CNPS 598 Practicum Placement Guide

(Version 6; Fall, 2014)

for

Counselling Psychology Master’s Students
in the Department of Educational and Counselling Psychology and
Special Education

at

The University of British Columbia

CNPS Director of Clinics and Practica:

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Acknowledgements: Thanks are due to Ms. Karen Yan (CNPS Graduate Program
Assistant) and Dr. Ishu Ishiyama for their previous contributions to the preparation of this
guide.

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Preamble

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. The most current version will be found on-line on the CNPS web-site. Check with your CNPS 598 course instructor or the Director of Clinics and Practica if you are uncertain whether you have the most current version of the guide. In case of discrepancies between the Guide and the CNPS 598 course outline (see pg. 29), the latter will serve as the official source of course information and relevant policies concerning practicum placements and requirements.

<table>
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<tr>
<th>Brief Description of Requirements</th>
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<td>1. Students are responsible for identifying a field practicum placement(s). Every December the Director of Clinics and Practica updates a list of sites that have recently hosted our practicum students. This list is not inclusive. Students are welcome to seek out other practicum settings as long as the site meets the practicum training requirements delineated in the CNPS 598 course outline (see page 29). The practicum list is distributed to students at the practicum orientation meeting – usually held just after classes end in December, and can also be obtained by contacting the Director of Clinics and Practica. All sites must be approved by the Director of Clinics and Practica or the CNPS 598 course instructor prior to students contracting with a site for their placement.</td>
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<td>2. The practicum student needs to identify at least one qualified field supervisor (also referred to as “site supervisor”) who has a <strong>Master’s or Doctoral degree in counselling or a mental health field, and a minimum of 4 years of full-time clinical work experience.</strong> This person should be <strong>on site</strong> and must be available and willing to provide the practicum student with a <strong>minimum of one-hour per week of one-on-one, individual supervision.</strong> The field supervisor must not be in a dual relationship with the student (i.e. not a colleague, work supervisor, friend or family member and must not currently be a student in a CNPS graduate program). The supervisor must complete and sign the Supervisor Qualification Form (see page 36). This form must be submitted to the CNPS 598 course instructor at the outset of the practicum.</td>
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<td>3. Some agencies require students to produce a Criminal Record Clearance (CRC) as a requirement for their placement. These checks can be completed through the Teacher Education Office at UBC. CNPS students must contact our graduate program assistance Ms. Karen Yan (<a href="mailto:karen.yan@ubc.ca">karen.yan@ubc.ca</a>) to obtain the necessary forms for the CRC. If students have successfully completed a CRC through the Teacher Education Office within the last 5 years, another CRC should not be necessary unless the site in question insist on a new clearance.</td>
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<td>4. In collaboration with their practicum site supervisor, students must determine the conditions of their placement and draw up a draft contract (see page 38 for an example of the required contract sections). This draft contract must be approved by the 598 course instructor (or the Director of Clinics and Practica), and <strong>subsequently</strong> signed by the student, the field supervisor(s), and the course instructor, prior to the commencement of the practicum.</td>
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5. A total of 500 documented hours are required for successful completion of the practicum. These hours include: 160 direct client counselling hours, 50 hours of group leadership (min. 25 hours as a solo or primary group facilitator and 25 as a junior or secondary facilitator), and 290 additional professional hours (workshops, meetings, case preparation, supervision, 598 seminar attendance, etc.). All hours must be documented and signed off by the student’s site supervisor (see pages 41-44).

6. While enrolled in the practicum, students **MUST attend the CNPS 598 practicum seminars on campus** and complete all the course requirements as specified in the course outline. Practicum placements can begin in September (fall/winter) or April (spring session). Seminars are held bi-weekly during the September-April term and weekly during the spring session (mid-April through June). The seminar attendance hours may be counted toward the professional service activity hours.

7. The practicum course instructor makes one visit to each student’s primary placement and stays in regular telephone and e-mail contact with secondary sites. Typically, these site visits occur at the end of the placement and serve as a summative evaluation. However, site visits can occur at other times during the placement if circumstances warrant a meeting with the course instructor and the site supervisor.

8. This is a **pass-fail course**. The **determination of whether a student has successfully completed the requirements of the course is made by the 598 course instructor**. This determination is based on the assessment and recommendation of the site supervisor, the successful completion of all course assignments, and the submission of signed summary logs verifying that the students has logged the required number of supervised hours.
Pre-requisites for Registering in CNPS 598 (Field Practicum)

1. **Students must have completed and passed all other course work in counselling psychology**, as specified in their Program of Studies. Completion of the M.A. thesis is not a pre-requisite for the practicum.

2. As per the pre-requisite policy approved by the Counselling Psychology area in April of 2004, **in exceptional circumstances and with the support of their program advisor**, a student may begin their practicum with a maximum 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)
   - CNPS 579 (Research in Counselling Psychology).

   Other exceptional arrangements to begin practicum with course work still incomplete other than the courses listed above, will require a formal written request, the approval of the student’s advisor and the Director of Clinics and Practica, as well as the unanimous approval of the CNPS faculty.

   In the case of any and all incomplete course work, 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.

   **Outstanding course work must also be clearly noted in the student’s placement contract** and approved by both the CNPS 598 course instructor or the Director of Clinics and Practica and the practicum field supervisor(s).

3. Prior to beginning practicum the **Practicum Placement Readiness Form** (see page 35) must be signed by your faculty advisor (or your MA thesis supervisor if you already have a thesis supervision agreement with a faculty member) and submitted to the CNPS program administration assistant (Karen Yan) or to the Director of Clinics and Practica. Students will NOT be registered in CNPS 598 until this form has been submitted.

4. Some practicum placements require new trainees to attend their in-house training and orientation sessions before they begin seeing clients and before the CNPS 598 course begins. These hours can be logged towards the 290 other professional hours. However, **students MUST NOT begin seeing clients until their 598 practicum begins in the spring or fall**. Students are NOT covered by UBC liability insurance unless they are registered in CNPS 598. **Continuous registration is required.**

   **For course registration dates and to be enrolled in a practicum section (or phantom section), contact: Karen Yan, CNPS Graduate Program Assistant at 604-822-6371.**
Registering for CNPS 598: Common Questions

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

- No, you cannot register yourself, on-line, for this course. 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 Clinics and Practica. Practicum classes begin twice a year – in September and in April. **Students cannot begin their practicum in January or July.** Practicum classes are capped at 12 students, so please follow these steps to ensure you have a place in the practicum class when you are ready to begin CNPS 598.

**Step 1:** At least two months before beginning your practicum, sign up for the course by e-mailing our Graduate Assistant, Ms. Karen Yan (karen.yan@ubc.ca). Your Practicum Readiness Form (pg. 35) must be signed by your supervisor/program advisor and submitted to Karen Yan or the Director of Clinics and Practica before you will be registered in a section of the CNPS 598 practicum. While we will attempt to accommodate your preferences in terms of a practicum section, class placements will be made by the Director of Clinics and Practica based on your area of focus and class size.

**Step 2:** Identify an acceptable placement, prepare a practicum contract, and have it pre-approved by the CNPS 598 instructor, or the Director of Clinics and Practica. Once approved, have three copies of the contract signed first by you and your site supervisor, then by the course instructor or Director of Clinics and Practica. **Until the contract is signed by all three parties, you are not allowed to commence your placement or begin logging hours.** 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 if I cannot finish all the practicum course requirements such as the required client contact and group hours?

