

CNPS 598: Field Experiences (Counselling Practicum)

# **PRACTICUM PLACEMENT GUIDE**

*Version 8.00 (2023)*

*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 or Practicum Coordinator**

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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 served as the Director of Clinics and Practica over the years.

**Acknowledgements:** Thanks are due to Ms. Karen Yan (CNPS Graduate Program Assistant) for her invaluable and on-going contributions to the preparation and updates of this *Guide*.

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## 1) INTRODUCTION TO THE PRACTICUM

### 1A) PURPOSE OF THE PRACTICUM

The purpose of CNPS 598 Field Experiences (Practicum) is to extend a student's generalist training into the community. The purpose of the practicum is NOT to become a specialist and/or expert in a particular part of counselling, but moreso, to enhance the skills learned in CNPS 588 (Clinic). A student will potentially gain **EXPOSURE TO** different training modalities, populations, interventions, etc., but in no way would be considered an **EXPERT or SPECIALIST** in these areas upon completion of CNPS 598. Training in more advanced interventions or modalities, such as EMDR, Prolonged Exposure, etc. would be considered inappropriate for CNPS 598.

Our Counselling Psychology Master's Program is currently accredited by the Canadian Counselling and Psychotherapy Association's Council on Accreditation of Counsellor Education Programs (*CACEP*). The CNPS 598 Field Experience's course requirements and standards comply with, and exceed, those set forth by the *CACEP*.

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

The counselling practicum provides students with a wide range of opportunities to acquire clinical competency through direct service and professional activities (e.g., record keeping, clinical supervision, client research and referral, teamwork, in-service and staff meetings). They also gain exposure and experience in ethical, legal, and professional issues in clinical practice.

In addition to the student's feedback from their field supervisor, students' field experience and evaluation will be supported by the CNPS 598 course instructor's feedback and peer interaction.

## **1) INTRODUCTION TO THE PRACTICUM**

### **1B) PRACTICUM OBJECTIVES AND GOALS**

The CNPS 598 Course Objectives and Goals are as follows:

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

## 1) INTRODUCTION TO THE PRACTICUM

### 1C) PRACTICUM ROLES

Prior to and while conducting your practicum, there are a few key people at UBC that you need to be in contact with along the way. Here are the main roles and descriptions of those roles:

- **CNPS Director of Clinics and Practica** (otherwise referred to as **Practicum Coordinator**)
  - **Current Practicum Coordinator and Contact:**
    - Dr. Laura Klubben, R. Psych, [lklubben@mail.ubc.ca](mailto:lklubben@mail.ubc.ca)
  - This person's role takes place predominantly prior to practicum. The Practicum Coordinator maintains overall administrative responsibility for all practicum placements, and includes the following:
    - **Orientation** – The Practicum Coordinator will host the practicum orientation in the fall prior to your practicum starting to provide an overview of this Handbook. This orientation is **mandatory** for you to attend prior to starting practicum.
    - **Site and Supervisor Qualification** – The Practicum Coordinator's main role is to review your Supervisor Qualification form as well as your site description to ensure that the site and supervisor are qualified to oversee your practicum
      - i. If you are applying to a site within the Health Authorities of BC, the Practicum Coordinator will collect documents from you to formally put forth your application through the HSPnet system.
  - **Placement Agreement** – Once the Practicum Coordinator has determined that the Site and Supervisor qualify and you have registered for the course through Karen Yan, the Practicum Coordinator will send the Placement Agreement to the site and UBC's legal team to finalize this arrangement between these two organizations.
  - **Practicum Expectations and Understandings Form** – Once the Practicum Coordinator has determined that the Site and Supervisor qualify and you have registered for the course through Karen Yan, you must submit this completed form to the Practicum Coordinator who will circulate it to your field supervisor and CNPS 598 instructor.
  - **Issues** – Should issues arise once the commencement of the CNPS 598 course, student's primary points of communication should be with their field supervisor and CNPS 598 instructor. If further consultation is needed, the Practicum Coordinator (and possibly the student's academic adviser) may be consulted.
- **CNPS 598 Instructor**
  - This person's role takes place once the CNPS 598 course has commenced.
  - **Liaison** - The CNPS 598 instructor serves as the primary liaison between the student and the field supervisor at the practicum site.

- **Monitoring Student Progress** - The CNPS 598 instructor monitors student progress, including reviewing hours and evaluation as well as completing one site visit with both the student and the site supervisor(s). They further monitor your progress in class through class discussions, presentations, and a paper.
- **Documentation** - The CNPS 598 instructor submits necessary documentation (e.g., evaluations and forms) to the Graduate Program Assistant.
- **Final Grade** – The CNPS 598 instructor determines whether a student has successfully completed the requirements of the course. They submit your final grade (“pass” or “fail”). 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.
- **NOTE: Registration in a Regular Section of CNPS 598 and Subsequent Registration in a *Phantom* Section:** The CNPS 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 Completion 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, the new CNPS 598 instructor will assume these responsibilities.
- **NOTE: 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.
- **Graduate Program Assistant**
  - **Current Graduate Program Assistant and Contact:**
    - Ms. Karen Yan [karen.yan@ubc.ca](mailto:karen.yan@ubc.ca)
  - The Graduate program assistant manages all of the course registration components of this course. For more information on registration, see section 3C.



## **1) INTRODUCTION TO THE PRACTICUM**

### **1D) C.C.P.A. 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 (March 2020 version), approved by the C.C.P.A.

<https://www.ccpa-accp.ca/wp-content/uploads/2020/05/CCPA-2020-Code-of-Ethics-E-Book-EN.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 14 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) Professionalism in advertising
- (7) Ethical responsibility to counselors and other professionals

- (8) Responsibility to approach and resolve, informally if appropriate and feasible, other counsellors about their unethical behaviour
- (9) Responsibility to clients who report complaints about unethical conduct of other counsellors
- (10) Responsibility to engage in appropriate discussions and documentation when requests from third parties are made to the counsellor
- (11) Not supporting or engaging in sexual harassment
- (12) Respecting diversity and being sensitive to diversity issues
- (13) Responsibility for offering or presenting counselling services and products to conform to this *Code*
- (14) Responsibility to establish a professional will and client file directive to a qualified practitioner to serve as an executor should a counsellor's practice end due to death, or incapacitation

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) Appropriate referral of clients to other professionals and suggesting appropriate alternatives to clients
- (17) Responsible termination of counselling relationships and facilitating client continued access to counselling services by others and appropriate alternative services
- (18) Responsibility to understand the heightened fiduciary duty when undertaking services with mandated clients and in systems of care contexts.

