

CNPS 598: Field Experiences (Counselling Practicum)

# **PRACTICUM PLACEMENT GUIDE**

*Version 7.01 (2016)*

*for*

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

*at*

The University of British Columbia

**Director of Clinics and Practica**

Effective July, 2014: Dr. Ishu Ishiyama (Current Training Director)  
[cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com)

Effective September, 2016: Dr. Colleen Haney  
[colleen.haney@ubc.ca](mailto:colleen.haney@ubc.ca)

The CNPS 598 Practicum Placement Guide was first produced in 2007. It has since been revised and expanded by Dr. Judith Daniluk and Dr. Ishu Ishiyama who have served as the Director of Clinics and Practica over the years. (Version 7.1: prepared by the current Director). Dr. Ishiyama will be on his sabbatical leave for a year as of July 1, 2016.

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## 1. BRIEF DESCRIPTION OF REQUIREMENTS

1. The counselling practicum provides students with a wide range of opportunities to acquire clinical competency and experience through direct service and also to become familiar with a variety of professional activities (e.g., record keeping, clinical supervision, information and referral, team work, in-service and staff meetings) and ethical, legal, and professional issues in clinical practice.
2. CNPS 598: Field Experiences (also known as “practicum course”) is a pass/fail course. Students must complete all the requirements successfully to pass the course. The determination of whether a student has successfully completed the requirements of the course is made by the CNPS 598 instructor. This determination is based on the assessment and recommendation of the field supervisor, regular and satisfactory class attendance and participation, the successful completion of all course assignments, and the submission of signed summary logs verifying that the students have accurately logged all pertinent hours including supervised hours at their placement sites.
3. 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 specified in the current CNPS 598 course outline. The practicum list is made available to students during a practicum orientation meeting held in the late fall or in December. It 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 forming practicum contracts with a site for their placement.
4. The practicum student needs to identify at least one qualified field supervisor (also referred to as “site supervisor” or “placement supervisor”) who has a *master’s or doctoral degree in counselling psychology or in a mental health field with a minimum of four years of full-time or equivalent clinical work experience*. This person should be *on site* and must be available and willing to provide the practicum student with a *minimum of one-hour per week of one-on-one, individual supervision*. The field supervisor must not be in a dual relationship with the student (i.e. being the student’s colleague, work supervisor, personal friend, relative, or family member). The field supervisor must not be a current student in one of the CNPS graduate programs at UBC. The field supervisor must complete and sign the *Field Supervisor Qualification Form*, to be submitted to the CNPS 598 course instructor for approval along with the practicum contract proposal.
5. Some agencies require students to produce a Criminal Record Check (CRC) as a requirement for their placement. These checks can be completed through the

Teacher Education Office on the main floor of Scarfe Building at UBC. CNPS students must contact our Graduate Program Assistant, Ms. Karen Yan ([karen.yan@ubc.ca](mailto:karen.yan@ubc.ca); TEL: 604-822-6371), to obtain the necessary forms for the CRC. If students have cleared their criminal record check through the Teacher Education Office within the last 5 years, another CRC should not be necessary unless the site in question insists on a new criminal record clearance.

6. In collaboration with their field supervisor, students must determine the conditions of their placement and prepare a draft practicum contract; see (a) *A Guide for Preparing a Practicum Placement Contract: Sample 1*, and (b) *A Guide for Preparing a Practicum Placement Contract: Sample 2*, for practical examples of addressing the *required* contract coverage items. This draft contract must be approved by the CNPS 598 instructor (or by the Director of Clinics and Practica), and *subsequently* signed by the student, the field supervisor, and the course instructor, prior to the commencement of the practicum.
7. A total of 500 documented hours are required for successful completion of the practicum. These hours include: (a) 160 direct individual counselling hours (also including couples and family counselling hours), (b) 50 hours of group leadership (min. 25 hours as a solo/primary group facilitator or co-facilitator with equally shared responsibilities, and min. 25 hours as a junior/secondary facilitator), and (c) 290 professional activities hours (i.e., professional development and services and preparation work, including: workshops, meetings, training sessions, case preparation, supervision, CNPS 598 class attendance on campus, etc.). All hours must be documented and signed off by the student's field supervisor.
8. Students ***must* attend all scheduled CNPS 598 classes on campus**. They must complete all the course requirements as specified in the course outline. Practicum placements can begin in September (fall/winter) or April (spring). Classes are held bi-weekly during the Sept.-April term, and weekly during the April – June term. The class attendance hours may be counted toward the professional activity hours.
9. The practicum course instructor is required to make one visit at each student's primary placement site (i.e., one time visit per student before he/she completes the course requirements). The instructor stays in regular contact via telephone and e-mails with each student's primary field supervisor and those at additional placements. Typically, these practicum site visits are done during the second half or toward the end of the practicum course. However, if necessary, the instructor may visit students' placement sites and meet with their supervisors.
10. Due to various factors (e.g., changes in university and departmental policies, accreditation requirements), the content of the *Practicum Placement Guide* including various forms may be updated and revised from time to time. Please check the most current version of the *Guide* on the ECPS Departmental website. In case of discrepancies between this *Guide* and the official CNPS 598 Course Outline, the latter will serve as the official source of course information and relevant policies concerning practicum placements and requirements.

## 2. PRE-REQUISITES FOR REGISTERING IN CNPS 598

1. **Students must have completed and passed all other courses in counselling psychology** as specified in their Program of Studies. Completion of the M.A. thesis is not a pre-requisite for enrolling in CNPS 598.
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 faculty 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 a practicum while the student's course work remains incomplete other than the courses listed above, will require a formal written request, the approval of the student's faculty advisor and the Director of Clinics and Practica subject to the approval of the CNPS Area.

In the case of incomplete course work, the remaining required 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 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 student's field supervisor(s).

3. The ***Practicum Readiness Form*** must be signed by the student's faculty advisor (or thesis supervisor if the student already has a thesis supervision agreement with a faculty member) and be submitted to the Graduate Program Assistant (Ms. Karen Yan). The student 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 orientation and training sessions before they start seeing clients and before the CNPS 598 course begins. These orientation and training session hours can be logged towards the 290 *professional activity hours* distinguished from client contact hours.
5. **Students MUST NOT start working with clients directly until the registered section of CNPS 598 officially starts. Students are NOT covered by UBC's liability insurance unless they are officially registered in CNPS 598. Continuous registration is required.** (This is elaborated further in the next section.) For CNPS 598 course registration dates for regular and phantom sections, please contact: Ms. Karen Yan, CNPS Graduate Program Assistant at 604-822-6371.

### **3. ATTENDING PROFESSIONAL MEETINGS AND TRAINING SESSIONS BEFORE CNPS 598 COURSE STARTS**

Some practicum sites require that their new practicum students attend orientation and other professional meetings and/or training sessions before the official start of their placements or before the official start date of the practicum course (i.e., the first class). As long as you observe the following conditions, you will be able to attend professional meetings and training sessions at the pre-approved placement before the official start date of the practicum course. Up to 16 hours for such activities (non-client contact) can be credited retroactively toward the required 290 professional activity hours, with your course instructor's approval.

1. Make sure that you are registered officially in a regular section of CNPS 598 and get your practicum contract approved by your course instructor before you commence your placement. The first practicum class typically begins in the second week of April or in the first week of September; check the University Calendar and Course Schedule.
2. You must have successfully completed CNPS 588 and other required courses before the start of the course. The Practicum Readiness Form needs to be completed and signed by your faculty advisor. If you are still enrolled in CNPS 588 in March, your clinic instructor needs let your faculty advisor know that you are expected to complete CNPS 588 successfully with sufficient levels of clinical competence and professionalism required for doing a practicum. With this supportive memo from your clinic instructor, your faculty advisor will complete and sign the practicum readiness form and send it our Graduate Program Assistant (Ms. Karen Yan) who handles all students' practicum course registration.
3. You must have met the following conditions for starting a practicum placement: (a) that you are officially registered in a regular section of CNPS 598, (b) that you have secured an appropriate placement, and (c) that your placement contract proposal and your field supervisor's qualifications have been approved by your CNPS 598 course instructor.
4. With the above conditions met in a satisfactory manner, you must obtain your CNPS 598 instructor's approval to engage in practicum-related professional activities (e.g., attending orientation and other professional meetings and/or training sessions) at your placement site before the official start date of the section of CNPS 598 in which you are enrolled.

5. If you have not met the above conditions, your clinical and professional activities and accumulated hours will not be considered part of your practicum course work. Nor will you be covered by the University's liability insurance if you are not officially registered for the course.
6. You are allowed to log up to 16 hours in total, accumulated prior to the official start of the course, which can be credited retroactively toward your professional hours.
7. You need to clarify the following to your practicum field supervisor in advance:
  - (a) that your practicum course officially starts on \_\_\_\_\_ (date)
  - (b) that you are not allowed to have direct contacts with clients (until the official start date of the course).

## 4. REGISTERING FOR CNPS 598: COMMON QUESTIONS

### Q1. Can I register for this course online 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.** CNPS 598 practicum classes are capped at 12 students per section, so please follow these steps to ensure that you have a place in the practicum class when you are ready to begin a practicum placement.

