselling with clients, which includes but is not limited to training, appropriate technology, supervision, and client and student safety.

The supervisor and student should discuss protocols for ensuring client's confidentiality and privacy are in place and followed when providing tele-mental health counselling. It is also prudent to review Canadian telehealth regulations related to engaging in tele-mental health within and outside of the province of the practicum site.

SITE SUPERVISOR REQUIREMENTS

Eligibility of Supervisor

All supervisors and practicum sites must be officially approved by the MACP Department of Field Training prior to students beginning the practicum. During the practicum, students may work with different professionals within an agency, but the approved (onsite or external) supervisor is primarily responsible for the professional development of the student. While students may observe and /or work with other professionals at the practicum site, it is the Yorkville University MACP approved supervisor who is responsible for providing clinical supervision, assigning appropriate practicum clients and appropriate practicum activities, provide feedback for the faculty instructor to complete the formative and summative evaluations, and signing off on the student's *Confirmation of Hours Summary*.

Supervisor Fees

The student is responsible for paying any fees that may be required by the supervisor or the practicum site.

Supervisor Requirements

Supervisors Must Possess:

- **A minimum of a master’s degree in a mental health counselling-related field.** Supervisor educational requirements could include a master’s degree in Social Work, Psychology, Education, Divinity or Psychiatric Nursing (and a variety of others); as long as the degree has a focus in clinical counselling. For example, a master’s degree in Education (M.Ed.) would need to be in Counselling Psychology, or something similarly specified.
- **At least one full year of post-graduate supervised counselling experience** in one of the counselling professions.
- **Professional licensure or registration.** The licensure or registration must reflective active status and indicate that the individual can practice counselling independently. Qualifying and/or Provisional status will not meet MACP supervisor requirements.
 - In regulated provinces, we require proof of active registration.
 - In unregulated provinces we require proof of active registration with either a provincial or national association.
 - In cases where licensure does not apply, the practitioner’s current curriculum vitae or resume would be expected to show relevant experience and membership in appropriate professional associations. In cases where the university is unable to verify academic credentials, the potential supervisor will be asked to submit to the Department of Field Training a copy of his or her academic transcripts.

Required Documentation. All potential supervisors are required to provide the following documentation at the time of completing the supervisor application to be reviewed and approved by the MACP Department of Field Training:

- Current CV or resume.
- Copy of professional registration, licensure, or certification.

Supervisor Absence

When an onsite or external supervisor will be absent from the practicum site and not available **for up to two consecutive weeks** during the student’s practicum, the following steps must be taken:

The student must:

- Immediately contact both the faculty instructor and the practicum coordinator by email notifying them that the site supervisor is expected to be away from the practicum site and indicate the specific dates the supervisor will be away from the site.

The supervisor and/or site must:

- Determine if the student will be allowed to engage in practicum activities in the supervisor’s absence. If not, the student will also take a break from the practicum and not engage in practicum activities.

- If it is determined the student can engage in practicum activities while the supervisor is away or unavailable, the supervisor **must appoint another qualified mental health professional to act on the supervisor's behalf** during the approved supervisor's absence and provide the student with the necessary support and supervision. It is expected the temporary supervisor will report on the supervision activities to the approved supervisor upon the approved supervisor's return.

When an onsite or external supervisor will be absent from the practicum site and not available **for more than two consecutive weeks** during the student's practicum, the following steps must be taken:

The student must:

- Immediately contact both the faculty instructor and the practicum coordinator by email notifying them that the site supervisor is expected to be away from the practicum site and indicate the specific number of days the supervisor will be away from the site.
- Acquire a new supervisor that will need to be approved by the MACP Department of Field Training. **The student will have two weeks to obtain and receive approval of a new supervisor for their practicum.** See section *Adding and/or Changing Site Supervisor* in this manual for more information.

The site must:

- If it is determined the student can engage in practicum activities while the supervisor is away or unavailable, the site **must appoint another qualified mental health professional to temporarily act on the supervisor's behalf** until the student has acquired a new and MACP approved supervisor.