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

## 2) OVERVIEW OF PRACTICUM REQUIREMENTS

### 2A) 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 fall, CNPS in collaboration with the Practicum Coordinator and GAAs 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 available on Hub and during a practicum orientation meeting held in the fall of every year. All sites and supervisors must be approved by the CNPS Practicum Coordinator.
4. The practicum student needs to identify at least one qualified field supervisor (also referred to as “site supervisor” or “placement supervisor”). 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. For more information on common questions regarding dual relationships, see Section 3E. The field supervisor must complete and sign the *Field Supervisor Qualification Form*, to be submitted to the CNPS Practicum Coordinator for approval. For more information on this, please see section 3B.
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. A total of 510 documented hours are required for successful completion of the practicum. These hours include a minimum of: (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), 25 Individual hours of Supervision Received, and (c) 275 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. For more information on hours, please see Section 2B.
7. 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.
8. Your field supervisor will conduct two formal evaluations with you, both at the mid-term point of the practicum as well as at the end of the practicum.
9. The CNPS 598 instructor is required to make one site 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 of the practicum, soon after the mid-term evaluation is completed between the field supervisor and the student.
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 *Guide* will serve as the official source of course information and relevant policies concerning practicum placements and requirements.

## 2 OVERVIEW OF PRACTICUM REQUIREMENTS

### 2B) REQUIRED PRACTICUM HOURS

**A total of 510** documented hours are required for successful completion of the practicum. All hours must be documented and signed off by the student's field supervisor.

These hours include a MINIMUM of:

1) **210 Direct Service hours**, which include (a) **160 individual counselling hours** (also including couples and family counselling hours) and (b) **50 hours of direct group counselling hours** (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).

2) **25 hours of Individual Supervision** with your qualified supervisor. You are required to have **weekly individual** supervision with your qualified supervisor. You are required to meet with your supervisor for an hour for every 8 direct service hours.

3) **275 of Professional Development** hours

**Individual Counselling hours** (including couples and family counselling) include the following activities:

- Individual counselling
- Couples counselling
- Family counselling
- Intake or Screens
- Group Intake screens
- \*\*Client no-shows or cancellations do not count toward direct service hours

**Group Counselling hours** include the following activities:

- Being a solo leader of a group
- Being a co-facilitator of a group
- Leading a psycho-educational workshop or session

**Professional Development hours** include the following activities:

- Attending CNPS 598 on-campus practicum classes
- Administrative tasks, such as writing case notes and/or reports
- Observing sessions (i.e., group, individual, couples, families) where they aren't facilitating/engaging but solely observing

- Reading case notes and relevant information
- 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)

**\*\*A Note about Rounding:** As many “1-hour” sessions are 40 to 50 minutes in length, anything above 30 minutes would be considered 1 full direct service hour. Please log any hours below 30 minutes as either 10 minutes, 15 minutes, 20 minutes, or 30 minutes.

## **2) OVERVIEW OF PRACTICUM REQUIREMENTS**

### **2C) THE ONE YEAR COMPLETION RULE**

***All students 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/their approval.



## **2) OVERVIEW OF PRACTICUM REQUIREMENTS**

### **2D) A NOTE ABOUT PROFESSIONALISM**

As per UBC's Student Code of Conduct as well as your overall evaluation in CNPS 598, you are expected to engage in a professional and respectful manner throughout your practicum experience. This expectation holds true throughout your interactions (including in-person, video conferencing, e-mail, and phone correspondence) with the Practicum Coordinator, the CNPS 598 instructor, the Graduate Program Assistant, your Field Supervisor(s), your fellow students, your Practicum Site colleagues and staff members, as well as clients.

UBC's Student Code of Conduct:

**<https://students.ubc.ca/campus-life/student-code-conduct>**

### **3) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3A) STEP 1 - ATTEND A PRACTICUM ORIENTATION**

The CNPS Practicum Coordinator will host a Practicum orientation every fall (typically October or November). This orientation is exclusively for students who are planning to apply for practicum in the April or September the following year with the purpose of providing the most up-to-date information and answering questions. **It is MANDATORY to attend this practicum orientation.** The CNPS Practicum Coordinator will strive to give students ample notice of the date and time of this orientation so that they can block off this time.

### 3) PRIOR TO PRACTICUM – THE PRAGMATICS

#### 3B) STEP 2 - FIND A PRACTICUM SITE AND QUALIFIED SUPERVISOR

Students are responsible for identifying a field practicum placement(s). Every fall, CNPS in collaboration with the Practicum Coordinator and GAAs 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 this *Guidebook*. The practicum list is available on Hub and during a practicum orientation meeting held in the fall of every year. All sites and supervisors must be approved by the CNPS Practicum Coordinator.

The practicum student needs to identify at least one qualified field supervisor (also referred to as “site supervisor” or “placement supervisor”). 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. For more information on common questions regarding dual relationships, see Section 3E. The field supervisor must complete and sign the *Field Supervisor Qualification Form*, to be submitted to the CNPS Practicum Coordinator for approval. For more information on this, please see section 3B.

**AN IMPORTANT NOTE RE: TIMING OF SUBMITTING MATERIALS:** The Practicum Coordinator needs to have plenty of time to review your site and supervisor qualification materials. Thus, students must submit these forms to the Practicum Coordinator **at least 6 weeks** prior to the start of your class. **Forms received after this will not be accepted, and the student will have to wait until the next term to commence practicum.**

### **3) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3B1) STEP 2 - FIND A PRACTICUM SITE AND QUALIFIED SUPERVISOR**

##### **-PRACTICUM SITE LIST**

The CNPS Practicum Coordinator along with a GAA will actively work to keep an up-to-date list of practicum sites. **This practicum site list is available on Hub.** Please note that it is important for CNPS to maintain its connections with practicum sites. Therefore, **please AVOID CONTACTING PRACTICUM SITES until at least the fall prior to your planned start date of practicum.** For e.g., if you plan to start practicum in April or September of 2025, please do not contact sites until the fall of 2024. This will allow for students actively seeking sites to have opportunities to build connections. Sites have provided us feedback that they **DO NOT** appreciate being contacted sooner than that.

### 3) PRIOR TO PRACTICUM – THE PRAGMATICS

#### 3B2) STEP 2 - FIND A PRACTICUM SITE AND QUALIFIED SUPERVISOR -FIELD SUPERVISOR QUALIFICATIONS, EXPECTATIONS, AND PRIVILEGES

The *Field Supervisor Qualification Summary Form* (see Form 2) must be submitted to the CNPS Practicum Coordinator to ensure eligibility of the site and proposed supervisor. This process can take a varying amount of time depending on the site and the supervisor. Once you have submitted the *Field Supervisor Qualification Summary Form*, please allow the Practicum Coordinator at least two weeks to respond to these requests and these can sometimes take longer.