**Step 1:** *At least two months* before beginning your practicum, sign up for the course by e-mailing our Graduate Program Assistant, Ms. Karen Yan ([karen.yan@ubc.ca](mailto:karen.yan@ubc.ca), TEL: 604-822-6371). Your *Practicum Readiness Form* must be signed by your faculty program advisor or thesis supervisor and submitted to Karen Yan 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 field 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 CNPS 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 be continuously 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 your practicum in July because students must attend classes concurrently 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 but not at the very beginning of the term?**

- There may be a few weeks or a month interval between the start of the section of CNPS 598 in which you are enrolled and the actual start of your placement because your practicum site can only offer a certain start date for your placement. Or, your planned placement unfortunately gets cancelled or postponed while you are attending the practicum classes on campus, and it may take several weeks for you to find a new placement. In any of these cases, you are required to continue to attend and participate in all scheduled practicum classes from the beginning of the term till the end, regardless of when your actual placement begins and ends or when your clinical and professional activities at the approved placement get interrupted for any reasons.

**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* CNPS 598 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 regular section of CNPS 598 and continue attending classes, if I have completed a section of CNPS 598 and all of my course requirements but still have not completed the required individual counselling, group work or professional activity hours?**

- You may register in a **phantom section** of CNPS 598 if: (a) you have already attended the scheduled practicum classes for one full term, (b) you have logged over 100 hours of individual counselling (without including group hours), (c) you have successfully completed the written and oral course requirements (e.g., case presentation, case study report, group work presentation, etc.), and (d) both your CNPS 598 instructor and your field supervisor are satisfied with your performance. You will be exempted from attending practicum classes on campus beyond this point. You will need to complete and submit the *Request for Permission to be Exempted from Class Attendance Form* (Form 3) and ask Karen Yan to register you in a phantom section of CNPS 598. *In this case, your original CNPS 598 instructor*

*will continue to monitor the progress of your practicum placement and fulfillment of the course requirements.* You will be required to stay in regular contact with your original CNPS 598 instructor and report your progress to him/her until such time as you have successfully completed all of the required hours in the three categories (i.e., individual, group, and professional hours). Your course instructor will enter a “pass” grade for you Upon receipt of the acceptable essay reports on practicum site evaluation and self-evaluation, signed log sheets, and a positive evaluation report from your field supervisor.

**Q7. Is it possible to do my practicum outside the Lower Mainland?**

- Because you are required to attend all classes while completing your practicum placement and your CNPS 598 instructor must make a site visit while you are in your placement, it is not realistic for you to have a placement outside the Lower Mainland, B.C. Only under exceptional circumstances may you consult with the Director of Clinics and Practica and seek special approval of an “out-of-town” practicum placement. If this was approved, you will be required to cover the entire cost of your course instructor’s travel (air or ground travel or both) and hotel accommodation required for such a site visit. The University will not cover any part of the travel or accommodation expenses outside the Lower Mainland. It is your responsibility to alternative arrangements, if required, for appropriate participation in class activities and discussions, and seek the approval of your course instructor for such arrangements.

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

- Yes, you could. We understand that it may be necessary for you to find another practicum placement to meet the clinical hour requirements. However, ***we strongly recommend that you find one main placement*** that will allow you to fulfill the requirements and help you learn to work as a team member within the setting for an extended period of time. If you choose to do an additional placement, this will be considered your secondary placement (or third placement if needed) where you will accumulate additional practicum hours and training experiences. Your secondary site will not be visited by your instructor, although telephone and e-mail contact may be maintained with the secondary site’s field supervisor.

**Q9. If I can find a qualified and 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/or the Director of Clinics and Practica that you have an arm’s length relationship with the placement supervisor who meets the educational and professional experience requirements (as reflected in the *Supervisor Qualification*

Form) and free of any current or potential conflict of interest or dual relationship issues. You must avoid having a long-term colleague, your direct supervisor or administrator at work, or a personal friend or relative, for example.

- 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 (i.e., 3 hours per class) associated with my attendance in the practicum classes toward the min. 290-hour requirement for professional service and preparation activities?**

- Yes, you can count your attendance in the 3-hour practicum classes toward your 290 professional hours. However, missed classes should not 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?**

- No. You must adhere to the completion dates agreed to in your practicum placement contract. In exceptional circumstances, with the approval of both your field supervisor and CNPS 598 course instructor, you may be able to revise your contract and end your placement earlier. You are ethically and professionally obliged to consider whether client well-being might 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 what was stated in your original placement contract. Early termination may be granted if all parties are in support of your early termination and also appropriate action has been taken to ensure client well-being. The *Practicum Completion Form* (Form 9) needs to be completed and submitted to your practicum course Instructor.

## 5. THE 1-YEAR COMPLETION RULE

***You are expected to complete all your practicum requirements within a 12-month period*** (September to August of next year or April to March of next year). If this proves to be impossible, you must provide: (a) a written explanation of your particular circumstance, and (b) your plan to complete the required practicum hours after Practicum Year 1. You are required to submit the above to your course instructor for his/her approval.

## **6. CNPS 598 INSTRUCTOR'S RESPONSIBILITY FOR MONITORING STUDENT PROGRESS AND PROVIDING APPROPRIATE GUIDANCE AND SUPERVISION**

**Registration in a Regular Section of CNPS 598 and Subsequent Registration in a Phantom Section:** The instructor who taught your first practicum class remains responsible for (a) monitoring your progress, (b) completing one site visit if not done earlier, (c) submitting necessary documents (e.g., copies of the field supervisor's final evaluation, Practicum Termination Form) to the Graduate Program Assistant, and (d) submitting the final grade ("pass" or "fail"). If your course instructor becomes unavailable to continue to monitor your progress, either the Director of Clinics and Practica or another designated faculty member will assume these responsibilities.

**Second Enrollment in a Regular Section of CNPS 598:** The new CNPS 598 instructor will assume the responsibilities for monitoring student progress and providing appropriate guidance. Your previous instructor will pass your student file to the next CNPS 598 instructor.

## **7. PRACTICUM CLASS ATTENDANCE AND CNPS 598 INSTRUCTOR'S SITE VISIT**

1. You are required to attend all scheduled practicum classes on campus. There are typically 11 to 13 classes held *biweekly* during the September-April Term, and 10 or 11 classes held *weekly* during the April-June Term. The actual number of classes varies from year to year.
2. The course instructor will visit your primary site once during your field placement, which typically takes place during the second half of the course term and often toward the end of the placement. The instructor will meet with your supervisor and you to discuss your progress and clinical and professional performance. The course instructor tries to maintain regular contact by e-mails and/or telephone with your field supervisor, and will be available for inquiries and consultations. If the field supervisor requests a meeting in person with the course instructor or if such a need arises, a special site visit will be arranged.
3. Typically, if you have more than one practicum site, the instructor visits your primary practicum site only, but will stay in contact with the secondary field supervisor by phone and emails.
4. The second CNPS 598 instructor (in case you are attending the second regular section of the course) will maintain telephone and e-mail contact to discuss your progress if a site visit has already been done by your previous course instructor.

## **8. FIELD SUPERVISOR QUALIFICATIONS, EXPECTATIONS, AND PRIVILEGES**

The *Field Supervisor Qualification Summary Form* must be submitted to your first CNPS 598 course instructor with your practicum contract proposal. Please see: *CCPA Field Supervisor Requirements*.

### **Required Qualifications**

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

1. It is expected that supervisors have reputed competence and expertise in the area of counselling, including conceptual knowledge and practical experience in the field of counselling.
2. Supervisors should have a Master's or doctoral degree from an accredited university or an acceptable degree granting educational institution in the area of counselling psychology or equivalent in order to be qualified to supervise.
3. Supervisors should have a minimum of four years of full time work in the counselling or related field prior to taking on a supervisory role.
4. Supervisors should belong to the Canadian Counselling and Psychotherapy Association (CCPA), the BC Association of Clinical Counsellors (BCACC), the College of Psychologists of BC, and/or other recognized associations/colleges that regulate counselling or professional activities, and supervisors are committed to abiding by the professional code of conduct of the professional association, agency, or institution to which they belong.
5. Supervisors should have knowledge of the CNPS Program's expectations, requirements, and evaluation procedures for students.
6. Field supervisors should have no more than two students at a given time to supervise as their primary supervisor, unless the supervisors are released from other work responsibilities.
7. Field supervisors should have no conflict interest, dual relationship, or other ethical concerns with their student trainees.
8. Supervisors should not be currently under investigation for 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. Invitations to educational and professional events and colloquia sponsored by the Counselling Psychology program.

## **9. APPLYING FOR PRACTICUM PLACEMENTS WITHIN HEALTH AUTHORITIES IN BRITISH COLUMBIA: HSPNET SYSTEM**

Practicum placement opportunities within various Health Authorities in British Columbia are available. The HSPnet (Health Sciences Placement network) is a relatively new online system for processing applications for placements at various sites in the Lower Mainland British Columbia and also across Canada. The designated training director for each clinical program at an educational institution, including UBC, is required to upload student applicants' information and documents (namely, signed student consent forms, CVs, and indicated areas of interest or destination sites) as the first step.

