



YORKVILLE
U N I V E R S I T Y

Master of Arts in Counselling Psychology

Student Practicum Manual

Effective Spring 2024

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SETTING THE STAGE FOR YOUR PRACTICUM

Congratulations on reaching this important milestone in your professional development and embarking on the journey to complete the Master of Arts in Counselling Psychology (MACP) degree at Yorkville University. To fulfill the requirements for the MACP program, all students must complete a counselling practicum, which will occur at the end of the program after completion of all academic courses.

Although the practicum begins after the completion of coursework, it is particularly important that students start thinking about their practicum experience early in the academic program. To help facilitate this process, we have developed the *MACP Practicum Portal* and the *Student Practicum Manual* as resources to access as you progress through the MACP program.

The *Student Practicum Manual* provides the information needed to become familiar with the practicum preparation, application, and registration process, practicum site and supervisor eligibility, practicum and coursework requirements, and ethical/professional expectations.

Below is a quick summary of key points with more detailed information provided in the body of this manual.

- **Securing a practicum placement is the responsibility of the student, not the university.**
- Students who live in large urban areas should not assume it will be easy to find a practicum site because although there may be many opportunities, there is often considerable competition from students in other university graduate programs.
- All practicum sites must meet specific criteria before they are approved by the Field Training Team. Approved practicum sites will be visible on the MACP Practicum Portal *Practicum Site Locator*.
- The aim of the MACP practicum is to develop basic entry-level counselling skills within the traditional 50-minute counselling session, while also learning to apply appropriate theory.
- Students are encouraged to seek out potential practicum sites that have an established and structured mental health counselling delivery model where general mental health issues such as stress, depression, anxiety, grief, etc. are addressed within traditional talk therapy modalities.
- The MACP program does not prepare students to practice alternative or highly specialized therapies (i.e., Animal Assisted Therapy, Art Therapy, Music Therapy, EMDR, Play Therapy, Psychedelic or Psychoactive Assisted Therapy, or other forms of alternative or highly specialized therapies). Therefore, it is important for students and Supervisors to be mindful of the fact that practicum plans which may involve such therapies cannot count towards the MACP practicum direct client contact hours, even if the student or Supervisor has previous training in these areas of practice. **Students may only observe alternative or**

highly specialized therapies being performed by other professional counsellors or practitioners and may only count these observation times as Indirect Contact hours.

- There are certain practicum sites that will not be approved including facilities where the focus is predominantly on psychological research.
- It is preferred that students who plan to complete their practicum in a K-12 education setting will be in a middle or high school setting (clients 10 years and older). A viability questionnaire will be required if students want to work with children aged 7-9 (available on the MACP practicum portal). MACP will not approve a practicum student to counsel children under the age of seven (7) years.
- Students are required to start school-based placements in September to ensure that they will have sufficient time to complete the practicum requirements of two full trimesters.
- It is strongly recommended that students do not work with clients where there is a strong possibility that the case may result in the practicum student having to engage with the legal system or provide testimony in court.
- Students are expected to honour their commitment to a potential practicum site once they have accepted a practicum offer, either verbally or in writing.
- Working full-time while completing practicum is not recommended.
- Completing a practicum in the student's place of employment is not recommended. Workplace practicum proposals require the submission of additional information and additional review for approval. The Workplace Practicum Information form must be completed (available on the MACP practicum portal).
- The Practicum is composed of two 15-week trimesters. The Practicum contains practicum site and coursework components. Each practicum course (PSYC7113 & PSYC7203) must be registered and paid for independently. Students are expected to take the practicum courses consecutively while working at the practicum site.
- For questions about fees, please contact the Bursar's Office at bursar@yorkvilleu.ca.
- Professional liability insurance purchased by the student is required for all practicum students. Students must maintain their own current professional liability insurance policy throughout the practicum. As a general rule, students should purchase an insurance policy limit up to **\$2 million**. However, if you are a student in **Ontario** working with a Site/Supervisor in Ontario, please be advised that your insurance policy limit should be **up to \$5 million**. Note: Practicum Students in Ontario who plan to register with the College of Registered Psychotherapists of Ontario (CRPO) prior to beginning their practicum, will need to purchase liability insurance starting from their CRPO registration date, not from the practicum start date.
- It is recommended that students who have less than two years of counselling-related experience immediately begin seeking out volunteer opportunities with distress centers, crisis lines, or other such services that offer well-recognized and structured volunteer

training. Students are permitted to volunteer at potential practicum sites prior to their practicum provided there are clear parameters established at the practicum site regarding the role of the volunteer and the role of the practicum student. **In a volunteer role, students are not permitted to log direct or indirect hours or see clients in a counselling role** as this could have ethical/legal/insurance ramifications.

- The MACP Practicum Portal contains the *Practicum Site Locator* that is available to all students. Please note that the *Practicum Site Locator* is not inclusive of all potential practicum sites in any given area and that not all sites on the *Practicum Site Locator* are always available to take students at the time of seeking a practicum placement.
- Several organizations (i.e., health authorities) require the university to apply on the student's behalf. Should you encounter an organization that requires the university to apply on your behalf outside of the organizations listed, please contact the Department of Field Training at healthauthorityliaison@yorkvilleu.ca
- When applying to health authority sites or government agencies that require an application on your behalf, please be aware that the process can be time intensive. These sites often have specific requirements and procedures that must be followed diligently. While we fully support your pursuit of the best-fit placement, we kindly ask for your consideration in potentially withdrawing applications in a timely manner if circumstances or desired choices change.
- Some practicum sites require a separate and formal Affiliation Agreement. It is important to determine well in advance of the practicum application deadline date if a potential site requires an Affiliation Agreement for the placement of practicum students. The review and agreement for an external Affiliation Agreement **can take several weeks to several months** to finalize. Please keep this in mind along with the application deadlines discussed further in the manual.

PRE-PRACTICUM

Prerequisites for Practicum

All required program courses must be completed with passing grades for students to be eligible to start practicum. Students must have a minimum of a 3.0 GPA to be eligible to begin practicum. Students must also be in good financial standing with the Bursar's Office whereby all outstanding fees owing to the University and the 7113 and 7203 practicum course fees are paid in full. Students should contact the Registrar's Office if they have any questions about their academic standing and the Bursar's Office regarding their financial status.

Pre-Practicum Timeline

This timeline will provide you with a step-by-step explanation of the process you should follow leading up to your actual Practicum. By adhering to these steps, you can help facilitate the best possible outcome for both obtaining your practicum site and performing well during your Practicum. This information is also available on the MACP Practicum Portal in the Practicum Information section.

12 Months Before

Complete these activities at least 12 months before practicum (trimester 2-3, courses 6104, 6213, 6203, 6153, 6163, 6246, 6233):

1. **Review all materials in the MACP Practicum Portal:** Including all information under the Students and Supervisors sections.
2. **Review the practicum requirements:** It is your responsibility to understand the practicum requirements. This includes appropriate sites, types of activities you will need to engage in, and the number of hours you will need. You should also be familiar with the qualifications your Supervisor will need to meet. If you have any questions, please contact any of the MACP Practicum Advisors via an AskYU ticket.
3. **Review your provincial regulatory body / professional association:** If none exists, review the national association website, and become familiar with the regulations and requirements for completing your MACP practicum. It might be helpful for you to download and review the registration application for your local, provincial, and/or national regulatory body or professional association.
4. **Review the resources linked in the Pre-Practicum section on the Practicum Portal** Click on Students at the top and then Pre-Practicum in the drop-down menu to see the Chart of MACP Practicum Requirements (PDF) and Setting the Stage for Your Practicum (Video).

9 Months Before

Complete these activities at least nine months prior to practicum (trimester 4, courses 6273, 6256):

1. **Consider joining your national professional counselling organization as a student member.** This will provide you with access to conferences, newsletters, committees, and other activities that will allow you as a student to interact with other students as well as professionals in the community. This professional network becomes valuable when you are beginning to locate possible practicum sites as well as supports overall career development.
2. **Begin to create a list of sites in your area and begin contacting these sites** to determine if they provide practicum opportunities and when they anticipate openings for practicum students in the upcoming year. You can track your progress using the *My Practicum Search* document, linked in the MACP Practicum Portal, Students Section, and Pre-Practicum Timeline.
3. **Consider which agencies or organizations require YU to apply on the student's behalf and their application deadlines.** Review the provided content in the MACP Practicum Portal for the specific materials you should send to potential practicum sites when you first reach out. Remember that you should write a cover letter specific to each site. Review additional resources on the MACP Practicum Portal, Students Section, and Pre-Practicum Timeline.
4. **Begin to think about the time commitment** needed to complete your practicum as well as other work and life responsibilities you have. You will need to commit approximately two days a week to your practicum to meet all required practicum hours. You will also have the practicum course 7113 & 7203 that includes coursework and assignments. Review additional resources on the MACP Practicum Portal, Students Section, and Pre-Practicum Timeline.
5. **Reach out to the sites you are interested in and have identified as appropriate for your practicum experience.** Discuss each site's process for initiating practicum placements and the steps you must complete to apply to the site.
6. **Review the Practicum Interview video and Effective Cover Letter & Resumes videos on the MACP Practicum Portal.** Contact the Yorkville University Career Centre for feedback and guidance on writing cover letters, resumes, and interviewing skills.
7. If you are offered a practicum, **determine if there is a Supervisor that meets YU Supervisor qualifications.** Review additional resources on the MACP Practicum Portal, Students Section, Pre-Practicum Timeline, as well as information contained in the Student Practicum Manual that describes Supervisor requirements.
8. Go to the Practicum Placement Application on the MACP Practicum Portal. Review the instructions for completing a practicum placement application. Become familiar with all the information you and your proposed Supervisor will be responsible for and the deadline for submission. Review additional resources on the MACP Practicum Portal including the Students Section and Pre-Practicum Timeline.
9. The student is responsible for determining if the practicum site will require YU to review and sign an external **Affiliation Agreement** beyond the YU Affiliation Agreement located in the *Practicum Site Locator* Section (under Site Application) of the MACP Practicum Portal. Some sites require a separate and formal Affiliation Agreement. It is important to

determine well in advance of the practicum application deadline date if a potential site requires an Affiliation Agreement for the placement of practicum students. Note: The review and agreement for an external Affiliation Agreement **can take several weeks or months** to finalize.

10. Schedule a meeting with your potential Supervisor to review all the requirements to be sure that the proposed site can meet YU requirements.

Note: it is important for students to understand and respect that practicum sites and Supervisors are under no future obligation to provide references or sign off on forms related to documented supervision hours for provincial regulatory bodies or associations. It may be helpful to discuss your potential Supervisor's stance on these requests when you first meet with them.

4 Months Before

Complete these activities at least four months prior to practicum (trimester 5, courses 6223, 6263):

1. **Confirm a start date with your Site.** Remember to review the Academic Calendar so that you know the first date of the course.
2. Review Submitting a Successful Practicum Placement Application video on the MACP Practicum Portal.
3. **Inform your Supervisor of their responsibilities related to the application process** and the deadline for submitting required supporting documents. Review the Supervisor Requirements section on the Practicum Portal and this Manual.
4. **Purchase professional liability insurance** for counsellors.

Applications submitted past the stated application deadline will not be considered. You and your Supervisor must know the application process and deadlines for submitting all documentation.

Professional Association and/or Regulatory Body Registration

For students planning to become a member of a professional association and/or regulatory body after graduation, it is recommended that you inquire directly with them about the potential benefits of obtaining a student membership (where applicable) while you are in the MACP program. While the Yorkville University MACP degree is recognized by several professional associations across the country, they all have slightly different criteria for membership.

The Field Training Department recommends that all students make themselves aware of the membership requirements of the professional association that they wish to join upon graduation, as these requirements may be different than the YU practicum requirements. It is the responsibility of students to inform themselves of the necessary requirements and to arrange with the Practicum Supervisor and the practicum coordinator for the necessary practicum accommodation.

PRACTICUM SITE AND SUPERVISOR SEARCH

Practicum Search Tips

Students are responsible for securing their own practicum sites by adhering to the YU MACP guidelines and following the YU Practicum Application approval process set by the Department of Field Training.

It is important that you present yourself politely, respectfully, and professionally in all your communications and interactions with potential practicum sites. It is particularly important to recognize that when you make a verbal or written commitment to a practicum site, both that site and the university will assume that the agreement is binding. Continuing to search for an alternative practicum placement or accepting another placement and renegeing on the first agreement runs a strong risk of disrupting management at the practicum site and at the Field Training Department. Such actions will certainly damage your reputation with people whose support you want and need.

The search for a practicum opportunity can at times be anxiety-inducing. It is important to realize that it is not uncommon, depending on your area, to have to apply to upwards of 30+ sites to secure one spot. It takes hard work. Not securing a spot does not necessarily mean that you are doing anything wrong. It is also a matter of the right fit, availability, and timing. For this reason, the way you approach your search is critical. You should absolutely be tracking your search with dates, notes, and other key details. This will allow you to reflect on what you have accomplished so far, provide direction and focus, and help you to time your follow up.

Try hard not to feel discouraged if your initial attempts are not successful. Remind yourself this is a process that requires persistence and a positive attitude. However, if you find that after contacting 30+ sites you have no success, it may be time to check in with one of the MACP Practicum Advisors to discuss your situation. To do so, submit an AskYU ticket with specific questions so that the Practicum Advisors can provide you with specific guidance.

- ***MACP Practicum Portal.*** The MACP Practicum Portal provides students, sites, and Supervisors online access to information and guidelines for pre-practicum, the practicum application process, and practicum requirements. The MACP Practicum Portal is located on the Yorkville University **MyYU** webpage.
- ***An Internet search is an excellent source to search for sites.*** Most potential practicum sites have websites that will give you a particularly good sense of the type of agency they are. You will be able to answer some of your YU requirement questions here (such as whether they work with children over the age of 10 for example). Make notes on your tracking sheet of important details, perhaps include a specific fact that you can use to personalize your cover letter when applying to the site.
- ***Networking is greatly beneficial in a practicum search.*** Consider joining professional and student groups to find connections to sites that may be looking for practicum students but not advertising the opportunity, or sites where current practicum students are finishing up their trimester. You never know what connections and knowledge others possess that may inform your search.

- **Follow-up is important.** This will show your intent and professionalism and could present you with another opportunity to connect with placement staff. Please respect requests that sites may have communicated regarding appropriate follow up. You do not want to leave a bad impression by ignoring direction.
- **You may also want to review your resume and cover letter.** If you are using these tools from a previous job search, then you are missing the opportunity to tailor them to best show what you have to offer. It is recommended that you watch the self-directed modules on the MACP Practicum **Portal** on **Effective Cover Letters and Resumes** to maximize your first impression. **Students should contact the Yorkville University Career Centre, located in Student Success Centre for assistance with resume writing/revision, writing cover letters, and interview preparation. The Career Centre is the resource for students to have their resume and cover letters reviewed and receive feedback from a professional career counsellor.**

MACP Practicum Site Locator

The Department of Field Training has a substantial database of potential practicum sites available to all MACP students in the **Practicum Site Locator** on the **MACP Practicum Portal** website. The **Practicum Site Locator** is simple to use.

Students can **filter their search by city, province, and country**. The search results will provide a list of sites in the defined area, including a direct link to the site's website (if available), the site address, and contact information. The contact person identified for the site may be the person responsible for receiving the practicum site's applications.

The online database contains information about practicum sites that have previously hosted YU practicum students and have indicated they are willing to have their agency or organization be approached by future students seeking practicum placement. Having an agency or organization's information included on the MACP Practicum Portal - *Practicum Site Locator* does not obligate them to accept Yorkville students. It simply means that they have hosted one of our students in the past and they may be willing to do so again if the conditions are feasible for the site.

The MACP program seeks to maintain up-to-date information on the MACP Practicum Portal *Practicum Site Locator*, however it is possible that some of these sites no longer meet YU current practicum site requirements or are not able to offer YU students placements at a particular time. The MACP Practicum Liaison reviews all sites to ensure they meet MACP program requirements for practicum. We also recognize that site information and the site's ability to accept a student does change from time to time without our knowledge. If you encounter evidence of this, please send an email to practicumliaison@yorkvilleu.ca as soon as possible so that we can update the contact information immediately.

All proposed Practicum Sites and Supervisors presented to the Department of Field Training in a student's YU Practicum Application, whether they are on the MACP Practicum Portal *Practicum Site Locator* or not, **must undergo the same review process to determine appropriate fit for the student**. The Practicum Liaison, a member of the MACP Field Training Department, reviews and determines the viability of the site and Supervisor after a thorough review of the site's information and the Supervisor's application. The MACP Field Training Department staff review each

student's practicum application. Once the review process is complete and the student's practicum application (including site and Supervisor) is approved, then the student will receive a notice of approval of their practicum application.

It is particularly important for students not to assume that any site on the MACP Practicum Portal *Practicum Site Locator* will be suitable for them. Students must do their due diligence by conducting informational interviews with the site and potential Supervisor to ensure that the match is a good fit for them. We encourage students to do their own research beyond the sites that are included on the MACP Practicum Portal *Practicum Site Locator*, as this is **not** an exhaustive source of potential practicum sites.