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. For master's level graduate supervisors, supervisors should have a **minimum of four years** of full-time work in the counselling or related field (***following completion of their master's level of training in counselling***) prior to taking on a supervisory role.
4. For doctoral level graduate supervisors, supervisors should have a minimum of two years of full-time work in the counselling or related field (***following completion of their doctoral level of training in counselling***) prior to taking on a supervisory role.
5. **\*\*A NOTE FOR STUDENTS PLANNING TO COMPLETE A DOCTORAL DEGREE IN COUNSELLING AND/OR CLINICAL PSYCHOLOGY:** If you are planning to eventually pursue a doctoral degree in Counselling and/or Clinical Psychology, it is strongly recommended that you find a supervisor with a doctoral degree in counselling and/or clinical psychology and that they have been Registered as a Psychologist with the College of Psychologists of BC for at least 2 years. For any of your hours to count toward your eventual doctoral degree, having a supervisor with these credentials is mandatory.

6. Supervisors should belong to the Canadian Counselling and Psychotherapy Association (CCPA), the BC Association of Clinical Counsellors (BCACC), the College of Psychologists of BC, the BC Teacher's Federation (BCTF), 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.
7. Supervisors should have knowledge of the CNPS Program's expectations, requirements, and evaluation procedures for students.
8. 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.
9. Field supervisors should have no conflict of interest, dual relationship, or other ethical concerns with their student trainees.
10. Supervisors should not be currently under investigation for professional malpractice or the breach of ethical codes of conduct.

### **Expected Roles and Responsibilities**

The field supervisors' expectations include the following:

- To understand and agree to the specific UBC CNPS 598 practicum expectations, requirements, and evaluation procedures for students.
- To ensure that the practicum student will have sufficient direct contact hours and professional preparation and activity hours to meet the course requirements.
- To provide formal individual supervision for a minimum of 1 hour per week, supplemented by informal supervision as needed. Additionally, to further adhere to the guidelines of needing of having a minimum of 1 hour of individual supervision for every 8 direct service hours, totaling 25 hours of individual supervision over the course of the practicum.
- **To be onsite while student is providing direct service hours to client(s). If being onsite is not available to be readily available and/or to have a designated, qualified counsellor readily available should the student need informal supervision.**
- To be available to discuss concerns or issues informally with the counselling trainee to support, guide, and supervise the student and to facilitate student clinical and professional development throughout the practicum placement period.
- To 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.
- 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.

- To offer professional guidance for the student on an on-going basis and to monitor the student's clinical and written work (e.g., case reports and assessment) throughout the practicum placement period.
- To offer ongoing, informal formative feedback on the student's performance throughout the practicum
- To meet with counsellor trainee at both the mid-term and end of the course of the practicum placement to conduct a formal, written evaluation at both the mid-term and conclusion of the practicum experiences
- To submit both the written mid-term and final evaluation to the CNPS 598 instructor at both the mid-term and closure of the practicum.
- To meet for a "Site visit" with the counsellor trainee and CNPS 598 instructor at the mid-term of the course to discuss strengths, progress, and areas of growth
- To contact the CNPS 598 instructor and/or the CNPS Practicum Coordinator regarding any concerns or issues specific to the practicum student's clinical or professional performance in the setting
- To agree to ensure that clients are aware of the student's "trainee" status.
- To charge clients a significantly reduced rate to see the trainee and to not financially benefit from the work of the trainee.
- To provide the counselling trainee with 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)
- To provide the opportunity to become familiar with a variety of professional resources (e.g., assessment instruments, professional literature, etc.).
- To provide 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.
- It is the responsibility of the site supervisor to escort a high risk (suicidal) client to the hospital or ambulance. This responsibility is not the counselling trainee's responsibility.

### **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.

## **CCPA Guidelines Regarding Supervision**

### **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.

### **3) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3B3) STEP 2 - FIND A PRACTICUM SITE AND QUALIFIED SUPERVISOR**

##### **-PRACTICUM SITES WITHIN HEALTH AUTHORITIES (VCH, FH) IN BC**

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 (i.e., the Practicum Coordinator) 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, cover letters, including 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.

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 one type of placement applications: (a) “fan-out” or open placement application. This means you cannot apply for a specific placement, but you can suggest a specific placement in your career letter.

You can take initiative and contact the designated practicum coordinators (or student training coordinators) at specific sites.

Please complete Form 4 for a “fan-out” application if you wish to be considered by various mental health practicum sites in the Lower Mainland BC. On this form, you can not specify a preferred destination. 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 must fill out the fan-out application even if you have identified a specific placement in your career letter. 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.

### **Application Deadlines:**

- Submission deadline for placements starting in September: end of March – specific date to be announced
- Submission deadline for placements starting in January: end of August – specific date to be announced

For your application, please submit the following documents in a single email to the Practicum Coordinator AT LEAST TWO WEEKS prior to the application deadline.

1. 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)
2. 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)
3. Appropriate request form to be submitted to the Director of Clinics and Practica along with the above two documents; see Forms 4 and 5 in the *Guide* which are entitled:  
(Form 4) *Request Form 1 (v2.1): One-Specific Site Application Request (VCHA)*  
(Form 5) *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 5, which is entitled:

*(Form 5) 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>

### **3) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3C1) STEP 3 – REGISTRATION IN THE CNPS 598 PRACTICUM COURSE**

##### **-PRE-REQUISITIES 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 (see FORM1)*** 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 275 *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 Section 4F.) 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) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3C2) STEP 3 – REGISTRATION IN THE CNPS 598 PRACTICUM COURSE**

##### **-REGISTERING FOR CNPS 598**

Students **cannot** register themselves 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, or any other time in the year.*** 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.

***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). For April start dates, please notify Ms. Yan in February/March and she will register students in around March. For September start dates, please notify Ms. Yan in June or July, and she will register students in around July.

Your *Practicum Readiness Form* (See *FORM1*) 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.

### **3) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3D1) STEP 4 – COMPLETE DOCUMENTATION REQUIRED PRIOR TO PRACTICUM**

##### **-PRACTICUM EXPECTATIONS AND UNDERSTANDINGS DOCUMENT**

The prior steps must be completed before any further documentation takes place.

- The student must have attended the Practicum Orientation.
- The CNPS Practicum Coordinator must have reviewed your potential supervisor(s) Supervisor Qualification Form and deemed the site and supervisor(s) qualified.
- The Graduate Program Assistant must have registered you for CNPS 598 course.

Once these steps have been done, please fill out the Practicum Expectations and Understandings document and send this to the Practicum Coordinator. The Practicum Coordinator will circulate this completed document to your field supervisor(s), the CNPS 598 instructor, and the student to ensure all parties are aware of expectations for the practicum.



**3) PRIOR TO PRACTICUM – THE PRAGMATICS**  
**3D2) STEP 4 – COMPLETE DOCUMENTATION REQUIRED PRIOR TO**  
**PRACTICUM**  
**- PLACEMENT AGREEMENT**

The prior steps must be completed before any further documentation takes place.