The procedures and requirements for handling student placement requests via the HSPnet are revised and updated from time to time. Students will be notified of new or revised procedures and requirements by email notices and/or on the Departmental website (go to the CNPS Director of Clinics and Practica web page).

Below are recent examples of specific destination sites indicated in our students' applications for practicum placements within the Vancouver Coastal Health Authority (VCHA), the Fraser Health Authority (FHA), and the BC Provincial Health Authority:

- ✓ Vancouver General Hospital Psychiatry Outpatient (Depression Program, VCHA)
- ✓ Vancouver General Hospital Psychiatry Outpatient (Vancouver General Hospital Health Centre, VCHA)
- ✓ Vancouver General Hospital Psychiatry Outpatient (Cross-cultural Clinic, VCHA)
- ✓ Vancouver General Hospital Psychiatry Outpatient (Outpatient Psychiatry Team, VCHA)
- ✓ Hope Centre, North Vancouver (North Shore Adult Community Mental Health – Assessment and Treatment Services, VCHA)
- ✓ Providence Health Care (Mental Health Service, VCHA)
- ✓ Three Bridges Community Health Centre (addictions counselling, VCHA)
- ✓ Vancouver Community Mental Health Centre (Addiction Services – Pender Community Health Centre Addiction Services and Rainer Hotel, VCHA)
- ✓ Richmond Mental Health (VCHA)
- ✓ Vancouver Mental Health (Northeast Mental Health Team, VCHA)
- ✓ Djavad Mowafaghian Centre for Brain Health Psychiatry Outpatient (Mood Disorders Clinic, VCHA)
- ✓ Surrey Memorial Hospital (Adolescent Psychiatric Unit, FHA)

- ✓ Surrey Substance Use Services (Assessment and Treatment/Group Therapy Services, FHA)
- ✓ Mental Health and Substance Use (Psychology – Surrey Substance Use, FHA)
- ✓ BC Cancer Agency (Patient and Family Counselling, BC Provincial Health Authority)

Fraser Health Authority also offers other practicum sites for counselling and clinical psychology trainees; see the table below:

| Agency                                  | Site  | Service    | Destination  |
|---|---|------------|--|
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">Burnaby Mental Health &amp; Substance U...</a> |
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">Early Psychosis Intervention Progra...</a>     |
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">Fraser North Eating Disorders Progr...</a>     |
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">Maple Ridge Mental Health and Subst...</a>     |
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">Predoctoral Psychology Internship P...</a>     |
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">South Delta/Tsawwn Mental Health &amp; ...</a> |
| <a href="#">Fraser Health Authority</a> | <a href="#">Mental Health and Substance Use</a> | Psychology | <a href="#">Timber Creek Psychology (all)</a>              |
| <a href="#">Fraser Health Authority</a> | <a href="#">Royal Columbian Hospital</a>        | Psychology | <a href="#">Psychiatric Outpatients</a>                    |
| <a href="#">Fraser Health Authority</a> | <a href="#">Surrey Memorial Hospital</a>        | Psychology | <a href="#">4 East - Psychiatry</a>                        |
| <a href="#">Fraser Health Authority</a> | <a href="#">Surrey Memorial Hospital</a>        | Psychology | <a href="#">Adolescent Psychiatry*</a>                     |

### **Seeking Placements within Vancouver Coastal Health Authority (VCHA)**

We currently have arrangements with the Vancouver Coastal Health Authority (VCHA) to process two types of placement applications: (a) one specific site placement application, and (b) “fan-out” or open placement application.

If you already have a specific site placement offer, please complete Form 1. Your uploaded application package will then be directed to the specific site destination by the VCHA Receiving Coordinator. You can take initiative and contact the designated practicum coordinators (or student training coordinators) at specific sites. In some cases, students are invited to apply for a placement and instructed to go through the HSPnet application process (i.e., “one specific site placement application” described here).

Please complete Form 2 for a “fan-out” application if you do not have any placement offer but wish to be considered by various mental health practicum sites in the Lower Mainland BC. On this form, you can specify a preferred destination or leave this section blank. You must indicate the mental health area for your placement by choosing one of the following three categories: (a) adult mental health, (b) child and youth mental health, and (c) addictions.

You will choose either (a) one specific placement application or (b) fan-out application, but not both. Use the appropriate form provided in this *Guide*. (These forms may be revised or updated from time to time, reflecting the latest changes in the application

procedures and instructions by the VCHA.). Submit your VCHA placement request to the Director of Clinics and Practica.

1. Submission deadline for placements starting in September: end of March – specific date to be announced
2. Submission deadline for placements starting in January: end of August – specific date to be announced
3. Completed and signed student consent form to be download the form from:  
[http://hspcanada.net/docs/Policies\\_Consent/Student\\_Consent\\_Form\\_ALL.pdf](http://hspcanada.net/docs/Policies_Consent/Student_Consent_Form_ALL.pdf)
4. CV with a cover page(s) with a brief statement about your training background and the type of practicum training you wish to receive (one file in Word or PDF)
5. Appropriate request form to be submitted to the Director of Clinics and Practica along with the above two documents; see Forms 12 and 13 in the *Guide* which are entitled:

(Form 12) *Request Form 1 (v2.1): One-Specific Site Application Request (VCHA)*

(Form 13) *Request Form 2 (v2.1): Fan-out Application Request (VCHA)*

The VCHA Receiving Coordinator collects all “fan out” placement applications from many educational institutions and programs over a three-month period, and sends them out to all available destinations within a couple of weeks after the deadline twice yearly. Each destination agency or program will subsequently review and consider suitable applicants in this fan-out application process. When you have been short-listed or selected, the practicum placement coordinator at each destination will contact you for further instructions. It is possible that some applicants receive multiple placement offers and have to choose one and decline the other offers.

Please do not contact the Receiving Coordinator directly with your inquiries or requests. Successful applicants will receive specific instructions and information regarding their placement orientation and required training. Answers to some of your questions may be found at the following HSPnet websites:

- <http://studentpractice.vch.ca/orient.htm>
- <http://hspcanada.net/managing/content-management.php>

The following instructions are from the VCHA Receiving Coordinator (received on 2016-2-29):

- Please familiarize yourself with our Student Practice Education site:  
<http://studentpractice.vch.ca/>
- There have been some changes with VCH Photo ID. It is advisable that students begin this process (2-3 weeks before is advised) to ensure they can obtain their ID:  
<http://studentpractice.vch.ca/idcards.htm>
- All students who have been placed within VCH are required to complete the Student Practice Education Core Orientation and complete the Vancouver Coastal

Health confidentiality undertaking form. This form is now signed electronically and is kept online. The link is: <http://studentpractice.vch.ca/orient.htm>.

- A criminal record check, done within the last 5 years, and up-to-date immunizations are also required for students completing a practicum placement at Vancouver Coastal Health. The criminal records and immunization records should be kept at the school or student to provide if necessary to the unit.

### **Seeking Placements within Fraser Health Authority (FHA)**

We currently have arrangements with the Fraser Health Authority (FHA) to process only one type of placement applications: one specific site placement application. No “fan-out” applications are processed by the FHA as of March, 2016.

If you have a specific placement site in mind for applying or already have a placement offer at a specific site within the FHA, please complete the following form and provide information on the specific destination; see Form 13, which is entitled:

(Form 13) *Request Form 1 (v1.1): One-Specific Site Application Request (FHA)*

Clearly indicate in your communication with the Director of Clinics and Practica if you already have a placement offer at a specific destination or not when you submit your completed Request Form.

Your uploaded application package will be directed to the specific site destination by the FHA Receiving Coordinator. You can take initiative and contact the designated practicum coordinators (or student training coordinators) at specific sites. In some cases, students are invited to apply for a placement and instructed to go through the HSPnet application process (i.e., “one specific site placement application” described here).

The CNPS Director of Clinics and Practica will send a placement request on your behalf to the FHA’s Receiving Coordinator. The Director will upload to the HSPnet system: (a) your signed Student Consent Form and (b) your CV with a cover letter (in one file, not two separate files) via the FHA’s Receiving Coordinator. The destination program will consider multiple placement applications, and if they are interested in your application, they will contact you directly.

The HSPnet Student Consent Form looks the one on the following page (the most current version reproduced here as of March, 2016). Please check and download the most current version at:

- <http://www.hspcanada.net/resources/forms.asp>

## 10. HSPNET STUDENT CONSENT FORM



### Consent Form – A For Use and Disclosure of Student Information

Student Name: \_\_\_\_\_

Student No: \_\_\_\_\_

#### 1. Permission to Use and Disclose Your Student Related Personal Information and Personal Health Information

By signing this consent, you authorize your educational Program \_\_\_\_\_ to:

- Use and/or disclose your personal information (name and student profile information that is under the custody and control of your Program) to authorized staff of Receiving Agencies for the purpose of locating and coordinating an appropriate placement experience (e.g. clinical practica, fieldwork, or preceptorship) as required by your educational program;
- Use your student related personal information and personal health information relating to placement prerequisites, for the purpose of tracking your compliance against Receiving Agency safety and infection control prerequisites for accepting students. Placement prerequisites that may be tracked include personal information such as CPR certification or criminal records check status, and personal health information such as immunity/immunization status of vaccine-preventable diseases. Placement prerequisite information is used only by staff involved with your educational program, and is never disclosed to users external to your educational program.

