

**FORM 6: PRACTICUM EXPECTATIONS AND UNDERSTANDINGS FORM**

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

**Counselling Trainee/Practicum Student Information:**

Given and last name: \_\_\_\_\_

UBC student number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

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

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 and Qualifications

Required qualifications of a field supervisor(s):

- To hold a master's or doctoral degree from an accredited university or an acceptable degree granting educational institution in counselling psychology or equivalent
  - Master's-level graduate supervisors: have a **minimum of four years** of full-time work in counselling or a related field following completion of their master's degree
  - Doctoral-level graduate supervisors: have a **minimum of two years** of full-time work in counselling or a related field following completion of their doctoral degree
- To belong to the Canadian Counselling and Psychotherapy Association (CCPA), the BC Association of Clinical Counsellors (BCACC), the College of Health and Care Professionals of BC (CHCPBC), the BC Teacher's Federation (BCTF), and/or other recognized associations/colleges that regulate counselling or professional activities
  - To commit to abiding by the professional code of conduct of the professional association, agency, or institution to which the supervisor belongs
- 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 conflicts of interest, dual relationships, or other ethical issues 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 practicum student's training, unless the supervisor receives institutional support for taking extra time to supervise more than two trainees

Expectations of a field supervisor(s):

- To understand and agree to the specific expectations, requirements, and evaluation procedures for students enrolled in CNPS 598 at UBC
- 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 one hour per week, supplemented by informal supervision as needed
- To adhere to the guidelines of providing a minimum of one hour of individual supervision for every eight 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 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 practicum student to support, guide, and supervise the student and to facilitate student clinical and professional development throughout the practicum placement period
- To engage the practicum student in process-oriented supervision that focuses on what is happening for the student 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 practicum student 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 practicum student at both the mid-term and end of the practicum course to conduct a formal, written evaluation
- To submit written mid-term and final evaluations to the CNPS 598 instructor at the mid-term and end of the practicum
- To meet for a "site visit" with the practicum student 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 practicum student's "trainee" status
- To charge clients a significantly reduced rate to see the practicum student and to not financially benefit from the student's work
- To provide the practicum student 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 student with opportunities 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
- To assume responsibility for escorting high risk (suicidal) clients to emergency services, if necessary – this is not the practicum student's responsibility

### Expectations of practicum 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 four 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 conduct 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 CNPS 598 classes in-person and complete CNPS 598 course assignments
- To meet with supervisor at the mid-term and end of the course of the practicum placement to conduct a formal, written evaluation
- To meet with supervisor(s) and the 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

## Hour Requirements

To complete requirements for their CNPS 598 course, the practicum student is expected to complete **400 total hours**. All hours must be documented and signed off by the student's field supervisor(s).

These **400 total hours** include a minimum of:

- 1) **200 direct service hours**, which include (a) **160 individual counselling hours** (also including couples and family counselling hours) and (b) **40 direct group counselling hours**.

- **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 one hour for every eight direct service hours. For supervision hours to count, students must have their supervisor approved by the Practicum Coordinator.

### 3) 175 hours 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 others' sessions (i.e., group, individual, couples, families)
  - Reading case notes and relevant information
  - Discussing cases or relevant clinical issues with colleagues
  - 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 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 only a portion of their required hours at your site. Please communicate with the student regarding this. If you have any questions and/or concerns, please 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. Mathew Gendron

Practicum Coordinator Email:

[mathew.gendron@ubc.ca](mailto:mathew.gendron@ubc.ca)