- The student must have attended the Practicum Orientation.
- The CNPS Practicum Coordinator must have reviewed your potential supervisor(s) Supervisor Qualification Form and deemed the site and supervisor(s) qualified.
- The Graduate Program Assistant must have registered you in the CNPS 598 course.
- The student must have submitted the Practicum Expectations and Understandings document to the Practicum Coordinator

Once these steps are completed, the CNPS Practicum Coordinator will arrange for the UBC Placement Agreement to be signed by the Practicum Site and UBC's legal team. The Practicum Coordinator will generally start this process for all students in February/March for April start dates and June/July for September start dates. **There are NO action step for the student here,** as this is an agreement between the practicum site and UBC. **For the student to commence the practicum and start any direct service hours, this agreement must be in place.**

**This process can take weeks to a month plus and thus, the Practicum Coordinator needs to qualify your site and supervisor(s) in plenty of time prior to commencing this process.** The CNPS Practicum Coordinator will contact you once this step is completed.

### **3) PRIOR TO PRACTICUM – THE PRAGMATICS**

#### **3E) COMMON QUESTIONS AND ANSWERS PRIOR TO PRACTICUM**

**Question 1): When can I start my practicum?**

**Answer:** You must not start any direct service hour prior to the start date of class (and your practicum documentation noted above is finalized). That said, 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 275 professional activity hours, with your CNPS 598 Instructor's approval.

1. Make sure that you are registered officially in a regular section of CNPS 598 and get all documentation in place (including confirmation from the Practicum Coordinator that the Placement Agreement is in place). 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. For starting a practicum placement make sure you: (a) you are officially registered in a regular section of CNPS 598, (b) that you have secured an appropriate placement, (c) that your practicum placement has been approved by the CNPS Practicum Coordinator, and (d) that all documentation has been completed.
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. You will also not 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)

that you are not allowed to have direct contacts with clients (until the official start date of the course).

**Question 2): Is it possible to do my practicum outside the Lower Mainland?**

**Answer 2):** 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.

**Question 3): Can I do my practicum at more than one site?**

**Answer 3):** 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.

**Question 4): If I can find a qualified and arm’s length field supervisor, can I use my work site as a practicum placement site?**

**Answer 4):** 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.***

**Question 5): Is it possible to start my full-time practicum in July when there are no regularly scheduled classes?**

**Answer 5):** No, it is not possible to begin your practicum in July or any other month that is not September or April. The reason being is that students must attend classes concurrently with the commencement of their practicum placements.

**Question 6): Is it possible to start my practicum placement some time during an academic term but not at the very beginning of the term?**

**Answer 6):** 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 until 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.

**Question 7): Can I use any of my hours from CNPS 588 towards my hours in CNPS 598?**

**Answer 7): No.** As per the CACEP accreditation standards, Practicum 1 (i.e., CNPS 588 or “clinic”) and Practicum 2 (i.e., CNPS 598) are separate, and thus, students CANNOT count hours from Practicum 1 into Practicum 2. Thus, if you have any extra hours from your CNPS 588 course, this would apply toward your future registration as a CCC, RCC, etc., however, these additional hours CANNOT count toward your hours in CNPS 598. This is per our accreditation standards, and we cannot alter and/or make exceptions to this.

## **4) DURING PRACTICUM**

### **4A) SAMPLE WEEK/CLIENT LOAD**

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. (\*\*no more than 3 to 4 client hours per day)
- 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.

## 4) DURING PRACTICUM

### 4B) CNPS 598 COURSE REQUIREMENTS

Students ***must not*** see clients or collect direct contact hours until **the first day of the term** in which they are registered for CNPS 598, and until they have **all documentation has been completed** (see Section 3D)

#### The Placement

The student must secure an appropriate placement(s) with a qualified field supervisor(s) (See Section 3B), and work in that setting from either:

- September to April (e.g., 25 weeks at 20 hours/week, 3 days per week), OR
- April through August (e.g., 21 weeks at 24 hours/week; 4 days per week), OR
- A portion of the spring-summer-fall period, for a combined total of a minimum of 500 documented hours of practicum work at one or more sites.

#### Supervision

- The supervision of the student is a shared responsibility between: (a) the identified field supervisor or the sponsoring agency or educational institution, and (b) the Counselling Psychology Area in the Department of Educational and Counselling Psychology and Special Education in the Faculty of Education at U.B.C.
- See Section 3B for additional requirements on Supervisors and Supervision

#### Class Attendance

- Participation in regularly scheduled practicum seminars (3 hours per class) on campus and continuous registration in a regular or phantom section of CNPS 598 are required while students are engaged in a field practicum.
- Please note that attendance at the on-campus practicum classes is **mandatory** the first time the student registers in CNPS 598. Missing class may adversely impact the students' successful completion of this course.
- The seminars are designed to support students while in their placements and to address professional issues. Topics that may be addressed during the seminar include case conceptualization, review of tapes or transcripts, exploration and evaluation of counselling theories and intervention strategies, lifespan development and diversity issues, ethical issues, pertinent legislation, the counselling role, and professional involvement.

#### Documentation

- Students must ensure that all documentation has been completed prior to commencing practicum. See Section 3D.

## Hours and Maintaining a Log

- Students are required to complete 510 total hours throughout the practicum. The breakdown of these hours are noted in Section 2B. Students are required to keep a log book of these hours and have these hours signed off by their field supervisor and submitted to the CNPS 598 Instructor *on a monthly basis* as well as *at the conclusion of the practicum*. Students are encouraged to keep logs of their hours for their own personal files.

## Assignments and Evaluation Criteria:

### 1. Individual Counselling Case Presentation, Individual Counselling Written Case Report, and Use of Recorded Materials

**Case Presentation:** Students will be expected to make one individual case study presentation to the seminar class before the completion of this course, using concrete examples to reflect their work with the client. The presentation is typically 20 minutes in length followed by discussion.

**Recorded Materials:** Although not a requirement, should students elect to use video or audio recorded session segments and/or transcripts of such portions for the purpose of a case presentation, professional and ethical issues must be adhered to (approval of using audiovisual material must be obtained from the client and the field supervisor). To ensure client confidentiality, copies of a clinical case outline may be circulated to the class during a case presentation, but must be collected from other students in attendance, and be disposed of by the presenter at the end of the presentation.

**Written Case Report:** A formal case report must be submitted to the course instructor **within a week following** the student's case presentation. The 5 to 8-page case report should be typed and double-spaced, conforming to the case report outline specified by the instructor.

### 2. Group Counselling Presentation

Each student will present one group case during the seminar class before the completion of this course. A group summary sheet must also be submitted for each group the student runs during the practicum. The presentation is typically 15 minutes in length followed by discussion.

### 3. Mid-term Evaluation, Site Visit, and Final Evaluation

Throughout the placement, the field supervisor offers supportive and constructive feedback and appropriate guidance, conducts periodic performance reviews of the student, and offers interim evaluative feedback and the final written evaluation.