#### 2. Consent Period

This consent is effective immediately and shall remain valid for up to six years, or shall be voided upon your completion of the Program, your formal withdrawal from the Program, or upon written request as described below.

#### 3. Your Rights With Respect to This Consent

- 3.1 Right to Refuse Consent** - You have the right to refuse to sign this consent, and if you refuse your placement will be processed manually at the earliest convenience of the Program and Receiving Agency.
- 3.2 Right to Review Privacy & Security Policies** - A copy of the document entitled *Identified Purposes and Handling of Personal Information in HSPnet*, which summarizes Privacy and Security policies relating to how we may use and disclose your personal information via HSPnet, is distributed with this Consent Form. You may wish to review the complete Privacy and Security Policies for HSPnet before signing this consent. The Privacy and Security Policies may be amended from time to time, and you may obtain an up-to-date copy by contacting the BC Academic Health Council at (604) 739-3910 or by visiting the website at [www.hsocanada.net](http://www.hsocanada.net).
- 3.3 Right to Request Restrictions on Use/Disclosure** - You have the right to request that we restrict how we use and/or disclose your personal information or personal health information via HSPnet for the purpose of locating and coordinating a suitable placement experience. Such requests must be made in writing to the placement coordinator for your Program. If we agree to a restriction you have requested, we must restrict our use and/or disclosure of your personal information in the manner described in your request. If this restriction precludes our ability to coordinate your placement via HSPnet, then your placement will be processed manually at the earliest convenience of the placement coordinator and receiving agency.
- 3.4 Right to Revoke Consent** - You have the right to revoke this consent at any time. Your revocation of this consent must be in writing to the placement coordinator for your Program. Note that your revocation of this consent, or the voiding of this consent upon your completion or withdrawal from the Program, would not be retroactive and would not affect uses or disclosures we have already made according to your prior consent.
- 3.5 Right to Receive a Copy of This Consent Form** - You may request a copy of your signed consent form.

Collection of your personal information is done under the authority of the privacy legislation that applies to educational institutions in your province. For more information visit [www.hsocanada.net/privacy/index.asp](http://www.hsocanada.net/privacy/index.asp).

*I hereby authorize my educational Program to use and/or disclose my personal information via HSPnet for the purpose of locating and coordinating appropriate student placement(s) as required by the curriculum.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

Student Consent Form A - NO TRANSFER - Revised: June 30, 2011

## 11. CNPS 598 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.
- (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 field 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 counselling hours all inclusive). 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 group counselling (25 hours as junior/secondary leader and min. of 25 hours as primary or solo leader or fully-shared co-leader). Leadership of psychoeducational sessions count as group hours.
- (c) 290 hours in professional activities (with no direct client contact), including but not limited to:
  - reading case notes and relevant information
  - attending on-campus practicum classes
  - discussion of cases or relevant clinical issues with colleagues or the field supervisor
  - consultation and meetings 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 audio recording or watching the video recording of a counselling session
  - studying professional documents, journal articles, and books
  - watching educational video recordings 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*, 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. (2 pages, double-spaced)
- (2) final paper (4 to 6 pages, double-spaced) 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 field 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 classes is **mandatory** the first time the student registers in CNPS 598. Missing more than 10% of the practicum classes 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.

## **12. A GUIDE FOR PREPARING A PRACTICUM CONTRACT: SAMPLE 1**

The following topics and specific information need to be covered in your practicum placement contract to the CNPS 598 instructor's approval.

**Student Details:**

- Name and Student Number
- Address and Phone Number
- E-mail address

**Placement Details:**

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

**Placement Dates: (example)**

- September 15<sup>th</sup> 2008 through April 30<sup>th</sup> 2009 (Mondays, Wednesdays & Fridays 8:30am – 4:30pm)

**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
- Video recording 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 field 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 field 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 field 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.***

\_\_\_\_\_  
Field supervisor Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
UBC Practicum Instructor Name

\_\_\_\_\_  
Date

## 13. A GUIDE FOR PREPARING A PRACTICUM CONTRACT: SAMPLE 2

### **CNPS 598 PRACTICUM PLACEMENT CONTRACT (Year: 2016-2017)**

#### **Student Information**

- Name: \_\_\_\_\_ (UBC Student # \_\_\_\_\_)
- Home/mailling address:
- Cellphone #: 604-123-4567
- Home telephone #: 604-012-3456
- Email address: \_\_\_\_\_ @ \_\_\_\_\_
- CNPS 598 Section Number: \_\_\_\_\_ Course Instructor: \_\_\_\_\_
- Course starting on: \_\_\_\_\_; ending on: \_\_\_\_\_
- CNPS 598 classes: every Wednesday, 4.30-7.30pm at UBC

#### **Placement Details**

- Name:
- Address:
- Phone & Fax:
- Website:
- Attached: Map and directions for travelling from UBC for UBC instructor's site visit.

#### **Practicum Supervisor** (attach: copy of approved Supervisor Qualification Form)

Supervisor name & highest degree: \_\_\_\_\_ (First & Family Names, M.Ed./M.A./Ph.D. etc.)

- Position and duties at work: \_\_\_\_\_
- Cellphone #: 604-123-4567
- Office telephone #: 604-012-3456
- Email address: \_\_\_\_\_ @ \_\_\_\_\_

Additional supervisors to be listed (with prior approval by 598 instructor):

Supervisor name & highest degree: \_\_\_\_\_ (First & Family Names, M.Ed./M.A./Ph.D. etc.)

- Position and duties at work: \_\_\_\_\_
- Cellphone #: 604-123-4567
- Office telephone #: 604-012-3456
- Email address: \_\_\_\_\_ @ \_\_\_\_\_

- Amendment needed in case of any change (with 598 instructor approval) – Attach a page(s)

#### **Placement Dates**

- Start date (expected/confirmed):

- End date (expected/confirmed):
- Placement days of week and hours:
- Placement location: same as above on Monday through Friday every week
- Contact phone # at site: Receptionist TEL: \_\_\_\_\_; Supervisor's office TEL: \_\_\_\_\_
- Expected counselling hours (approximate hours):
  - Individual, couple, family counselling: \_\_\_\_\_ hours
  - Consultation (direct contact): \_\_\_\_\_ hours
  - Group counselling: \_\_\_\_\_ hours
  - Professional activities: \_\_\_\_\_ hours
  - Grand Total: \_\_\_\_\_ hours
- Amendment needed in case of any change (with 598 instructor approval) – Attach a page(s)

### Rationale

I approached so-and-so at XXX (name of practicum site) this January to inquire about my practicum placement possibility at this agency and the application requirements and procedures. I learned that the agency served a diverse clientele presenting a broad range of psychological and family-related difficulties and therapeutic needs in this geographic area characterized by lower socioeconomic families. In my first year of clinical training at the New Westminster UBC Counselling Centre, I learned how to work with adults and school-aged youth from diverse cultural and socio-economic backgrounds as well as challenging life situations and sometimes with traumatic experiences. I continue to have strong interest in working with a similar client population, and this agency is a perfect fit for my training needs and interests.

The agency offers individual and family counselling and psychoeducational group programs such as: (a) xxx, (b) yyy, and (c) zzz. Their counselling approach is empathy-based and incorporates intervention skills and models such as: (a) xxx, (b) yyy, and (c) zzz. The agency is well known in the community for offering a drop-in group counselling clinic for youth and adult clients with relationship problems and chemical dependency issues. I believe I will benefit greatly from learning such interventions and having opportunities to work with families. The main supervisor who will be working with me has X many years of clinical experience and has expertise in Y and Z areas; she has been running the above drop-in program for youth and adults for the past three years. I will benefit from co-facilitating groups with her in this program, and hope to learn much about her group counselling approach. I feel drawn to this agency for improving and expanding my clinical competencies and professionalism under the close supervision of (name of supervisor) and be part of the counselling team of experienced counsellors and two other practicum students throughout the year.