SUPERVISOR ROLES & RESPONSIBILITIES

By becoming a practicum supervisor for a Yorkville University MACP student, supervisors accept the following roles and responsibilities: Approved site supervisors will accept professional responsibility for the practicum student and will review the work of the student on a regular basis and the MACP approved site supervisor **provides at least one hour per week of direct face-to-face individual supervision** with the practicum student.

Appropriate Clients

It is the expectation of the university that students will be assigned appropriate clients for their level of competency. The majority of practicum students are novices to the counselling profession and, therefore, should be assigned clients who present with general mental health issues. It is very important that the student **not be assigned clients** who require highly specialized treatment. This would include clients:

- under the age of 10 years (preschool and elementary school ages)
- who have intellectual disabilities, cognitive impairments and brain trauma
- who have experienced severe emotional, physical or sexual trauma
- who have eating disorders
- who have been diagnosed with severe psychiatric disorders

- that reside in medium and maximum-security forensics unit
- where there is a strong possibility that the case may result in the practicum student having to engage with the legal system or provide testimony in court.

Approval of Practicum Student Hours

The MACP approved supervisor will accept responsibility for the verification of the practicum student's practicum hours. In doing so, the approved supervisor acknowledges practicum students in Yorkville University's Master of Arts in Counselling Psychology (MACP) program track their practicum hours in a third-party online application called Time2Track.

Time2Track

Practicum hours can be sent to the site supervisor for approval at any point during practicum. It is recommended that student's practicum hours are approved on a regular and ongoing basis during each trimester in Time2Track. At the end of each trimester the site supervisor will be required to approve the student's practicum hours in Time2Track. At the end of practicum both the student and site supervisor will be required to sign a summary form of all hours approved. Practicum supervisors may be requested to attest to a student's hours completed during practicum for registration purposes.

The MACP approved supervisor acknowledges that, upon being approved as a supervisor for a Yorkville University MACP practicum student, essential supervisor and site information (including contact information and supervisor credentials) will be entered in Time2Track by the Yorkville University Field Training administration. This action will prompt an invitation to Time2Track by email and further information about how to use the service will be available a week prior to the start of practicum. Upon receipt of the invitation to Time2Track, the approved supervisor commits to complete the registration process outlined by Time2Track. The approved supervisor completes the registration process outlined by Time2Track. Please note: The Time2Track application keeps supervisor and site information confidential and is completely free for supervisors to use.

Approved External Site Supervisor

This arrangement generally involves a site where there is no qualified supervisor onsite, but there is a qualified professional outside of the agency or organization who is willing to oversee the practicum and provide the necessary clinical supervision to the practicum student. In this case, the external supervisor must have a reliable contact person (e.g., executive director, or client services manager, etc.) onsite who can be available to oversee the day-to-day basic work activities of the student, and who is willing to work with the external supervisor to ensure the student is able to obtain the necessary counselling experiences the student requires.

The external supervisor must:

- Be responsible for ensuring all requirements of the practicum and the responsibilities of the practicum site are being met by working with the site contact.
- Be responsible for all clinical supervision, for providing written feedback for the faculty instructor near the end of each term of practicum, and for engaging in a conference call meeting with the faculty instructor and practicum student near the

end of each term of practicum.

- **If approved as the practicum student's primary site supervisor**, be prepared to provide one hour of weekly individual and/or triadic supervision, each week during both trimesters of practicum, for a minimum total of 30 individual supervision hours.
- If not approved as the practicum student's primary site supervisor, then be prepared to devote an average of 2-3 hours per week to overseeing the student's practicum.
- Take the time necessary to familiarize themselves with the practicum site.
- Conduct at least three site visits over the duration of the practicum: once at the beginning of the practicum, and once near the end of the first and trimester. These site visits may also include direct observation of the student conducting a counselling session with a client.
- Ensure regularly weekly or biweekly communication with the site contact to review the student's onsite performance.
- Fulfill all the responsibilities as outlined in the Practicum Supervisor's Roles and Responsibilities section.