Potential Practicum Sites

Appropriate Practicum Settings

Starting in trimester two of the MACP program, it is important for students to begin reflecting on the type of practicum that is suitable for them. In doing so, it is equally important for students to understand that by the time they have completed their academic coursework, the majority of MACP students are just beginning their counselling careers and, therefore, are novices to the profession. As such, it is important for students to recognize their level of competence and look for practicum sites that will provide them with entry-level counselling experience in general mental health.

In general, appropriate practicum settings that may be acceptable include:

- Any established venue in which general mental health counselling services are professionally delivered.
- Organizations specifically identified as providing mental health services are acceptable, whether public, private, culturally, or religiously affiliated.
- Mental health services embedded within a larger context, such as the psychology or clinical social work department of a general hospital.
- Organizations not specifically identified as mental health services, but in which mental health issues figure prominently, such as minimum-security correctional institutions, schools (for children older than age 10 years), and eldercare organizations.

It is vitally important students understand the MACP program is primarily a counselling degree and not a psychology degree. As such, the focus of the MACP practicum is to develop basic entry-level counselling skills within the traditional 50-minute counselling session while also learning to appropriately apply psychological theory. It is important students seek out a potential practicum site that has an established and structured mental health counselling delivery model where general mental health issues, such as stress, depression, anxiety, grief, etc. are addressed.

Highly Specialized Mental Health Services Settings

In securing practicum placements that meet all MACP practicum requirements for attaining both

direct and indirect contact hours, entry-level counselling students **are strongly cautioned away** from securing practicums at agencies or organizations where the focus is on highly specialized mental health services, such as:

- Agencies that exclusively provide services such as assessments
- High risk forensic settings where individuals have been found not guilty of serious offences on the grounds of mental impairment and are at risk of re-offending
- Individuals with cognitive impairments or brain injuries
- Severe emotional trauma
- Severe and complex psychiatric disorders
- Equine-assisted therapy
- A strictly single-session model would not meet all MACP practicum requirements. Students need the opportunity to work with clients throughout the therapeutic process.

Not Appropriate Practicum Settings

Agencies that exclusively provide these services **are not appropriate for MACP Practicum:**

- Psychological Research, as the predominant focus
- Strictly Career or Vocational counselling only
- Life coaching
- Summer camps
- The predominant focus is working with children under age 7
- Agencies or private practice settings where students are responsible for generating their own client base, market their own services, or run their own private practices.

Affiliation Agreements

There are several organizations (including health authorities and government agencies) that may require the university to apply on the student's behalf. Generally, they will identify this on their website. Should you encounter this, please contact the Department of Field Training healthauthorityliaison@yorkvilleu.ca.

A specific contact person on the Field Training team assists students with Health Authorities practicum applications.

You will also find information about some of the more common umbrella sites we currently work with (such as Alberta Health Services, Island Health Authority, Interior Health Authority, Ministry of Child and Family Development, Vancouver Coastal Health) under the Agencies/Health Organizations section on the MACP Practicum Portal website.

It is extremely important that students do not circumvent the application process established by the organization by making their own practicum arrangements with an individual employee of the organization. Even if a student is an employee of the organization or has contacts with individuals who work for the organization and the contact offers the student a practicum placement, students must still follow the standard application procedures and contact Field Training at healthauthorityliaison@yorkvilleu.ca to apply on their behalf. At that time, students can provide the Field Training staff with any information or contacts they may have related to their preferred placement site(s) within the organization, and we will do our best to advocate on the student's behalf.

Students need to understand the status of these organizations in terms of whether or not they have a formal **affiliation agreement** with YU that requires YU to follow their application process. This ensures the organization is fully aware of all students completing a practicum within their organization and that Yorkville's general commercial and workplace accident insurance coverage is not compromised. If a student does not follow the appropriate application process, the MACP Field Training Department will not be able to approve the student's Practicum Application. The student may then have to defer their practicum until the following trimester to allow MACP Field Training Department the opportunity to officially submit the application to the organization in the appropriate manner.

Practicum in Student's Place of Employment

Completing a practicum in a student's place of employment is considered a last resort when there is no other option. Therefore, a student must have a valid reason for applying to complete a practicum in their place of employment. For example, the student has exhausted all other possibilities in trying to secure a practicum placement elsewhere, or it is required by employer, or it will cause the student extreme hardship. It is possible to apply to complete the practicum in a student's place of employment as long as both the agency or organization and proposed practicum Supervisor meet the necessary YU eligibility criteria, and the employer is agreeable.

All workplace practicums must receive additional review and approval. To obtain this approval, the student must complete the Practicum Application and provide required supporting documentation, such as the:

- Workplace Practicum Information Form
- A copy of the Site's official organizational chart.

The Workplace Practicum Information Form can be accessed in the MACP Practicum Portal, Students section - Practicum Application.

MACP students who are teachers and who want to do their practicum in a *middle or high school* **must** begin practicum in the **September trimester** to ensure that they will have sufficient time to complete the practicum requirements of two full trimesters.

In addition, a practicum placement in a student's place of employment will not be approved by the Field Training Department unless it meets the following requirements:

- **The practicum must be completed in a different unit, department, or program.** Teachers wanting to complete a practicum in a school setting (middle and high schools) would complete their practicum ideally at a school different from where the student is employed, but within the same school district.
- **The practicum student must be performing substantially different activities during practicum than the student performs as a paid employee** (i.e., practicum activities and responsibilities must be distinct and different from employment activities and responsibilities).
- **The proposed practicum Supervisor must be a different person from the practicum student's employment Supervisor.** The practicum Supervisor cannot have served or is currently serving as an employment Supervisor to the practicum student, or be a coworker, educator, mentor, or someone to whom the student has direct reporting alignment at his/her/their place of employment. In addition, the Supervisor should not have a personal relationship, such as family or friendship, with the practicum student.
- **Dual relationships or conflicts of interest between the practicum student and practicum Supervisor,** or between the practicum student and any potential practicum clients must be prevented or managed. More information on dual relationships can be found in this manual under Site Requirements – Avoiding Dual Relationships.

Practicums in School Settings

Students who plan to complete their practicum in a school setting must do so in a middle or high school and **must** start in **September**; this ensures students have enough time to complete the practicum hour requirements over a continuous 7.5-month period. **Note:** This restriction does not apply to post-secondary institutions (universities, colleges, etc.) where counselling services may be delivered year-round.

International Practicums

Students outside of Canada must consider the following in addition to all other YU requirements:

- The MACP program is aware of the challenges that students may face in locating a Practicum Site and Supervisor, including students who live outside of Canada in being able to complete the practicum requirements. Therefore, the MACP Department of Field Training has created a viability checklist with guidelines to help students who reside within and outside of Canada achieve a greater potential for success in completing their practicum experience.
- **The MACP student who desires to complete their Practicum outside of the province or location within which they reside, or student who resides outside of Canada, is required to provide written responses to a *Cross Border & International Practicums Viability Checklist Questionnaire*.** The student's responses will be reviewed by the MACP Pre-Practicum Team and determination will be made as to the viability of the proposed practicum placement. The *Cross Border & International Practicums Viability Checklist Questionnaire* can be downloaded from the MACP Practicum Portal in the Practicum Information section.

- For Practicum students who reside outside of Canada but have a Practicum Supervisor within Canada, there may be additional legal and liability considerations, processes, or restrictions. Students in these situations should notify and consult with their Practicum Advisors or Practicum Coordinators.
- Professional liability insurance purchased by the student is required for all practicum students. This requirement also extends to students outside of Canada. Insurance coverage should cover the student's work being performed while in the capacity of a practicum student. Proof of liability insurance documentation must be submitted with the student's practicum application.
- Students must maintain a current professional liability insurance policy throughout the practicum. In some circumstances depending on the practicum site, students may also be required to purchase an additional professional liability insurance rider. Riders are additional terms that go into effect along with your basic policy, to provide additional coverage and added protection against risks. Students are responsible for checking with their practicum sites to see if additional insurance riders should be purchased.
- Online synchronous meetings are a mandatory part of the practicum course, and the student must ensure that they have appropriate Internet access from the country in which they plan to do their practicum placement.
- As a general guideline, at least 50% of the counselling sessions with clients must be in English. In addition to providing documentation of clinical counselling credentials in English, the approved Supervisor must also be able to communicate in English with YU staff and faculty as they will be part of the student's practicum learning and support team. Any exceptions to this rule will be considered on a case-by-case basis.
- The MACP Program encourages international students to solicit a formalized agreement from their prospective practicum site situated beyond the borders of Canada. This agreement should comprehensively delineate various aspects relating to how supervision will be carried out, provide clear information about any potential fees or costs, and provide additional details or explanations about any relevant aspects pertinent to the practicum placement.

PRACTICUM APPLICATION

MACP students generally begin practicum in trimester six and finish at the end of trimester seven. All practicums must be officially approved by the Department of Field Training the trimester prior to the student beginning practicum. To receive approval for a practicum plan, students must submit a successfully completed Practicum Application to the Department of Field Training by the established deadlines. Additionally, students must take note of the requirements for any additional documentation from Supervisors, earlier deadlines and/or additional documents for their application submission for workplace and international placements.

Students are advised to start their practicum search for an appropriate site and Supervisor **early in the trimester prior to the practicum application deadline** for the term you wish to start practicum. Some sites may require additional documentation that the student must submit along with their electronically submitted practicum application.

Practicum Application Deadlines

Each trimester has its own practicum application deadlines ending at 11:55 pm Atlantic Time (AT) on their respective day. These deadlines are specified below.

Note* The practicum application deadline for any site requiring an affiliation agreement (i.e., health authority, government etc.) will be the same as the deadlines for “Practicum in Place of Employment (Workplace)” – June 1 (for September term start), October 1 (for January term start), and February 1 (for May term start).

For Practicums in Place of Employment*	For All Other Practicums
January Start: Deadline is October 1	January Start: Deadline is November 1
May Start: Deadline is February 1	May Start: Deadline is March 1
September Start: Deadline is June 1	September Start: Deadline is July 1

Practicum Application Submission

The Practicum Application is located on the **MACP Practicum Portal** in the Students section under Practicum Application. The form is completed and submitted electronically on the MACP Practicum Portal. The Practicum Application must be submitted on or before the stated practicum application deadline for the term you wish to start practicum.

Practicum Application Process

How to Apply with a Site listed on the Practicum Portal *Practicum Site Locator*

1. Browse the *Practicum Site Locator* on the MACP Practicum Portal for potential practicum sites. Make a list of potential practicum sites.
2. Make contact with the Site and complete their process for acceptance as a Practicum Student.
3. Obtain the start date with your Site (remember the start date must be the first date of the University term you begin Practicum).
4. Once accepted by the Site, ask the **Supervisor** to complete the **Supervisor Application form** on the MACP Practicum Portal if the supervisor has not been previously approved.
 - a. Send the Supervisor the link to the MACP Practicum Portal. **This form must be completed by the Supervisor**, not the student.
 - b. If Ontario Supervisor, there is also a designated section in the Student Practicum Application to be completed.
 - c. The Supervisor will receive an email notification (from our Practicum Liaison) stating whether or not they have been approved. The Supervisor should inform the student of this approval. NOTE: Please encourage the Supervisor to check their spam or junk mail. These approval emails typically take *10 or more* business days.

5. Once accepted by the Site, request the site to provide you with a letter (or email) that includes name of site and contact information, verifying that you have been accepted as a Practicum Student at the site.
6. Student sends Site and Supervisor an email to confirm student's acceptance at the site – this proves the student has been accepted.
 - a. Use the downloadable email template (linked in Practicum Portal in Practicum Application, Application Process section) **EMAIL TO SITE AND SUPERVISOR**
 - b. Save a copy or screenshot of the confirmation email to submit as part of your Practicum Application.
7. Complete and submit your Practicum Application and attach a copy of the confirmation email. This should not be submitted until all other steps have been completed. You will receive an Auto-Reply message when the application has been successfully completed and submitted.

How to Apply with a Site NOT listed on the Practicum Portal *Practicum Site Locator*

1. Connect with new site and share information about the Practicum Experience – Use the Practicum Portal information.
2. If the Site expresses interest in a Practicum Placement, then request that the Site submit their information through the **form located at the *Practicum Site Locator***.
 - a. Our MACP Practicum Liaison will be automatically notified of a new practicum site once the forms have been successfully completed by the site.
 - b. Our MACP Practicum Liaison will connect directly with Site to start the review and approval process.
 - c. If approved, our MACP Practicum Liaison sends an email directly to the Site with notification of approval.
 - c. If approved, the Site will be added to the *Practicum Site Locator* webpage on the MACP Practicum Portal.
 - d. This process can take several days to complete.
3. Once the site has been added to the *Practicum Site Locator*, please follow the application steps under “How to Apply with a Site on the Practicum Portal *Practicum Site Locator*.”

If the Site is your Place of Employment (workplace), this type of Practicum Application triggers the completion of required additional documentation by the student for review by the Department of Field Training:

- Student must also complete the **Workplace Information Form**. The form is located on the MACP Practicum Portal. Submit the completed Workplace Information Form as an attachment with your Practicum Application.
- Student must also acquire an official **Organizational Chart** from the

Workplace/Employment site. Submit this document as an attachment with your Practicum Application or via AskYU.

- Workplace Applications may or may not need consultation with the student and/or Supervisor by the Department of Field Training.

Review Process for Submitted Practicum Applications

The overall Practicum Application review process may take several days to several weeks. During the review for completeness stage, the Practicum Application is reviewed by Department of Field Training staff to ensure all required documents have been submitted with the correct information. Students will be notified if their Practicum Application was submitted without all required documents. This may delay the Practicum Application approval and may result in the practicum not being approved on time for the student to begin their practicum on schedule. It is the student's responsibility to ensure their application is complete upon submission. **The Pre-Practicum Application team can confirm receipt of applications, but they do not confirm approvals.**

Practicum Liaisons conduct a thorough review process for potential sites and Supervisors. Our database is checked to ensure Supervisor application and required documents is received. If the Supervisor is not in the database or the Supervisor did not submit required documentation, then the Practicum Liaison contacts the Supervisor requesting any missing information and/or documents. If all required information and documentation is not complete, the approval of the site and/or Supervisor may be delayed. This delay will impact the approval of the Student Practicum Application. Please note that sites and Supervisors are regularly re-reviewed to ensure congruence with MACP program requirements.

Required Documents

The following documentation is required from students and must be submitted with the student's Practicum Application in order for the application to be considered "complete":

- Evidence of having purchased Professional Liability Insurance (e.g., cover sheet from insurance company that identifies student name and policy coverage);
 - Students should purchase an insurance policy limit **up to \$2 million**
 - **Students in Ontario must have a policy limit of up to \$5 million**
- Written confirmation of the site's acceptance of the student at the site (email or letter) and student's email to site and Supervisor confirming the student's acceptance at the time;
- Complete and submit copy of any documents potentially required by the Practicum Site (e.g., Criminal Record Check; Mask Fittings; Vulnerable Sector Check, etc.);
- Evidence of receiving RP (Qualifying) status with CRPO in circumstances where a) the practicum student will be seeing clients in Ontario and the Supervisor is not an RP and/or b) the practicum site requires practicum students to have an RP (Qualifying) designation.

Additional Documents Potentially Required by Site

It is especially important that all students confirm with their proposed practicum site whether additional documents are required for their placement, generally these will be:

- Criminal Record Check (CRC) (possibly with vulnerable sector check).
- Mask fitting; and/or
- Proof of Immunizations

Because it is the University's responsibility to ensure students have acquired the document(s), students must submit proof of the required document(s) as part of the Practicum Application. Failure to submit required documentation will delay the processing of a student's application and may impact whether the student will be able to begin practicum on time. **It is important that you find out early on if any/all of these are required by your site**, to give yourself enough time to secure them for timely submission with your Practicum Application.

Criminal Record Check (CRC)

Students must confirm with their proposed practicum site whether they must acquire a Criminal Record Check and potentially also a Vulnerable Sector Check. Please ensure that you begin this process early so you will obtain all of the necessary documents prior to submitting your practicum application. Failure to submit this required documentation will delay the processing of your YU-Practicum Application and may affect whether you will be able to begin practicum on time.

CRC procedures vary, depending on geographical location, which can affect the length of time it takes to obtain a CRC, i.e., wait time can be much longer in a large, urban center than in a rural area. Students must be aware of the process for their area and plan accordingly. It is important that the CRC is obtained from a reputable site (such as the local police station).

Here are some common scenarios we have encountered, which you may find helpful:

- **Scenario 1:** You already have a CRC. All CRCs should be up-to-date, usually not more than six months old. When hoping to use your existing CRC, it is important to ask the proposed practicum site whether or not this will be acceptable.
- **Scenario 2:** You are planning to complete your practicum in your place of employment and your employer already has a CRC from you on file. Please confirm with the site that this CRC will meet their practicum placement needs and obtain an email/letter from them confirming this for your Practicum Application submission.
- **Scenario 3:** The proposed practicum site requires you to have a CRC within 30 days of starting your practicum, which means you will have to obtain the CRC after the Practicum Application submission deadline. If this is your circumstance, you must obtain an email or letter from the practicum site stating they require a CRC to be no older than 30 days. A copy must be included with your Practicum Application in place of the CRC; once finalized, you must send a copy by email to practicum@yorkvilleu.ca to be added to your Practicum Application file.