The field supervisor will also submit a written evaluation of the student's work at both the mid-term of the practicum as well as the conclusion of the practicum. The evaluation will cover the field supervisor's quantitative and qualitative evaluation on how the student handled various aspects of the placement and the extent to which the student met their learning



objectives. Both the mid-term and final written evaluations must be submitted to the CNPS 598 Instructor.

Typically, the site visit will take place midway through the placement, following the mid-term evaluation, during which time the student, the field supervisor(s), and the CNPS 598 instructor will meet to review and discuss the mid-term evaluation, including the student's progress, the student's significant learning, and the student's areas of growth during the placement.

#### **4. End of Practicum Documentation**

Prior to completing the practicum, the student must ensure that the following documents have been completed, signed, and submitted to the CNPS 598 instructor:

- a. Full signed and dated log sheets of students' hours throughout the practicum
- b. Final Evaluation Cover Sheet and Hours Log Summary (See Form 8)
- c. Final Evaluation Form (Please find this document on Hub)
- d. Practicum Completion Form (see Form 9)

*The CNPS 598 instructor has the ultimate responsibility for arriving at a final grade (Pass/Fail) to be assigned to the student.*

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

#### **5. Student's Placement and Self-Evaluation Report**

At the conclusion of the placement, students will submit an evaluation report documenting the nature and setting of the placement, and their assessment of the placement and the supervision they received during their practicum. These evaluations are kept confidential and are not shared with the placement. In addition, students will reflect on their own personal and professional development throughout their practicum experience, including significant learnings, strengths, and areas of continued growth since the start of their practicum. The 3 to 5-page report should be typed and double-spaced.

## **4) DURING PRACTICUM**

### **4B1) CNPS 598 COURSE REQUIREMENTS**

### **PRESENTATIONS AND WRITTEN ASSIGNMENTS**

#### **Individual Counselling Case Presentation Template**

**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

**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)?
8. **Questions for the Class**

## **Individual Counselling Written Case Report**

### **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
4. To be able to reflect and integrate feedback from supervisors and/or colleagues into case conceptualization, treatment planning, etc.

### **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)?
8. **Integrating Feedback** – Throughout the paper, reflect on feedback provided in the class by the CNPS 598 instructor and fellow students and how you could integrate this feedback in your work with the client, such as the working hypotheses, the treatment plan, and termination.

## **Group Presentation Template**

### **Group Presentation Handout (with the following headings):**

Student Name: \_\_\_\_\_ Report Submission Date: \_\_\_\_\_

1. Name of group:
2. Type of group:
3. Location:
4. Group member recruitment process and selection criteria:
5. Number and description of participants:
6. Policy around group members having outside of group contact and rationale for why/why not?
7. Total number and hours of facilitated sessions for this group: \_\_\_\_\_ hours
8. Student's leadership responsibility:  
( ) solo, ( ) senior/primary, ( ) co-leader/fully shared, ( ) junior/secondary,  
( ) other: \_\_\_\_\_

### **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
4. To be able to reflect and integrate feedback from supervisors and/or colleagues into case conceptualization, treatment planning, etc.

### **Recommended Sections:**

For your group presentation, review items from the handout as well as the following topics:

- 1) Group goals and objectives
- 2) Summary of group sessions (your process observation and analyses):
- 3) Observations of group process and progress
- 4) Observations of group challenges
- 5) Questions/feedback that you seek from your colleagues/instructor

## **4) DURING PRACTICUM**

### **4B2) CNPS 598 COURSE REQUIREMENTS**

#### **CNPS 598 CLASS ATTENDANCE**

- 1. Students are required to attend all scheduled practicum classes on campus.**
2. 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.
3. Following your formal, written mid-term evaluation with your field supervisor(s), the CNPS 598 instructor will visit your primary site. The instructor will meet with your supervisor and you to discuss your evaluation, your progress, and your overall 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.
4. 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. Depending on the mid-term evaluation from the second site, the CNPS 598 instructor may do a site visit with the second site.
5. 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.

## **4) DURING PRACTICUM**

### **4B3) CNPS 598 COURSE REQUIREMENTS**

#### **REQUIRED PRACTICUM HOURS**

**A total of 510** documented hours are required for successful completion of the practicum. All hours must be documented and signed off by the student's field supervisor.

These hours include:

1) **210 Direct Service hours**, which include (a) **160 individual counselling hours** (also including couples and family counselling hours) and (b) **50 hours of direct group counselling hours** (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).

2) **25 hours of Individual Supervision** with your qualified supervisor. You are required to have **weekly individual** supervision with your qualified supervisor. You are required to meet with your supervisor for an hour for every 8 direct service hours.

3) **275 of Professional Development** hours

Please see Section 2B for an expanded definition of these hours.

## **4) DURING PRACTICUM**

### **4C) EVALUATIONS, SITE VISITS, AND END OF CNPS 598 PRACTICUM DOCUMENTATION**

Your field supervisor will conduct two formal evaluations with you, both at the mid-term point of the practicum as well as at the final. The Evaluation Form is found on Hub.

The CNPS 598 instructor is required to make one site visit at each student's primary placement site (i.e., one time visit per student before he/she completes the course requirements).

Typically, these practicum site visits are done during the second half of the practicum, soon after the mid-term evaluation is completed between the student and the field supervisor. In this site visit, the CNPS 598 Instructor will meet with the field supervisor(s) and student together to discuss the student's experience at the site, the student's strength's, as well as the student's areas of growth.

The CNPS 598 instructor stays in regular contact via telephone and e-mails with each student's primary field supervisor and those at additional placements.

If you have a secondary site, you are still required to do a formal mid-term evaluation with your field supervisor. Your field supervisor then needs to submit this to your CNPS 598 instructor. Based on the evaluation, your CNPS 598 instructor may or may not schedule a site visit with your secondary site.

To complete the practicum and for the CNPS 598 instructor to enter a grade for the student, the student must ensure that the CNPS 598 Instructor has received the following completed and signed documents:

- Full signed and dated log sheets of students' hours throughout the practicum
- Final Evaluation Form Cover Sheet and Hours Log Summary
- Final Evaluation Form
- Practicum Completion Form

#### **Entering Grades:**

The CNPS 598 instructor must have received all the written assignments, mid-term and final written evaluations, Final Evaluation Form Cover Sheet and Hours Log Summary signed and dated summary of the log sheets, the Practicum Completion Form, from the respective field supervisor(s) before submitting a "Pass" grade to the Department.