### Expected Counselling Tasks and Professional Activities

1. Attending orientation sessions at the beginning of my placement (2 hours x 2 times)
2. Attending staff meetings once a month (2 hours per month)
3. Attending one-to-one supervision sessions (1-hour session, once per week)
4. Attending group supervision sessions (3 hours, once a month)

5. Conducting intake assessments
6. Scheduling appointments
7. Counselling with individuals, families, and groups
8. Running psychoeducation program sessions (psychoeducation program name: xxx)
9. Consultation with parents
10. Maintaining case notes
11. Preparing and presenting clinical cases for discussion in counselling team meetings
12. Co-facilitating family and group counselling sessions and psycho-educational and support groups
13. Attending professional development and clinical training seminars and workshops on and off sites as recommended or required by my supervisor
14. Seeking supervision, on an as-needed basis, regarding group counselling topics such as: leading a group check-in, presenting discussion topics, supporting members/clients and when appropriate offering feedback on experiential exercises and group process, how to take notes during group sessions. (I expect to spend at least 15 hours of my group time in a leadership role out of a min. 50 group facilitation hours.)
15. Others

### **Supervision Expectations**

#### ***Expectations of counsellor trainee:***

1. To attend all CNPS 598 practicum seminars on campus
2. To see individuals, families, and groups in counselling and psychoeducation sessions
3. To complete all required clinical paperwork in a professional and punctual manner
4. To engage in weekly informal and formal individual supervision with field supervisor regarding client issues, caseload, scheduling, and other administrative matters
5. To collaborate with counselling and staff colleagues and peers regarding counselling and administrative issues
6. To review of case notes in preparation for supervision
7. To meet with field supervisor at scheduled times throughout the course of the practicum placement to review and assess progress
8. To attend weekly student meetings for peer supervision

#### ***Expectations of field supervisor:***

1. To provide one hour of face-to-face supervision per 10 hours of client contact supplemented by informal supervision as needed (expected: once per week for direct individual supervision)
2. To be available to provide support and discuss concerns or issues that counsellor trainee may have
3. To engage counsellor trainee in process-oriented supervision that focusses on what is happening for the counsellor trainee during the counselling sessions and how this influences the counselling sessions and the counsellor/client relationship
4. To 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.

5. To meet with counsellor trainee at scheduled times throughout the course of the placement to review and assess progress and to enhance the trainee's clinical competencies and professionalism
6. To provide formal evaluation on counsellor trainee and send it to the course instructor upon completion

**Expected Learning Outcomes**

1. To gain a broader understanding of counselling theory and technique, especially in the areas of child and youth development
2. To increase my counselling experience in the school setting
3. To develop and refine counselling techniques I have practised over the last year (e.g., empathy, immediacy, rapport building, summarizing, xxx, yyy, and zzz)
4. To continue to develop and demonstrate my understanding of professional ethics and judgments
5. To learn to write appropriate clinical notes and engage in professional record keeping
6. To further develop a theoretical and conceptual understanding of my work with clients

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

\_\_\_\_\_  
Field supervisor (type name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student (type name and sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
( ) UBC Instructor; ( ) Training Director (type name & sign)

\_\_\_\_\_  
Date

## 14. PRACTICUM CONTRACT PACKAGE CHECKLIST

Before you finalize your contract proposal for the CNPS 598 instructor's approval, please go through this checklist. Enclose this check list in your submission package.

Student's Name: \_\_\_\_\_ ( ) MA – ( ) MEd

E-mail: \_\_\_\_\_ TEL: \_\_\_\_\_

### 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 (a) CNPS 598 instructor (or Director of Clinics and Practica), (b) field supervisor, and (c) 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: \_\_\_\_\_

## 15. EXTENDING PRACTICUM AND CONTINUOUS COURSE REGISTRATION

Some students may not be able to complete the practicum requirements in one term (fall/winter term or April-June term), and consequently may be required to re-register for CNPS 598 for another term or even 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 phantom section of CNPS 598 in the next term, please inform the course instructor and the Graduate Program Assistant for counselling psychology. 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 contact hours (individual counselling hours). Re-registration (i.e., registration for another section in the subsequent term) needs to be done by the Graduate Program Assistant (Ms. Karen Yan, [karen.yan@ubc.ca](mailto:karen.yan@ubc.ca), TEL: 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 classes 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) monitoring your practicum experience and progress, (b) maintaining communication with your placement field supervisor(s), and (c) ensuring that you complete the course requirements.
4. **Term-end Grade Entry.** When registered in a regular section of CNPS 598, 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 field supervisor and the CNPS 598 instructor. Consult with your instructor regarding what needs to be specified in the amendment page. If you are beginning a placement at a new site and/or with a new field supervisor, a new practicum contract will need to be prepared, approved by the instructor, and signed by you, your field supervisor, and the 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. Direct contact and professional activity hours cannot be counted until your contract has been formally approved with appropriate signatures.
7. ***The instructor site visit requirement.*** If your previous CNPS 598 instructor completed a visit at your primary site, another visit will not be completed by your current course instructor, except when it is deemed necessary to make another visit due to problems in the placement or concerns about your clinical performance. The instructor will maintain e-mail and telephone contact with your field supervisor.
8. ***Course assignments to be completed.*** 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 field supervisor is satisfied with your clinical skills and progress.
2. ***Phantom section instructor.*** While registered for a phantom section, your previous CNPS 598 instructor will continue to be responsible for on-going guidance, monitoring your progress and documentation, and entering a course grade.
3. ***Interim (substitute) faculty supervisor.*** In the event that your original CNPS 598 instructor is not available, s/he or the Director of Clinics and Practica may identify another faculty member to act as your interim faculty supervisor while you are registered in a phantom section.
4. ***Phantom section registration.*** Re-registration for a phantom section must be done

prior to the term, by the Graduate Program Assistant.

5. **No classes to attend.** While registered in a phantom section of CNS 598, you are not required to attend practicum classes. However, you are responsible for, maintaining regular, on-going contact with your original CNPS 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.

## 16. CCPA'S FIELD 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:

- Supervision 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.

**Professional Qualifications and Appropriate Professional Associations:**

1. It is expected that supervisors have reputed competence and expertise in the area of counselling, including conceptual knowledge and practical experience in the field of counselling.
2. Field supervisors should have a Master's or doctoral degree, from an accredited university or an acceptable degree granting educational institution, in the area of counselling psychology or equivalent in order to be qualified to supervise.
3. Field supervisors should have a minimum of four years of full time work in the counselling or related field prior to taking on a supervisory role.
4. Field supervisors should belong to the Canadian Counselling and Psychotherapy Association (CCPA), the BC Association of Clinical Counsellors (BCACC), the College of Psychologists of BC, and/or other recognized associations/colleges that regulate counselling activities, and are committed to abiding by the code of ethical conduct of the professional association, agency, or institution to which they belong.
5. Field supervisors should have knowledge of the CNPS Program's expectations, requirements, and evaluation procedures for students.
6. Field supervisors should have no more than two students at a given time to supervise as their primary supervisor, unless the supervisors are released from other work responsibilities.
7. Field supervisors should not be currently under investigation for professional malpractice or the breach of ethical codes of conduct.

## **17. GUIDELINES FOR USING AUDIO-VISUAL RECORDINGS AND FOR SUPERVISION**

Field supervisors may employ a combination of the following methods in discussing students' clinical cases and counselling sessions: direct observation, review of audio and/or video recordings, client reactions, and peer feedback as well as focused exploration and self-reflection during supervisory sessions.

In recent years, we have found that many practicum placements do not allow students to audio or video record their counselling sessions or simply do not have suitable recording facilities or equipment. Although some placements allow audio or video recording of sessions, they often do not allow practicum students to remove confidential recordings from their premises even for educational and supervisory purposes outside.

While we recognize the educational value of presenting relevant video clips and playing portions of audio-recorded counselling sessions during practicum classes on campus, we do not require that our students include the use of recordings as part of our case presentations in practicum classes and meetings with the course instructor.

It is critical that field supervisors have the opportunity to directly observe some of the practicum student's counselling sessions. If audio or video recording is not allowed at 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 field supervisors would be an acceptable alternative. Merely verbally discussing client cases and student progress is not a sufficient basis for assessing and determining student progress and success in the placement.

In settings where recording is permitted, students are required to observe and be aware of the following procedures and legal and ethical issues as well as the specific guidelines and stipulations provided at their placements:

1. Permission to audio or video record 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 recording is not allowed, students are encouraged to seek permission to audio record 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 and/or video-recordings of counselling sessions from the

practicum site if they are proposing to use recorded 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 classes 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 and erasure of the audio and video recordings.
6. Viewing of video recordings or listening to audio recordings by persons other than the client, counsellor, and field supervisor is permitted only under exceptional circumstances. Such confidential recordings 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.

## **18. MAKING REFERRALS**

*(Field Supervisor's Approval Required)*

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.

**19. CLIENT LOAD: THREE PLACEMENT DAYS PER WEEK  
(SUGGESTED)**

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 to 3 hours of a professional case conference or a professional development workshop per month
- 3 hours every other week for attending a practicum class on campus in the September-April term, or 3 hours every week during the intersession term (April-June)
- 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 classes and supervision sessions.

These guidelines are suggestions only. The ultimate determination of your client load should be negotiated in advance between you and your field supervisor, and must be clearly documented in your placement contract.