- Yes, you can. In fact, for liability and professional reasons, **you must continue to be registered in either a regular or phantom section of CNPS 598** until you have successfully completed all of the CNPS 598 course requirements.

Q3. Is it possible to start my full-time practicum in July when there are no regularly scheduled classes?

- No, it is not possible to begin you practicum in July because students must attend seminar classes concurrent with the commencement of their practicum placements. If you wish to only collect group hours during the summer months, and begin your
direct client contact hours in the Fall or the following Spring, please contact the Director of Clinics and Practica – the only person who can approve this arrangement.

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

- In some cases there may be a few weeks or a month difference between the start of the fall/winter or spring practicum session and when a student’s proposed site is able to accommodate his/her placement. Or, in rare cases, a student’s planned placement falls through and it may take several weeks for the student to find a new placement. In these cases, the student must attend and participate in all practicum seminars from the beginning of the term, regardless of when his or her placement begins and s/he begins collecting professional, group or direct client contact hours.

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 the section below on this alternative arrangement.

Q6. Must I register for another section of practicum and continue attending classes, if I have completed a section of practicum and all of my course requirements but still have not completed all my direct client contact, group, or professional hours?

- If you have participated in a full session of practicum, have completed over 100 hours of direct client contact (not including group hours), have successfully completed the written and oral course requirements (e.g. case presentation and case study, group presentation, etc.), and both your CNPS course instructor and your site supervisor are satisfied with your performance, you may register in a phantom section of CNPS 598 and do not have to continue attending classes. You will need to complete and submit the Request for Permission to be Exempted from Class Attendance form (see page 37) and ask Karen Yan to register you in a phantom practicum section. In this case, your original CNPS 598 instructor will remain your UBC practicum supervisor for the duration of your practicum. You will be required to stay in regular e-mail or phone contact with your UBC practicum supervisor until such time as you have successfully completed all of your required hours. Upon receipt of your final site evaluation, personal reflection paper, signed log sheets and a satisfactory final evaluation from your site supervisor, your UBC practicum supervisor will record a pass on your academic record.

Q7. Is it possible to do my practicum outside the Lower Mainland?
• Because it is necessary to attend seminar classes while completing your practicum, and your CNPS practicum instructor must make a site visit while you are in your placement, it is difficult to arrange a placement outside of the Lower Mainland. Only under special/exceptional circumstances may you seek the Director of Clinics and Practica’s approval of an “out-of-town” practicum placement. If approved, it is expected that you will arrange for, and cover the cost of, the course instructor’s travel and accommodation for the placement site visit. The University does not cover travel or accommodation expenses outside the Lower Mainland of 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.

Q8. Can I do my practicum in more than one site?

• We understand and accept that to complete the required number of direct client contact and group hours, it may be necessary for students to do their practicum in more than one site. However, we strongly encourage students to find one site that can accommodate the course requirements, and in which they can become a temporary team member within the setting. If students must take on an additional placement, this will be considered a “secondary placement” in which fewer direct client contact hours are completed. Secondary sites will not be visited by the CNPS course instructor, although phone and e-mail contact will be maintained with these site supervisors.

Q9. If I can find a qualified, arm’s length field supervisor, can I use my work site as a practicum placement site?

• Yes, this may be possible if you can successfully demonstrate to the course instructor and the Director of Clinics and Practica that you have found an arm’s length supervisor who meets the educational and professional experience requirements, and with whom you do not have a conflict of interest or dual relationships (e.g. colleagues, your direct supervisor or department head). When arranging this type of placement, consider the following:

  Relationship. You are expected to identify a field supervisor with whom you have an arm’s length professional relationship – someone who can maintain an evaluative and supervisory role during your practicum placement. This person must have access to the client files and your notes and tapes. This professional must be available to supervise you regularly in your work setting and should clearly understand and support the nature of the supervisor-supervisee relationship. To ensure the supervisory relational boundaries are clearly maintained, this individual is not expected to have a casual social relationship or a collegial relationship with you during this period.

  Your Role as a Trainee vs. Employee. Regardless of your employment status, it should be clearly understood and acknowledged by your employer, the supervisor, and those who work with you, that you are engaged in a field practicum as a partial
fulfillment of the requirements for your master’s degree. *Your practicum and work responsibilities and roles should not overlap.*

**Q10. Can I apply the hours (3 hours per class) associated with my attending on-campus practicum seminars toward the min. 290-hour requirement for professional service and preparation activities?**

- Yes, you can count your attendance in the 3 hour practicum seminar classes towards your 290 professional hours. However, if you miss a class these hours cannot be counted.

**Q11. 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?**

- You must adhere to the completion dates agreed to in your practicum placement contract. In exceptional circumstances, with the agreement of your site supervisor and CNPS 598 course instructor, you may end your placement earlier. In these cases you are ethically and professionally obliged to consider whether client well-being may be compromised by your early termination, and appropriately address the anticipated effects and implications of terminating your clinical work at your practicum site earlier than delineated in your placement contract. If all parties are in agreement with an early termination and the appropriate actions have been taken to ensure client well-being, a *Practicum Completion Form* needs to be completed and submitted to the UBC Course Instructor (see page 47).
The 1-year Completion Rule

Students are expected to complete all their practicum requirements within a 12 month period (September-August, April-March). If this proves not to be possible, students must provide a written explanation of their particular circumstances and their plan to complete their practicum hours, and have their continuation in practicum approved by the Director of Clinics and Practica.

UBC Instructor Responsibility for Ongoing Student Monitoring and Supervision

Practicum Session Followed by Phantom Registration: For students who meet the requirements for registration in a phantom section, the faculty member who taught the student’s first practicum class remains responsible for keeping track of the student’s progress, completing the site visit, submitting the required documentation for the student’s file and submitting the final grade. If that course instructor is a sessional instructor and he/she becomes unavailable for continued supervision and monitoring, the Director of Clinics and Practica or another designated regular faculty member will assume these responsibilities.

Practicum Session Followed by a Subsequent Regular Practicum Session Registration: The tracking and monitoring of students who have not met the requirement for registration in a phantom section of practicum following class attendance in a regular section of CNPS 598, will be the responsibility of the CNPS 598 instructor in the student’s final regular section of CNPS 598.
### Practicum Seminars and Site Visits

1. Students are required to attend on campus, all scheduled practicum seminars (i.e., a total of 11 to 13 sessions *biweekly* during the September-April Fall/winter Term, and 9 to 11 *weekly* classes during the April-June Spring Term).

2. The course instructor will visit the student’s primary site once during the placement, typically at the end of the placement, to meet with the field supervisor and the student to discuss the student’s progress and clinical and professional performance. In addition, the course instructor also stays in regular e-mail and telephone contact with the field supervisor throughout the placement. 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’s placement.

3. In the case of the student having more than one practicum site, the instructor visits the student’s primary practicum site only, and maintains telephone and e-mail contact with the secondary site supervisor at the mid-way point and at the end of the placement.

4. If the student continues his/her placement at the same site with the same field supervisor while enrolled in a second regular practicum section, and a site visit has already been made, the current practicum instructor and the field supervisor will use telephone and e-mail contact to discuss student progress.
Practicum Field Supervisor Qualifications, Expectations and Privileges

The Field Supervisor Qualification Summary Form (see page 36) must be submitted to your first CNPS 598 course instructor with a copy of your signed practicum contract. Also refer to the CCPA Practicum Supervisor Requirements (see page 48).

Required Qualifications

To qualify as a practicum field supervisor for students enrolled in CNPS 598, the individual must:

1. Have completed a master's or doctoral degree in counselling psychology or a related mental health field, from an accredited university or an acceptable degree granting educational institution.