## 4) DURING PRACTICUM

### 4D) TELEHEALTH CONSIDERATIONS

Counselling trainees are expected to adhere to the CCPA ethical guidelines established regarding telehealth. These include but are not limited to the following:

- The counselling trainee must be physically located on site when conducting telehealth sessions. If this is not available, please contact the Practicum Coordinator and/or the CNPS 598 Instructor to arrange alternative arrangements. **As a counselling trainee, having telehealth sessions from your home, etc. is not considered appropriate for your practicum experience.**
- The counselling trainee must utilize an encrypted, HIPAA-compliant, secure video platform to conduct sessions, such as UBC's Zoom software, to ensure and protect confidentiality and client privacy.
- The counselling trainee, in conjunction with the field supervisor, must obtain client consent to receiving telehealth, including helping clients understand that online communication security is not 100% guaranteed while every effort is made to maximize its security for privacy protection.
- The counselling trainee must not record sessions using software programs that do not offer security with regards to recording, such as Zoom.
- The counselling trainee must not offer services to clients when the client is physically located outside of BC.
- The counselling trainee must verify with all clients their location and address at the time of each appointment. They must verify with all clients at the time of each appointment that they are in a private space with a closed door to ensure confidentiality.



## **4) DURING PRACTICUM**

### **4E) GUIDELINES FOR AUDIO-VISUAL RECORDINGS**

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. Students must formally obtain the field supervisor's written approval.
3. We discourage videos from being taken off site.
4. Students must follow the procedural guidelines for removing and transporting confidential materials, as set forth by their sponsoring agency or institution.

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.

## 4) DURING PRACTICUM

### 4F) EXTENDING PRACTICUM (“GOING PHANTOM”)

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 site requirements.*** If you are beginning a placement at a new site and/or with a new field supervisor, a new Supervisor Qualification form(s) and placement agreement will need to be submitted to the CNPS Practicum Coordinator for approval before you begin seeing clients. Direct contact and professional activity hours cannot be counted until your contract has been formally approved and appropriate documentation is in place.
6. ***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.
7. ***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, the new CNPS 598 instructor will 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. ***Non-requirement for a faculty site visit.*** Generally, a faculty supervisor's site visit is NOT required during the phantom course registration, unless the CNPS 598 Instructor, or the Director of Clinics and Practica considers it to be necessary or is requested by you or the field supervisor.

## 4) DURING PRACTICUM

### 4G) COMMON QUESTIONS AND ANSWERS DURING PRACTICUM

**Question 1): 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?**

**Answer 1):** Yes, you can count your attendance in the 3-hour practicum classes toward your 275 professional development hours. However, missed classes should not be counted.

**Question 2): Who do I refer clients to following my practicum?**

**Answer 2):** 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. **Unless you are continuing on with your practicum site following graduation, it is considered inappropriate to refer to yourself in a future work setting following graduation.**

**Question 3): 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?**

**Answer 3):** 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.

**Question 4): 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?**

**Answer 4):** 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 10) 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.

**Question 5): May I stop going to practicum classes on campus once I have completed all the course requirements?**

**Answer 5):** 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.

**Question 6): 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?**

**Question 6):** No. You must continue to attend your practicum site until the end of the practicum course. In exceptional circumstances, with the approval of both your field supervisor and CNPS 598 course instructor, you may be able to negotiate ending 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 originally discussed. 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.

**Question 7): If a practicum site/supervisor has determined that a student has failed and/or needs to be remediated, will my hours count?**

**Question 7):** No. Your hours will only count if your practicum supervisor/site has marked you as “Passed” on all aspects of the evaluation. Once a remediation plan has been put in place, a student must restart their practicum hours under this new remediation plan.

## **5) FOLLOWING PRACTICUM**

### **5A) GRADUATION**

Students have to apply for graduation through UBC's Student Service Centre (SSC). If you have registered in a phantom section of CNPS 598, please remind the CNPS 598 instructor to contact Karen Yan to enter your final grade upon completion of the course.

Please also see the link below:

<https://graduation.ubc.ca/>



## **5) FOLLOWING PRACTICUM**

### **5B) REGISTRATION WITH BCACC AND/OR CPA**

For information on applying to BCACC to become a Registered Clinical Counsellor (RCC):

<https://bcacc.ca/join/rcc/apply-now-rcc/>

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 Practicum Coordinator to send an endorsement letter in support of your application. The request form is found at the end of this Guide; see: Form 11: *CNPS Endorsement Letter Request Form*. Please send this form along with a copy of your transcript indicating your degree conferral date.

The Practicum Coordinator 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.

For information on applying to CCPA to become a Canadian Certified Counsellor (CCC):

<https://www.ccpa-accp.ca/membership/certification/>

# **(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**

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, professionalism, 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(s)

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

**Practicum Site (Full Legal Name):** \_\_\_\_\_

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

**Supervisor's Title/Role at the Site:** \_\_\_\_\_

**Supervisor's Contact Information:**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Supervisor's Academic Background:**

**Highest Degree Earned:** \_\_\_\_\_ **Year:** \_\_\_\_\_

**Institution:** \_\_\_\_\_ **Area of Focus:** \_\_\_\_\_

**Supervisor's Professional Registration Information:**

**Registration #:** \_\_\_\_\_

**Registration Type:** ☐ CCC ☐ RCC ☐ R. Psych ☐ BCTF ☐ BCASP

**Registration Type Other:** (If not one of the above, please describe clinical training/experience): \_\_\_\_\_

**Number of years registered with the above credentials?** \_\_\_\_\_

**Supervisor's Professional Experience:** *please initial each item.*

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

- ☐ College of Psychologists of BC (CPBC)
- ☐ Canadian Counselling and Psychotherapy Association (CCPA)
- ☐ Canadian Psychological Association (CPA)
- ☐ B.C. Association for Clinical Counsellors (BCACC)
- ☐ BC Teachers' Federation (BCTF)
- ☐ BC Association of School Psychologists (BCASP)
- ☐ other: \_\_\_\_\_

\_\_\_\_\_ I have a minimum of 4 years of full-time professional work experience post-Master's degree in Counselling or related field.

\_\_\_\_\_ 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 and please indicate how many supervisees you will have for the practicum duration of this student: \_\_\_\_\_

\_\_\_\_\_ 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) 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 practice, 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.hspcanada.net](http://www.hspcanada.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.hspcanada.net/privacy/index.asp](http://www.hspcanada.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

# **(FORM 4) 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 Practica at [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca)

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://hspanada.net/docs/Policies/Consent/Student Consent Form ALL.pdf](http://hspanada.net/docs/Policies/Consent/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 Practica at: [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca)

## (FORM 5) FRASER HEALTH AUTHORITY PLACEMENT REQUEST FORM 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 CNPS Co-ordinator of Practica : [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca)

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>)
  - 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 CNPS Co-ordinator of practica [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca)



## (FORM 6) EXPECTATIONS AND UNDERSTANDINGS FORM

**UBC Counselling Psychology Area (CNPS)**  
**CNPS 598: Field Experiences (Counselling Practicum)**  
**Practicum Expectations and Understandings Form**