## 20. ETHICAL GUIDELINES: CANADIAN COUNSELLING AND PSYCHOTHERAPY ASSOCIATION'S CODE OF ETHICS

Our Master's Program is accredited by the Council of Accreditation of Counsellor Education Programs (C.A.C.E.P.) whose umbrella organization is the Canadian Counselling 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](http://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 diminished capacity, and the role of the parent or the legal guardian in giving consent
- (6) Responsibility to secure confidential records and to dispose of them
- (7) Clients' right to access their counselling records
- (8) Avoidance of entering or creating dual relationships with clients
- (9) Respecting diversity and not engaging in discrimination
- (10) Responsibility to consult with professionally competent individuals about clients while observing client confidentiality and avoiding the creation of a dual relationship between the client and the consultant
- (11) Counsellor accountability for any relationships with former clients, and the requirement for professional consultation on such issues
- (12) Responsibility to avoid any type of sexual intimacies with clients and not to counsel individuals with whom 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:

- Consulting and private practice
- Evaluation and assessment
- Research and publications
- Counsellor education, training, and supervision

## 21. CASE PRESENTATION AND CASE REPORT PREPARATION: BASIC GUIDELINES

*CNPS 598 instructors may provide a different template for case presentations and reports.*

### 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:

1. **Basic Description of Client** – Examples: age, sex, ethnicity, familial situation and relationship status, socioeconomic status, health, physical presentation, employment status...
2. **Presenting Problem and Current Functioning** – Example: “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.”
3. **Relevant History** – Examples: 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”)
4. **Current Status of Your Work with this Client** – Include the number and overall content and progress of your sessions and work together to date.
5. **Working Hypotheses** – Given your stated theoretical orientation and the information discussed above, how do you understand the nature of the client's difficulties? (Examples: “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 in terms of ...)
6. **Treatment Plan** – Examples: 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
7. **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)?

## 22. BASIC GUIDELINES FOR GROUP CASE PRESENTATION AND CASE REPORT: GROUP WORK SUMMARY SHEET

You may use these headings to describe and analyze your group work in your case presentation. Also, in lieu of submitting a written group case study in an essay format with a focus on a selected group, you may attach completed *Group Work Process Summary Forms* (see the following page) to the group work summary sheet shown below. Include descriptions of the group and participants, facilitation styles and effectiveness, group dynamics, outcomes, conceptual analyses, and reflections on your group facilitation experience.

### Group work summary sheet with the following headings:

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. Student's leadership responsibility:

( ) solo, ( ) senior/primary, ( ) co-leader/fully shared, ( ) junior/secondary,

( ) other: \_\_\_\_\_

6. Group goals and objectives:

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

8. Summary of group sessions (your process observation and analysis): Use *Group Work Process Summary Form* (Attach copies of the completed *Group Work Process Summary Forms* to this cover sheet and submit to the CNPS 598 instructor.)

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: \_\_\_\_\_

Attached: Completed *Group Work Process Summary Forms*

**23. OPTIONAL USE OF GROUP WORK PROCESS SUMMARY FORM FOR GROUP CASE REPORT**

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

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

**24. GROUP WORK REPORT FORMAT: SAMPLE**

|   |  |
|---|--|
| <p><b>Group Work Report for CNPS 598 (Section xxx)</b></p>  |  |
| <p>Type/Name of Facilitated Group: _____</p> <p>Student name : _____</p> <p>Submitted to: _____ (Course Instructor);</p> <p>Date of submission: _____</p> |  |
| <p><b>Basic Description of Group and Its Context</b></p>  | <p><b>Basic Description of Group and Its Context (e.g., sponsoring organization, name of group as publicized, published description, membership descriptions, backgrounds, other related information at a glance):</b></p> <ol style="list-style-type: none"> <li>1. XXX Society for YYY</li> <li>2. "XXX Program for YYY, Sponsored by ZZZ Agency"</li> <li>3. Current status: completed</li> <li>4. Published description: _____ (local and internal participant recruitment statement)</li> <li>5. Length and frequency: Program requires participant's 2-month long commitment to attending a total 8 sessions (2 hours per weekly session, every Thursday, starting at 2pm, from June 1, 20xx to July 25, 201xx</li> <li>6. Free (no cost)</li> <li>7. Location: All sessions were held at xxx (Address: xxx)</li> <li>8. Members were self-identified gay and bisexual men who are wanting to remain abstinent from alcohol and other drugs</li> <li>9. Participant selection criteria: (a) ...., (b) ...., and (c) ...</li> <li>10. All members (volunteer participants) were assessed for group readiness and appropriateness by an intake worker at the above agency. They agreed to xxx as a condition for attending our groups sessions.</li> <li>11. Unique features of this population/participants were as follows: (a) ...., (b) ...., and (c) ...</li> </ol> |
| <p><b>Group Goals</b></p>   | <p>7 Groups goals:</p> <ol style="list-style-type: none"> <li>1. Xxx.</li> <li>2. Yyy.</li> <li>3. Zzz.</li> </ol>   |

|  |  |
|--|--|
| <p><b>Facilitator/Leader Descriptions and Planning/Processing Activities</b></p> | <p><b>J Descriptions of Group Facilitator(s) and Planning/Processing Activities:</b></p> <ol style="list-style-type: none"> <li>1. Two co-facilitators (a staff counselor and I) shared the responsibility (50-50) for planning, conducting, and evaluating this group.</li> <li>2. My co-facilitator had ... (training background, role, degree, gender, etc.)</li> <li>3. We spent 30 to 40-min. prior to each session to discuss the content and process of the group and any anticipated or on-going groups dynamics and problematic behaviours of certain members.</li> <li>4. We spent 20-30 min. immediately after each session to discuss the session process and evaluate the session productivity and members' participation.</li> <li>5. We further discussed ... as co-facilitators in a truly collaborative manner.</li> <li>6. The following manual was used as a basic guide line for designing and conducting this group: "Name/title of reference" authored by ... (publication reference). This manual has been adopted by the Agency since 20xx.</li> </ol> |
| <p><b>Detailed Descriptions of Nature and Content/Activities of Group</b></p>    | <p><b>I Detailed Nature and Content/Activities of Group:</b></p> <ol style="list-style-type: none"> <li>1. XXX program was ....</li> <li>2. Group time consisted of max. 1 hour of psychoeducational relapse prevention, followed by 1 hours of group work after a 10-min. coffee break.</li> <li>3. We had a total of xx sessions.</li> <li>4. Handouts are provided for each individual session.</li> <li>5. The following basic group norms were discussed in Session 1 and the participants were reminded of these norms from time to time: (a) ...; (b) ...; and (c) ...</li> <li>6. The following learning and experiential activities were introduced:<br/>                 Session 1: Activity X (short description) and Activity Y (short description)<br/>                 Session N: Activity X (short description) and Activity Y (short description)<br/>                 Session X: Final session farewell activity (short description)</li> </ol>   |
| <p><b>Observed Group Development and Process/Dynamics</b></p>                    | <p><b>7 Development and Process of Group:</b></p> <p>The following are general observations refer to how the group developed over time and the dynamics among the members and co-facilitators:</p> <ol style="list-style-type: none"> <li>1. Xxx.</li> <li>2. Yyy.</li> <li>3. Zzz.</li> </ol>   |

|   |  |
|---|--|
| <p><b>Examples of Critical and Memorable Incidents</b></p>                                      | <p>↓ <b>Examples of Critical and Memorable Incidents (regarding the above observations of group development and process/dynamics):</b></p> <ol style="list-style-type: none"> <li>1. In Session X, such and such happened, which contributed to the increased level of trust among the participants, as evidenced by ...</li> <li>2. In Session Y, such and such happened. ...</li> </ol>  |
| <p><b>Self-observation and Learning Experience</b></p>  | <p>↓ <b>Self-observation and experience of co-facilitating this group with descriptions and explanations:</b><br/>(Below are examples offered by various 598 students)</p> <ol style="list-style-type: none"> <li>1. I have learned to push my boundaries in terms of feeling comfortable with the material.</li> <li>2. I continue to learn mediation and facilitation skills allowing equal airtime to all members.</li> <li>3. I have learned from the material on the handouts and ways to deliver the material in an appropriate way eg time to process, open ended questions.</li> <li>4. I received positive feedback from members of the group on some discussion points raised which has encouraged me to take more risks with my contributions.</li> <li>5. I try to stay aware of over education and allow for individual and group process time.</li> <li>6. As a co-facilitator, validating the clients experience and linking group members experience is helpful.</li> <li>7. Differences between client's experiences can be highlighted also. Client's support for each other is evident and personal awareness of their addiction process occurs.</li> <li>8. Psychoeducation and knowledge of the subject topic is helpful with increasing awareness and validating clients experiences.</li> <li>9. Having a tailored group specific to the issues facing GBM is appreciated by all members and constantly commented on.</li> <li>10. Having a safe space where they do not have to censor their issues and in fact experience encouragement to share them provides a sense of relief, authenticity and acceptance.</li> </ol> |
| <p><b>Overall Evaluation of the Success/Productivity of this Group, and Recommendations</b></p> | <p>↑ <b>Overall evaluation of the success/productivity of this group, and recommendations to sponsoring agency or future group facilitators and myself:</b></p> <ol style="list-style-type: none"> <li>1. Evaluation of the success/productivity of this group (e.g., achievement of stated goals and meeting expectations):</li> <li>2. Recommendations to the Agency or future group facilitators:</li> <li>3. Recommendations to myself:</li> </ol>   |

## **25. Applying for BCACC Membership: Documentation of Clinical Supervision Hours**

If/when you apply for BCACC membership, your referees will be asked to indicate clinical supervision hours you have received. As graduates of our program (after your graduation), you can request the Director of Clinics and Practica to send an endorsement letter in support of your application. The request form is found at the end of this Guide; see: Form 14: *CNPS Endorsement Letter Request Form*.