External supervisors will be required to sign a form indicating that they have read and agree to MACP terms for external supervision.

Consent Forms

Students will be responsible to conduct a discussion with their site supervisors to confirm that any necessary consent forms have been obtained from all clients seen by the practicum student and have been placed in the client's case file. If the site has its own consent forms, these may be used in place of the forms provided by Yorkville University located in the PSYC7113 & PSYC7302 Practicum courses.

Direct Observation of Practicum Student

Yorkville University requires supervisors to directly observe and provide feedback for a **minimum of three one-hour individual counselling sessions** in full and provide feedback and guidance to the student as necessary, with **at least one** observation conducted during the **first trimester** of practicum.

The observation can be completed within the same room, through a viewing window, or by reviewing video and/or audio recordings. The student is responsible for all necessary recording equipment if the practicum site does not own or have access to such equipment. Every necessary precaution must be taken to ensure the security of these recordings.

When observing the student, site supervisors should use the *YU Counselling Skills Scale PSYC7113/7203* to provide feedback on their observation of student's clinical skills. The *Counselling Skills Scale PSYC7113/7203* should be submitted along with written feedback for the faculty instructor and student near the end of each term of practicum. The supervisor, faculty instructor, and student will meet to discuss the feedback.

More Than One Approved Site Supervisor

In some cases, students may apply to have two approved supervisors at the practicum site. Both

fully qualified supervisors should agree to share the responsibility for clinical supervision and work as co-supervisors. In such cases, it is very important to the university and for the student, that the roles of each of the supervisors are clarified at the beginning of the practicum. The university asks that a joint meeting of the supervisors and the student be held either before the practicum begins, or during the first week of practicum, to outline and clarify the roles and responsibilities of each of the supervisors and the student.

In the case where there are two co-supervisors, both supervisors are expected to collaborate and work closely together to ensure the student is receiving consistent and compatible supervision.

Both supervisors are expected to:

- Collaborate and submit combined written feedback to the faculty instructor.
- To participate in a conference call meeting with the faculty instructor and student at the end of each trimester.
- One supervisor will be designated to approve all hours in Time2Track throughout practicum.

Providing Feedback to Faculty Instructor

The approved site supervisor agrees to provide the student's faculty instructor and practicum coordinator with written feedback of the student's progress near the end of the first trimester and near the end of the second trimester. Along with written feedback, the approved site supervisor will complete and submit the *YU Counselling Skills Scale PSYC7113/7203*. Both the written feedback and *YU Counselling Skills Scale PSYC7113/7203* will be written in English.

The approved site supervisor agrees to review the written feedback with the practicum student during an individual supervision meeting and to also participate in a conference call with the student and the student's faculty instructor near the end of the term. The purpose of the conference is to review with the student and the faculty instructor, the student's strengths, potential areas for growth, and discuss any concerns the site supervisor may have regarding the student's performance; as well as for the site supervisor and the faculty instructor to reach a consensus regarding the student's level of competency at these stages of practicum.

Both the approved site supervisor and the practicum student must sign and date the written feedback form. Thereafter, the approved site supervisor will email the feedback form and the completed *YU Counselling Skills Scale 7113/7203* to the practicum student's faculty instructor and the student's practicum coordinator.

While it is our hope that all of our students will either be ready to progress to the second half of practicum or graduate, we recognize this is not the case for all students. The feedback site supervisors provide will help the faculty instructor determine if the student is ready to proceed to the next stage, or if they will require some specialized remediation before proceeding. In cases where it is determined the student is not ready to proceed to the next stage, the faculty instructor will consult with the Director of Field Training to determine what course of action will be taken.

It is normal for some students at the formative stage of practicum to receive lower ratings in areas on the written feedback form, as they are just in the beginning stages of developing their skills and competencies and generally still require considerably more experience.

Consequently, it is normal for some students during the second trimester of practicum to receive higher ratings in areas on the written feedback form as they have gained more experience. Please keep in mind while completing the feedback form, the purpose is to provide constructive feedback to students about their strengths and areas for growth as they proceed to the second half of their practicum. At this stage, all students will likely have many areas for growth, and it is important for them to receive feedback which will help them accurately identify the areas they need to develop during the second half of the practicum.