### **Counselling Trainee/Student Information**

Students' Given(s) and Last Name: \_\_\_\_\_  
Student's UBC Student Number: \_\_\_\_\_  
Student Mailing Address: \_\_\_\_\_  
Student Email Address: \_\_\_\_\_  
Student's Phone Number: \_\_\_\_\_

### **Placement Information**

Placement Site Full Legal Name: \_\_\_\_\_  
Placement Site Full Legal Mailing Address: \_\_\_\_\_  
Placement Site Phone Number: \_\_\_\_\_  
Full Name and Email Address of Legal Authorized Signatory of the Site: \_\_\_\_\_  
\_\_\_\_\_

### **Supervisor(s) Information**

**\*\*List all Supervisors who have been qualified by the Practicum Coordinator to supervise the student**

Supervisor's Name: \_\_\_\_\_  
Supervisor's Graduate Program(s) and Degree(s): \_\_\_\_\_  
Supervisor's Registration # and Registration Body: \_\_\_\_\_  
Supervisor's Email: \_\_\_\_\_  
Supervisor's Phone Number: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_  
Supervisor's Graduate Program(s) and Degree(s): \_\_\_\_\_  
Supervisor's Registration # and Registration Body: \_\_\_\_\_  
Supervisor's Email: \_\_\_\_\_  
Supervisor's Phone Number: \_\_\_\_\_

### **Placement Dates**

Start Date: \_\_\_\_\_ (First day of class)  
End Date: \_\_\_\_\_ (Confirm this with Practicum Coordinator)  
Agreed upon days/times of the week student will attend site: \_\_\_\_\_

Format in which counselling sessions will be conducted: In-person, telehealth, hybrid  
Format in which supervision will be received: In-person, virtual, hybrid

### **Role Expectations:**

#### Expectations of counsellor trainee/student:

- To see individuals, couples, families, and groups in counselling sessions.
- To complete all required clinical paperwork in a professional and punctual manner.
- To have no more than 3 to 4 client hours per day.
- To engage in weekly (at least one hour) informal and formal individual supervision with field supervisor regarding client issues, caseload, scheduling, and other administrative matters.
- To collaborate with staff and colleagues regarding counselling and administrative issues in a professional and respectful manner.
- **To be conducting all direct service hours in-person on site at the placement. Should this not be available, the student should contact the Practicum Coordinator.**
- To attend site specific orientations, meetings, professional development, clinical training, and/or workshops as recommended or required by my supervisor.
- To review recordings (if applicable) in preparation for supervision.
- To meet with field supervisor at scheduled times throughout the course of the practicum placement to review and assess progress.
- To attend biweekly to weekly CNPS 598 classes in-person as well as to complete CNPS 598 course assignments
- To meet with supervisor at both the mid-term and end of the course of the practicum placement to conduct a formal, written evaluation
- To meet with supervisor(s) and CNPS 598 instructor at the mid-term of the course to discuss strengths, progress, and areas of growth
- To contact the CNPS 598 instructor and/or the CNPS Practicum Coordinator with any concerns and/or issues as needed

#### Required qualifications of a field supervisor(s):

- To 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.
- For master's level graduate supervisors, supervisors should have a **minimum of four years** of full-time work in the counselling or related field (***following completion of their master's level of training in counselling***) prior to taking on a supervisory role.
- For doctoral level graduate supervisors, supervisors should have a minimum of two years of full-time work in the counselling or related field (***following completion of their doctoral level of training in counselling***) prior to taking on a supervisory role.
- To belong to the Canadian Counselling and Psychotherapy Association (CCPA), the BC Association of Clinical Counsellors (BCACC), the College of Psychologists of BC, the BC Teacher's Federation (BCTF), 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.
- To be designated and/or supported by their employer and other staff, to supervise a practicum student as part of their work.

- To have no potential or actual conflict of interest, dual relationship, or other ethical issue that might interfere with their supervisory role and responsibilities in relation to the practicum student.
- To not be currently under investigation for professional malpractice or the breach of ethical codes of conduct.
- To carry no more than two practicum students and/or clinical trainees throughout the counselling trainee's practicum period, unless the supervisor receives institutional support for taking extra time to supervise more than two trainees as part of his/her job.
- Required expectations of a field supervisor(s):
  - To understand and agree to the specific UBC CNPS 598 practicum expectations, requirements, and evaluation procedures for students.
  - To ensure that the practicum student will have sufficient direct contact hours and professional preparation and activity hours to meet the course requirements. If this is a secondary site, to ensure the practicum student will meet an agreed upon, pre-established number of hours.
  - To provide formal individual supervision for a minimum of 1 hour per week, supplemented by informal supervision as needed. Additionally, to adhere to the guidelines of providing a minimum of 1 hour of individual supervision for every 8 direct service hours, totaling 25 hours of individual supervision over the course of the practicum.
  - To directly observe some of the practicum student's counselling sessions, preferably through audio/video recordings. If audio/video recordings are not available, 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.
  - **To be onsite while student is providing direct service hours to client(s). If being onsite is not possible, to be readily available (or to have a designated, qualified counsellor readily available) should the student need informal supervision.**
  - To be available to discuss concerns or issues informally with the counselling trainee to support, guide, and supervise the student and to facilitate student clinical and professional development throughout the practicum placement period.
  - To 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.
  - 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.
  - To offer professional guidance for the student on an on-going basis and to monitor the student's clinical and written work (e.g., case reports and assessment) throughout the practicum placement period.
  - To offer ongoing, informal formative feedback on the student's performance throughout the practicum.

- To meet with counsellor trainee at both the mid-term and end of the practicum course to conduct a formal, written evaluation at both the mid-term and end of the practicum experiences.
- To submit both the written mid-term and final evaluation to the CNPS 598 instructor at both the mid-term and end of the practicum.
- To meet for a “Site visit” with the counsellor trainee and CNPS 598 instructor at the mid-term of the course to discuss strengths, progress, and areas of growth.
- To contact the CNPS 598 instructor and/or the CNPS Practicum Coordinator regarding any concerns or issues specific to the practicum student’s clinical or professional performance in the setting.
- To ensure that clients are aware of the student’s “trainee” status.
- To charge clients a significantly reduced rate to see the trainee and to not financially benefit from the work of the trainee.
- To provide the counselling trainee with 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).
- To provide the opportunity to become familiar with a variety of professional resources (e.g., assessment instruments, professional literature, etc.).
- To provide 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.
- It is the responsibility of the site supervisor to escort a high risk (suicidal) client to the hospital or ambulance. This responsibility is not the counselling trainee’s responsibility.

### **Hour Requirements:**

To complete requirements for their CNPS 598 course, the counselling trainee/student is expected to complete **510 total hours**. All hours must be documented and signed off by the student's field supervisor.

