



Master of Arts in Counselling Psychology

Supervisor Practicum Guide

Effective Spring 2026

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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 (PSYC7113)**. 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 client contact 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 must 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 (30 weeks in total), 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 (PSYC7203), 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 Temporary 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 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) 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. **Any exception will require consultation with and written approval from the Director of Field Training.** This guideline also applies to students in PSYC7203 Extension.

Note: An anticipated temporary student absence from a practicum site is not a withdrawal event. For information on withdrawal events, please refer to the *Early Placement Endings (Withdrawals and Resignations) and Site Discontinuations* section in this guide.

Unanticipated Temporary 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 (PSYC7113, PSYC7203) 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 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 faculty instructor will contact and consult with the supervisor about the situation. This guideline also applies to students in PSYC7203 Extension.

Note: An unanticipated temporary student absence from a practicum site is not a withdrawal event. For information on withdrawal events, please refer to the *Early Placement Endings (Withdrawals and Resignations) and Site Discontinuations* section in this guide.

University Term Breaks and Working at 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. Should students wish to continue to engage in practicum activities during the term breaks and continue to engage in direct client contact and indirect client contact hours at the practicum site, they may do so provided their practicum supervisor supports this plan. Additionally, students should continue to meet with their MACP approved supervisor for one hour each week during the weeks they work at the practicum site during the term break. Students and supervisors should be aware that the student's faculty instructor will not be available during the University term breaks (unless advised otherwise by the faculty instructor). However, the student's practicum coordinator will be available for consultation and support during this time.

Allocation of Practicum Hours

While it is expected and encouraged 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 not encouraged 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 5 (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 aim to acquire a minimum of 45 direct client contact hours of the required 200 direct client contact hours during the first 15 weeks of practicum (PSYC7113). 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 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, ethical, and safety 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 the 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 client contact hours.

As part of the entry-level counselling program, the primary objective of the placement should be

to cultivate foundational skills while utilizing modalities covered in the MACP program. This could include: Cognitive Behavioral Therapy (CBT), Person-Centered Therapy, Acceptance and Commitment Therapy (ACT), Dialectical Behavior Therapy (DBT), Motivational Interviewing (MI), Narrative Therapy, Adlerian Therapy, Solution-Focused Therapy (SFT), Gestalt Therapy, Emotionally Focused Therapy (EFT), Internal Family Systems (IFS), and Structural or Systemic Family Therapy. 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 centres, 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 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 years.

Practicum Sites in Home/Residential Settings

It is the University's expectation that if a practicum site is in a home or residential property setting (no matter what the property zoning), students will not be permitted to attend their placement in any capacity in person at the residential home location. For further clarification, MACP students will only be permitted to provide counselling services to clients or receive supervision (or support or training) of any kind from a site/staff member/site contact/approved supervisor (internal or external) of a home-based site via virtual or tele-mental health/online synchronous means.

This safety guideline is in place for all parties who may be involved in the practicum placement. Although incidents of assault and violence are rare, an emergency or serious issue could arise in a residential based site location that a student, staff member, site contact, or supervisor may not be sure how to handle.

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 additional professional liability and commercial general liability insurance riders. 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 counselling within and outside of the province of the practicum site.

Cross-Border 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 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 a student who resides outside of Canada, is required to provide written responses to the *Cross Border Practicums Viability Checklist Questionnaire*. The student's responses will be reviewed by the MACP Field Training team and a determination will be made as to the viability of the proposed practicum placement. The *Cross Border 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 Department of Field Training (via their practicum advisor or practicum coordinator) and seek special approval from the Director of Field Training 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 should 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 faculty instructor. When a practicum student perceives that a dual relationship with a client may not be avoided, the student will need to notify the Department of Field Training (via their practicum advisor or practicum coordinator) and get special approval from the Director of Field Training 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 Other Professionals

In counselling training, a dual or multiple relationship occurs when a student has more than one role with another individual within a practicum setting. These situations can lead to real or perceived conflicts of interest, and may adversely affect the student's experience, and impact professional boundaries or licensing.

Examples include relationships with individuals who have authority or oversight, such as site owners, managers, or supervisors, or with those the student knows personally or professionally, like former therapists, educators, employers, family members, or colleagues.

Students must avoid dual relationships that could compromise their professional integrity or lead to harm. If such a relationship cannot be avoided or becomes apparent at any time the student

must inform the Department of Field Training through their practicum advisor or coordinator. Approval from the Director of Field Training is required to ensure proper oversight.

This process includes safeguards such as clear role definitions, informed consent, consultation, and documentation to protect all parties and maintain ethical standards.