If site supervisors feel they would like to have a conversation with the faculty instructor about the student's performance before reviewing the written feedback with the student, he/she/they/them should not hesitate to contact the faculty instructor immediately. The faculty instructor's role is not only to support students, but also to provide support to site supervisors when there is difficult feedback to deliver.

Video Recorded Counselling Sessions for Case Presentations

One of the requirements of the practicum is that all students must participate in two (2) live student case presentation sessions, with one session taking place during the first trimester practicum course and the second session taking place during the second trimester practicum course. For each session, students must present a video recording of a client counselling session in a live meeting with their faculty instructor and 2-3 peers.

All recorded counselling sessions must be conducted in English. Consent from the client to video record the session will need to be obtained prior to the session being recorded. All precautions will be taken to protect the identity of the client such as: focusing the camera solely on the counsellor so that the client is not seen in the recording and not identifying the client by name.

Students are responsible for arranging for all necessary recording equipment if the practicum site does not own or have access to such equipment. The video recording will be presented through a secure internet platform provided by the University during the student case presentation sessions and students will receive feedback from their faculty instructor and peers. Students are expected to follow the site policies and procedures regarding the recording of client sessions, safekeeping and storage of recordings and the disposal of recordings.

If site policy or affiliation agreement with Yorkville University does not allow for video or audio recordings of client sessions, additional information will be provided to the student on best practices for conducting simulated client sessions for this assignment. In such cases, the site supervisor must assist the student with developing an appropriate scenario for a simulated client session, as well as finding an appropriate person to play the role of the client for recording purposes. Therefore, all students must ensure they actively consult and collaborate with their site supervisor when producing a recording of a simulated client session.

REQUIRED PRACTICUM HOURS AND ACTIVITIES

It is expected that all MACP students will always conduct themselves in a professional manner at all times while at the practicum site. In addition to this general rule, there are a number of other expectations and requirements that must be met while in practicum. These include the following guidelines:

Total Required Hours

- Students are required to successfully complete a practicum of a minimum of **400 hours over two full trimesters** (e.g., January to August, May to December, and/or September to April).
- Students are expected to spend a minimum of approximately 13.5 hours per week at their practicum site. These hours may fluctuate a bit from week to week depending on the needs of your clients, the site requirements, and the student's personal schedule.
- For the site supervisor and faculty instructor to adequately assess a student's counselling competencies at the formative evaluation stage at the end of Trimester One, students must have completed a minimum of 60 direct client contact hours of the required 200 direct client contact hours to receive a passing grade and proceed to trimester two of the Practicum course. Failure to meet this target may result in the student being required to repeat trimester one

Required Direct Client Contact Hours

While the division of practicum time depends to some extent on the policies and practices of the placement site, it is expected **that 200 hours** of the practicum will involve interacting and counselling with clients directly. This includes activities such as:

- Intake Interviewing
- Screening
- Testing and assessments, including administration and interpretation of results
- Direct client contact counselling
 - Individual counselling*
 - Family or couples counselling
 - Group counselling* (co-facilitating with other qualified professional at all times);
- Case conferences with the client present
- Co-facilitating or co-counselling (one of the above activities) as long as the student is leading at least 50% of the session and not simply observing
- Conducting 50 percent of the student's counselling sessions with clients in English.

Individual Counselling:

It is expected that **120 hours of Direct Client Contact Hours** will be mental health counselling hours in the form of individual counselling. Family and/or couples counselling may also be included at the discretion of the supervisor depending on the site's service offerings and the experience of the student, but

the primary focus must be individual mental health counselling sessions.