- **Scenario 4:** You have already initiated the CRC process but know that you will not receive it in time to meet the Practicum Application submission deadline. In this case, include in your Practicum Application a copy of the receipt showing that you have initiated the CRC process. Once you have received your CRC, you must send a copy of it by email to practicum@yorkvilleu.ca to be added to your Practicum Application file.

Immunization Records

Students who are planning to complete their practicum within a health authority, hospital, nursing home, rehabilitation center or other health facility, will be required to provide up-to-date records of immunizations and TB skin test results. It is recommended that students begin the process of acquiring these records as soon as they begin applying for a practicum placement in a health authority setting. If you have any questions about what immunizations you will require, please contact your practicum site directly.

Mask Fittings for Hospital Settings

Students who are planning to complete their practicum within a hospital setting may be required to have a respiratory mask fitting prior to beginning practicum. It is recommended that students begin this process as soon as they know they will be completing a practicum placement in a hospital setting. If you have any questions about what the mask fitting will require, please contact your practicum site directly. It is important for students to understand that the mask fitting requirement is driven by the hospital's policies and procedures. If this requirement is not met it will be the hospital's decision to cancel the student's practicum.

Placement Hold Request (Deferring Practicum)

Eligible But Not Yet Starting Practicum

Students are eligible for practicum when they have successfully completed all academic courses. Those students eligible to start practicum but who are not submitting a Practicum Placement Application must complete and submit a **Placement Hold Request** electronic form located on the **MACP Practicum Portal** in the Students section.

Note: This form is valid for one term only. Students must submit a new Placement Hold Request form for each subsequent term in which they are eligible for practicum and do not submit a Practicum Placement Application.

PRACTICUM REGISTRATION

Currently, registration of a student in the 7113 and 7203 practicum course is conducted by **Student Services** and is separate and unrelated to the practicum approval process conducted by the Department of Field Training. After the practicum application deadline, the Department of Field Training will provide the Registrar's Office with a list of students expected to start their practicum in the upcoming term. Students will need to register for practicum with the Registrar's Office and to pay their full trimester course fee by the registration deadline. Prior to this, a notification e-mail

reminder will be sent. Students **must** register for practicum. Students will receive confirmation of the practicum course and section number and will have access to their practicum course during preview week which takes place the week prior to the term. For trimester start dates, please refer to the Academic Calendar found under the Academic Info link on the Faculty of Behavioural Sciences page on the YU Campus homepage. For additional information about registration, please contact Student Services via AskYU.

PRACTICUM TUITION

Students should contact the Yorkville University Bursar to obtain information about course fee deadlines and making payment for the practicum course to be eligible to begin practicum on time. It is recommended that when students receive the registration email from the Registrar's Office, they proceed with the registration process immediately. If for some reason the student's Practicum Application is not officially approved, the student can withdraw from the practicum course. For questions about fees or payments, please contact the [Bursar's Office](#) via AskYU.

PRACTICUM START, ATTENDANCE and ALLOCATION OF HOURS

Practicum Start

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

Volunteering at Potential Practicum Sites

Students are permitted to volunteer at potential practicum sites prior to commencing their practicum provided there are clear parameters established at the practicum site regarding the role of the volunteer and the role of the practicum student. **In a volunteer role, students are not permitted to log direct or indirect hours and should not be seeing clients in a counselling role** as this could create a conflict of interest along with ethical/legal/insurance ramifications). Students who wish to pursue a volunteer opportunity at a potential practicum site may complete the Volunteering at Potential Practicum Sites Viability Questionnaire, available in the Practicum Information Section on the MACP Practicum Portal. Once the Viability Questionnaire has been received, the Field Training team will send a similar questionnaire to the potential practicum site to assist in evaluating the request.

Dates of Attendance at Practicum Sites

The practicum is two trimesters long (15 weeks each), spanning 7.5 months. During any term of practicum, students are expected to be present at their practicum sites for all 15 weeks of each trimester, even if they have accumulated all required hours before that time. Students will remain at

their practicum site until the end of the second trimester (Practicum II), which is generally the second full week of August, December, or April. There is typically a two-week University term break at the midpoint between each academic trimester. However, the site may determine if this is an appropriate time for the student to take a break from the Practicum Site or not.

Anticipated Student Absence from Practicum Site

Students must discuss with their Supervisor and receive permission for any anticipated absence from the practicum site from their Supervisor in advance of the day(s) of anticipated absence. Students must also notify their practicum coordinator and practicum faculty Instructor of the anticipated absence and must provide the Supervisor's written permission by email to the practicum coordinator. Students who are absent from the practicum site **for more than one week** in any 15-week trimester term (PSYC7113, PSYC7203, and PSYC7203 Extension) will not receive a passing grade for the term. Students seeking an exception to this requirement should discuss this in advance with their Faculty Instructor and Practicum Coordinator.

Unanticipated Student Absence from Practicum Site

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

Student Leaving Practicum Site

Whenever a student must leave their practicum site before the end of the two-trimester long practicum (Practicum I and Practicum II), they must do so in a professional and collegial manner. Students must consult with their practicum Faculty Instructor and Practicum Coordinator related to informing the Practicum Site and Supervisor(s) about plans to leave the placement early so that appropriate transitioning activities can be made at the site before the student's departure (e.g., transfer of clients to other counsellors, completion of all required practicum paperwork, return of any site equipment, etc.). See additional information regarding [mutual resignation or student resignation from a practicum site](#) later in the manual.

University Term Breaks and Working at Practicum Site

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

the student's practicum faculty Instructor may not be available during the University term breaks; however, the student's practicum coordinator will be available for consultation and support.

Allocation of Practicum Hours

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

- Students are expected to complete a minimum of 13.5 hours per week on site for the duration of their practicum.
- Students are encouraged not to complete more than 20 hours per week on-site (especially those who are new to the profession) due to the challenging nature of the work.
- Clients should be assigned gradually, after students are fully oriented to the site, usually around week five (sooner for those students with previous experience and possibly longer for students with no previous experience). *Note: We encourage Supervisors to provide student(s) with ample opportunities to sit in on sessions and observe other professionals towards indirect client contact hours in the initial stages of the practicum.*
- As an optimal benchmark, students should acquire a minimum of 60 direct client contact hours of the required 200 direct client contact hours during the first 15 weeks of practicum (trimester one). This will help to ensure that the student can complete their practicum hours in two 15-week trimesters. It will also provide context for completing required practicum course assignments and will help to ensure that Supervisors can properly provide feedback to the practicum Faculty Instructor near the end of the first trimester term for the Formative Evaluation.

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

SITE REQUIREMENTS

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

The Department of Field Training recognizes the physical facilities and counselling opportunities at practicum sites will vary depending upon the site. However, the expectation is that MACP students will be provided with:

- A full orientation to the practicum site's policies and procedures (including safety plan) and client file maintenance system.
- A safe and healthy work environment.

- A space or location that upholds confidentiality for face-to-face and/or virtual contact with clients.
- Adequate workspace for completing progress notes, reports, and other related activities.
- Appropriate storage space/location for all client files.
- Guidance and information related to providing tele-mental health/online synchronous counselling, including but not limited to the site's technological and ethical protocols. The Supervisor and student should discuss protocols for ensuring client's confidentiality and privacy are in place and followed when providing tele-mental health/online synchronous counselling. It is also prudent to review Canadian regulations related to engaging in tele-mental health/online synchronous counselling within and outside of the province of the practicum site.

General Practice Expectations

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

- A minimum of 13.5 hours on average per week during two full practicum trimesters.
- Opportunities for the student to observe some sessions conducted by the Supervisor or another qualified site professional, with permission of client.
- Opportunities for the student to co-facilitate some sessions with a Supervisor, or another qualified site professional, with permission of the client.
- Opportunities for the student to carry a small caseload of their own. Students need the opportunity to work with clients throughout the therapeutic process. A strictly single session model would not be sufficient for a primary practicum site placement. Students who would like to engage in single sessions at their primary site, will need to ensure they follow the 70/30 rule. That is, 70% of the student's direct client contact hours must be through their regular ongoing counselling caseload while 30% can be through single sessions (i.e., walk-in counselling).
- Opportunities to have the Supervisor observe sessions conducted by the student (observation of a live counselling session, observation through a viewing window or by reviewing video recordings or audio recordings).
- Opportunities for the student to observe **and** co-facilitate group counselling if this is a service that the site normally provides or would like to provide.
- Exposure to and experience in areas of mental health counselling such as: intake interviews, screening, testing or assessment, case conceptualization, client treatment plan and intervention progress, and case termination.
- Opportunities for professional development workshops or seminars if available (internally and or externally).

Alternative or Highly Specialized Therapies

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

Entry-level counselling students are strongly cautioned away from securing practicums at agencies or organizations where the focus is on highly specialized mental health services such as sexual assault centers, eating disorder clinics, or addiction clinics. In some circumstances, practicum sites may seek to engage in discussions regarding the potential suitability of their services and clientele within the scope of practice for MACP practicum students. Practicum sites deemed to be more specialized in terms of the clientele or services offered may still be considered for approval as long as there are opportunities for students to develop basic entry-level counselling skills within the traditional 50-minute counselling session. In these circumstances, potential practicum site applicants will be asked to complete and submit the *Specialized Mental Health Services Form* for approval. This form will be provided by the Practicum Site Liaison team.

Working with Children under the age of 10

Students are permitted to work with children aged 10 and older without documentation. **If students want to work with children aged 7-9, they will need to access and submit the *Counselling Children Age 7-9 Policy and Viability Questionnaire* document for approval.** This document can be downloaded from the MACP Practicum Portal in the Practicum Information Section. The rationale is that therapeutic interventions for children and youth under age 10 may require a more advanced and complex skill set or specialized training and the MACP program does not train students specifically for this. MACP will not approve a practicum student to counsel children under the age of seven (7) years.

Home and/or Community Visits

It is the expectation of the university that students will see clients at their practicum site or via tele-mental health/online synchronous counselling, and not in other locations not approved by the University.

Yorkville University practicum students are **not** permitted to provide counselling services to clients via home visits or in public community spaces that may put client confidentiality at risk (i.e., coffee shops). However, **under exceptional circumstances**, home visits may take place from time to time (e.g., with a client who is unable to leave their home), and only if the appropriate safety precautions

are in place and the practicum student is in the company of their approved Supervisor.

If the Supervisor would like to assign the student a client who requires home visits or off-site visits of any kind, they **must contact the assigned Practicum Coordinator** to discuss the circumstances and the necessary safety precautions required. Offering services off site should be an exception and **not** a regular part of the student's practicum experience. The student must also be comfortable with this arrangement in circumstances where home visits or community settings are requested. **In these circumstances, Supervisors will be asked by a YU practicum Liaison to complete a checklist questionnaire and signed document confirming approval and adherence to required guidelines.** **Please note that students are not permitted to transport clients within the community and are not permitted to see in-person clients in a private practice residential setting.**

In some circumstances depending on the practicum site, students may also be required to purchase an additional professional liability insurance rider. Riders are additional terms that go into effect along with your basic policy, to provide additional coverage and added protection against risks. Students are responsible for checking with their practicum sites to see if additional insurance riders should be purchased.

Tele-Mental Health/Online Synchronous Counselling

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

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

Cross-Border & International Practicums

The MACP program is aware of challenges that students may face in locating a practicum site and site supervisor, including students who live outside of Canada in being able to complete the practicum requirements. Therefore, the MACP Department of Field Training has created a *Cross Border & International Practicums Viability Checklist Questionnaire* to help students who reside within and outside of Canada achieve a greater potential for success in completing their practicum experience.

The MACP student who desires to complete their Practicum outside of the province or location within which they reside, or student who resides outside of Canada, is required to provide written responses to the *Cross Border & International Practicums Viability Checklist Questionnaire*. The student's responses will be reviewed by the MACP Field Training Team and determination will be made as to the viability of the proposed practicum placement. The *Cross Border & International Practicums Viability Checklist Questionnaire* can be downloaded from the MACP Practicum Portal in the Practicum Information section.

Avoiding Dual/Multiple Relationships and Conflict of Interest

Practicum Student and Practicum Supervisor

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

Practicum students should not receive supervision from individuals with whom they share a prior or familial connection that may pose a risk of dual/multiple relationships or conflicts of interest. Examples of such dual relationships may encompass, but are not limited to, former or current therapists (including therapists who have seen family members) individuals who have previously or are currently serving as employment managers or supervisors, coworkers, educators, mentors, or anyone holding a direct reporting position at the student's workplace. Additionally, students are not permitted to enter into a supervisory relationship with family members or friends. In evaluating the potential for conflict of interest or dual relationships, both students and prospective supervisors should also consider whether there might be any perceived conflicts of interest.

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

It is also important to note that because supervision employs a form of authority over practicum students, any imbalance of power could potentially lead to exploitation or harm to the student and jeopardize a healthy practicum experience.

In some isolated or smaller communities, avoiding a dual relationship between Supervisor and student may be more challenging, as both may be members of the same community organizations, such as service clubs, religious organizations, or be casual acquaintances.

If a student or Supervisor perceives that a dual relationship may not be avoided, the student will need to notify the Field Training department (via their Practicum Advisor or Practicum Coordinator) and seek special approval from the Director of Practicum Coordination to track the occurrence of this situation and provide oversight that the relationship(s) are managed appropriately. This will include the assurance of professional precautions such as role clarification, informed consent, consultation, and documentation to ensure that judgment is not impaired, and to safeguard against any potential harm, exploitation, or conflict of interest.

Practicum Student and Clients

In the counselling profession, a dual or multiple relationship refers to any situation where multiple roles exist between a counsellor trainee and a client. There may also be conflict of interest or perceived conflict of interest scenarios that could pose potential harm for practicum students or clients.

Examples of such dual relationships may encompass, but are not limited to, circumstances where the client is also a student, friend, family member, co-worker, employee, business associate of the therapist or the spouse, parent, or sibling of an existing client. Practicum students make every effort to avoid dual relationships with clients that could impair their professional judgment or increase the risk of harm or unethical treatment of clients. Students must not develop sexual, romantic, or intimate interactions or relationships with their clients, past or present.

If the potential for a dual relationship arises, practicum students must immediately discuss the situation with their Practicum Advisor, Practicum Coordinator, Supervisor, or Instructor. When a practicum student perceives that a dual relationship with a client may not be avoided, the student will need to notify the Field Training department (via their Practicum Advisor or Practicum Coordinator) and get special approval from the Director of Practicum Coordination to track the occurrence of this situation and provide oversight that the relationship(s) are managed appropriately. This will include the assurance of professional precautions such as role clarification, informed consent, consultation, and documentation to ensure that judgment is not impaired, and to safeguard against any potential harm, exploitation, or conflict of interest.

Advertising, Recruiting, or Marketing for Clients

Students are permitted to advertise counselling services using third party websites (e.g., Psychology Today) after they have received written/e-mailed permission from their approved practicum Supervisor. If students are working with an external practicum Supervisor, students must receive written permission from a managing member at the practicum site (e.g., clinical manager or director) prior to posting an advertisement on a third-party website. Students and practicum sites must adhere to the policies and guidelines pertaining to third party advertising on the MACP Practicum Portal.

Additional Guidelines for Third Party Advertising

- When creating a student profile on a third-party advertising portal, students must identify themselves as an MACP Practicum Student (or choose LPC Intern or Pre-Licensed Professional from the drop-down menu pertaining to a Mental Health or Counselling role).
- As per the MACP protocol for third party advertising, the location, address, and phone number/e-mail address that the practicum student provides will be the location, address, and phone number/e-mail address of their approved practicum site. After obtaining written approval, students must liaise with their practicum Supervisor to confirm the correct information, especially the site contact information (phone number and/or e-mail) to be used for the advertisement.

Instructions to Students:

In the Bio/About section, begin with identifying yourself as a master's level Counselling Psychology practicum student who is qualified to practice at the practicum site under the clinical supervision of an approved practicum Supervisor. You can then proceed with a small bio which might describe your background, interests, and your approach to counselling.

Sample Template for Wording:

I am currently a master's level MA in Counselling Psychology practicum student who is qualified to practice at the practicum site under the clinical supervision of an approved practicum Supervisor.

Remember to indicate that in many cases, intake referrals will be vetted through the agency to find the best fit as deemed suitable by the Site. Therefore, there is often no guarantee that your ad will generate a referral directly to you.

Sample Template for Wording

Please note that in many cases, Counsellors and Practicum Students are assigned to clients based on their areas of expertise, availability for appointments, and other factors deemed important by the client (i.e., age, gender, insurance benefits, etc.). These decisions are often made at the discretion of the agency/practicum site and a direct referral to me may not be guaranteed.

Note: CRPO-Qualifying students who elect to construct their own private websites in order to practice outside their practicum placement, must do this within CRPO guidelines and their conduct must be in accordance with CRPO professional practice standards.