In any circumstance where a student is unsure if they may be in a potential dual relationship within their practicum setting, they must contact the Department of Field Training as soon as possible to obtain appropriate advice.

Advertising, Recruiting, or Marketing for Clients

Student profiles on practicum site websites must clearly indicate that they are an MACP Practicum Student. Students are permitted to advertise counselling services using third party websites (e.g., Psychology Today) after they have received written/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/email 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 email) 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: RP (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 instructors 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 conducted in the English language. 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.

Students Residing Outside of Canada

Supervisors are asked to consider the following in addition to all other YU requirements:

- Professional liability insurance purchased by the student is required for all practicum students. This requirement also extends to students residing outside of Canada. Insurance coverage should cover the student's online 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 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 reside during 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 students residing outside of Canada to solicit a formalized agreement from their prospective practicum site situated in 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.

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 (including any online location(s) if placement supports online synchronous counselling). 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.

On-Site/Virtual 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 in person or online. 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 on-site or by phone at all times when the student is working with clients. This applies to both on-site 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.

If a student is applying with two sites and/or supervisors, it is their responsibility to inform both parties of their practicum arrangements. Full transparency is required to ensure clear communication and alignment across all sites and supervisors involved.

Definitions of Practicum Site Categories

Primary Placement Sites meet all of Yorkville University MACP requirements for attaining both direct and indirect client 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 client 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.

Partial Placement Sites meet all of Yorkville University MACP requirements for attaining both direct and indirect client 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 require the use of extension groups to be written into the student academic plan, since attaining the required number of direct and indirect client contact hours will likely take longer.

Supplemental Placement Sites generally do not meet all of Yorkville University MACP

requirements for attaining both direct and indirect client 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, and the student is provided with Field Training approval to continue in practicum (see *Student Discontinuation/Termination from a Practicum Site* section of the manual), 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 centres, 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 Department of Field Training 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 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 MACP degree has been fully conferred.

Practicum Sites Offering Honorariums

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).

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** or working with a site/supervisor/client 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.

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. Practicum sites are welcome to examine the details of this coverage to determine if it is adequate and appropriate for their particular circumstances. If the proposed practicum site needs a copy of the insurance certificate or details of the insurance coverage, the authorized site contact may make a request via email to healthauthorityliaison@yorkvilleu.ca. Please note that Yorkville University and the MACP program do not carry WSIB insurance for students.

Practicum Site Insurance Requirements

Practicum sites must maintain both commercial general liability insurance and professional liability insurance with limits no less than five million dollars (\$5,000,000) per occurrence. Practicum sites must forward to Yorkville University a certificate verifying such insurance upon Yorkville's written request.

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 practicum. During 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.

It is the student's responsibility to ensure they secure and maintain a practicum supervisor who has the credentials required by the regulatory body or professional association they wish to be affiliated with after graduation. However, 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 the student can become a member of a particular regulatory body or professional association. Before you accept a student for a practicum placement (or change or add a second approved supervisor during practicum), it is recommended that you inform the student of your (or a replacement or additional supervisor's) credentials with regulatory bodies or professional associations.

While the University maintains formal Student Grievances and Appeals processes for certain types of academic decisions, determinations regarding practicum site and supervisor eligibility are not subject to further appeal beyond a Director-level review.

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.
- At least five years of extensive post-graduate clinical counselling/psychotherapy practice in one of the counselling professions. This includes Supervisors in Ontario.
- If the supervisor practices and/or supervises practicum students within the province of Ontario, then the supervisor must also meet the requirements for clinical supervisors in

Ontario as outlined by the [College of Registered Psychotherapists of Ontario \(CRPO\)](#). Please note: Supervisor applications submitted by the application deadlines in Fall, 2025 will be subject to upcoming changes to CRPO Clinical Supervisor Criteria commencing during the Winter 2026 quarter including completion of [CRPO's learning module on Clinical Supervision](#) and a 30 hour course in providing clinical supervision.

- **Professional licensure or registration.** The licensure or registration must reflect **active status in good standing** 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 a copy of their academic transcripts to the Department of Field Training.
- Non-RP (CRPO) supervisors in Ontario must ensure that any students in Ontario that they supervise possess Registered Psychotherapist (Qualifying) status with CRPO*.
 - Note*: The College of Registered Psychotherapists of Ontario (CRPO) has approved changes to the definition of substantial completion for individuals applying for registration with CRPO for Registered Psychotherapist (Qualifying) status. **Effective January 1, 2027**, applicants must meet all the following before applying to CRPO:
 - 100% of coursework completed.
 - Graduation within three months of application.
 - Minimum 125 direct client contact hours completed.
 - Minimum 30 clinical supervision hours completed.
 - Applicants will also be required to provide confirmation from their educational program that graduation will occur within three months of the application date.
 - Full details are available on the CRPO website: <https://crpo.ca/apply-to-crpo/how-to-apply/application-overview/>
 - This change has important implications for practicum students and supervisors:
 - Students will no longer be able to apply for RP (Qualifying) status prior to practicum.