2. Have a minimum of 4 years of full-time pertinent professional work experience, or an equivalent amount of relevant mental health work experience within the past 5 years.

3. Have demonstrated competence (i.e., clinical skills, knowledge, and awareness) in counselling practice and in areas pertinent to the practicum student’s learning objectives.

4. Have a commitment to abiding by a professional code of ethical conduct of a pertinent professional organization (e.g., Canadian Counselling Association, Canadian Psychological Association, American Psychological Association, B.C. Association of Clinical Counsellors).

5. Not currently be under investigation for a criminal act, professional malpractice, or the breach of ethical codes of conduct.

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 potential or actual conflict of interest, dual relationship, or other ethical issue 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. On a weekly basis, will provide at least one hour of individual supervision to the student per week for a full-time placement and one hour of supervision per 10 hours of direct client contact for students in a part-time placement.

6. Will offer additional supervision and consultation when necessary, in order to support, guide, and supervise the student and to facilitate student clinical and professional development throughout the practicum placement period.

7. Will carry 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.

8. Offers professional guidance for the student on an on-going basis and monitors the student’s clinical and written work (e.g., case reports and assessment) throughout the practicum placement period.

9. Offers ongoing, informal formative feedback on the student’s performance throughout the practicum and also a formal written summative evaluation.

10. Will communicate with the practicum course instructor regarding any concerns or issues specific to the practicum student’s clinical or professional performance in the setting, and be available for a site visit during or at the end of the placement.

11. Agrees with, and abides by, the terms and conditions detailed in the student’s signed practicum contract.

12. Agrees to ensure that clients are aware of the student’s “trainee” status.

13. Will charge clients a significantly reduced rate to see the trainee, and will not financially benefit from the work of the trainee.

**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 in addition to direct counselling 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, professional literature, etc.).

3. The opportunity to use audio and/or video tapes of the student’s 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.

**Privileges**

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

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 exchanges with the graduate student.

3. Having access to a UBC library card, valid until the end of August of each year *(Note: At the end of September – Fall/Winter term and early in May – spring term - the CNPS graduate secretary Karen Yan, sends a list of current CNPS 598 field supervisors to the UBC Library. To collect and activate their UBC Library card, field supervisors must go to the circulation desk at the Koerner Library).*

4. Invitations to educational and professional events and colloquia sponsored by the Counselling Psychology program.
Insurance Coverage

The U.B.C. liability insurance policy covers all students who are officially enrolled in university courses while engaged in University activities in the amount of 5 million dollars per occurrence (see below). It is optional for the student to have additional insurance coverage through other professional organizations (e.g., Canadian Counselling Association, B.C. Association of Clinical Counsellors, and Canadian Psychological Association).

THE UNIVERSITY OF BRITISH COLUMBIA

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,

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

Practicum Contract

(1) Initial submission for pre-approval of the draft practicum contract to the faculty instructor or Director of Clinics and Practica if a faculty instructor has not yet been assigned (see sample contract sections, page 38).

(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) Field Practicum Supervisor’s Qualification Summary Form must be completed and appended to the contract (see page 36)

(3) Final approval of the contract by the CNPS 598 supervisor and the field supervisor (signatures required on three original copies – one to be retained by the student, the site supervisor and the 598 course instructor)

(4) In case of multiple supervisors at any site, prepare one contract per site and have all primary supervisors sign the contract.

Documenting Practicum Hours

The fulfillment of the 500-hour requirement consists of the following three components:

(a) 160 hours of direct counselling (individual, couple, family). Intake and assessment sessions also count as direct contact hours. Client no-shows or cancellations do not count toward direct counselling hours.
(b) 50 hours of counselling (25 hours as junior leader; min. of 25 hours as senior leader). Leadership of psychoeducational sessions count as group hours.

(c) 290 hours in professional activities including but not limited to:
- reading case notes and relevant information
- attending on-campus practicum seminars
- discussion of cases or relevant clinical issues with colleagues or the field supervisor
- contacts with allied professionals regarding clients
- attending professional meetings on site or at other locations
- attending conferences and professional development seminars
- taking case notes or writing reflective notes
- listening to the tape-recording or watching a videotape of a counselling or group session
- 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
- arranging for appointments (e.g., telephone contacts with clients)

**Presentations and Written Assignments in Practicum Class**

1. One individual oral case presentation (length to be set by the instructor)

2. One written case study report (length to be set by the instructor)

3. One oral group presentation (length and format 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* (see page 45), in lieu of a group case study report.

**End-of-Practicum Reports**

1. Evaluation of the placement experience, including the setting, the quality and availability of supervision, opportunities for learning, etc. (1-2 pages, double-spaced):

2. A 4 to 6 page (double-spaced) final paper evaluating the overall course experience and the student’s personal and professional development throughout their practicum experience, including significant learnings and goals for future development.
Logging of Practicum Hours

Students are required to keep precise and detailed records of their direct counselling, group, and professional hours. These may be documented in a spreadsheet, or using the attached forms (see pages 41-44). These logs must be signed and dated by the site supervisor and submitted to the 598 course instructor at the end of the placement.

Field Supervisor's Final Evaluation Report

Upon completion of the placement the field supervisor is required to complete and submit to the 598 course instructor a formal summative evaluation of the student’s professional and clinical performance during the placement. This evaluation should be based on the student’s stated learning goals and expectations. Supervisors may complete the evaluation form provided by the department, or they can submit their evaluation in the form of a “To Whom it May Concern” reference letter which the student can then use in his or her efforts to secure employment upon graduation.

Entering Grades

The instructor must have received all the written assignments (including the above end-of-practicum reports), signed and dated 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.

Class Attendance Requirement

Please note that attendance at the on-campus practicum seminars is mandatory the first time the student registers in CNPS 598. Missing more than 10% of the practicum seminars may adversely impact the students’ successful completion of this course. Only in exceptional circumstances and with the written permission of the Director of Clinics and Practica, will students be allowed to begin collecting practicum hours and postpone attending classes and registering in a regular section of CNPS 598 until their primary placement begins in a subsequent term.
Extending Practicum and Continuous Course Registration

Some students may not be able to complete the practicum requirements in one session (fall/winter; spring), and consequently may be required to re-register for the course for another term or multiple terms until the course requirements are fulfilled. Continuous course registration is required to maintain UBC liability insurance. If you think you will need to be enrolled in a regular or special (“phantom”) section of CNPS 598 in the next term, please inform the course instructor and the graduate secretary in charge of CNPS Programs (Karen Yan). 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.

Regular Course Re-registration

1. **The 100 hour Rule.** You must re-register for a regular section of CNPS 598 for full 6 credits, if you have completed less than 100 of the required 160 direct client counselling 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. **Class Attendance.** You are expected to attend all practicum classes and participate fully in class activities until the end of the course term in which you complete your required hours. For students who were initially enrolled in the spring practicum, this may mean that you will only need to attend the seminars until the end of the Fall term, if you have completed all your course requirements at that time. Students who were initially enrolled in the Fall/winter practicum and have not met the requirements to be exempt from a regular section of practicum, must attend all classes during the spring session.

3. **Faculty Supervisor Responsibilities.** If you are required to register in another regular section of the 598 practicum, your file will be transferred to your new course instructor and s/he will assume responsibility for: (a) overseeing your practicum experience and progress, (b) maintaining communication with your placement field supervisor(s), and (c) ensuring you complete the course requirements.