Language Requirement

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

- The approved Supervisor must be able to communicate in English to provide feedback for the faculty Instructor's evaluation of the student.
- As a general guideline, at least 50% of the counselling sessions with clients must be in English. Any exceptions to this rule will be considered on a case-by-case basis.
- All recordings required for practicum course student case presentations must be conducted in the English language, with both the student and client speaking English.

Safety During Practicum

Orientation of Site Safety Procedures and Protocols

- **Prior to the practicum student being assigned any clients**, the site must fully inform the student of the practicum agency's safety plan, including all safety procedures and or protocols at **all** locations where the student will be engaging in practicum activities. All sites must ensure that professional or support staff employees of the agency are present and on-site at all times when a practicum student is providing services to clients on-site and in-person.
- This individual must be someone who understands how to activate the safety plan, if needed. This includes evening and weekend practicum site hours, and any time that

involves the student being in satellite offices or on the premises of sister or cooperating agencies. When the student is engaging in tele-mental health/online synchronous counselling (at any practicum site approved location), the approved Supervisor should be available to the student via phone.

Onsite Safety for Students and Clients

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

Additional Practicum Placement Sites

There are situations where a secondary placement, partial placement or supplementary placement site will be approved for Practicum Students. For example, when the student is not receiving enough hours at the primary site to meet practicum hours requirements. Please note that these situations are evaluated on a case-by-case basis and additional permissions are usually needed before a student can apply with two sites. Every practicum placement site requires the same process for documentation and approval, in order to be listed on the *Practicum Site Locator* as an approved site. Similarly, all MACP approved practicum Supervisors must also undergo the same process for review and approval.

If the student is considering this arrangement, the student must discuss this with one of the Practicum Advisors in advance of submitting their Practicum Application. If it is determined that the arrangement meets the above requirements, the student will be allowed to move forward with submitting their application for an additional practicum site. Practicum sites are categorized according to the information provided to us in their practicum site application. Yorkville University is not held responsible for a site's ability to offer hours.

Definitions of Practicum Site Categories

Primary Placement Sites meet all of Yorkville University MACP requirements for attaining both direct and indirect contact hours to meet MACP practicum requirements. Students may be exposed to a wide range of opportunities to acquire clinical competency and experience through direct client contact and may also become familiar with a variety of professional activities through indirect contact hours and ethical, legal, and professional issues in clinical practice. In most cases, primary site placements can offer a minimum of approximately 13.5 practicum hours per week for two full trimesters. Most students have one primary placement for the duration of practicum and other site categories are not always necessary.

Secondary Placement Sites meet all of Yorkville University MACP requirements for attaining

both direct and indirect contact hours to meet MACP practicum requirements.

Partial Placement Sites meet all of Yorkville University MACP requirements for attaining both direct and indirect contact hours to meet MACP practicum requirements. However, partial placement sites may be smaller in nature, and may not be able to provide enough direct or indirect client contact hours, and it may take longer for practicum students to accumulate hours. Having a partial placement practicum site is generally only recommended if one site is not able to provide all the required direct client contact hours. If students desire to utilize partial placement sites as their primary sites, this will likely require the use of extension groups to be written into the student academic plan, since attaining the required number of direct and indirect hours will likely take longer.

Supplemental Placement Sites generally do not meet all of Yorkville University MACP requirements for attaining both direct and indirect contact hours to meet MACP practicum requirements. Supplemental placement site approvals are also governed by strict parameters and guidelines that must be adhered to. Since supplemental placement sites may be limited in exposure to all areas of comprehensive mental health counselling including intake interviews, screening, assessment, case conceptualization, client treatment plans, intervention progress, and case termination, these sites are subject to the 70-30 percentage rule. This means that only 30% of direct client contact hours can be completed at a supplemental placement site while 70% of direct client contact hours must be completed at a primary placement site. Having a supplemental practicum placement site will only be permitted if a primary site is already in place.

If a primary site discontinues the practicum arrangement with a practicum student, the practicum student will have two weeks to add a primary site, or they will need to pause the supplemental site until a primary site can be found. Some examples of supplemental sites include Employment Assistance Programs (EAP), crisis call centers, single session agencies, or sites who primarily conduct psychometric testing or assessment.

Supplemental sites are allowed due to the beneficial nature of valuable training, clinical supervision, exposure to a specialized niche of counselling techniques, and future employment opportunities. The Field Training department created these opportunities to support students, therefore the considerations and requirements of supplemental placement sites are strictly enforced, and exceptions will not be considered.

Requirements Applicable to Every Site

- All Practicum Sites and Supervisors presented to the Department of Field Training in a student's YU Practicum Application, whether they are on the Practicum Portal *Practicum Site Locator* or not, must undergo the same review and approval process.
- Each site must have a designated, approved Supervisor (in some instances when students have more than one site, this may be the same Supervisor).
- Regardless of the site category, all MACP approved practicum Supervisors are required to fulfill MACP practicum requirements for clinical supervision, direct observation, and evaluations.

- Students who complete hours at a crisis line during their practicum will be permitted to count a maximum of 30% (60 hours total) towards their 200 direct client contact hours. Any hours above and beyond the 60 hours will only be permitted to be counted towards indirect client contact hours.
- All sites must ensure that professional or support staff employees of the agency are present and on-site at all times when a practicum student is providing services to clients on-site and in-person.
- In order for credit to be given toward practicum hours, practicum students are required to log all of their practicum hours in SONIA, and their MACP-approved Supervisor must approve all of their hours in SONIA on a regular basis. This requirement applies to all site categories.
- Practicum sites who exclusively offer alternative therapies that involve skill-based competencies not taught in the program, will not be considered for site approval. Practicums must be completed within the skill set of the program curriculum.
- The Director of Practicum Coordination and/or the Associate Dean of Field Training may stop placement of an additional practicum site during the review process (i.e., initial review, appeals process, and/or SDC/OSRR process), especially when there are concerns related to potential deficiencies in one or more core competencies required to practice counselling and psychotherapy.

Employment at Practicum Sites

Students are not permitted to accept new, paid employment at their practicum site with employee status during their Practicum, unless they have gone through a formal process of submitting a new application through the Practicum Portal, for “Practicum in Place of Employment (Workplace).” Students who do not submit a new application for “Practicum in Place of Employment (Workplace)” will risk their Practicum being discontinued. If students without an approved “Practicum in Place of Employment (Workplace)” application have an opportunity to be hired by the practicum site in a professional role related to their Practicum hours, they must wait until the completion of the PSYC7203 course and trimester to accept the offer of employment once their practicum has been formally finalized.

Practicum Sites Offering Honorariums or Paid Practicums

A practicum site may offer a student an honorarium or stipend at the end of their Practicum, which a student is free to accept at the completion of the Practicum II (PSYC7203) course and trimester. Such honorarium or stipend payment cannot be a salary received as a paid professional employee at the site without a formal application for “Practicum in Place of Employment (Workplace).” It also cannot be payment for practicum activities completed during the hours worked as a paid employee (for those students who are completing their approved practicum at their workplace).

Practicum Sites offering a paid practicum may be approved on a case-by-case basis by the Field Training Team in consultation with the Director of Practicum Coordination. In these circumstances the Practicum Site and payment arrangement will be reviewed to ensure that practicum students

receive payment for their practicum placement solely in the role of a practicum student which is a different than a Practicum in Place of Employment scenario or new, paid employment at a Practicum Site in a professional role.

Please Note: in these circumstances, it is the **STUDENT'S RESPONSIBILITY** to investigate and understand any possible implications that a paid practicum placement may have on their student loan where applicable.

Employment Outside of Practicum

Students who accept additional employment at other locations during their practicum are encouraged to ensure that their own self-care and practicum commitments are not compromised in any way.

Insurance

Professional Liability Insurance

Professional liability insurance purchased by the student is required for all practicum students.

Students will not be allowed to begin or continue in a practicum placement without such insurance. Insurance coverage should cover the student's work being performed while in the capacity of a practicum student. Proof of liability insurance documentation must be submitted with the student's practicum application. Students must maintain a current professional liability insurance policy throughout the practicum. In some circumstances depending on the practicum site, students may also be required to purchase an additional professional liability insurance rider. Riders are additional terms that go into effect along with your basic policy, to provide additional coverage and added protection against risks. Students are responsible for checking with their practicum sites to see if additional insurance riders should be purchased.

Many professional associations (Canadian Counselling and Psychotherapy Association; Canadian Psychological Association; Career Professionals of Canada) offer liability insurance coverage as part of student membership. Students may also obtain insurance through private insurance agents. As a general rule, students should purchase an insurance policy limit up to **\$2 million**. However, if you are a student in **Ontario** working with a site/Supervisor in Ontario, please be advised that your insurance policy limit should be up to **\$5 million**.

General Commercial Insurance

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

SUPERVISOR ELIGIBILITY AND REQUIREMENTS

Eligibility of Supervisor

All Supervisors and practicum sites must be officially approved by the MACP Department of Field Training prior to students beginning the practicum. During the practicum, students may work with different professionals within an agency, but the approved (practicum site or external) Supervisor is primarily responsible for the professional development of the student.

While students may observe and /or work with other professionals at the practicum site, it is the Yorkville University MACP approved Supervisor who is responsible for providing clinical supervision, assigning appropriate practicum clients and appropriate practicum activities, providing feedback for the faculty Instructor to complete the Formative and Summative Evaluations, and approving hours in SONIA on a regular basis.

Before you secure a practicum placement, it is particularly important that you self-inform about the credential requirements for regulatory bodies or professional associations for practicum Supervisors. It is your responsibility to ensure you secure a Practicum Supervisor who has the credentials required by the regulatory body or professional association you wish to be affiliated with after graduation. It may be that a practitioner meets the YU eligibility criteria for being a Practicum Supervisor but does not meet requirements for the supervision required to ensure you can become a member of a particular regulatory body or professional association.

External or Secondary Supervisor

There may be instances when a site requests an external or additional Supervisor. Permission is needed before a student can apply for two Supervisors. If a student will have more than one Supervisor at a proposed practicum site, each Supervisor will undergo the same process in completing the required Supervisor application, documentation, and approval process.

Supervisor Requirements

All Supervisors Must Possess:

- Minimum of a master's degree in a mental health counselling-related field.

Supervisor educational requirements could include a master's degree in Counselling, Psychology, Education, Psychiatric Nursing, Clinical Social Work (and a variety of others) as long as the degree has a focus in clinical counselling. For example, a master's degree in Education (M.Ed.) would need to be in Counselling Psychology, or something similarly specified.

At least one full year of post-graduate supervised counselling experience in one of the counselling professions, in addition to the post-graduate counselling experience required to become registered or licensed.

- If the Supervisor practices and/or supervises practicum students outside the Province of Ontario, then the Supervisor must have completed at least 4 years of post-graduate clinical counselling practice in one of the counselling professions.

- If the Supervisor practices and/or supervises practicum students within the Province of Ontario, then the Supervisor must have five years extensive clinical counselling experience and must also meet the requirements for Clinical Supervisors in Ontario as outlined by the [College of Registered Psychotherapists of Ontario \(CRPO\)](#).
- Non-RP (CRPO) Supervisors in Ontario must ensure that any students in Ontario that they supervise possess Registered Psychotherapist (Qualifying) status with CRPO.
- **Professional licensure or registration.** The licensure or registration must reflect active status and indicate that the individual can practice counselling independently. Qualifying and/or Provisional status will not meet MACP Supervisor requirements.
 - In regulated provinces, we require proof of active registration.
 - In unregulated provinces we require proof of active registration with either a provincial or national association.
 - In cases where licensure does not apply, the practitioner’s current curriculum vitae or resume would be expected to show relevant experience and membership in appropriate professional associations. In cases where the university is unable to verify academic credentials, the potential Supervisor will be asked to submit to the Department of Field Training a copy of their academic transcripts.

Required Documentation:

All potential Supervisors are required to provide the following documentation (in English) at the time of completing the Supervisor application to be reviewed and approved by the MACP Department of Field Training Practicum Liaison:

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

Please note that regardless of previous education or supervisory experience, currently enrolled YU DCP or MACP students are not permitted to supervise other currently enrolled YU MACP students due to potential conflict of interest situations that may arise.

Supervision Agreement

The MACP Program requests that Supervisors provide a formalized supervision agreement in writing with their practicum student supervisees. This agreement should comprehensively delineate various aspects relating to how supervision will be carried out, provide clear information about any potential fees or costs, and provide additional details or explanations about any relevant aspects pertinent to the practicum placement. Ideally, supervision agreements will be consistent with MACP program requirements as documented in the student and supervisor practicum guides (see Appendix A for a sample supervision agreement).

Supervisor Fees

The student is responsible for paying fees related to supervision or professional development that may be required by the Supervisor or the practicum site. However, we do ask practicum sites to

ensure that any requested fees are clearly described and agreed to in writing as part of the written supervision agreement to ensure clarity. While we expect fee changes not to impact current students, we understand that fees may need to be revised occasionally. As such, the Supervision Agreement should specify the review and update mechanism as indicated below.

Agreements related to fees are expected to meet the following standards:

- **Reasonable and Aligned with Current Fee Structures:**
 - Supervision fees must be reasonable and in line with prevailing fee structures for similar programs and institutions.
- **Transparency and No Hidden Fees:**
 - All fees, including any additional charges or costs related to supervision, must be transparently disclosed in the agreement.
 - There should be no hidden fees or undisclosed costs.
- **Review and Update Mechanism:**
 - The agreement should specify the mechanism or process utilized for the periodic review and potential adjustment of supervision fees to ensure they remain in line with current fee structures and are fair for both parties.
- **No Use as a Proxy for Assessment:**
 - Practicum supervision fees should not be used as a proxy to influence or interfere with the academic and professional assessment of the student.
 - The assessment of the student's performance should be separate from the fee arrangement.
- **Agreement Dispute Resolution:**
 - In the event of a disagreement between the practicum student and the institution or supervisor regarding fees, there should be a clear dispute resolution process outlined in the agreement.
 - This process should provide a fair and impartial means of resolving disputes.
- **Protection of Student Interests:**
 - The agreement should prioritize the best interests of the student, ensuring that they are not unduly burdened by excessive or unreasonable fees.
- **Compliance with Legal and Ethical Standards:**
 - The supervision and fee agreement should adhere to all relevant legal and ethical standards governing practicum and internship programs.
- **Documentation and Record-Keeping:**
 - All agreements related to practicum supervision fees should be documented and retained for reference.
 - These records can serve as evidence of the agreed-upon terms in case of disputes.
- **Accessibility and Clarity:**
 - The agreement should be written in clear and understandable language, ensuring that students can easily comprehend the terms and conditions.

These standards aim to ensure that practicum supervision fees are fair, transparent, and focused on the student's educational and professional development, rather than being a source of conflict or undue financial burden. Sites who do not provide practicum students with a formalized supervision agreement in writing meeting the above standards will be asked to rectify this and may be discontinued upon non-compliance.

CHANGING OR ADDING PRACTICUM SITES/SUPERVISORS

There may be situations where a student wishes to request a practicum site change or when an additional site may need to be added to the student's practicum experience. For example, when the **student is not receiving enough hours** at the primary site to meet practicum hours requirements. When this occurs, **students submitting a change application for a second site must notify their Practicum Coordinator and their primary site.**

There are also instances where an **external and/or additional Supervisor** may need to be added or changed during the student's practicum. When this occurs, students submitting a change application for a second site must also notify their Practicum Coordinator, their primary Supervisor, and practicum site contact (e.g., executive director, or client services manager, etc.) if the Supervisor is external.

Note: Requests for practicum site changes or additional practicum sites are not automatically approved. Requests to attend practicum at a new site or end a relationship with a current Supervisor (or external Supervisor) will not be approved until the reasons for leaving have been shared with all parties including the Practicum Coordinator. Additionally, a request may be delayed or denied if the student has not adhered to ethical and professional conduct, such as failing to give reasonable notice when ending a relationship with a current supervisor (or external supervisor, including practicum site contact).

Students are required to copy their Practicum Coordinator on any written notice provided to a current Supervisor, external Supervisor (and practicum site contact if Supervisor is external). When submitting a change form, please note that students may not begin logging hours at a new location until the change form has been approved.

All new sites and Supervisors must be approved in advance by the MACP Practicum Liaison. Each Site must be listed on the *Practicum Site Locator* (i.e., an approved site) and complete the same process for documentation and approval.

To initiate the process for **new Site approval**, the student must:

- Notify their Practicum Coordinator that a change in site/Supervisor is required and the reason(s) why.
- Request the proposed new **Site** to complete and submit a Site Application on the **MACP Practicum Site Locator**.
- Our MACP Practicum Liaison will be automatically notified of a new practicum site once the forms have been completed by the site.
- Our MACP Practicum Liaison will connect directly with the Site to start the review and approval process.
- This review and approval process may take several business days or more to complete.
- If approved, our MACP Practicum Liaison sends an email directly to the Site with notification of approval.