- o Coursework and required direct client contact/clinical supervision hours must be completed before applying.
- o As a result, practicum students will need supervision by a CRPO-registered Registered Psychotherapist (RP) in order to practice the controlled act of psychotherapy.
- o Supervision solely by other regulated professionals (e.g., social workers, nurses, psychologists) will not meet CRPO requirements for practicing the controlled act unless the supervisor is also registered with CRPO or is in a co-supervision arrangement with a Registered Psychotherapist.
- o Given the implications to programs, practicum sites, and students, the change does not come into effect until January 1, 2027. Applicants can apply under the current definition as outlined on the Requirements for Applying to CRPO page until December 31, 2026.
- o **This will impact students applying in Fall 2026 for January 2027 practicums.**

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 host or supervise other currently enrolled YU MACP students due to potential conflict of interest situations that may arise. Similarly, faculty instructors in the Faculty of Behavioural Sciences at YU are also not permitted to host or supervise MACP practicum students at a practicum site.

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, 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.

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 would like to add an additional site to their 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 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. For students wishing to leave an existing practicum site or end an existing supervisory relationship, please refer to the *Early Placement Endings (Withdrawals and Resignations) and Site Discontinuations* section in this guide.

Students are required to copy their practicum coordinator on any written notice provided to a current supervisor, external supervisor (and site contact if supervisor is external). When submitting a change application form, students may not begin logging hours at a new location until the change form has been approved. While you are waiting for a change application form to be approved, you are still responsible for any ongoing coursework.

All new sites and supervisors must be approved in advance by the MACP practicum liaison. Each site must be listed on the MACP *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.
- Speak with their current site/supervisor and proposed site/supervisor about the proposed change to practicum to ensure they are informed and in agreement with the new arrangement.
- 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:

- Notify their practicum coordinator that a change in site/supervisor is required and the reason(s) why.
- Speak with their current site/supervisor and proposed site/supervisor about the proposed change to practicum to ensure they are informed and in agreement with the new arrangement.
- 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 Department of Field Training. Thereafter, the students can follow the application steps for “How to Apply with a site on the Practicum Portal *Practicum Site Locator*.”

Reminder: Students who are considering adding a second practicum site that is a health authority or with an organization that requires or involves an affiliation agreement, are asked to please be mindful of the extended timelines required for approval.

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 scheduled direct face-to-face individual/dyadic supervision** with the practicum student (this represents a minimum of 30 hours over the two practicum trimesters).

Please note: One 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.
- Provides at least 1 hour per week of scheduled direct face-to-face individual/dyadic supervision with the practicum student.
- Directly observes a minimum of 10 of their students' counselling sessions, providing constructive feedback and guidance as necessary. It is recommended that five observations be conducted during each practicum term. Additionally, at least one **direct individual counselling session** per term should be observed by the end of PSYC7113 and PSYC7203 to facilitate the completion of the Counselling Skills Scale.
- 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 meeting 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 behaviour.
- 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.
- If the practicum placement offers group supervision, this work must be facilitated by the approved practicum supervisor. Please note any group supervision hours do not count towards the required weekly individual/dyadic supervision requirement.

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 meeting 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 any outstanding practicum hours in SONIA.

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 PSYC7203 practicum courses (please see Brightspace, under Unit 1).

Direct Observation of Practicum Student

A minimum of 10 hours of direct observation of counselling sessions are required by an MACP-approved supervisor. It is recommended that five observations be conducted during each practicum term. Clinical work can be directly observed via direct observation of sessions, review of recorded audio or video sessions, co-counselling or co-facilitating. **In the case of reviewing a recorded session, a 15–20-minute clip followed by supervision on that clip for the remainder of the hour constitutes one direct observation hour.**

SONIA Log: The student will record the entry as either Direct Individual Counselling or Direct-Other, with a sub-activity of Direct Observation, based on the specific type of counselling activity observed. Students will add the Direct Observation subcategory to the existing Direct Client Hour entry that was recorded/ observed. This is not logged as an additional Direct Client Hour, as this would result in double counting.

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: For students with multiple approved practicum sites, each with an assigned supervisor, all supervisors are required to collectively observe and provide feedback on a minimum of 10 counselling sessions across both sites, ensuring the overall observation total meets the specified requirement outlined above.