4. **Term-end Grade Entry.** When registered in a regular section of the practicum, a course grade of “Complete” will be entered at the end of the term if you have completed all practicum requirements (April for Fall/winter sections of 598; June for Spring sections of 598). *(Note: When enrolled in a phantom section a “Complete” grade will be entered when you have successfully completed all course requirements.)*
5. **New, revised, and/or amended contract requirements.** If you are extending your placement past the original agreement, you will need to amend your original contract to reflect the new conditions and have this signed by you, your site supervisor and the 598 course instructor. If you are beginning at a new site and/or with a new field supervisor, a new practicum contract will need to be prepared, approved by the UBC course instructor, and signed by you, your site supervisor, and the 598 course instructor before you begin seeing clients.

6. **Faculty approval of practicum contracts.** When the course instructor is not available to review and approve a new (or revised or amended) practicum contract, the Director of Clinics and Practica will assume this responsibility and act as the signing authority for UBC. Hours can not be counted until an approved and signed contract is in place.

7. **The instructor site visit requirement.** If your previous 598 course instructor completed a site visit, unless it is deemed necessary due to problems in the placement or concerns about student performance, another visit will not be completed by your current 598 course instructor. Rather, s/he will maintain e-mail and telephone contact with your site supervisor.

8. **The class assignments exemption rule.** You are expected to complete any and all outstanding course requirements while registered in the new practicum section.

**“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 100 or more direct counselling hours in your previous practicum section, and (b) you have already had a site visit by the course instructor, and (c) all the pertinent class assignments (e.g., case presentations and reports) have been completed, and d) your site supervisor is satisfied with your clinical skills and progress.

2. **“Phantom” section instructor.** While registered for a phantom section, your previous CNPS 598 course instructor will continue to be responsible for on-going supervision, monitoring your progress, receiving your final paperwork and documentation, and putting in a “complete” grade.

3. **Interim (substitute) faculty supervisor.** In the event that your original CNPS 598 instructor is not available, s/he may identify another faculty member to act as your interim faculty supervisor while you are registered in a phantom section or another faculty member may be assigned by the Director of Clinics and Practica.

4. **“Phantom” section registration.** Re-registration for a phantom section must be done prior to the term, by our graduate secretary Karen Yan.

5. **No classes to attend.** While registered in a phantom section of CNS 598 you are not expected to attend practicum classes. However, you are responsible for, maintaining regular, on-going contact with your original 598 instructor and are expected to inform him/her of your progress and course completion status.
6. **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.

7. **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.

8. **Non-credited practicum hours.** Without the faculty supervisor’s approval of a new, revised, or amended practicum contract or that of the Director of Clinics and Practica, 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.

9. **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 member, or the Director of Clinics and Practica considers it to be necessary or is requested by you or the field supervisor.
In recent years, we have found that some practicum placements do not allow students to video-tape or audio-tape their counselling sessions. Others that allow taping do not allow practicum students to remove confidential video or 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, the use of tapes during in-class case presentations is not a requirement. However, it is critical that site supervisors have the opportunity to directly observe some of the practicum student’s counselling sessions. If both audio- and video-taping are prohibited in a placement, students must find alternative means of ensuring meaningful and productive supervision of their clinical work and evaluation of their progress. Direct in-session observation and/or co-counselling with site supervisors would be an acceptable alternative. Solely meeting to verbally discuss cases and student progress is not a sufficient basis for assessing and determining student progress and success in the placement.

In settings where taping is permitted, students are advised of the following procedural and legal/ethical issues:

1. 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.

2. For sites where video-taping is not allowed, students are encouraged to seek permission to audio-tape their sessions.

3. Students must formally obtain the field supervisor’s written 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 if they are proposing to use taped material to augment their in-class case presentations.

4. Students must follow the procedural guidelines for removing and transporting confidential materials, as set forth by their sponsoring agency or institution. Students are responsible for the secure and confidential transportation of such tapes to practicum seminars on campus.

5. 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.

6. 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 written approval of the director of the sponsoring agency or institution.

Making Referrals
Making referrals to other professionals during your placement requires the approval of your field supervisor. Most agencies and institutions have specific referral policies, guidelines, and procedures. 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. It is your ethical and professional responsibility to consult with your field supervisor and observe the practicum setting’s procedural guidelines for client referrals.
Client Load: Three Placement Days Per Week

An appropriate counselling load would entail the following activities:

- 7 to 10 individual counselling sessions, plus an on-going group counselling session (1-2 hours) per week.
- One-hour individual supervision session with the field supervisor
- 1 or 2-hour group supervision session every other week
- 1-3 hour professional case conference or professional development workshop per month
- 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
- 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.

These guidelines are suggestions only. The ultimate determination of client load should be negotiated in advance by the student with his/her field supervisor and documented in the student’s placement contract.
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 and Psychotherapy Association (C.C.P.A.). We adhere to the C.C.P.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.P.A.

www.ccacc.ca/_documents/CodeofEthics_en_new.pdf

The C.C.P.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 is based on the following six meta-ethical principles: (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 diminish 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 counselors 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.
Case Report Preparation Guidelines: Sample
(Instructors May Provide A Different Template)

I. **Purpose:**
   1. To provide experience in discussing and writing case studies
   2. To increase self-knowledge and awareness
   3. To assess students’ conceptualization skills and ability to inform their planning and intervention with appropriate theoretical and treatment literature

II. **Recommended Sections:**
   - **Basic Description of Client** – e.g. age, sex, ethnicity, familial situation and relationship status, socioeconomic status, health, physical presentation, employment status…
   - **Presenting Problem and Current Functioning** – e.g. “the client presented with complaints about depression and has been unable to function effectively in his/her work and home environment for the last 4 to 6 weeks”
   - **Relevant History** – relational, familial, work, academic, developmental, etc. depending on the nature of the client’s concerns (e.g. “the client reports no previous familial history of depression, however in the last 2 years s/he has experienced a number of health problems and relationship losses”)
   - **Current Status of Your Work with this Client** – including the number and overall content and progress of your sessions and work together to date
   - **Working Hypotheses** – given your stated theoretical orientation and the information discussed above, how do you understand the nature of the client’s difficulties (e.g. “given that the client reports no familial history of depression or early trauma in his/her family of origin, and in light of the significant health problems and significant losses s/he has recently experienced, and considering the client’s life stage (mid-life), s/he appears to be experiencing an existential crisis..”)
   - **Treatment Plan** – how you have been and propose to continue to work with this client based on his/her presenting concerns, your hypotheses and theoretical conceptualization of the nature of the client’s difficulties, your beliefs regarding the change process, and the relevant treatment literature
   - **Evaluation/Termination** – how will you know when you have helped this client? What will be the indicators of change and growth (cognitive, affective, behavioral and in some cases spiritual)
CNPS 598 (6.0) FIELD EXPERIENCES
(COUNSELLING PRACTICUM)
Course Outline
(Fall, 2014)

Description of Field Practicum

Our Counselling Psychology Master’s Program is currently accredited by the C.A.C.E.P., the Canadian Counselling and Psychotherapy Association’s Council on Accreditation of Counsellor Education Programs. The course requirements and standards comply with, and exceed, those set forth by the C.A.C.E.P. standards.

The field experience is designed to provide opportunities for students to work with clients from diverse personal, social, and cultural backgrounds, in schools, higher education settings, and community agencies. As part of their learning goals, students are expected to receive guidance and supervision in clinical competency areas such as: case conceptualization, intervention skills and strategies, professionalism, ethical conduct, and sensitivity to diversity.