- If approved, the Site will be added to the *Practicum Site Locator* webpage on MACP Practicum Portal.
- Once the site has been added to the *Practicum Site Locator*, then the student follows the application steps for “How to Apply with a Site on the Practicum Portal *Practicum Site Locator*.”
- It is the student’s responsibility to check the *Practicum Site Locator* for the site’s approval. Please do not email the Practicum Liaison.

To initiate the process for **new and/or additional Supervisor approval**, the student must:

- Request the proposed new or additional **Supervisor** to complete and submit the **Supervisor’s Application located on the MACP Practicum Portal**, along with provided required documentation.
- Our MACP Practicum Liaison will be automatically notified of a new Supervisor application once the forms have been completed by the site.
- Our MACP Practicum Liaison will connect directly with the Supervisor to start the review and approval process.
- This review and approval process may take up to 10 business days or more to complete.
- If approved, the MACP Practicum Liaison sends an email directly to the Supervisor notifying of approval.
- Once the Supervisor is approved, students will receive an approval email from the Field Training department. Thereafter, the students can follow the application steps for “How to Apply with a Site on the Practicum Portal *Practicum Site Locator*.”

Reminder: If you are considering adding a second practicum site that is a health authority or with an organization that requires or involves an affiliation agreement, please be mindful of the extended timelines required for approval as mentioned previously in this manual.

SUPERVISOR ROLES & RESPONSIBILITIES

By becoming a practicum Supervisor for a Yorkville University MACP student, Supervisors accept the following roles and responsibilities. Approved Supervisors will accept professional responsibility for the practicum student and will review the work of the student on a regular basis and the MACP approved Supervisor **provides at least one hour per week of direct face-to-face individual supervision** with the practicum student (this represents a minimum of 30 hours over the two practicum trimesters).

Please note: One (1) supervision hour is defined as a full 60-minute supervision meeting and does not follow the 50-minute counselling hour standard. Approved Supervisors are encouraged to carefully evaluate the number of students they can effectively take on, in order to effectively meet clinical supervision commitments and **may not exceed a maximum of 10 students concurrently.**

Clinical Supervision Requirements

Only the clinical supervision that is provided by the student's MACP approved practicum Supervisor can be counted as official supervision hours. By becoming a practicum Supervisor for a Yorkville University MACP student, Supervisors accept the following required roles and responsibilities:

- Accept professional responsibility for the practicum student.
- Reviews the work of the student on a regular basis.
- Directly observes the practicum student for a minimum of 3 one-hour individual counselling sessions in full and provides written feedback and guidance to the student as necessary, with at least one observation conducted during the first trimester of practicum.
- Provides at least 1 hour per week of direct face-to-face individual supervision with the practicum student.
- Assign appropriate clients for the student's level of competency.
- Verifies the practicum student's practicum hours in SONIA on a regular basis.
- Agrees to provide the student's Faculty Instructor and Practicum Coordinator with written feedback of the student's progress near the end of each trimester of practicum.
- Agrees to meet with the Faculty Instructor and the student in an online conference call to provide verbal feedback of the student's progress near the end of each trimester of practicum.
- Notify the practicum student if the Supervisor will be absent from the practicum site for more than five consecutive days during the student's practicum and will follow the steps as outlined in the *Supervisor Absence* section of this document.
- Notify the Practicum Coordinator and/or Faculty Instructor should an issue or challenge arise related to the student's performance and/or behaviours.
- Collaborate and plan with the practicum student for the completion of video recorded counselling sessions of the student with a client if required for practicum course assignments.
- If there is more than one approved Supervisor, then each Supervisor should agree to share the responsibility for clinical supervision and work as co-Supervisors.

Supervision should include, but is not restricted to:

- Overseeing appropriate screening and assigning suitable clients for the practicum student's level of competence.
- Arranging for the student to shadow and observe the Supervisor or other appropriate practicum site professionals in the initial stages of practicum.

- Arranging for the student to co-facilitate with the Supervisor or another appropriate practicum site professional in the initial stages of the practicum.
- Discussing the student's counselling performance observed by the Supervisor live or through video or audio recordings.
- Discussing client cases, the student orally presents to the Supervisor for the purpose of case conceptualization.
- Debriefing sessions and exploring the student's reactions to client sessions.
- Reviewing client treatment plans.
- Reviewing progress notes and/or case files.
- Discussing the student's basic work performance.
- Completing the Formative and Summative Evaluation.
- Reviewing the Formative and Summative Evaluations with the student.
- Participating in the Formative and Summative Evaluation online conference calls with both the student and their Faculty Instructor.
- Approving the student's hours in SONIA on a regular basis.

Appropriate Clients

It is the expectation of the university that students will be assigned appropriate clients for their level of competency. The majority of practicum students are novices to the counselling profession and, therefore, should be assigned clients who present with general mental health issues.

It is particularly important that the student is **not assigned clients** who may require highly specialized treatment outside of the student level of competency. This may include clients:

- Who have intellectual disabilities, cognitive impairments, and brain trauma.
- Who have experienced severe emotional, physical, or sexual trauma.
- Who have eating disorders.
- Who have been diagnosed with severe psychiatric disorders.
- That reside in medium and maximum-security forensics units.
- Predominantly under the age of 10 years (preschool and elementary school ages). A viability questionnaire will be required if students want to work with children aged 7-9.
- Where there is a strong possibility that the case may result in the practicum student having to engage with the legal system or provide testimony in court.*

Note*: If this possibility becomes known about a client during the counselling relationship with the practicum student, please notify your Practicum Coordinator. It would be important for this client to be transferred back to the Supervisor, with the practicum student transitioning to an indirect role in terms of client contact.

Agencies or private practice settings where students are responsible for generating their own client base (or sites that in any way expect students to market their own services or run their own private practices) are not considered appropriate practicum settings.

Approval of Practicum Student Hours

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

Practicum hours can be sent to the Supervisor for approval at any point during practicum. It is recommended that student's practicum hours are approved on a regular and ongoing basis during each trimester in SONIA. At the end of each trimester the Supervisor will be required to approve the student's practicum hours in SONIA on a regular basis.

The MACP approved Supervisor acknowledges that, upon being approved as a Supervisor for a Yorkville University MACP practicum student, essential Supervisor, and site information (including contact information and Supervisor credentials) will be entered in SONIA by the Yorkville University Field Training administration. This action will prompt an invitation to SONIA by email and further information about how to use the service will be available a week prior to the start of practicum.

Upon receipt of the invitation to SONIA, the approved Supervisor completes the registration process outlined by SONIA. Please note: The SONIA application keeps Supervisor and site information confidential and is completely free for Supervisors to use.

Consent Forms

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

Direct Observation of Practicum Student

Yorkville University requires Supervisors to directly observe and provide feedback for a **minimum of three one-hour individual counselling sessions** in full and provide feedback and guidance to the student as necessary, with **at least one** observation conducted during the **first trimester** of practicum. The observation can be completed within the same room, through a viewing window, or by reviewing video and/or audio recordings. The student is responsible for all necessary recording equipment if the practicum site does not own or have access to such equipment. Every necessary

precaution must be taken to ensure the security of these recordings.

Note: In cases where a student has more than one approved practicum site, each with an approved Supervisor, each Supervisor will be required to directly observe and provide feedback as per the criteria written above.

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

External Supervisor-Primary Supervisor

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

The external Supervisor must meet MACP Supervisor Requirements

- If the proposed Supervisor has not submitted a Supervisor Application, then a Supervisor Application must be completed via the Practicum Portal.
- The Supervisor Application will be reviewed by the MACP Practicum Liaison to ensure that MACP Supervisor requirements are met.
- The MACP Practicum Liaison communicates directly with the Supervisor, not with students. If the individual is approved or denied, a notification will be sent from the Practicum Liaison to the proposed Supervisor.

External Supervisor or Off-Supervisor Roles and Responsibilities

- Be responsible for ensuring all requirements of the practicum are being met by meeting with the on-site contact.
- Be responsible for all clinical supervision, for providing written feedback to the faculty Instructor near the end of each term of practicum and engage in an online meeting with the faculty Instructor and practicum student near the end of each term of practicum.
- **If approved as the practicum student's primary Supervisor**, then be prepared to provide 1-hour of weekly individual and/or dyadic (two students and Supervisor) supervision during the entirety of the practicum, for a minimum total of 30 hours of individual supervision hours.
- If not approved as the practicum student's primary Supervisor, then be prepared to devote an average of 2-3 hours per week to overseeing the student's practicum.

- Take the time necessary to become familiar with the practicum site.
- Engage in regular weekly or bi-weekly communication with the on-site contact to review the student's on-site performance.
- Collaborate with the on-site contact for the allocation of appropriate clients for a practicum student.
- Conduct at least three site visits (remote or in-person) over the duration of the practicum.
- Fulfill all the responsibilities as outlined in the Practicum Supervisor's Roles and Responsibilities section.

External Supervisor-Not Primary Supervisor

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

Supervision should include, but is not limited to:

- overseeing appropriate screening and assigning of suitable clients for the practicum student's level of competence.
- arranging for the student to shadow and observe the Supervisor or other appropriate practicum site professionals in the initial stages of the practicum.
- arranging for the student to co-facilitate with the Supervisor or another appropriate practicum site professional in the initial stages of the practicum.
- discussing the student's counselling performance observed by the Supervisor live or through video or audio recordings.
- discussing client cases, the student orally presents to the Supervisor for the purpose of case conceptualization.
- debriefing sessions and exploring the student's reactions to client sessions; • reviewing client treatment plans.
- reviewing progress notes and/or case files.
- discussing the student's basic work performance.
- completing the Formative and Summative Evaluation.

- reviewing the Formative and Summative Evaluations with the student.
- participating in the Formative and Summative Evaluation online conference calls with both the student and their faculty Instructor.
- approving and confirming student's hours in SONIA on a regular basis.

Responsibilities between External Supervisors and Site Contact

When students secure external supervision for their practicum placement, we aim to ensure a regular, open dialogue between a student's practicum site and supervisor while prioritizing client confidentiality. Therefore, it is important that both the external supervisor and practicum site contact review and agree to the following information.

Terms for the External Primary Supervisor:

- Yorkville University students require a minimum of one hour of scheduled face-to-face supervision each week during the 30 weeks of practicum.
- The external supervisor should have regular contact with the practicum site contact to review and monitor the student's daily performance.
- The external supervisor must conduct at least three one-hour direct observations throughout the student's practicum. These observations should be arranged with the practicum site contact if the external supervisor attends on-site, or video reviews should be arranged. It is important that the site's confidential information is always preserved.
- The external supervisor should be consulted regarding what clients are appropriate for the student's level of competency (see Supervisor Practicum Guide).
- The external supervisor should bring any concerns about a student's performance to the attention of the practicum site contact as well as the Field Training Department.
- It is our hope that external supervisors are respectful of any guidelines, requirements, policies or procedures that the site may have in place. We request that the practicum student, the external supervisor, and the practicum site supervisor/site contact discuss confidentiality and any applicable site policy/expectation regarding client information that might be shared during supervision sessions.
- When an external supervisor determines that they can no longer offer supervision to a student, it is crucial that this is clearly communicated to both the practicum site contact, student, practicum coordinator and faculty instructor as early as possible. We request that the external supervisor provides reasonable notice (minimum of 2 weeks) to ensure continuity in client care and sufficient time for the student to secure an alternate approved supervisor.

Terms for the Practicum Site Contact:

- Please keep in regular communication with the external approved supervisor should any concerns arise.
- During practicum there will need to be some level of day-to-day involvement by the practicum site contact.
- The practicum site contact and the external supervisor should review the student's supervision plan and be aware of how the observation of video sessions will be conducted.
- The practicum site contact must discuss client confidentiality with the student (and external supervisor), including how client information will be managed between the student and the external supervisor.
- The practicum site contact may be involved in:
 - Assigning the student appropriate clients (please refer to Supervisor Practicum Guide), in consultation with the external supervisor.
 - Regularly updating the external supervisor on the student's day-to-day performance (i.e., weekly or bi-weekly).
 - Allowing the student to observe the practicum site contact or other members of the agency's mental health team with clients.
 - Providing the student with a thorough orientation of the site's administrative functions/requirements and site processes (e.g., record keeping).
- The Supervisor may also be responsible for being available in an emergency should one arise. Should a concern arise, it is important for the Supervisor to reach out to the student's external supervisor as well as the Field Training department.
- When a practicum site contact determines that a site can no longer host a student (e.g., site is shutting down or can no longer maintain practicum responsibilities, such as insufficient hours available), it is crucial that this is clearly communicated to the student, external supervisor, practicum coordinator, and faculty instructor as early as possible. In such cases, we would request that the practicum site contact provides sufficient rationale to explain the circumstances and, if possible, provides reasonable notice (i.e., two weeks) so that the student has sufficient time to find an alternate site to avoid having to repeat a practicum term.

More Than One Approved Supervisor

In some cases, students may apply to have two approved Supervisors at the practicum site. Both fully qualified Supervisors should agree to share the responsibility for clinical supervision and work as co-Supervisors. In such cases, it is especially important to the university and for the student, that the roles of each of the Supervisors are clarified at the beginning of the practicum. The

university asks that a joint meeting of the Supervisors and the student be held either before the practicum begins, or during the first week of practicum, to outline and clarify the roles and responsibilities of each of the Supervisors and the student.

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

Both Supervisors are expected to:

- Collaborate and submit combined written feedback to the faculty Instructor.
- To participate in an online meeting with the faculty Instructor and student at the end of each trimester.
- One Supervisor will be designated to approve all hours in SONIA on a regular basis throughout practicum.

Providing Feedback to Faculty Instructor

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

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

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

Note: If a student has more than one approved practicum site, each with an approved Supervisor, written feedback of the student's progress will be required from each Supervisor near the end of the first trimester and near the end of the second trimester.

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

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

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

If Supervisors feel they would like to have a conversation with the faculty Instructor about the student's performance before reviewing the written feedback with the student, they should not hesitate to contact the faculty Instructor immediately.

An Instructor's role is not only to support students, but also to provide support to Supervisors when there is difficult feedback to deliver.

Supervisor Absence

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

The student must:

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

The Supervisor and/or site must:

- Determine if the student will be allowed to engage in practicum activities in the Supervisor's absence. If not, the student will also take a break from the practicum and not engage in practicum activities.
- If it is determined the student can engage in practicum activities while the Supervisor is away or unavailable, the Supervisor **must appoint another qualified mental health professional to act on the Supervisor's behalf** during the approved Supervisor's absence and provide the student with the necessary support and supervision. It is expected the temporary Supervisor will report on the supervision activities to the approved Supervisor upon the approved Supervisor's return.

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

The student must:

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

The site must:

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

Video Recorded Counselling Sessions for Case Presentations

Practicum academic course requirements may include up to two video recording assignments where students are required to present a video recording of a client counselling session in a live meeting with their faculty Instructor and 2-3 peers.

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

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

Best Practices for Conducting Simulated Client Sessions

If in discussion with your Supervisor, they identify that a recording will not be possible by week 7-8 for your presentation in Week 10 (thus allowing 2 weeks for any re-recording as needed), you will need to fill out and send the template below via e-mail to your Practicum Faculty Instructor for approval by week 5 of your practicum (cc'ing your Supervisor and PC in the email as well).

In such cases, the Supervisor must assist the student with developing an appropriate scenario for a simulated client session, as well as finding an appropriate person to play the role of the client for recording purposes. Therefore, all students must ensure they actively consult and collaborate with their Supervisor when producing a recording of a simulated client session.

Template for Mock Session Approval:

Students name:

Term (7113/7203):

Site name:

MACP approved Supervisors name:

Reason for the Mock session:

Site/Supervisor agreement to support and work with the student to record the mock session:

If a particular site policy or affiliation agreement with Yorkville University does not allow for video or audio recordings of client sessions, please follow the above process on best practices for conducting simulated client sessions for this assignment.

REQUIRED PRACTICUM HOURS AND ACTIVITIES

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

Total Required Hours

- Students are required to successfully complete a practicum of a minimum of **400 hours over two full trimesters** (e.g., January to August, May to December, and/or September to April).
- Students are expected to spend a minimum of approximately 13.5 hours per week at their practicum site. These hours may fluctuate a bit from week to week depending on the needs of your clients, the site requirements, and the student's personal schedule.
- For the Supervisor and Faculty Instructor to adequately assess a student's counselling competencies at the Formative Evaluation stage at the end of Trimester One, students must have completed a minimum of 45 direct client contact hours of the required 200 direct client contact hours to receive a passing grade.

Required Direct Client Contact Hours

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

- Intake Interviewing
- Screening

- Testing and assessments, including administration and interpretation of results
- Direct client contact counselling
 - Individual counselling (**minimum** of 120 hours)
 - Family or couples counselling
 - *Group counselling* (co-facilitating with other qualified professional at all times)
- Case conferences with the client present
- Co-facilitating or co-counselling (one of the above activities) as long as the student is leading at least 50% of the session and not simply observing
- As a general guideline, at least 50% of the counselling sessions with clients must be in English. Any exceptions to this rule will be considered on a case-by-case basis.
- Students who complete hours at a crisis line during their practicum will be permitted to count a maximum of 30% (60 hours total) towards their 200 direct client contact hours. Any hours above and beyond the 60 hours will only be permitted to be counted towards indirect client contact hours.