These **510 total hours** include a MINIMUM of:

- 1) **210 Direct Service hours**, which include (a) **160 individual counselling hours** (also including couples and family counselling hours) and (b) **50 hours of direct group counselling hours** (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).
  - **Individual Counselling hours** (including couples and family counselling) include the following activities:
    - Individual counselling
    - Couples counselling
    - Family counselling
    - Intake or Screens
    - Group screens
    - \*\*Client no-shows or cancellations do not count toward direct service hours
  - **Group Counselling hours** include the following activities:
    - Being a solo leader of a group
    - Being a co-facilitator of a group
    - Leading a psycho-educational workshop or session
- 2) **25 hours of Individual Supervision** with their qualified supervisor. The student is required to have *weekly individual* supervision with their qualified supervisor. The student is required to meet with their supervisor for an hour for every 8 direct service hours. For supervision hours to count, students must have their supervisor approved by the Practicum Coordinator. To commence this process, please have each supervisor fill out and sign the Supervisor Qualification form.
- 3) **275 of Professional Development hours**
  - **Professional Development hours** include the following activities:
    - Attending CNPS 598 on-campus practicum classes
    - Administrative tasks, such as writing case notes and/or reports
    - Observing sessions (i.e., group, individual, couples, families) where they aren't facilitating/engaging but solely observing
    - Reading case notes and relevant information

- 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)

**\*\*A NOTE FOR SUPERVISORS:** Some of our students have multiple sites in which case they will likely be completing a portion, but not all of their hours at your site. Please communicate with the student regarding this. If you have any questions and/or concerns, please also do not hesitate to reach out to the Practicum Coordinator or the CNPS 598 instructor.

### **Questions and/or Concerns:**

For any questions and/or concerns **prior to the start of the practicum**, please contact, the CNPS Practicum Coordinator (information listed below). **Once the practicum course starts**, please contact the CNPS 598 instructor who will be in touch at the beginning of the practicum semester with their contact information.

#### **CNPS Practicum Coordinator**

Practicum Coordinator Name: Dr. Laura Klubben

Practicum Coordinator Email: [lklubben@mail.ubc.ca](mailto:lklubben@mail.ubc.ca)

**(FORM 7) SAMPLE HOUR LOG**

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

Date	Hour	Type of Hour (Ind, Coup, Fam, Grp, Sup, PD)	Description of Hour
<b>Total Hours:</b>			

We hereby certify that the above information is accurate:

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

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

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

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

**Ind = Individual Direct Service**

**Coup = Couple Direct Service**

**Fam = Family Direct Service**

**Grp = Group Direct Service**

**Sup = Supervision (please indicate individual or group)**

**PD = Professional Development**

## **(FORM 8) FINAL EVALUATION COVER SHEET AND HOURS LOG SUMMARY**

### **Counselling Trainee/Student Information**

Students' Given(s) and Last Name: \_\_\_\_\_

### **Placement Information**

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

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

### **Supervisor(s) Information**

**\*\*List all Supervisors who have been qualified by the Practicum Coordinator to supervise the student**

Supervisor's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

### **Student Hours Acquired at Site Under Supervisor(s) Listed Above**

Total number of individual counselling hours (individual, couple, family) \_\_\_\_\_ hours  
(160 total required)

Total number of group counselling hours \_\_\_\_\_ hours  
(50 total required)

Total number of individual supervision hours \_\_\_\_\_ hours  
(25 total required)

Total number of professional development hours \_\_\_\_\_ hours  
(275 total required)

---

**Grand total number of hours** \_\_\_\_\_ **hours**  
(510 total required)

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

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

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Supervisor Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_



### Hour Requirements:

To complete requirements for their CNPS 598 course, the counselling trainee/student is expected to complete **510 total hours**. All hours must be documented and signed off by the student's field supervisor.

These 510 total hours include a MINIMUM of:

**4) 210 Direct Service hours**, which include (a) **160 individual counselling hours** (also including couples and family counselling hours) and (b) **50 hours of direct group counselling hours** (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).

- **Individual Counselling hours** (including couples and family counselling) include the following activities:
  - Individual counselling
  - Couples counselling
  - Family counselling
  - Intake or Screens
  - Group screens
  - \*\*Client no-shows or cancellations do not count toward direct service hours
- **Group Counselling hours** include the following activities:
  - Being a solo leader of a group
  - Being a co-facilitator of a group
  - Leading a psycho-educational workshop or session

**5) 25 hours of Individual Supervision** with their qualified supervisor. The student is required to have **weekly individual** supervision with their qualified supervisor. The student is required to meet with their supervisor for an hour for every 8 direct service hours. For supervision hours to count, students must have their supervisor approved by the Practicum Coordinator. To commence this process, please have each supervisor fill out and sign the Supervisor Qualification form.

**6) 275 of Professional Development hours**

- **Professional Development hours** include the following activities:
  - Attending CNPS 598 on-campus practicum classes
  - Administrative tasks, such as writing case notes and/or reports
  - Observing sessions (i.e., group, individual, couples, families) where they aren't facilitating/engaging but solely observing

- Reading case notes and relevant information
- 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)

**\*\*A NOTE FOR SUPERVISORS:** Some of our students have multiple sites in which case they will likely be completing a portion, but not all of their hours at your site. Please communicate with the student regarding this. If you have any questions and/or concerns, please also do not hesitate to reach out to the Practicum Coordinator or the CNPS 598 instructor.

## (FORM 9) CNPS 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: \_\_\_\_\_

---

---

### 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.
- ☐ 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 11) CNPS ENDORSEMENT LETTER REQUEST FORM FOR BCACC**

***CNPS Student Request Form*** (version 2019-05-01)  
**Supervised Clinical Training Hours Endorsement Letter**  
**To Be Sent to BCACC Registrar**

To: **CNPS Co-ordinator of Practica**, Counselling Psychology Program, Faculty of Education,  
University of British Columbia, 2125 Main Mall, Vancouver, B.C., Canada V6T 1Z4 (FAX: 604-822-  
3302); email: [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca)

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

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

TEL: \_\_\_\_\_; FAX: \_\_\_\_\_

Email address: \_\_\_\_\_

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

**Request to the CNPS Co-ordinator of 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 Co-ordinator of Practica (email: [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca); 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 Co-ordinator 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 CNPS Co-ordinator of 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.

**(FORM 11) CNPS ENDORSEMENT LETTER REQUEST FORM FOR BCACC**

***CNPS Student Request Form*** (version 2019-05-01)  
**Supervised Clinical Training Hours Endorsement Letter**  
**To Be Sent to BCACC Registrar**

To: **CNPS Co-ordinator of Practica**, Counselling Psychology Program, Faculty of Education,  
University of British Columbia, 2125 Main Mall, Vancouver, B.C., Canada V6T 1Z4 (FAX: 604-822-  
3302); email: [laura.klubben@ubc.ca](mailto:laura.klubben@ubc.ca)

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

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

TEL: \_\_\_\_\_; FAX: \_\_\_\_\_

Email address: \_\_\_\_\_

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

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

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