Students are encouraged to secure placements in settings most congruent with their interests and competencies. The practicum experience provides an opportunity for the student to perform under supervision, a variety of activities that a regularly employed staff member working in a similar role in the setting would be expected to perform. The choice of practicum is a joint decision between the student, field practicum supervisor, and the CNPS 598 seminar instructor. The CNPS Director of Clinics and Practica maintains overall administrative responsibility for all practicum placements, while the practicum instructor serves as the primary liaison between the student and the practicum site/supervisor. Students are required to regularly attend seminars (i.e., CNPS 598 classes) and engage in learning and supervisory activities, as well as receiving continuous supervision from their field supervisors for the duration of their practicum.

Students who are officially enrolled in CNPS 598 are covered for 5 million dollars per occurrence by the UBC’s professional liability insurance. Some sponsoring agencies and educational institutions may have their own liability coverage and related policies and regulations. It is optional but not required for students to obtain additional liability insurance through organizations such as the Canadian Counselling Association and the B.C. Association of Clinical Counsellors.

For placement details and required forms to be completed by students wishing to enroll in this course, please see the latest version of the Practicum Placement Guide which can be found on-line at: ps.educ.ubc.ca/cnps/cnps-forms-and-resources#c. Registration for all sections of CNPS 598 can only be done by contacting the ECPS administrative staff member responsible for the CNPS graduate programs (Karen Yan). A student wishing to register for practicum in the spring or fall must contact Karen Yan and submit a practicum readiness form, signed by his or her program advisor. Only after the signed readiness form has been received, will a student be enrolled in a section of the practicum seminar.

Pre-requisites:

(2) All students must have completed and passed the basic course work in counselling psychology, as specified in their Program of Studies. Students must arrange to have the Practicum Readiness Form signed by their program advisor or research supervisor, and submit this form to Karen Yan before being allowed to register in a section of the CNPS 598 practicum.

(3) Some agencies require students to undertake a successful Criminal Record Check as a requirement for placement.

(4) In exceptional circumstances and only with the support of their program advisor/ supervisor, a student may begin their practicum with a maximum of 9 outstanding course credits which can
only be from the following list:

- CNPS 532 (Psychological Assessment in Counselling)
- EPSE 528 (Basic Principles of Measurement)
- CNPS 584 (Program Development)
- 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 course work 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). Any other exceptional arrangements will require a formal written request, the approval of the student’s advisor, a written request to the Director of Clinics and Practica, and the unanimous approval of the CNPS faculty.

(5) Outstanding course work must be clearly noted in the student’s practicum placement contract and approved by the practicum field supervisor(s).

(6) Students MUST NOT see clients or collect direct client contact hours until the first day of the term in which they are registered for CNPS 598, and until they have a practicum contract in place that has been approved by the CNPS 598 course instructor or the Director of Clinics and Practica, and signed by the practicum instructor, the student, and the student’s field supervisor.

Objectives:

As a result of this course, the student should be able:

1. To identify and describe different settings in which counsellors work.
2. To define the counsellor’s role and its variations from setting to setting.
3. To define the role of the counsellor with respect to ethical issues, legislation, professional involvement, professional development, and in relation to other professional roles. This knowledge will be demonstrated by the ability to identify and describe the following:
   a. Professional roles and functions including similarities and differences with other types of professionals
   b. Professional organizations, primarily the CCPA (Canadian Counselling and Psychotherapy Association) and its divisions, branches, and affiliates, including membership benefits, activities, services to members, and current emphasis
   c. Ethical standards of the CCPA and related entities, ethical and legal issues, and their applications to various professional activities (e.g., appraisal, group work)
   d. Professional preparation standards - their evolution, and current applications
   e. Professional credentialing including certification, licensures, and accreditation practices and standards, and the effects of public policy on these issues
   f. Public policy processes including the role of the professional counselor in advocating on behalf of the profession and its’ clientele
4. To demonstrate competence in clinical, coordinating, and consulting skills through successfully completing a supervised field practicum in individual and group counselling, and as applicable, professional consultation.
5. To demonstrate awareness of, and sensitivity to, clients’ diverse social and cultural backgrounds and worldviews, and to incorporate such sensitivity and awareness into effective case conceptualization and the development of a positive helping relationship and an appropriate helping approach for each client.
6. To share professional experiences within a group of peers in order to broaden the student's perspective and provide the student with a model for constructive professional peer relationships.
7. To develop the ability to understand and conceptualize client issues and engage in intentional counselling practice, taking into consideration life span development, culture, gender, developmental and relevant contextual issues.

Content Areas

1. The Placement. The student must secure an appropriate placement(s) with a qualified field supervisor(s), and work in that setting from either:
   - Sept. to April (e.g., 25 weeks at 20 hours/week; 3 days per week) or
   - April through August (e.g., 21 weeks at 24 hours/week; 4 days per week) or
   - A portion of the spring-summer-fall period, for a combined total of a minimum of 500 documented hours of practicum work at one or more sites. Activities associated with the documented hours other than direct client contact hours described below include the seminar classes as well as all other activities required to support the student’s work with their clients and as a member of the practicum site team (e.g. writing notes; attending meetings, case conferences and professional workshops; client preparation; topical readings; etc.).

Breakdown of Required 500 Hours:
At least 210 of the 500 required hour must be in direct service to clients (i.e., individual, couple or family counselling sessions). Students may accumulate more than the minimally required hours, and must keep detailed logs of their client contact (e.g., basic demographics, type of session, presenting issues, session duration). These logs must be signed off by the site supervisor either weekly or monthly, and at the end of the placement.

The 210 hours of direct client contact is broken down into two parts:

- **Direct Counselling:** minimum of 160 hours must involve individual, couple or family counselling. Co-counselling hours can also be counted towards the 160 hours.

- **Group Counselling:** minimum of 50 hours must be in facilitating counselling and/or psycho-educational groups. Of the required group hours:
  - (a) 25 hours may involve working as a junior co-facilitator with a senior and more experienced group leader who can provide supervision, training and feedback.
  - (b) 25 hours of group counselling must be as a solo-facilitator or a primary co-facilitator (i.e., being a primary co-facilitator or an equally responsible co-facilitator vs. being in a “junior” role).

For each group in which the student participates, the supervisor must sign the one page group summary sheet, with the number of facilitation hours and specific focus of the group work being clearly recorded on the sheet.

2. Supervision. The supervision of the student is a shared responsibility between: (a) the identified field supervisor or the sponsoring agency or educational institution, and (b) the Counselling Psychology program in the Department of Educational and Counselling Psychology and Special Education in the Faculty of Education at U.B.C.

   (1) The field supervisor must complete the Supervisor Qualification Summary Form (see the Practicum Placement Guide) attesting to the fact that he or she meets the following specific criteria:
   - (a) a master's or doctoral degree in counselling psychology or a related mental health field from an accredited university or an acceptable degree granting educational institution
   - (b) a minimum of 4 years of full time pertinent professional work experience
   - (c) competence in counselling practice in areas pertinent to the practicum student’s learning objectives
   - (d) commitment to abiding by a code of ethical conduct of their agency/institution or a pertinent professional association such as the Canadian Counselling and Psychotherapy...
Association
(e) not be currently under investigation for professional malpractice or the breach of ethical codes of conduct.

(2) Each student must receive a minimum of 1 hour of direct one-on-one supervision per week from the field supervisor. On average students should receive 1 to 2 hours of face to face, formal supervision for every 10 hours of direct client contact.