Individual Counselling:

It is expected that a **minimum of 120 hours of 200 Direct Client Contact Hours** will be mental health counselling hours in the form of **individual counselling**.

Pro Bono Counselling:

Pro bono counselling (individual, family and/or couples) by the student outside of the MACP approved practicum site and approved Supervisor relationship may not be included as Direct Client Contact Hours under any circumstances.

Family and/or couples counselling:

This form of counselling may also be included at the discretion of the Supervisor depending on the site's service offerings and the experience of the student, which would count towards the remaining balance of 80 hours.

Group Counselling:

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

Students are not allowed to facilitate any counselling groups on their own without a Supervisor or qualified professional present at all times and should have the opportunity to be the lead facilitator for at least half of any and all group counselling hours to count as Group Therapy. Facilitating less than half of a session would be recorded as "Observing other professionals" for indirect hours on the timesheet.

Direct Client Contact Hours - Groups

Mental health group counselling is based on theory, techniques, research, and treatment approaches that support effective therapeutic outcomes. Facilitating interpersonal communication and relationships between group members should be highlighted. Often group members go through an assessment, screening, and/or selection process to ensure appropriate fit and readiness for group work.

The therapeutic process will often involve assisting group members to develop self-knowledge, emotional acceptance, and growth during the therapeutic change process. The group members should feel that the group is a safe environment in which to talk about their problems and work on their emotional issues. Group members may sometimes also offer suggestions and support to the other members. Each group member should be actively engaged and participate in the group throughout the session.

Indirect Client Contact Hours - Groups

Observing or co-facilitating psychoeducational groups targeted more to universal vs designated client populations (i.e., co-facilitating a psychoeducational group for anxiety to a whole classroom of students versus co-facilitating a therapeutic group for a more targeted client population i.e., screening individuals to be selected for an anxiety group).

Required Indirect Client Contact Hours

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

- Case conference or staff meetings, without client present
- Consultation with professionals at practicum site
- Individual supervision sessions (a minimum of 30 hours – 1 hour per week over the course of trimesters one and two)**
- In-service trainings, if offered by the practicum site
- Observing or co-facilitating psychoeducational groups targeted more to universal vs designated client populations
- Professional team collaboration
- Writing progress notes
- Record keeping
- Writing and updating treatment plans
- Writing treatment and/or discharge summaries

****Note: The prescribed Clinical Supervision requirement for achieving 200 Indirect Contact Hours in the program is 30 hours (1 hour per week as per the Practicum Requirements Chart). However, in cases of dual-site placements, both Supervisors and Students should recognize the need for additional supervision beyond the one-hour-per-week standard to ensure sufficient support, addressing each site's unique student needs.**

Logging Required Practicum Hours

In order for credit to be given toward practicum hours:

- 1) Practicum students are required to log all of their practicum hours in SONIA, and
- 2) Their MACP-approved Supervisor must approve all their hours in SONIA on a regular basis.

Students are advised to track and log their hours in SONIA on a weekly basis to avoid automatic No Pass (Fail) of their practicum course. **If logged hours are not being approved regularly by their MACP-approved Supervisor(s), students are advised to inform their Practicum Advisor immediately.** The deadline for practicum students to log all their hours in SONIA is the Sunday of Week 15 of the trimester. Students are responsible for checking the academic calendar to ensure they have submitted their hours by the specified date.

The deadline for MACP-approved Supervisors to **approve** all hours logged in SONIA is the **Wednesday following the end of the trimester.**

Required Clinical Supervision

Only the clinical supervision that is provided by the student's MACP approved practicum Supervisor can be counted as official supervision hours. By becoming a practicum Supervisor for a Yorkville University MACP student, Supervisors accept the following required roles and responsibilities:

- Accept professional responsibility for the practicum student.
- Reviews the work of the student on a regular basis.
- Directly observes the practicum student for a minimum of 3 one-hour individual counselling sessions in full and provides written feedback and guidance to the student as necessary, with at least one observation conducted during the first trimester of practicum.
- Provides at least one hour per week of direct face-to-face individual supervision with the practicum student (for a minimum of 30 hours over the two practicum trimesters)
- Assign appropriate clients for the student's level of competency.
- Verifies the practicum student's practicum hours in SONIA on a regular basis.
- Agrees to provide the student's Faculty Instructor and Practicum Coordinator with written feedback of the student's progress near the end of each trimester of practicum.
- Agrees to meet with the Faculty Instructor and the student in an online conference call to provide verbal feedback of the student's progress near the end of each trimester of practicum.
- Notify the practicum student if the Supervisor will be absent from the practicum site for **up to** two consecutive weeks during the student's practicum and will follow the steps as outlined in the Supervisor Absence section of this document.

- Notify the practicum student if the Supervisor will be absent from the practicum site for **more than** two consecutive weeks during the student's practicum and will follow the steps as outlined in the Supervisor Absence section of this document.
- Notify the Practicum Coordinator and/or Faculty Instructor should an issue or challenge arise related to the student's performance and/or behaviours.
- Collaborate and plan with the practicum student for the completion of video recorded counselling sessions of the student with a client for the practicum course assignments.
- If there is more than one approved Supervisor, then each Supervisor should agree to share the responsibility for clinical supervision and work as co-Supervisors.

Supervision should include, but is not restricted to:

- Overseeing appropriate screening and assigning of suitable clients for the practicum student's level of competence.
- Arranging for the student to shadow and observe the Supervisor or other appropriate practicum site professionals in the initial stages of practicum.
- Arranging for the student to co-facilitate with the Supervisor or another appropriate practicum site professional in the initial stages of the practicum.
- Discussing the student's counselling performance observed by the Supervisor live or through video or audio recordings.
- Discussing client cases, the student orally presents to the Supervisor for the purpose of case conceptualization.
- Debriefing sessions and exploring the student's reactions to client sessions.
- Reviewing client treatment plans, progress notes, and/or case files.
- Discussing the student's basic work performance.
- Completing written feedback and reviewing feedback with the student.
- Participating in the end of each term feedback online conference calls with both the student and their Faculty Instructor.
- Approving the student's hours in SONIA on a regular basis.

Student Requests for References

Practicum sites are under no future obligation to provide references or sign off on forms related to documented supervision hours for provincial regulatory bodies or associations. However, Supervisors are strongly advised to discuss their stance on these requests when first engaging with potential practicum students and including their position and expectations within the supervision agreement.

Practicum Instructors are also under no obligation to provide recommendation letters and there are certain forms required by some Associations or regulatory bodies where it would not be appropriate for Instructors to provide references. Practicum Instructors in the MACP do NOT provide clinical supervision, and therefore, may not sign off on recommendation forms related to direct or indirect client contact hours obtained during practicum. Academic course work in practicum may also not be counted towards direct or indirect client contact hours.

PRACTICUM REQUIREMENTS

All MACP students are required to successfully complete an approved in-person or remote practicum in mental health counselling as a final requirement before being awarded the Master of Arts in Counselling Psychology degree. The practicum will cover two full trimesters over a minimum of 7.5 months. Students may not condense their practicum into a shorter timeframe. Students may wish to complete more than the required minimum of 13.5 hours per week at the practicum site, but they must remain in the practicum course and stay engaged in practicum site activities for the full two trimesters. Students will be able to record and receive credit for any additional hours they have accumulated. Completing the PSYC7113 and PSYC7203 practicum course requirements and working full-time is not recommended. Several months in advance of becoming eligible to start practicum, students should carefully reflect on and start to plan how they will arrange their schedule.

Practicum Student

It is expected that students will be involved in tasks that are typical of entry-level counsellors in addition to maintaining a counselling caseload allowing for the accumulation of direct client contact hours. This includes such activities as: observing, co-facilitating and/or facilitating individual, couples, family and or group counselling sessions (group counselling **must** always be co-facilitated); conducting intake, screening and testing or assessments as needed; completing related client paperwork (e.g., maintaining progress notes, case files and writing formal reports); attending agency meetings; participating in group supervision or team meetings; and completing other general tasks that counselling staff are expected to complete.

Practicum Student's Roles & Responsibilities

Students should conduct themselves in a polite, respectful, and professional manner at all times when at the practicum site. In addition to this general rule, there are several expectations and requirements that must be met while in practicum. These include the following:

Concurrent Academic Components

All practicum students are required to engage in academic coursework in Practicum I (PSYC7113) and Practicum II (PSYC7203) concurrently with working at the practicum site.

Safe and Effective Use of Self

Practicum students must engage in safe and effective use of self, at all times. Students monitor their own well-being and refrain from providing direct counselling services when their physical, mental,

or emotional problems may prevent them from effectively working with clients. Students must notify their Supervisor and faculty Instructor immediately when they are aware of personal issues that impact their practice; and seek appropriate professional services as needed.

Prior to practicum, students are encouraged to disclose and discuss with their Supervisor(s) and faculty Instructor any medical or personal history that may potentially cause triggers while seeing clients or interfere with their ability to work with clients during their practicum. If either the Supervisor or the faculty Instructor recommends the student seek additional professional help (e.g., counselling), students are strongly encouraged to follow their Supervisor's directions. MACP has developed several resources for students to understand the importance of "Safe and Effective Use of Self." Please use the resources on the Portal and the MACP Skills Learning Lab Module on Safe and Effective Use of Self.

Ethical and Professional Conduct

Students are required to be aware of and abide by Yorkville University policies related to student and professional conduct. Breach of such policies may lead to competency remediation or, if the offense is serious enough, to suspension or dismissal from the course or the program. Students are also expected to be familiar with and abide by current ethical guidelines of their professional counselling associations as well as the provincial laws related to the practice of counselling in their jurisdiction and specific to the practicum site. If no laws or professional counselling associations exist, then students will follow the ethical guidelines of the practicum site.

If the practicum site does not have formally stated ethical guidelines to govern their day-to-day practice with clients, students should follow the Canadian Counselling and Psychotherapy Association (CCPA) ethical guidelines. In addition, students are advised by the University to conduct themselves in a polite, respectful, and professional manner at all times when interacting with Yorkville University staff, faculty, fellow students, as well as with staff at practicum sites, supervisors, and clients. Should students encounter questions or concerns related to potential legal and ethical issues, it is advised that they address these matters with their Practicum Supervisor and faculty Instructor.

STUDENT CONDUCT

Students are required to conduct themselves in a professional and ethical manner at all times by:

- Being aware of and abiding by the **Student Code of Conduct** outlined in Section 5 of the *Yorkville University Academic Calendar*.
- Being aware of and abiding by the **Code of Ethics** under which the agency operates, or the professional code of conduct set out by the Canadian Counselling and Psychotherapy Association (CCPA).
- Being aware of and abiding by the Policy for Assessing Conduct Related to Professional Suitability of Students in the Master of Arts in Counselling Psychology (the "Professional Suitability Policy") as outlined in Section 10 of the *Yorkville University Academic Calendar*.
- Being aware of and abiding by all of the policies and procedures (including safety procedures and protocols) of the practicum agency.

- Honouring the contract or agreement between the site, Supervisor(s), and student.
- Following directions given by the Supervisor(s).

In addition, students should:

- Communicate with clients, practicum site staff, and YU staff politely, respectfully, and professionally.
- Check their YU email regularly and respond in a timely manner. Students should be responding to emails from YU staff within 24-48 hours.
- Seek support and advice from the approved Supervisor(s) when needed, especially when ethical practices such as duty to report are involved.
- Adhere to the agency's dress code and other basic work requirements.
- Understand and respect the fact that practicum sites are under no future obligation to provide references or sign off on forms related to documented supervision hours for provincial regulatory bodies or associations.
- Understand and respect that Practicum Instructors are under no obligation to provide recommendations or references. (Note: Practicum Instructors in the MACP do NOT provide clinical supervision, and therefore, are not permitted to sign off on recommendation forms related to direct or indirect client contact hours obtained during practicum. Academic course work in practicum may also not be counted towards direct or indirect client contact hours).

Confidentiality

Breaches of client confidentiality will be treated as infringements of the University's Student Code of Conduct or the MACP professional suitability policy and will be investigated by the University's Office of Student Rights and Responsibilities. Students found to have infringed the Student Code of Conduct or the Professional Suitability Policy will at very least be required to complete competency remediation with the Faculty of Behavioural Sciences Student Development Committee. If the offense is serious enough, the student might be suspended or dismissed from the MACP program.

Students are required to keep all information disclosed by clients or learned or observed about clients strictly confidential. Students will not share any client information whatsoever with any unauthorized person and will keep all files, records, and notes pertaining to clients in a secure place to which no authorized person has access.

Students are required to abide by the confidentiality policies of the practicum site at which they will be training. Students must also advise clients of any and all limits to confidentiality that may be imposed by any law, regulation, or policy before the client discusses any matter with the practicum student.

Practicum academic course requirements may include presentations related to counselling sessions conducted at practicum sites via the use of video or audio recordings. When participating in these activities, students are required to meet the following confidentiality requirements:

- To protect the confidentiality of the client when recording (video or audio) counselling

sessions, students must set up the recording equipment so that it is focused on only the counsellor and not the client, and they must also take every precaution not to use the client's full name while recording the sessions. Students are responsible for the security of all recordings and must take every precaution that the recording is kept in a secure location, such as a locked filing cabinet in a locked room, or, if it is stored on a computer, the recording must be protected with a password that only the student has access to.

- Students must make necessary arrangements for all recording equipment if the practicum site does not own, or have access to, such equipment. Students may use a laptop or tablet with video recording capabilities; however, students must also make sure they take every security precaution necessary to protect the confidentiality of the client (e.g., all devices must be password protected).
- Students must keep all recordings safe and in a locked box or encrypted.
- All recorded counselling sessions must be permanently deleted or erased after the faculty Instructor has completed their review of the recording.
- When completing any written or verbal assignments, students must ensure all client identifying information is kept confidential.

Scheduling Practicum Hours

When scheduling practicum hours, students must ensure they schedule their time in significant blocks of time, no less than three to four hours at a time, to optimize their learning experience. Students should also keep in mind the PSYC77113 and PSYC7203 practicum course academic components will also take approximately 10 to 15 hours per week in addition to the time they will be at the practicum site.

Student Relocation During Practicum

If a student needs to relocate to complete the PSYC7113 and/or PSYC7203 practicum course, the student is responsible for making all the necessary arrangements to complete their practicum in a different community. **As a reminder, students must review the regulations and professional colleges in their province to ensure alignment.**

Student's Status and Limitations

Before initiating counselling services, students will disclose to clients their status as a **practicum student**. Students recognize the limits of their current skills and competencies and practice only within the boundaries of their competence. When clinical situations are beyond their knowledge or abilities, students will immediately seek supervision to discuss the issues with their Supervisor and faculty Instructor.

THE PRACTICUM COURSE

Course Description (PSYC 7113 and PSYC 7203)

After successful completion of all academic coursework, during the final two trimesters of the MACP program, students will be enrolled in the **PSYC 7113** (first trimester) and **PSYC 7203** (second trimester) practicum course if they have an officially approved practicum site. The practicum course is designed to support students during their practicum placement and enrich their learning experience. It also provides an opportunity to formally evaluate counselling competencies of students, ensuring that graduation from the MACP program signifies readiness to work effectively as an entry-to-practice level counsellor.

In PSYC 7113 and PSYC 7203, there is a focus on integrating theory with practice; resolving ethical dilemmas; case conceptualization and planning; developing competencies in dealing with cultural issues; embracing diversity; working collaboratively across disciplines; accessing and maximizing the benefits of site supervision and developing a professional identity as a counsellor. Topics and resources are closely connected to those previously introduced throughout the program to provide opportunities to synthesize and apply students' learning. This approach facilitates a deeper level of experiential learning and retention.

Each section of the PSYC 7113 and PSYC 7203 practicum course is led by a Faculty Instructor and has an assigned Practicum Coordinator to support students through the practicum process.

Please Note the Following Important Points:

- Students cannot continue in practicum or complete assignments without being active at an approved practicum site.
- Students must be active at their site **every week** during the course.
- There are developmental competencies through the thirty weeks of practicum which is why assignments are assigned at specific stages of development throughout the practicum courses.

Practicum Site and Academic Course Components

The practicum experience is comprehensive and will encompass both the practicum site experience and all academic coursework. Both components of PSYC7113 and PSYC7203 are interconnected and the success of the student in the practicum course is dependent on both the student's practicum site and course-related performance. It is the faculty Instructor who determines and assigns the final course grade of Pass or No Pass (Fail) during the Formative and Summative Evaluation process based on feedback received from the practicum Supervisor.

Acceptable proficiency in the skills and competencies demonstrated in select assignments are critical to effective counselling. As such, **you must earn a grade of B- (70%) or greater on certain designated assignments to pass the course.** If a student earns a grade below 70% on any of these designated assignments or receives a No Pass grade on the formative or summative evaluations, they will be required to repeat the course. Check the course syllabus for more information about the mandatory academic components of the practicum course.

Student Professionalism and Safety Agreement – Skills Based Courses

This document provides guidance and understanding in how to uphold professionalism and the safety of those who are part of any skills-based class, and outlines expectations required to be a part of any skills-based course. Students must sign and submit this document to their Faculty Instructor during Week One of PSYC 7113.