Group Counselling:

It recommended (not required) by some professional associations, such as CCPA, that students acquire some group counselling experience during their practicum. If students choose to gain group counselling experience during practicum, the following guidelines must be adhered to in order for credit to be given toward direct practice hours:

- **Students are not allowed to facilitate any counselling groups on their own** but should have the opportunity to be the lead facilitator for at least half of any and all group counselling hours.
- Mental health group counselling is based on theory, techniques, research and treatment approaches that support effective therapeutic outcomes. Facilitating interpersonal communication and relationships between group members should be highlighted. Often group members go through a selection process to ensure fit and readiness for group work. The facilitator should work with the group members to develop self-knowledge, emotional acceptance and growth during the therapeutic change process. The group members should feel that the group is a safe environment in which to talk about their problems and work out their emotional issues. They can also offer suggestions and support to the other members. Each member should be actively engaged and participate in the group throughout the session.
- Psycho-educational groups, self-help groups, and/or psycho-social support groups **do not** meet the mental health group counselling requirements of the MACP practicum.

Required Indirect Client Contact Hours

While the division of practicum time depends to some extent on dealing with clients directly, it is expected **that at least 200 hours** of the practicum will involve indirect hours engaging in onsite case management activities such as:

- Case conference or staff meetings, without client present
- Consultation with professionals at practicum site
- Individual supervision sessions
- In-service trainings, if offered by the practicum site
- Professional team collaboration
- Writing progress notes
- Record Keeping
- Writing and updating treatment plans
- Writing treatment and/or discharge summaries

Required Supervision

Only the clinical supervision that is provided by the student's MACP approved practicum site supervisor can be counted as official supervision hours. Students are required to have a

minimum of at least **one hour per week of direct face-to-face individual supervision throughout the practicum.**

In the case of an **external supervisor**, the supervisor must be prepared to devote two to three hours per week to oversee the student's practicum. In addition to providing one hour per week of direct, face-to-face individual supervision to the student, the supervisor must take the time necessary to familiarize themselves with the practicum site and ensure regular weekly contact or biweekly contact with a designated person on site (e.g., executive director, client service manager, etc.) to review the student's onsite performance. However, when this is not possible the external supervisor must conduct at least three site visits over the duration of the practicum: once at the beginning of the practicum, and once at both the formative and summative evaluation stages. These site visits may also include direct observation of the student conducting a counseling session with a client.

Supervision should include, but is not limited to:

- overseeing appropriate screening and assigning of suitable clients for the practicum student's level of competence.
- arranging for the student to shadow and observe the supervisor or other appropriate onsite professionals in the early stages of the practicum.
- arranging for the student to co-facilitate with the supervisor or another appropriate onsite professional in the early stages of the practicum.
- discussing the student's counselling performance observed by the supervisor live or through video or audio recordings.
- discussing client cases, the student orally presents to the supervisor for the purpose of case conceptualization.
- debriefing sessions and exploring the student's reactions to client sessions; • reviewing client treatment plans.
- reviewing progress notes and or case files.
- discussing the student's basic work performance.
- completing the formative and summative evaluation.
- reviewing the formative and summative evaluations with the student.
- participating in the formative and summative evaluation conference calls with both the student and their faculty instructor.
- approving and confirming student's hours in Time2Track.

ADDITIONAL RELEVANT INFORMATION

Accommodations for Students with Disabilities

Each practicum site will vary about their facility, technological systems used, and protocols and procedures. Students who are differently-abled should take into consideration their needs for accommodations when considering a practicum site.

The Accessibility Office at Yorkville University may be contacted by students to discuss specific accommodation needs and to collaborate with site supervisors. The student should initiate these discussions with the proposed practicum site and supervisor prior to the start of the practicum, or as soon as possible after a need is identified.

Conflict Resolution and Problem Solving

The MACP program seeks to ensure the appropriate provision of consultation services with practicum students and onsite (and external) supervisors for matters pertaining to students in practicum placements across Canada and internationally. The MACP program prefers to address concerns and/or issues that may arise in a proactive manner. Learning is the purpose of the practicum and the MACP program is committed to ensuring student's physical and emotional well-being.

Concerns that may arise during the practicum may include:

- Student may fail required course work or miss mandatory sessions.
- Student experiences a rupture in the alliance with their site supervisor(s).
- Site supervisor(s) may have concerns about a student's professionalism, behavior, or lack of adequate counselling skills.