(3) Each student and his/her field supervisor will be visited at his/her primary practicum site by the UBC 598 instructor at least once during the practicum, typically as a summative evaluation at the end of the placement or earlier in the placement if deemed necessary or appropriate.

3. **Class Attendance.** Participation in regularly scheduled practicum seminars (3 hours per class) on campus and continuous registration in a regular or phantom section of CNPS 598 are required while students are engaged in a field practicum. Seminar attendance is mandatory at the outset of practicum, unless students have permission from the Director of Clinics and Practica for temporary phantom registration. Missing classes will have serious consequences on a student’s successful completion of this course. The seminars are designed to support students while in their placements and to address professional issues. Topics that may be addressed during the seminar include case conceptualization, review of tapes or transcripts, exploration and evaluation of counselling theories and intervention strategies, lifespan development and diversity issues, ethical issues, pertinent legislation, the counselling role, and professional involvement.

4. **Written Contract.** Upon finding a suitable placement, the student, in collaboration with the sponsoring agency or institution, will draw up a contract detailing the nature of the experience he or she hopes to have in that setting. A draft of the contract must first be approved by the CNPS 598 seminar instructor (or the Director of Clinics and Practica), prior to the student securing the signature of the proposed practicum site supervisor. Students MUST NOT begin working with clients until this contract has been approved and signed by all parties. An example of the required contract sections can be found on-line in the Practicum Placement Guide. Specifically, the contract should include:

   a) Details of the site, and full supervisory contact information.
   b) Duration of the contract (start and end dates) and time to be spent in the setting each week (number of hours, number of days).
   c) Rationale for selecting this placement setting.
   d) Nature of activities you will be involved in, specifying responsibilities.
   e) Nature of the supervisory relationship. In as much detail as possible specify how much time will be spent in supervision (i.e., number of hours per week, day, time) as well as the specific activities or methods of preparation, feedback and evaluation that will be used (e.g., face-to-face discussion, observation, and audio and/or video recording playback). If there are possible ethical concerns (e.g., dual relationship, conflict of interest) in the supervisor-student relationship, clearly address those issues and indicate how they have been resolved.
   e) Expected outcomes. State what you expect to gain from the placement experience as practicum learning objectives in specific terms.

After being approved by the course instructor, 3 copies of the final contract must be signed by the student, his/her field supervisor, and the CNPS 598 seminar instructor (or the Director of Clinics and Practica if the seminar instructor is not available), with a copy being retained by each person.

5. **Maintaining a Log Book.** On a weekly basis, students will keep a log book in which they maintain a record of their direct and indirect hours and activities. These logs must be signed by the site supervisor and submitted to the course instructor at the conclusion of the practicum. The signed logs will be placed in each student’s practicum file.
Recommended Readings


Each practicum setting may require particular readings and reference books that are determined by the on-site practicum supervisor. In addition, specific readings may be required by the seminar instructor.

Assignments:

1. **Supervisor’s Evaluation:** At the conclusion of the placement, the field supervisor will submit a written evaluation of the student’s work, commenting candidly on how the student handled various aspects of the placement and the extent to which the student met his or her learning objectives. They may use the CNPS 598 Practicum Evaluation Form (see the Practicum Placement Guide), or write their evaluation in a letter of recommendation “To Whom It May Concern.” The written evaluation must be sent to the CNPS598 seminar instructor. Normally the site visit will take place near the end of the placement, during which time the student, the field supervisor, and the UBC seminar instructor will meet to review and discuss the final evaluation and the student’s progress and significant learning during the placement.

The *Field Supervisor* offers supportive and constructive feedback and appropriate guidance throughout the placement, conducts periodic performance reviews of the student, and offers interim evaluative feedback and the final written evaluation. The *Counselling Psychology Practicum Course Instructor has the ultimate responsibility for arriving at a final grade (Pass/Fail) to be assigned to the student.*

When working in an agency or an educational institution, the student is expected to comply with the conditions governing the types of cases handled and working relationships with other staff as outlined by the agency supervisor.

2. **Student’s Placement Evaluation:** At the conclusion of the placement, each student will submit a one page evaluation documenting the nature of the placement and their assessment of the placement and the supervision they received during their practicum.

3. **Counselling Case Presentation, Written Case Report, and Use of Recorded Materials:** Students will be expected to make at least one individual case study presentation to the seminar class before the completion of this course, using concrete examples to reflect their work with the client. Although not a requirement, should students elect to use video or audio recorded session segments and/or transcripts of such portions for the purpose of a case presentation, professional and ethical issues must be adhered to (approval of using audiovisual material must be obtained from the client and the field supervisor). To ensure client confidentiality, copies of a clinical case outline may be circulated to the class during a case presentation, but must be collected from other students in attendance, and be disposed of by the presenter at the end of the presentation. A formal case study must be submitted to the course instructor within a week of the student’s case presentation. The 5 – 8 page case report should be type-written and double-spaced, conforming to the case report outline specified by the instructor.

4. **Group Counselling Analysis:** Each student will present one group case report during the seminar class before the completion of this course. A group summary sheet, signed by the student and group supervisor, must also be submitted for each group the student runs during the practicum (see the Practicum Placement Guide). Additionally, students may be asked to submit a critical analysis (5 to 8 double-spaced pages) of: (a) his/her performance as a group facilitator, and (b) a critical analysis of the group process and design – for one of the groups the student facilitated during the practicum. The instructor may provide alternative methods of analyzing group leadership and process/design.
5. **Final Self Evaluation:** At the end of the practicum, students will submit a written evaluation of their significant learnings, strengths, and areas of continued growth since the start of their practicum. This self-evaluation is meant to be a reflective synthesis of the student’s experiences and significant learnings, based on the learning objectives outlined in the student’s practicum contract (up to 5 pages, typewritten, double-spaced).

**NOTE:** Dates for the submission of all written work will be determined by the seminar instructor.

**Grades:**

The course is graded on a *Pass/Fail basis.* Before a grade can be assigned, all signed logs, written work, and the supervisor’s evaluation must be received by the course instructor. Each student must pass the course to graduate.
Practicum Placement Readiness Form

To: Director of Clinics and Practica (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 student:

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

( ) has a plan to complete, co-requisite with practicum, a maximum of 9 credits from the following list of acceptable courses:

( ) CNPS 532 (Assessment) Expected completion date: ________________

( ) EPSE 528 (Measurement) Expected completion date: ________________

( ) CNPS 584 (Prgm. Dev.) Expected completion date: ________________

( ) CNPS 579 (Thesis Prep) Expected completion date: ________________

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

I hereby certify that the above student:

• has completed all required course work or has a clear plan to complete the required courses described above co-requisite with practicum

• has sufficient clinical competencies, emotional stability, and personal maturity for engaging in clinical work.

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)*

Practicum Site or Institution: ____________________________________________

Supervisor’s Name: ________________________________________  ( ) Mr  ( ) Ms  ( ) Dr

Supervisor’s Contact Information:
Address: _____________________________________________________________

____________________________________________________________________

Phone: _______________  FAX: _______________  E-mail: ____________________

Supervisor’s Title/Role at the Site: ______________________________________

Supervisor’s Academic Background:
Highest Degree Earned: ___________________  Year: _________________
Institution: _____________________________  Area of Focus: ________________

**Professional Experience:** *please initial each item.*

_____ I have a minimum of 4 years of full-time professional work experience, or an equivalent amount of work within the past 5 years, as a counsellor or in a related mental health field

_____ I belong to the following professional organizations and I am committed to abiding by their professional codes of ethical conduct (e.g., Canadian Counselling and Psychotherapy Association, American Counselling Association, Canadian Psychological Association, American Psychological Association, B.C. Association for Clinical Counsellors)

____________________________________________________________________

____________________________________________________________________

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

Date: ___________________________  Signature: ___________________________
Request for Permission to Be Exempted from Class and Registered in a Phantom Section

Students may be exempted from attending further practicum classes and be registered in a phantom section of CNPS 598 following registration in a regular section of CNPS 598 during which the student attended the seminars if: 1) s/he has completed the written and oral case presentation; 2) has logged a minimum of 100 direct client contact hours, and 3) his or her site supervisor is satisfied with the student’s progress in the placement to date. Registration in a phantom section of CNPS 598 and exemption from further class attendance is contingent on the permission of the student’s current regular section 598 instructor, and his or her agreement to assume continued responsibility for the student until s/he completes the practicum.