The Director will send an endorsement letter, documenting over 200 hours of supervised clinical training (including 100+ direct supervision) within our master's program at UBC, to the BCACC Registrar upon checking the accuracy of the information you provide on the *Request Form*. BCACC will accept this endorsement letter as sufficient to fulfill the supervised hour requirement. You are responsible for ensuring that all documents required for your membership application are received by the BCACC Head Office observing their guidelines and deadlines. Your referees may leave blank the section in the BCACC Registered Membership Application Form which asks for the documentation of minimally required supervision hours. You or your referee may state on the membership application form: "See the endorsement letter from the Director of Clinics and Practica, UBC Counselling Psychology, regarding the applicant's clinical training supervision hours." Our endorsement letter certifies that you have clearly met this requirement upon your successful completion of our Master's program.

# **(CNPS 598)**

# **VARIOUS FORMS**

**(FORM 1) PRACTICUM PLACEMENT READINESS FORM**

**To:** Director of Clinics and Practica  
UBC Counselling Psychology Program

**From:** \_\_\_\_\_ faculty advisor or thesis supervisor

**RE:** \_\_\_\_\_ student name, in ( ) **MA** ( ) **MEd**

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

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

( ) has a plan to complete, as co-requisites with CNPS 598, 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 (Program Dev't)      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 as co-requisites with CNPS 598**
- **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**

**(FORM 2) FIELD SUPERVISOR QUALIFICATION FORM**

to be completed by the trainee's field supervisor

**Practicum Site Name:** \_\_\_\_\_

**Supervisor's Name:** \_\_\_\_\_ ( ) Mr. ( ) Ms. ( ) Dr. ( ) other: \_\_\_\_\_

**UBC Student's (Trainee's) Name:** \_\_\_\_\_

**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 as a counsellor or in a related field

\_\_\_\_\_ I belong to the following professional organizations and I am committed to abiding by their professional codes of ethical conduct:

( ) Canadian Counselling and Psychotherapy Association

( ) Canadian Psychological Association

( ) B.C. Association for Clinical Counsellors

( ) B.C. College of Psychologists

( ) other: \_\_\_\_\_

\_\_\_\_\_ I am aware of the CNPS 598 course requirements (e.g., placement and supervision).

\_\_\_\_\_ I do not have more than two students at a given time to supervise as their primary supervisor. -- ( ) Check here if you are released from work responsibilities to supervise three or more student trainees concurrently as their primary supervisor.

\_\_\_\_\_ I have no conflict of interest, dual relationship, or other ethical concerns with the student.

\_\_\_\_\_ I am **not** currently under investigation regarding professional malpractice or the breach of professional codes of conduct.

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**(FORM 3) 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 classes. Permission will be given if:

1. the student has completed the written and oral case presentation;
2. the student has logged a minimum of 100 direct client contact hours
3. the student's field supervisor is satisfied with the student's progress in the placement to date
4. the current instructor agrees to assume continued responsibility for the student until the student completes the practicum

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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 classes on campus.

I have spoken with my field supervisor (Name: \_\_\_\_\_) and s/he is satisfied with my current progress and performance at the placement.

I understand that you will continue to be my CNPS 598 course instructor to monitor my progress 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 reporting any issues or concerns that may arise in my field placement.

**Signatures:**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

UBC 598 Instructor: \_\_\_\_\_ Date: \_\_\_\_\_









**(FORM 8) GROUP WORK PROCESS SUMMARY FORM**

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

|  |                        |  |
|--|------------------------|--|
| <b>Group Work Process Summary Form (update: 2007-3-29)</b>                 |                        |  |
| <b>Session Summary of Group Work Experience and Process Analysis*</b>      |                        |  |
| <b>Name of Group:</b> _____ *Total # of sessions reported: (    ) sessions |                        |  |
| Student: _____   |                        | Site Supervisor: _____                                       |
| <b>#</b>   | <b>Date &amp; Time</b> | <b>Group Info*</b>   |
|  |                        | <b>Summary of Student's Process Observation and Analysis</b> |
|  |                        |  |
|  |                        |  |
|  |                        |  |
|  |                        |  |
|  |                        |  |

\* Indicate: student role (solo, senior, junior, co-leader), # of participants, other facilitator(s) present, other pertinent information.

## (FORM 9) 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 CNPS 598 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:  
(field supervisor's name)

In my capacity as field supervisor, I confirm that the above mentioned U.B.C. Counselling Psychology student has successfully completed his/her contracted practicum placement at:

Placement Name: \_\_\_\_\_

The above student is no longer considered a practicum student at this placement as of (date): \_\_\_\_\_

Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Practicum Student: \_\_\_\_\_ Date: \_\_\_\_\_

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### Items to be checked by CNPS 598 Course Instructor:

Date of receipt of this signed 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

**(FORM 10) FIELD SUPERVISOR'S EVALUATION FORM**

Student: \_\_\_\_\_

Period of Placement: from \_\_\_\_\_ to \_\_\_\_\_

Supervisor: \_\_\_\_\_ Agency/School: \_\_\_\_\_

Field Supervisor's E-mail: \_\_\_\_\_ TEL: \_\_\_\_\_

**1. Client Contact Hours (total required hours: min. 210 hours)**

- 1.1 Total number of direct client hours (individual, couple, family) \_\_\_\_\_ hours
- 1.2 Total number of consultation hours \_\_\_\_\_ hours  
(parents, teachers, other professionals, etc.)
- 1.3 Total number of group hours \_\_\_\_\_ hours
  - 1.3.1. as solo leader \_\_\_\_\_ hours
  - 1.3.2. as primary leader \_\_\_\_\_ hours
  - 1.3.3. as fully shared co-leader \_\_\_\_\_ hours
  - 1.3.4. as secondary (junior) leader \_\_\_\_\_ hours

**Grand Total: \_\_\_\_\_ hours**

**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 (Please place an "x" on each line.)**

- |     |   |
|-----|---|
| 3.1 | ← _____ →   |
|     | Unprepared for supervision <b>Well prepared</b><br>for supervision  |
| 3.2 | ← _____ →   |
|     | Is dependent in supervision <b>Takes initiative</b><br>in supervision   |
| 3.3 | ← _____ →   |
|     | Focuses primarily on client dynamics <b>Incorporates self in discussion</b><br>of counselling process   |
| 3.4 | ← _____ →   |
|     | Uses recommendations directly, without incorporation into own counselling style <b>Incorporates recommendations</b><br>into own counselling style |
| 3.5 | ← _____ →   |
|     | Responds to supervision defensively <b>Responds to supervision</b><br><b>openly and constructively</b>  |

Supervisor's comments regarding 3.1 to 3.5:

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, (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:** (please check as per Grid below)

- Excellent
- Satisfactory
- Inadequate

**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.

**Summary Evaluative Comments:**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Field Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

The above form to be completed, signed, and sent (or emailed) to the CNPS 598 instructor at UBC.  
Mailing address: Counselling Psychology, Faculty of Education, UBC, 2125 Main Mall, Vancouver,  
BC V6T 1Z4  
Fax: 608-822-3302

**Form 11: (Vancouver Coastal Health Authority Placement)  
Request Form 1 (v2.1): One-Specific Site Application Request (VCHA)**

**Request Form 1 (v2.1): One-Specific Site Application Request (VCHA)**

Practicum Placements within Vancouver Coastal Health Authority

Use this form if you already have a placement offer at a specific destination. Otherwise, use Form 2.

v2016-3-10 request form 1 (v2.1) – submit to Director of Clinics & Practica at: [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com)

Complete this form if you already have a specific site destination (agency and a service program) within the Vancouver Coastal Health Authority (VCHA) to which you have been invited to apply or already have an offer of a counselling practicum placement. The CNPS Director of Clinics and Practica will upload to the HSPnet system: (a) signed Student Consent Form, and (b) CV including a cover letter (in one file, not two separate files), via the VCHA's Receiving Coordinator. If the destination program is interested in your application, the site's coordinator will contact you directly.

Today's Date:

1. Your name:  UBC Student ID #:
2. Your email address:  TEL #:
3. Area (check one): ( ) adult mental health, ( ) child & youth mental health, ( ) addictions
4. Name of Agency Site within VCHA:  (e.g., Community/Vancouver Mental Health, Vancouver General Hospital, Richmond Hospital)
5. Name of Service:  (e.g., Addictions, Mental Health - Community, Psychology, Psychiatry Outpatient, Palliative Inpatient)
6. Name of Destination:  (e.g., Drug Court & Addiction Services in BC, Three Bridges Community Health Centre Addiction Services, Pender Community Centre Addiction Services, Gastown Vocational Services, Eating Disorders Program)
7. **Contact Person** at the Destination:
 

Name:

Position:

TEL & E-mail:
8. Duration of Placement: from  to  (e.g., Sept. 1, 2016 to April 30, 2017)  
 Required hours:  hours in total (typically 500 hours unless you plan to have a second placement elsewhere)
9. This request form plus the following two attachments must be submitted together to the CNPS Director of Clinics and Practica:
  - Completed and signed student consent form (download from: [http://hspcanada.net/docs/Policies Consent/Student Consent Form ALL.pdf](http://hspcanada.net/docs/Policies%20Consent/Student%20Consent%20Form%20ALL.pdf))
  - CV (Your CV may start with a cover letter which briefly summarizes your training background, interest, qualifications, experience, and the type of practicum training and placement you are seeking.) – Inclusion of a cover letter is optional. *Note:* Only one file can be uploaded.
  - *Successful placement.* If you are offered a placement and have decided to take it, please let the CNPS Director of Clinics and Practica know. The Director is required to let the Health Authority's Receiving Coordinator know this so that they can remove the placement posting from their HSPnet data base.
  - When communicating this to the CNPS Director of Clinics and Practica, please use the following as the email title "VCHA placement confirmed at \_\_\_\_\_ (destination/agency name).