Personal Information Protection and Electronic Documents Act (PIPEDA)

The Personal Information Protection and Electronic Documents Act (PIPEDA) is the federal privacy law for private-sector organizations. The Privacy Commissioner of Canada oversees compliance with PIPEDA. Several provincial laws have been deemed substantially similar to the PIPEDA. In these cases where a substantially similar provincial law applies, that law applies instead of PIPEDA. Examples of provincial privacy laws include the following: Alberta - Personal Protection Act, British Columbia – Personal Information Protection Act, Quebec – Act Respecting the Protection of Personal Information in the Private Sector, New Brunswick: Personal Health Information Privacy and Access Act, Newfoundland and Labrador: Personal Health Information Act, Nova Scotia: Personal Health Information Act, and Ontario: Personal Health Information Protection Act.

Students should familiarize themselves with PIPEDA and with the privacy laws applicable to personal health information within their respective provinces when handling student/client records and video materials. Students are also advised to ensure any digital recording applications meet all applicable security requirements. If students are unsure about personal information protection laws in their jurisdiction that may pertain to video recorded counselling session assignments, they are encouraged to consult and seek clarification from their practicum Supervisor or Instructor.

Practicum Evaluations

Students will be evaluated on their professional competencies throughout the practicum. This will be informed by the student's practicum site performance and academic coursework. There are two major evaluation points which students must pass to meet the requirements of the practicum course and to successfully complete the MACP program.

- **Faculty Instructor Formative Evaluation:** A Formative Evaluation will be conducted at the end of the first trimester of the PSYC7113 practicum course by the Faculty Instructor, with feedback from the Supervisor. Students must pass all components of the Faculty Formative Evaluation in order to pass PSYC7113. Students must also successfully complete a minimum of 45 hours of the required 200 direct client contact hours before the Formative Evaluation is completed.

If students have accumulated under 45 direct client contact hours at the end of the first practicum trimester, they may still proceed to Trimester Two (PSYC7203) of practicum and their PSYC7203 Instructor will conduct the Formative Evaluation upon successful completion of 45 direct client contact hours. In this scenario, students will receive a grade of Incomplete (I) for PSYC7113 until the Formative Evaluation has been completed.

- **Faculty Instructor Summative Evaluation:** A Summative Evaluation will be conducted at the end of the second trimester of the practicum course (PSYC7203) by the faculty Instructor, with feedback from the Supervisor. Students must pass all components of the Faculty Instructor Summative Evaluation at the end of Trimester Two to meet the requirements of the practicum course and the MACP program. If a student is unable to complete all the required practicum site hours by the end of Trimester Two, or within two weeks after the end of Trimester Two, they will be required to extend their PSYC7203 practicum course, and the student may be charged an additional fee as determined by the Bursar's Office. Students entering an extension group at the end of PSYC7203 may be required to delay their graduation date but will still be permitted to attend convocation.

No Pass (Fail) of Required Practicum Course Assignments

Students must earn a grade of B- (70%) or greater on certain designated assignments to pass the course. In cases where a student receives an assignment grade of less than B- (70%) or a No Pass (Fail) on any of these designated practicum course assignments, the student must repeat the practicum course, regardless of their grades on other assignments in the course or in the course overall. In addition, any practicum hours (direct or indirect) and assignments that were completed during that term will not count toward the completion of the Practicum.

The student will receive an email/letter from the Associate Director of Practicum Sites notifying them that based on the grade for the specific course assignment, the student has not passed the practicum course. The Associate Director of Practicum Sites will also notify Yorkville University Registrar's Office and Bursar's Office of the student's course No Pass (Fail). The Registrar's Office will be in contact with the next steps, including instructions for course withdrawal and appeals information. If a student accepts the No Pass (Fail) grade or an appeal is denied, the student will be required to provide their practicum site with reasonable notice to end their placement and should keep Supervisors/Site Contacts informed throughout this process. The Associate Director of Practicum Sites will also notify the student's approved Supervisor.

Student requests to add or change a practicum site while a No Pass decision is being appealed will not be approved, unless authorized by the Director of Practicum Coordination.

In graduate programs at the University, any student who receives a No Pass (Fail) grade in any two courses, regardless of whether a No Pass (failed) course was repeated, and the student successfully passed the repeated course, the student will be academically dismissed (see YU course calendar).

No Pass (Fail) of Faculty Instructor Formative/Summative Evaluation

The MACP requirement regarding the grade for the Faculty Instructor Formative/Summative Evaluation in trimester one (PSYC7113) and in trimester two (PSYC7203) states: **Students must also receive a grade of pass on their Faculty Instructor Formative/Summative Evaluation.** A No Pass (Fail) on the Faculty Instructor Formative/Summative Evaluation indicates that the student is deficient in one or more in one or more of the areas of competency required to practice as a counsellor. In these cases, the student will not be permitted to progress further through the MACP until the deficiencies are addressed, regardless of grades received on assignments in the practicum course.

When the student fails the Faculty Instructor Formative/Summative Evaluation, the Faculty Instructor will notify and consult with the Associate Director of Practicum Sites to report the No Pass (Fail) grade for the course requirement. A No Pass (Fail) grade results in the student not passing Practicum for that term regardless of their grades on other assignments in the course or in the course overall. **In addition, any practicum hours (direct or indirect) and assignments that were completed during that term will not count toward the completion of the Practicum.**

The information related to a No Pass (Fail) of the Faculty Instructor Formative/Summative Evaluation, will be relayed to the Registrar's Office and Bursar's Office.

The student will receive an email/letter from the Associate Director of Practicum Sites notifying them that they are required to discontinue their practicum with their practicum site. **If a student has an additional approved practicum site, the student must also notify the additional practicum site.** The student's practicum Supervisor will also receive a letter from the Associate Director of Practicum Sites notifying them of this information.

When a student receives a No Pass in a practicum course for having failed to earn at least 70% or a pass on one of the required course assignments or the Faculty Instructor Formative/Summative Evaluation, the student must repeat that practicum course. However, if the student has previously failed any MACP course, they will be academically dismissed from the MACP. As noted in the *YU Academic Calendar*, in graduate programs at the University, any student who receives a No Pass (Fail) grade in any two courses, regardless of whether a No Pass (failed) course was repeated, and the student successfully passed the repeated course, the student will be academically dismissed (see Yorkville University Academic Calendar for more information).

STUDENT ACCOMMODATIONS AND SUPPORTS

Accommodations for Students with Disabilities

Each practicum site will vary in their facility, technological systems used, and protocols and procedures. Students who are differently abled should take into consideration their needs for accommodations when considering a practicum site. The Accessibility Office at Yorkville University may be contacted at accessibility@yorkvilleu.ca by students to discuss specific accommodation needs and to collaborate with Supervisors. The student should initiate these discussions with the proposed practicum site and Supervisor prior to the start of the practicum, or as soon as possible after a need is identified.

Student Wellness Services

Student Wellness Services offers confidential counselling appointments, peer to peer support groups, YU Keep Me Safe Student Support Program, crisis protocols, tip sheets, and more. Students can access YU Mental Health and Wellness supports through the Student Success Centre here: <https://success.yorkvilleu.ca/wellness>.

Office of Student Rights and Responsibilities

Yorkville University is committed to creating and encouraging a learning community that is a safe and equitable environment for everyone to pursue their educational goals regardless of their personal circumstances, beliefs, ethnicity, gender, sexual orientation, or expression. We strive to foster a community that is based on trust, mutual understanding, respectful communication, and behaviours where everyone has a voice and is treated respectfully. We have a dedicated department to ensure that your rights as a student are upheld. You may reach out to the **Office of Student Rights and Responsibilities** at studentrightsandresponsibilities@yorkvilleu.ca with any questions or concerns you may have. We also encourage you to visit the website and familiarize yourself with its contents. Here you can access immediate assistance and find information regarding rights and responsibilities, student conduct, complaints procedures, and the scope of OSRR.

Visit: <https://myyu.ca/osrr/>

CONFLICT RESOLUTION AND RESOLVING CONCERNS

Addressing Concerns and Issues Proactively

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

Concerns that may arise during the practicum may include:

- Student may not pass required course work or miss mandatory sessions.
- Student may experience a rupture in the alliance with their Supervisor(s).
- Supervisor(s) may conclude that that a student is deficient in one or more competencies required of a student counsellor.

MACP Process for Dealing with Concerns

If at any time the student believes their relationship with their Supervisor(s), Instructor, Site Contact, or others at the practicum site has become problematic or the Supervisor(s), Instructor or Site Contact believes the relationship with the student has become problematic, the person with concerns is requested to:

- Contact the Practicum Coordinator and practicum Faculty Instructor/Supervisor(s) immediately to notify them of the specific concerns. In situations with a Site Contact/Supervisor and an external approved Supervisor, these parties should also both be notified.
- In these instances, the Practicum Coordinator will organize an online conference call with all appropriate parties (Student, Supervisor(s), Instructor, Site Contact) within 48 hours from the time the concern is raised, or as soon as reasonably possible for all parties, to review and discuss the concerns.

- If more support is needed, the Practicum Coordinator, Supervisor(s), Instructor or Site Contact may contact the Director of Practicum Coordination and/or the Associate Director of Practicum Sites for consultation and support.

SITE DISCONTINUATIONS, RESIGNATIONS, AND BREAKS

Mutual Resignation at a Practicum Site

Mutual resignations occur when a student and Supervisor/practicum site contact mutually agree to end the practicum placement because it was not seen as a good fit for both parties. Mutual resignations **do not involve skill deficits, ethical, professional, or conduct issues** in the practicum experience. Some examples of mutual resignation are as follows:

- Student and Supervisor have different learning styles that may not correspond well in communication. This can lead to difficulty in pursuing practicum and may put client care at risk.
- A practicum site can no longer maintain practicum responsibilities, e.g., no longer have a qualified supervisor that meets Yorkville’s Supervisor requirements or cannot offer sufficient practicum hours.
- The client population is deemed too complex for the student’s learning experience.

Anytime a supervisor or site expresses concerns suggesting the student is deficient in knowledge or skills related to one or more areas of counselling competencies, the placement ending may be considered a site discontinuation (termination) at the discretion of the field training leadership team. **A student must reach out to their Practicum Coordinator to discuss any mutual resignation(s) being contemplated and must copy their Practicum Coordinator on any correspondence to the Site regarding a mutual termination. Any instance of a mutual termination will trigger a review process by the Field Training team in coordination with the Director of Practicum Coordination and the Associate Director of Practicum Sites to identify whether there are competency deficiencies that need to be addressed.** The process for students leaving their practicum site before the end of the two-trimester long practicum (Practicum I and Practicum II) includes: consultation with the student’s practicum Faculty Instructor and Practicum Coordinator; formal notification to the practicum site and Supervisor(s); development of, and agreement to plans for transitioning clients, completion of practicum paperwork, returning equipment and files to the site, and winding up of other activities. **This applies to both mutual and student unilateral site resignations.**

Student Resignation from a Practicum Site

Similar to a mutual resignation, a student must reach out to their Practicum Coordinator to discuss any unilateral student resignation(s) being contemplated and must copy their Practicum Coordinator on any correspondence to the Site regarding a unilateral student resignation. A student is not permitted to end a relationship with a practicum site, Supervisor, or External Supervisor OR attend a new practicum site until a) communication has been shared with the Practicum Coordinator and practicum site regarding the reason for leaving and b) this resignation has been

approved. The Field Training Department will review every request to resign from a practicum placement to identify whether the resignation is associated with potential deficiencies in one or more competencies required to practice counselling and psychotherapy. If the Field Training Department concludes that there are such deficiencies, the student will be required to participate in competency remediation.

Please Note: Requests to add, change, or withdraw from a practicum site that are made in anticipation of or following a practicum site discontinuation (termination), will not be approved unless authorized by the Director of Practicum Coordination. **All meetings regarding resignations or site discontinuations are to be recorded. If there is a complaint by any party, the recording may be used to investigate the circumstances of that complaint.**

Taking a Break from Practicum

Students who for whatever reason are contemplating taking a break from Practicum must first consult their Supervisor at their practicum site to discuss and agree upon the student's taking a break from the practicum site. The student must also contact their Practicum Coordinator and Practicum Faculty Instructor to inform them of the reason(s) for requesting to take a break from Practicum. After these consultations, and with the support and approval of the Director of Practicum Coordination, the student must then complete a Withdrawal Form (to be provided by the Practicum Coordinator) and submit a **Placement Hold Request** electronic form located on the **MACP Practicum Portal** in the Students section.

Note: The Placement Hold Request electronic form is valid for one term only. Students must submit a new Placement Hold Request form for each subsequent term in which they are eligible for practicum and do not continue in Practicum **up to a total of 3 deferrals (or 1 calendar year)**. **Students may not withdraw (involving a unilateral resignation) in order to avoid a site discontinuation (termination) and all withdrawal requests will be reviewed by Field Training before being approved.**

Student Discontinuation (Termination) from Practicum Site(s)

If a practicum site, for any reason, notifies a student of a site discontinuation (termination) or a student initiates a request to end a practicum placement early (i.e., withdrawal or unilateral/mutual resignation request*), the student must contact the practicum Faculty Instructor and the Practicum Coordinator **within 48 hours** and notify them of the circumstances surrounding the discontinuation (termination) or placement ending. **If a student has an additional approved practicum site, the student must also notify the additional practicum site.** The Practicum Coordinator will then notify the Director of Practicum Coordination and the Associate Director of Practicum Sites to describe and discuss the circumstances for the discontinuation.

Note*: Anytime a supervisor or site expresses concerns suggesting the student is deficient in knowledge or skills related to one or more areas of counselling competencies, the placement ending may be considered a site discontinuation (termination) at the discretion of the field training leadership team. Additionally, if a practicum site or Supervisor reports an ethical breach to a third party at any time, they are also advised to inform the Field Training Department of such action.

The Practicum Coordinator will gather written information about the site discontinuation from the student, the practicum Faculty Instructor, the Supervisor, and any other parties (such as the agency clinical director or executive director) and provide the information in writing to the Director of Practicum Coordination and the Associate Director of Practicum Sites.

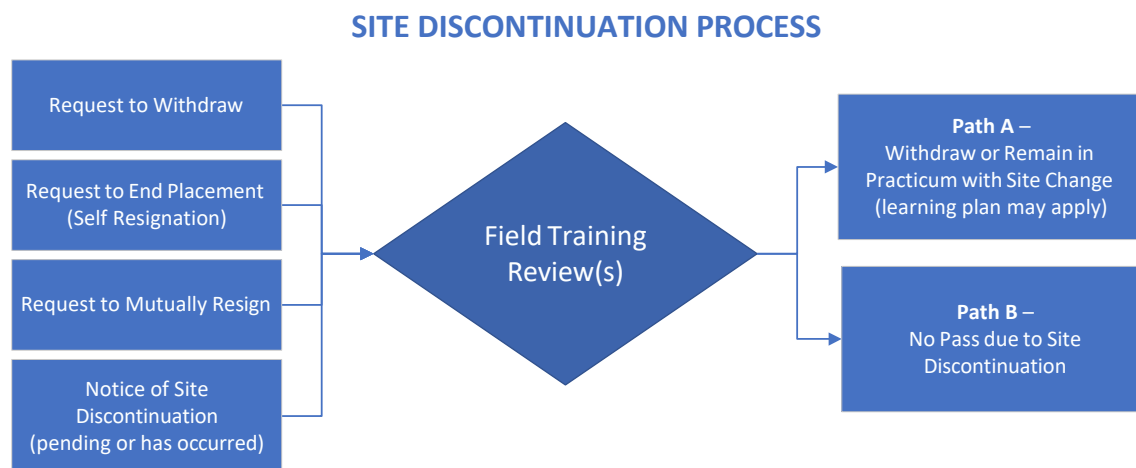
The Practicum Coordinator will request the Supervisor and Site Contact to provide a **required** discontinuation (termination) letter, written on agency letterhead, dated and with handwritten signature, providing the specific reasons that led to the discontinuation (termination) of the student from the practicum site (whether initiated by the Site or student).

Note: The required site discontinuation (termination) letter (to formalize or document the ending of the practicum placement) will be shared with the student at the time they are notified of the course No Pass (Fail). It is incumbent on a Supervisor and/or Site Contact to share sufficient information surrounding the placement ending to give the student the opportunity to know and respond to that evidence. This information will also be instrumental in ensuring that any additional support or skills a student may need moving forward can be accounted for in a learning plan, if applicable.

In all cases, Field Training will then conduct a two-part review to determine that the site discontinuation is the most appropriate path:

Path A – permit the student to withdraw from practicum OR remain in practicum with a site change, or

Path B – continue with the site discontinuation process which will involve a No Pass (Fail) event.



Path A Process – The Director of Practicum Coordination will notify the student of Field Training’s Path A decision. They will then work with the Practicum Coordinator to gather feedback from the outgoing Supervisor and Site Contact and in consultation with the Associate Director of Practicum Sites and the Instructor, coordinate a learning plan for the student, if applicable. This learning plan will be shared with the student and new/incoming Supervisor, if applicable.