To: CNPS 598 Course Instructor: ______________________________

From: Student Name: __________________________________

As shown in the accompanying documentation of my accumulated direct client contact hours, I have now exceeded 100 hours. I have also completed my oral and written case presentations.

I hereby request your permission for me to be registered in a phantom section of CNPS 598 in the coming term, during which time I will be exempted from attending practicum seminars.

I have spoken with my field supervisor (Name: ____________________________) and s/he is satisfied with my current progress and performance in practicum.

I understand that you will continue to be my UBC practicum supervisor until the completion of all the course requirements, and that I am responsible for fulfilling all the course requirements and for regularly updating you on my progress and regarding any issues or concerns that may arise in my field placement.

Signatures:

Student: _____________________________________________ Date: __________________

Site Supervisor: _________________________________ Date: __________________

UBC 598 Instructor: ______________________________ Date: __________________
### EXAMPLE OF CNPS 598 REQUIRED CONTRACT SECTIONS

**Student Details:**
Name and Student Number  
Address and Phone Number  
E-mail address

**Placement Details:**
Site & full mailing address  
Name and qualifications of supervisor (e.g. M.A.)  
Contact Details for supervisor – phone, e-mail address

**Placement Dates:**
e.g. September 15\(^{th}\) 2008 through April 30\(^{th}\) 2009  
Mondays, Wednesdays & Fridays 8:30 – 4:30

**Rationale (example):**
I applied to _________________with the aspiration of working with a diverse clientele presenting a broad range of therapeutic concerns. In my first year of clinical work at the New Westminster Counselling Centre, I appreciated the learning challenges of counselling individuals and couples from a diversity of cultures, socio-economic backgrounds, and life situations. I am particularly interested in the opportunity to learn more about _____ culture and believe that a multi service agency such as ______________ will provide me with many cultural experiences. I feel drawn to the counselling environment that _____ provides and appreciate that clients can access services on a sliding scale basis. Furthermore, I am interested in working with couples and families and would appreciate more learning opportunities and supervision in these areas.

**Counselling Tasks and Activities (examples):**
- Conducting intake assessments  
- Scheduling appointments and booking rooms  
- Counselling with individuals, families, and couples  
- Videotaping client sessions  
- Maintaining case notes  
- Preparing and presenting cases for discussion in counselling team meetings  
- Co-facilitating a psycho-educational or support groups  
- Participating in monthly staff meetings  
- Assisting with professional development workshops

As a group co-therapist, I will be seeking supervision on responsibilities such as leading group check-in, presenting discussion topics, supporting clients and when appropriate offering feedback on experiential exercises and group process. I will also assist with group set-up and session notes. I expect to spend at least 25 hours of my group time in a leadership role in order to satisfy UBC’s requirement regarding leading group hours.
**Supervision (examples):**
Expectations of counsellor trainee:

- See individuals, couples, and families in counselling sessions.
- Complete all required clinical paperwork in a professional and punctual manner.
- Engage in weekly informal and formal individual supervision with site supervisor regarding client issues, case-load, scheduling, and other administrative matters.
- Collaboration with counselling and staff colleagues and peers regarding counselling and administrative issues.
- Review videotapes in preparation for supervision.
- Meet with site supervisor at scheduled times throughout the course of the practicum placement to review and assess progress.
- Attend weekly student meetings for peer supervision.

Expectations of site supervisor:

- Provide formal individual supervision for a minimum of 1 hour per week, supplemented by informal supervision as needed.
- Be available to discuss concerns or issues that counsellor trainee may have.
- Engage counsellor trainee in process-oriented supervision that focuses on what is happening for the counsellor trainee during the counselling sessions and how this influences the counselling sessions and the counsellor/client relationship.
- Provide feedback that is constructive yet respectful, with the aim of challenging the counsellor trainee to consider different perspectives and try new approaches, techniques, strategies, etc.
- Meet with counsellor trainee at scheduled times throughout the course of the practicum placement to review and assess progress.

**Expected Learning Outcomes (examples):**

- To gain a broader understanding of counselling theory and technique, especially in the areas of ...
- To increase my counselling experience with …
- To develop and refine counselling techniques I have practiced over the last year (e.g….)
- To continue to develop my ethical and professional understanding of counselling work
- To learn to write appropriate clinical notes
- To further develop a theoretical and conceptual understanding of my work with clients.

**Outstanding Course Work:**

**We, the undersigned, agree to the terms of this contract**

__________________________________________
Site Supervisor (insert name)  Date

__________________________________________
Student (insert name)  Date

__________________________________________
UBC Practicum Instructor (insert name)  Date
Practicum Contract Package Submission Checklist

Student’s Name: ________________________________________________

E-Mail: __________________________________________________________

Part 1. Accompanying Signed Forms

☐ 1. Signed Early Practicum Commencement Readiness Form (if applicable)
☐ 2. Signed Practicum Placement Readiness Form
☐ 4. Completed Field Practicum Supervisor Qualification Summary Form
☐ 5. Practicum contract proposal, pre-approved and signed by the CNPS practicum instructor or Director of Clinics and Practica, the site supervisor, and the student

Part 2. I have ensured the following items have been addressed in my placement contract

☐ 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).
☐ 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: _____________________________
## CNPS 598 DIRECT CLIENT CONTACT DAILY LOG

**FORM - SAMPLE**

<table>
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<tr>
<th>Date &amp; Time</th>
<th>Direct Hours</th>
<th>Description</th>
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**Total Hours:**

We hereby certify that the above information is accurate:

Student: ____________________________  Date: ______________________

Site Supervisor: ____________________  Date: ______________________
CNPS 598 GROUP HOUR LOG FORM - SAMPLE

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<th>Date &amp; Time</th>
<th>Group Hours</th>
<th>Description</th>
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Total Hours:

We hereby certify that the above information is accurate:

Student: ___________________________ Date: __________________

Site Supervisor: ___________________ Date: __________________
## CNPS 598 Professional Activity Daily Log Form

### Sample

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Activity Hours</th>
<th>Description of Activity</th>
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**Total Hours:**

We hereby certify that the above information is accurate:

Student: ___________________________ Date: ___________________

Site Supervisor: ___________________ Date: ___________________
# CNPS 598 WEEKLY SUMMARY FORM - SAMPLE

Student: ____________________________________________

<table>
<thead>
<tr>
<th>Month &amp; Week</th>
<th>Direct Co. Hours</th>
<th>Group Hours</th>
<th>Other Prof. Hours</th>
<th>Total Hours</th>
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TOTAL:

We hereby certify that the above information is accurate:

Student: _______________________________     Date: _______________________

Site Supervisor: _________________________     Date: _______________________

44
Group Experience Summary Report 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/Type of group:

2. Location:

3. Field supervisor for student group work, and contact information:
   Name: __________________________ Qualifications: __________________________
   Phone: __________________________ 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. Brief summary of group sessions: Use Group Work Process Summary Form (Attach copies.)