Submit your HSPnet placement request package to Director of Clinics and Practica at: [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com)

**Form 12: (Vancouver Coastal Health Authority Placement)  
Request Form 2 (v2.1): Fan-out Application Request (VCHA)**

**Request Form 2 (v2.1): Fan-out Application Request (VCHA)**

Practicum Placements within Vancouver Coastal Health Authority (VCHA)

Complete this form if you do not have any placement offer yet.

v2016-3-10 request form 2 (v2.1)– submit to Director of Clinics & Practica at [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com)

This form is for a “fan-out” open application to be considered by multiple destinations (agencies and programs within the VCHA). Complete this form if you do not have any placement offer yet. (Use Form 1 if you already have an offer.) You can indicate on this form a preferred and specific destination if you have any within the VCHA. The CNPS Director of Clinics and Practica will upload to the HSPnet system: (a) signed Student Consent Form, and (b) CV including a cover letter (in one file, not two separate files), via the VCHA’s Receiving Coordinator. If any destination program is interested in your application, the site’s coordinator will contact you directly.

Today’s Date:

1. Your name:  UBC Student ID #:

2. Your email address:  TEL #:

3. Area (choose one): ( ) adult mental health, ( ) child & youth mental health, ( ) addictions

Do not choose more than one. The system can open only one applicant file in one area under your name.

4. Duration of Placement: from  to  (e.g., Sept. 1, 2016 to April 30, 2017)

5. Required hours:  hours in total (typically 500 hours unless you plan to have a second placement elsewhere)

6. If you have a preferred specific destination as your first choice, indicate only one and describe its site, service, and destination: Name of Agency Site:  (e.g., Community, Vancouver Mental Health) → Name of Service:  (e.g., Mental Health, Psychiatry Outpatient) → Name of Destination:  (e.g., Three Bridges Community Health Centre Addiction Services, Pender Community Centre Addiction Services)

7. This request form plus the following two attachments must be submitted together to the CNPS Director of Clinics and Practica:

- Completed and signed student consent form (download from: [http://hspcanada.net/docs/Policies\\_Consent/Student\\_Consent\\_Form\\_ALL.pdf](http://hspcanada.net/docs/Policies_Consent/Student_Consent_Form_ALL.pdf))
- CV (Your CV may start with a cover letter which briefly summarizes your training background, interest, qualifications, experience, and the type of practicum training and placement you are seeking.) – Inclusion of a cover letter is optional. Note: Only one file can be uploaded.
- *Successful placement.* If you are offered a placement and have decided to take it, please let the CNPS Director of Clinics and Practica know. The Director is required to let the Health Authority’s Receiving Coordinator know this so that they can remove the placement posting from their HSPnet data base.
- When communicating this to the CNPS Director of Clinics and Practica, please use the following as the email title “VCHA placement confirmed at \_\_\_\_\_ (destination/agency name).

Submit your HSPnet placement request package to Director of Clinics and Practica at: [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com)

**Form 13: (Fraser Health Authority Placement)  
Request Form 1 (v1.1): One-Specific Site Application Request (FHA)**

**Request Form 1 (v1.1): One-Specific Site Application Request (FHA)**

Practicum Placements within Fraser Health Authority

*If you already have an offer of a placement at a specific destination, or requesting a specific placement,  
v2016-3-10 request form 1 (v1.1) – submit to Director of Clinics & Practica at: cnps.practicum@gmail.com*

Complete this form if you already have a specific site destination (agency and a service program) within the Fraser Health Authority (FHA) to which you have been invited to apply or wish to apply for a counselling practicum placement. The CNPS Director of Clinics and Practica will send a placement request on your behalf to the FHA's Receiving Coordinator. The Director will upload to the HSPnet system: (a) your signed Student Consent Form and (b) your CV with a cover letter (in one file, not two separate files) via the FHA's Receiving Coordinator. The destination program will consider multiple placement applications, and if they are interested in your application, they will contact you directly.

Today's Date:

1. Your name:  UBC Student ID #:
2. Your email address:  TEL #:
3. Name of Agency Site within Fraser Health Authority:  (e.g., Mental Health and Substance Use)
4. Name of Destination:  (e.g., Surrey Substance Use Services)
5. Contact Person at the Destination (if applicable):  
 Name:   
 Position:   
 TEL & E-mail:
6. Duration of Placement: from  to  (e.g., Sept. 1, 2016 to April 30, 2017)  
 Required hours:  hours in total (typically 500 hours unless you plan to have a second placement elsewhere)
7. This form plus the following two attachments must be submitted together to the CNPS Director of Clinics and Practica:
  - Completed and signed student consent form (download from: [http://hspcanada.net/docs/Policies Consent/Student Consent Form ALL.pdf](http://hspcanada.net/docs/Policies%20Consent/Student%20Consent%20Form%20ALL.pdf))
  - Your CV (Your CV may start with a cover letter which briefly summarizes your training background, interest, qualifications, experience, and the type of practicum training and placement you are seeking.) – Inclusion of a cover letter is optional. *Note: Only one file can be uploaded.*
  - *Successful placement.* If you are offered a placement and have decided to take it, please let the CNPS Director of Clinics and Practica know. The Director is required to let the Health Authority's Receiving Coordinator know this so that they can remove the placement posting from their HSPnet data base.
  - When communicating this to the CNPS Director of Clinics and Practica, please use the following as an email title "*FHA placement confirmed at (destination/agency name).*"

Submit your HSPnet placement request package to Director of Clinics and Practica at: [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com)

## FORM 14: CNPS ENDORSEMENT LETTER REQUEST FORM

### CNPS Endorsement Letter Request Form

Re: Supervised Clinical Training Hours Endorsement Letter to be sent to BCACC Registrar by the CNPS Director of Clinics and Practica

To: CNPS Director of Clinics and Practica (Training Director), Counselling Psychology Program, Faculty of Education, University of British Columbia, 2125 Main Mall, Vancouver, B.C., Canada V6T 1Z4 (FAX: 604-822-3302; email: [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com))

From: Name: \_\_\_\_\_

Mailing Address & Postal Code: \_\_\_\_\_

TEL: \_\_\_\_\_; Email address: \_\_\_\_\_

Date: \_\_\_\_\_

#### Request to the CNPS Director of Clinics and Practica:

I am currently applying for registered membership with the B.C. Association of Clinical Counsellors (BCACC). Please submit an endorsement letter, regarding my clinical supervision hours achieved during my graduate training in the Counselling Psychology Master's Program at UBC, to the BCACC Registrar at: 204 - 780 Tolmie Ave., Victoria, BC V8X 3W4 (T: 1-800-909-6303, 1-250-595-4448; Fax: 250-595-2926; Email: [hoffice@bc-counsellors.org](mailto:hoffice@bc-counsellors.org)).

Applicant's Name: \_\_\_\_\_ (UBC Student # \_\_\_\_\_)

Degree Obtained: ( ) M.A. ( ) M.Ed. in Counselling Psychology (Graduation in Year: \_\_\_\_\_)

( ) Faculty Advisor or ( ) Thesis Supervisor: Dr. \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send electronically in PDF or physically mail or fax this form with your signature, to the Director of Clinics and Practica (email: [cnps.practicum@gmail.com](mailto:cnps.practicum@gmail.com); mailing address: UBC Counselling Psychology Program, 2125 Main Mall, Vancouver, B.C., Canada V6T 1Z4; FAX: 604-822-3302). Normally within two weeks from the date of receipt of your request (except during August), the Director will send an endorsement letter, documenting over 200 hours of supervised clinical training (including 100+ direct supervision) within our master's program at UBC, to the BCACC Registrar upon checking the accuracy of the information you provide on the *Request Form*. BCACC will accept this endorsement letter as sufficient to fulfill the supervised hour requirement. You are responsible for ensuring that all documents required for your membership application are received by the BCACC Head Office observing their guidelines and deadlines. Your referees may leave blank the section in the BCACC Registered Membership Application Form which asks for the documentation of minimally required supervision hours. You or your referee may state on the membership application form: "See the endorsement letter from the Director of Clinics and Practica, UBC Counselling Psychology, regarding the applicant's clinical training supervision hours." Our endorsement letter certifies that you have clearly met this requirement upon your successful completion of our Master's program.