Path B Process – To confirm Field Training’s Path B decision, the Associate Director of Practicum Sites will provide written notification to the student of the course No Pass (Fail)

(PSYC7113 or PSYC7203) and notify Yorkville University Registrar's Office, Bursar's Office, and Appeals Team of the student's practicum discontinuation (termination). The Registrar's Office will then withdraw the student from the practicum course unless the student has an alternative approved practicum site in place.

Note: The Director of Practicum Coordination and/or the Associate Dean of Field Training may stop placement of an additional practicum site during the review process (i.e., initial review, appeals process, and/or SDC/OSRR process), especially when there are concerns related to potential deficiencies in one or more core competencies required to practice counselling and psychotherapy.

At Yorkville University, students have the right to appeal any decision made by faculty members, committees, or administrators if there are valid grounds. The details of this policy can be found in section 5 of the Yorkville University Academic Calendar, as can information for students seeking to initiate an appeal process.

If a student decides to appeal the No Pass grade due to site discontinuation (termination) and their appeal is upheld (indicating that the site discontinuation was unjust), any practicum hours completed and approved during the term up to the date of site discontinuation will be considered valid for the student's practicum completion. Under this scenario, if the student has an additional approved practicum site in place, and the Director of Practicum Coordination or the Associate Dean of Field Training has not mandated a cessation of this placement, the student will continue their practicum course as per the normal progression at the alternative practicum site.

If a student decides not to appeal and accept the No Pass grade due to site discontinuation (termination), OR, if they decide to appeal and their appeal is denied, any practicum hours completed (whether approved or not) during the term will not be considered valid for the student's practicum completion because the competencies were not successfully achieved. Under this scenario, if the student has an alternative approved practicum site in place, they will be required to provide the site with two weeks' notice to end the placement. Field Training will also notify the alternative site of the circumstances. Students are expected to communicate with their Site and Supervisor with regard to the ethical transfer or termination any of the clients they have been working with at the practicum site. Students must also return any property belonging to the site and finish up with any outstanding work. **It is also imperative that students not contact any clients that they had been working with throughout practicum.**

STUDENT DEVELOPMENT COMMITTEE (SDC)

When a student is discontinued (terminated) from a practicum site and the Associate Dean of Field Training determines that the discontinuation (termination) resulted from deficiencies in one or more core competencies required to practice counselling and psychotherapy, the Associate Dean of Field Training may require the student to participate in competency remediation provided by the Student Development Committee (SDC). In such cases, the student is not normally permitted to submit an application to return to practicum or re-enroll in a practicum course until the competency remediation has been successfully completed. Definition of "competency" for purposes of

Competency Remediation Plans: MACP students might be found to be deficient in knowledge or skills related to:

Foundational competencies:

1. Professionalism and reflective practice
2. Interpersonal relationships
3. Ethics and standards
4. Intervention
5. Supervision
6. Assessment and evaluation
7. Research

Functional competencies:

1. Consultation
2. Teaching
3. Advocacy
4. Management/administration

PROFESSIONAL BEHAVIOUR DURING PRACTICUM PLACEMENTS

If at any time during a student's practicum placement, the practicum Supervisor or any other member of staff at the practicum site, the student's faculty instructor, or a member of the Field Training Department believe a student has infringed the MACP Professional Suitability Policy, the University's Student Code of Conduct, or any other University policy related to student conduct, the Associate Dean of Field Training will file an Incident Report with the University's Office of Student Rights and Responsibilities (OSRR), which will conduct an investigation of the allegations in accordance with the procedures prescribed by the relevant policy. The student's practicum placement will normally be discontinued (terminated) when the Incident Report is filed.

Students will be notified by the Associate Director of Practicum Sites in instances where competency remediation or referrals to the OSRR are considered necessary.

APPENDIX A – Sample Supervision Agreement & Guidelines

The undersigned have agreed to enter into this supervision agreement with the purpose and conditions below:

<u>Supervisor</u>	Name:	<u>Supervisee</u>	Name:
	Phone:		Phone:
	Email:		Email:
	Credentials:		Credentials:

This agreement outlines expectations and procedures for counselling supervision provided by [Supervisor Name and Credentials]. (If there is more than one approved Supervisor, then each Supervisor should agree to share the responsibility for clinical supervision and work as co-Supervisors).

Primary Purpose, Goals, and Objectives: Supervision is in place in order to monitor and ensure client welfare and facilitate professional development. The Yorkville University MACP approved Supervisor is responsible for providing clinical supervision, assigning appropriate practicum clients and appropriate practicum activities, providing feedback for the Faculty Instructor to complete the Formative and Summative Evaluations, and approving hours in SONIA on a regular basis. Approved Supervisors will accept professional responsibility for the practicum student and will review the work of the student on a regular basis.

Ethical Guidelines: The most current [Canadian Counselling and Psychotherapy Association] Code of Ethics will guide the conduct of the supervisor and supervisee.

Supervision Model and Format: A [Supervision Model] supervision and case review format will be used. Supervisees will notify all clients of their supervisee status and obtain informed consent for supervision of their case. All client cases will be reviewed on a rotating basis based on need. All clients will be assigned based on the student's level of competency.

Clinical Supervision Sessions: The MACP approved Supervisor will provide at least one hour per week of direct face-to-face individual or dyadic supervision with the practicum student (this represents a minimum of 30 hours over the two practicum trimesters). The MACP approved Supervisor will also directly observe the practicum student for a minimum of 3 one-hour individual counselling sessions in full and provide written feedback and guidance to the student as necessary, with at least one observation conducted during the first trimester of practicum. Supervision for all supervisees will occur as scheduled and agreed upon mutually between the supervisor and supervisee. The day and time may be changed with mutual agreement but as a general rule will happen Monday-Friday and within regular practicum work hours.

Documentation: The MACP approved Supervisor will verify the practicum student's practicum hours in SONIA on a regular basis and will provide the student's Faculty Instructor and Practicum Coordinator with written feedback of the student's progress near the end of each trimester of practicum.

Guidelines: All supervision activities will occur in accordance with clinical supervision

requirements outlined in the MACP Supervisor and Student Practicum Guides. This includes a requirement for the MACP approved Supervisor to meet with the Faculty Instructor and the student via an online conference call to provide verbal feedback of the student's progress near the end of each trimester of practicum. The MACP Supervisor also agrees to collaborate and plan with the practicum student for the completion of video recorded counselling sessions of the student with a client (or mock client) if required for practicum course assignments

Confidentiality: All supervisees will abide by the highest level of confidentiality they are required to follow. Although supervision sessions are primarily training sessions and not therapy, the supervisor and supervisee agree to observe these guidelines in safeguarding all information exchanged in supervision sessions.

Professional Disclosure Statement: At the outset of a session with each prospective client, the supervisee will present them with the Professional Disclosure Statement, read it aloud, and explain each of the components verbally, specifically including the limits of confidentiality. This explanation is to include the supervisee's status as an unlicensed /provisionally licensed psychotherapist or practicum student and that they are being supervised by [Supervisor]. Where applicable, the supervisee is to explain that their supervisor may observe the session in person or on an electronic recording (separate authorization required for recorded session). This explanation should also include any other individuals who might observe the supervisee's work, such as other graduate students or supervisory staff who may observe the session as part of peer-observation and/or group supervision. The supervisee should provide the client with [Supervisor's Name] and [Contact Information].

Case Materials: Client case files and electronic recordings will be properly safeguarded at all times, in accordance with the [Regulations] and supervisor/supervisee's affiliated counselling or academic organization. Supervisees will obtain written consent from clients before video/audio recording. Upon case closure, electronic recordings will be erased or stored according to site/academic policy. All supervisees will take precautions necessary to protect client confidentiality by erasing or appropriately storing electronic media once used and ensure that electronic recordings only show the supervisee and not the client.

Duties and Responsibilities for Supervisor: The supervisor is committed to providing an atmosphere of trust, collegiality, and encouragement for the supervisee's professional growth. The supervisor will provide honest feedback that will indicate growth areas for the supervisee and ensure adequate time is provided to make appropriate improvements. The supervisor will allow the supervisee to work within their own counselling model and will encourage them to expand conceptual thinking. The supervisor will be available for emergency contact and will notify the practicum student of any anticipated absences at least two weeks in advance in accordance with guidelines outlined in the Supervisor practicum guide.

At a minimum, Supervision should include but is not restricted to:

- Review assessments, progress notes, treatment plans, and discharge plans.
- Question the counselor to justify approach and techniques used.
- Present and model appropriate clinical interventions.
- Intervene directly if client welfare is at risk.

- Ensure that ethical guidelines and legal statutes are upheld.
- Monitor proficiencies in working with community resources and networking with community agencies.
- Accept professional responsibility for the practicum student.
- Reviews the work of the student on a regular basis.
- Overseeing appropriate screening and assigning suitable clients for the practicum student's level of competence.
- Arranging for the student to shadow and observe the Supervisor or other appropriate practicum site professionals in the initial stages of practicum.
- Arranging for the student to co-facilitate with the Supervisor or another appropriate practicum site professional in the initial stages of the practicum.
- Discussing the student's counselling performance observed by the Supervisor live or through video or audio recordings.
- Discussing client cases, the student orally presents to the Supervisor for the purpose of case conceptualization.
- Debriefing sessions and exploring the student's reactions to client sessions.
- Reviewing client treatment plans, progress notes and/or case files.
- Discussing the student's basic work performance.
- Completing the Formative and Summative Evaluation and reviewing with the student.
- Participating in the Formative and Summative Evaluation conference calls with both the student and their Faculty Instructor.
- Approving the student's hours in SONIA on a regular basis.

Duties and Responsibilities for Supervisee: The supervisee will be open to feedback and will apply themselves to professional development.

Red Flag & Ethical Issues: The supervisee will notify the supervisor of any red flag or ethical issues that arise. This includes actual or suspected child abuse, elder abuse, domestic violence, suicidal and crisis situations, harm to self or others, extreme substance abuse, and any legal actions that could involve the supervisee. Other reportable issues include exploitive contact with a client or breaches of confidentiality and use of any nontraditional treatment methods. These issues will be reported at the next scheduled supervision meeting, unless the situation dictates immediate notification. If the supervisee is unable to get into contact with their supervisor, they must contact the on-call supervisor.

The supervisee at a minimum will:

- Uphold all ethical guidelines and legal statutes.
- Be prepared to discuss all client cases.
- Discuss approaches and techniques used and any boundary issues or violations that occur.
- Consult supervisor in emergencies.
- Implement supervisor directives.
- Adhere to all agency policies and procedures.
- Obtain a signed Professional Disclosure Statement from each client at their first session with client

Conflict Resolution: The quality of the supervisory relationship will be discussed, and conflicts resolved. If conflicts cannot be resolved, the MACP Process for resolving concerns will be followed and the designated Practicum Coordinator will be contacted.

Process for Dealing with Concerns

- If at any time the Supervisor, Site Contact, or student has concerns, either the Supervisor, Site Contact, or student is requested to:
- Contact the Practicum Coordinator and practicum Faculty Instructor immediately to notify of the specific concerns. In situations with a site contact and external supervisor, these parties should also both be notified.
- The Faculty Instructor will contact the Supervisor as soon as possible and request a conference call to discuss the concerns raised. The Practicum Coordinator should attend this meeting to take notes and answer questions around practicum requirements.
- The Faculty Instructor and/or Practicum Coordinator will request an online conference call with the student, Faculty Instructor, and Practicum Coordinator, within 48 hours from the time the concern is raised, or as soon as reasonably possible for all parties, to review and discuss the concerns. The Faculty Instructor and/or Practicum Coordinator may ask the Supervisor, Site Contact and/or External Supervisor if they would like to join the meeting.

Supervisor Availability Contingency Plan: When the supervisee's assigned supervisor is unavailable, the supervisee will contact and seek supervision with a designated alternate Clinical Supervisor [List Names with Contact Information] or an independently licensed clinician in order listed. In the event of an emergency, the counselor is to contact the supervisor. If unavailable, contact (*alternate's name, title, and other relevant back-up information*). Crises or emergency consultations will be documented. Due process procedures (as explained in the agency's policy and procedure handbook) have been reviewed and will be discussed as needed.

Supervision Fees

The student is responsible for paying the following fees in accordance with the standards below:

- Supervision fees will be charged in accordance with [fee structure] at a rate of [rate] per hour payable [date/time payable] and the total of supervision fees are estimated to be [total amount charged].
- In the event of a disagreement between the practicum student and the institution or supervisor regarding fees, the following dispute resolution process will be implemented [dispute resolution process to be followed].
- Practicum supervision fees will not be used as a proxy to influence or interfere with the academic and professional assessment of the student.

Minimum Standards for Practicum Supervision Agreements related to fees:

- **Reasonable and Aligned with Current Fee Structures:**
 - Supervision fees must be reasonable and in line with prevailing fee structures for similar programs and institutions.
- **Transparency and No Hidden Fees:**
 - All fees, including any additional charges or costs related to supervision, must be transparently disclosed in the agreement.
 - There should be no hidden fees or undisclosed costs.

- **Review and Update Mechanism:**
 - The agreement should specify the mechanism, process, and time frames utilized for the periodic review and potential adjustment of supervision fees to ensure they remain in line with current fee structures and are fair for both parties.
- **No Use as a Proxy for Assessment:**
 - Practicum supervision fees should not be used as a proxy to influence or interfere with the academic and professional assessment of the student.
 - The assessment of the student's performance should be separate from the fee arrangement.
- **Agreement Dispute Resolution:**
 - In the event of a disagreement between the practicum student and the institution or supervisor regarding fees, there should be a clear dispute resolution process outlined in the agreement.
 - This process should provide a fair and impartial means of resolving disputes.
- **Protection of Student Interests:**
 - The agreement should prioritize the best interests of the student, ensuring that they are not unduly burdened by excessive or unreasonable fees.
- **Compliance with Legal and Ethical Standards:**
 - The supervision and fee agreement should adhere to all relevant legal and ethical standards governing practicum and internship programs.
- **Documentation and Record-Keeping:**
 - All agreements related to practicum supervision fees should be documented and retained for reference.
 - These records can serve as evidence of the agreed-upon terms in case of disputes.
- **Accessibility and Clarity:**
 - The agreement should be written in clear and understandable language, ensuring that students can easily comprehend the terms and conditions.

We agree to uphold the directives outlined in this agreement to the best of our ability and to conduct our professional behavior according to the ethical principles and codes of conduct of our professional associations.

Supervisor: _____ Title _____ Date _____

Supervisee: _____ Title _____ Date _____

APPENDIX B – Giving and Receiving Feedback in Clinical Supervision

Guidelines for Giving Effective Feedback in Clinical Supervision

Receiving constructive and timely feedback is an important cornerstone for future development of the Counsellor trainee. It may be helpful to first ask the Counselling Trainee to reflect on their session and to support the Counselling Trainee in identifying solutions themselves, while also providing constructive feedback and suggestions.

- Use constructive feedback techniques during evaluations. Supervisees are more likely to “hear” corrective feedback messages when these are preceded by positive feedback, focused on observable behaviours, and are delayed until a positive relationship has been established.
- Feedback includes strengths, particularly in the early phases of the program. If the Counselling Trainee requests corrective feedback, add positive dimensions as well. People grow from strength, not from weakness.
- Make your feedback factual, specific, and observable. Corrective feedback should be relatively nonjudgmental.
- Feedback is most helpful when it is concrete and specific dealing with counselling skills and techniques. Not “Your attending skills were good” but “You maintained eye contact throughout, except for breaking it once when the client seemed uncomfortable.”
- Feedback often turns into evaluation. Stick to the facts and specifics, though the word relatively recognizes that judgment inevitably will appear in many different types of feedback.
- Avoid the words good and bad and their variations.
- Feedback should be lean and precise.
- It does little good to suggest that a person change 15 things. Select one to three things the Counselling Trainee actually might be able to change in a short time. You’ll have opportunities to make other suggestions later.
- Check how your feedback was received.
- The Counselling Trainee response can be a good indication of whether you were heard and how useful your feedback was. “How do you react to that?” “Does that sound close?” “What does that feedback mean to you?”

Adapted from: Ivey, A.E., Ivey, M.B., Bradford, M., & Zalaquett, C (2018). *Intentional Interviewing and Counseling: Facilitating Client Development in a Multicultural Society*, 9th edition. Publisher: Cengage Learning.

Guidelines for Receiving Feedback in Clinical Supervision - Expectations for Counselling Trainees

- Come to supervision prepared and ready to engage!
- Be receptive to opportunities for observation and feedback of professional practice (live or taped)
- Intentionally reflect upon the therapeutic skill you hope to develop and/or enhance through supervision
- Actively work with supervisor to develop goals for supervision and professional development
- Embrace feedback with an open mind as an opportunity to learn and enhance your skills
- Bring a willingness to reflect upon skills, personal feelings, approaches, and professional competence
- Work actively to minimize personal resistance
- Work collaboratively with supervisor to identify areas of strength and improvement
- Understand that the ability to seek/receive supervision and feedback is an essential competency in the field of counselling