9. Total number and hours of facilitated sessions for this group: ______ Hours

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

Field Supervisor’s Signature __________________________ Date: _____________
CNPS 598 PRACTICUM COMPLETION FORM

When you have reached the end of the practicum contract at a given placement, please ask your field supervisor to sign this Practicum Termination Form, then submit it to your practicum instructor.

NOTE: any activities at this placement beyond the termination date of the student’s practicum contract will NOT be covered by the University’s liability insurance

Student Name: ________________________________

I, ________________________________, hereby certify that:

- In my capacity as site supervisor, I confirm that the above mentioned U.B.C. Counselling Psychology student has successfully completed their contracted practicum placement at:
  
  Placement Name: ________________________________

- The above student is no longer considered to be a practicum student at this placement as of:
  
  Date: ________________________________

Field Supervisor: ____________________ Date: ____________________

Student: ____________________ 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+50+290 hours).

☐ The final and positive evaluation report from the above field supervisor has been received.

☐ A “Pass” grade has been entered into the system on: ______________________  
  Date
CCPA Practicum Supervisor Requirements

Goal of Supervision:
The goal of supervision is to develop the professional competency of a counsellor or counsellor-in-training to effectively intervene and facilitate positive changes.

Supervision is:
- an interactive process of information feedback and exchange requiring active involvement of both the student and supervisor;
- a facilitative and action-oriented process involving shared observations, communication, and demonstrations of effective practice;
- An operational learning situation that:
  - entails clear and concrete communication of what the supervisor has observed and noted relating to student performance;
  - promotes student development of increased initiative, awareness, growth
  - involves problem solving with the student;
  - includes supervisors as demonstrators or models of effective practice.

Characteristics of Supervision accepted by CCPA:
- Involves face-to-face meetings between the candidate and supervisor, typically in periods of approximately one hour each. Supervision can occur in small groups settings (two or three individuals) or individually.
- Supervision is based on content and process of a candidate’s practicum or internship experience. Combinations of direct supervision (live observation, co-counselling, review of audio and video recordings, and live supervision such as reflecting teams, one way mirror etc.) as well as indirect supervision (written case notes and case consultations) are involved.
- Supervision is not personal therapy. At times supervision might focus on the supervisees’ psychological functioning but the purpose is to facilitate supervisees’ development of counselling competencies, intervention skills, and the ability to conduct counselling cases effectively.

The supervisor provides the evaluative dimension of counseling supervision and monitors the quality of the services offered to the client by the candidate.

- Supervision does not include peer supervision by a person of equivalent qualifications, status, and experience. Nor does it include current or former family members or others where the personal relationship interferes or makes challenging the establishment of a professional relationship.
- Supervisors in administrative relationships to the supervisee, whose position involves evaluating job performance or assessing case management, are not suitable for evaluating the quality of therapy given to a client.
Appropriate Professional Associations and Qualifications

It is expected that supervisors have expertise in the area of counselling, including conceptual knowledge and practical experience in the field of counselling.

Supervisors should have a Master’s degree in the area of counselling or equivalent in order to be qualified to supervise.

Supervisors should have a minimum of four years in the counselling field prior to taking on a supervisory role.

Supervisors should belong to CCPA, a recognized association in the field of counselling, or any formal provincial colleges that regulates counselling activities.
CNPS 598 – UBC COUNSELLING PSYCHOLOGY PRACTICUM
Supervisor’s Evaluation Form

Student: ____________________________________________________________

Period of Placement: ________________________________________________

Supervisor: ___________________________ Agency/School: ________________________

Supervisor’s e-mail address: __________________________ TEL: ________________

1. **Client Contact Hours**
   1.1 Total number of direct client-hours (individual, couple, family) ______
   1.2 Total number of group hours as primary leader ______
   1.3 Total number of group hours as secondary leader ______
   1.4 Total number of consultation hours (parents, teachers, other professionals, etc.) ______

2. **Performance in the Counselling Service Area**
   2.1 **Cooperation with Counselling Services Staff** (to include courtesy, keeping clinic staff informed regarding client cancellations, no shows, counsellor cancellations, vacations, financial issues and arrangements, submitting schedules, etc.)
      Supervisor’s comments:

   2.2 **Relationships with Clients** (to include lateness, missing appointments, client complaints, cancellations, respectful communications, maintaining confidentiality, etc.)
      Supervisor’s comments:
2.3 **Record Keeping** (to include all pertinent reports and required paperwork, securing of signatures, informed consent, etc.)

Supervisor's comments:

3. **Student's Use of Supervision**

3.1

| Unprepared for supervision | Well prepared for supervision |

3.2

| Is dependent in supervision | Takes initiative in supervision |

3.3

| Focuses primarily on client dynamics | Incorporates self in discussion of counselling process |

3.4

| Uses recommendations directly, without incorporation into own counselling style | Incorporates recommendations into own counselling style |

3.5

| Responds to supervision defensively | Responds to supervision openly and constructively |

Supervisor's comments:

4. **Communication Skills and Patterns**

4.1 The student applies principles of effective communication in interactions with clients, students, parents, faculty, administrators and other professional personnel.

Supervisor's comments:
4.2 The student demonstrates a sensitivity and tolerance to clients’ feelings and diverse behaviors and circumstances.

Supervisor’s comments:

4.3 The student establishes appropriate professional relationships with clients and staff and manages these relationships successfully.

Supervisor’s comments:

4.4 The student applies an appropriate course of action when presented with client resistance, silence, hostility, indifference, lack of motivation, unresponsiveness, and dependency.

Supervisor’s comments:

5. **Case Management**

5.1 The student selects counselling strategies appropriate to client problems, and develops and implements appropriate plans of action, based on the relevant literature.

Supervisor’s comments:

5.2 The student’s work with clients is based on a coherent, theoretical conceptualization of the client’s presenting issues, taking into account the client’s age and life stage, and his or her unique life circumstances.

Supervisor's comments:
5.3 The student selects the appropriate continuation/termination strategy given the client's presenting problems: a) continuation of counselling and the choice of a particular strategy; b) referral to another professional-educational source; or c) termination of counselling.

Supervisor's comments:

6. **Counselling Process Skills**

6.1 The student effectively and compassionately presents information discrepant with the client's beliefs or perceptions, to enhance the counselling process.

Supervisor's comments:

6.2 The student gathers, synthesizes and interprets assessment data such as ability, achievement, interests, personality and personal resources in order to help the client achieve his or her goals.

Supervisor's comments:

6.3 The student can effectively apply in counselling, models such as those appropriate to decision-making.

Supervisor's comments:
6.6 The student effectively uses specific counselling process techniques (e.g., two-chair, CBT, focusing, emotional regulation), in an appropriate and developmentally sensitive manner.

**Supervisor's comments:**

8. **Summary Rating:** (as per Grid below)

- Excellent
- Satisfactory
- Inadequate

**Summary Evaluative Comments:**

________________________________________

Student’s Signature

Supervisor’s Signature

________________________________________

Date

Date

**GRID:**

**Excellent** The student’s knowledge and skills are remarkably well-developed, given the student’s level of education, training and experience.

**Satisfactory** The student’s knowledge and skills are developing well and as expected given the student’s level of education, training and experience.

**Inadequate** The student’s knowledge and skills are below the level expected and required to undertake independent professional practice.