Process for Dealing with Concerns:

If at any time the site supervisor or student has concerns, either the site supervisor or student is requested to:

- Contact the practicum coordinator and practicum faculty instructor immediately to notify of the specific concerns.
- The faculty instructor will contact the site supervisor as soon as possible and request a conference call to discuss the raised concerns. The practicum coordinator should attend this meeting to take notes and answer questions around practicum requirements.
- The faculty instructor and/or practicum coordinator will request a Zoom session (or conference call) with the student, faculty instructor, and practicum coordinator, within 48 hours from the time the concern is raised, or as soon as reasonably possible for all parties, to review and discuss the concerns. The faculty instructor and/or practicum coordinator may ask the site supervisor if they would like to join the Zoom session (or conference call).

- If more support is needed, the faculty instructor and/or the practicum coordinator may contact the Director of Field Training for consultation and support.

Students Who Are Terminated from a Practicum Site

If a practicum site, for any reason, asks a student to leave the site placement, the student must immediately contact the practicum faculty instructor and the practicum coordinator within 24-48 hours and notify them of the circumstances surrounding the termination. The practicum coordinator and/or practicum faculty instructor will then notify the Associate Director of Field Training to describe and discuss the circumstances for the termination.

The practicum faculty instructor, along with the practicum coordinator, will gather written information about the termination from the student, the site supervisor, and any other parties (such as the agency clinical director or executive director) and provide the information in writing to the Associate Director of Field Training.

The Associate Director of Field Training will request the site supervisor to provide a termination letter, written on agency letterhead, dated and with handwritten signature, providing the specific reasons that led to the termination of the student from the practicum site. The Associate Director of Field Training also provides written notification to the student of the course failure (Practicum I or Practicum II) and provides instructions for course withdrawal. The Associate Director also notifies the Yorkville University Registrar's Office and Bursar's Office of the student's practicum termination and withdrawal from the practicum course.

When it is reported to the practicum faculty instructor, practicum coordinator, Associate Director of Field Training and/or the Director of Field Training that a student has been terminated from a practicum site, it raises professional suitability concerns. The MACP Field Training Department engages in an Informal Review Process (Yorkville University, Academic Calendar) related to the reasons for the student's termination from the practicum site. The Director of Field Training is the contact person for the MACP Program for initiating and facilitating the Informal Review Process. The student may not return to practicum until the Informal Review Process is completed.

Employment at Practicum Site(s)

Students are not permitted to accept new, paid employment at their Practicum site at any time during their Practicum. To do so will result in the Practicum being terminated. If students have an opportunity to be hired by the Practicum site, the student must wait until the completion of the PSYC7203 course and trimester.

A site may offer a student an honorarium at the end of their Practicum, which a student is free to accept at the completion of the Practicum II (PSYC7203) course and trimester. Such honorarium payment cannot be a salary received as a paid employee at the site; it also cannot be payment for practicum activities completed during the hours worked as a paid employee (for those students who are completing their approved practicum at their workplace).

Insurance

Professional Liability Insurance

Professional liability insurance purchased by the student **is required** for all practicum students. Insurance coverage should cover the student's work being performed while in the capacity of a practicum student. Proof of liability insurance documentation must be submitted with the student's practicum application. Students must maintain a current professional liability insurance policy throughout the practicum.

Many professional associations (Canadian Counselling and Psychotherapy Association; Canadian Psychological Association; Career Professionals of Canada) offer liability insurance coverage as part of student membership. Students may also obtain insurance through private insurance agents.

Workplace Accident Insurance

Yorkville University carries an insurance policy (General Commercial Insurance) which covers students that incur accidental injuries while on practicum placement. The university does not warrant the adequacy or appropriateness of this coverage. Students and/or practicum site supervisors are welcome to examine the details of this coverage to determine if it is adequate and appropriate for their particular circumstance. If the proposed practicum site needs a copy of the insurance certificate or details of the insurance coverage, the student may make a request by submitted a Practicum Admin AskYU ticket.