When observing the student, supervisors should use the YU Counselling Skills Scale PSYC7113/PSYC7203 to provide feedback on their observation of student's clinical skills. The Counselling Skills Scale PSYC7113/PSYC7203 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. At least one ***direct individual counselling session*** per term should be observed by the supervisor by the end of PSYC7113 and PSYC7203 to facilitate the completion of the Counselling Skills Scale.

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 roles and responsibilities:

- Be responsible for ensuring all requirements of the practicum are being met by meeting with the 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 engaging 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 one 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 biweekly communication with the site contact to review

the student's on-site performance.

- Collaborate with the 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 *Clinical Supervision Requirements* section.
- If a situation ever arises where the external supervisor must end the supervisory relationship before the end of the two-trimester long practicum (PSYC7113/PSYC7203) or during PSYC7203 Extension, it is expected that reasonable notice will be given to the student and site contact to ensure that the student has sufficient time to secure a replacement, find an external supervisor, and/or end the practicum placement in a professional and collegial manner (i.e., provide reasonable notice to the site contact and practicum site so that appropriate transitioning activities can be carried out). In such a situation, external supervisors are strongly encouraged to notify the student as early as possible so that they may in turn notify their faculty instructor and practicum coordinator for support with planning accordingly.

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 counselling session with a client.

Supervision should include, but is not limited 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 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 meeting 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 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 site contact to review and monitor the student's daily performance.
- The student must have a minimum of 10 counselling sessions observed by their approved supervisor(s) by the conclusion of their practicum, providing constructive feedback and guidance as necessary. It is recommended that five observations be conducted during each practicum term. Additionally, at least one **direct individual counselling session** per term should be observed by the end of PSYC7113 and PSYC7203 to facilitate the completion of the Counselling Skills Scale. These observations should be arranged with the site contact if the external supervisor attends on-site, or video reviews should be arranged. It is essential to ensure that the site's confidential information remains protected at all times.
- The external supervisor should be consulted regarding what clients are appropriate for the

student's level of competency.

- The external supervisor should bring any concerns about a student's performance to the attention of the site contact as well as the Department of Field Training.
- 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 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 site contact, student, practicum coordinator and faculty instructor as early as possible. We request that the external supervisor provides reasonable notice (minimum of two weeks) to ensure continuity in client care and sufficient time for the student to secure an alternate approved supervisor.

Terms for the 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 site contact.
- The site contact and the external supervisor should review the student's supervision plan and arrange how the observation of video sessions will be conducted.
- The 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 site contact may be involved in:
 - Assigning the student appropriate clients (please refer to the 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 biweekly).
 - Allowing the student to observe the 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 site contact may also be responsible for being available in an emergency should one

arise. Should a concern arise, it is important for the site contact to reach out to the student's external supervisor as well as the Department of Field Training.

- When a 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 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.
- Approved supervisors 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/PSYC7203*. Both the *Supervisor Feedback Form* and *YU Counselling Skills Scale PSYC7113/PSYC7203* 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 meeting with the student and the student's faculty instructor near the end of the term. The purpose of this meeting 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 Supervisor Feedback Form and Counselling Skills Scale in SONIA.

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 (for the Formative Evaluation) and near the end of the second trimester (for the Summative Evaluation).

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 Practicum Course Lead and the Field Training leadership team 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 Supervisor 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 Supervisor 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 the formative 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.

A faculty 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 site contact 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 site contact 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.**

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 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 the supervisor, a student identifies that a recording will not be possible by Week 7-8 for their presentation in Week 10 (thus allowing 2 weeks for any re-recording as needed), a student will need to fill out and send the template below via e-mail to their practicum faculty instructor for approval by Week 5 of their practicum (cc'ing their supervisor and practicum coordinator 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/mock client session. Mock sessions are utilized for student learning only, such as in cases where direct observation of the counseling session is not possible. Mock sessions can only be recorded as indirect hours. Mock sessions do not include working with a client with whom you have a therapeutic relationship; therefore, these hours cannot be counted as direct client contact hours. To protect student privacy and confidentiality, other Yorkville students are not permitted to act as a mock client.

Template for Mock Session Approval

Student's name:

Term (PSYC7113/PSYC7203):

Site name:

MACP approved supervisor's 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.

Supervisor and Site Contact Professionalism

Supervision employs a form of authority over practicum students, and therefore any imbalance of

power could potentially lead to exploitation or harm to the student and jeopardize a healthy practicum experience. As such, supervisors and site contacts are expected to always act professionally toward students and adhere to the following guidelines:

- Create an open, safe, and encouraging supervisory environment.
- Deliver concrete, constructive, timely, and ongoing unbiased feedback.
- Avoid conflicting roles with students, such as dual personal–professional relationships or supervising and providing therapy to the same person.
- Sexual misconduct, undue influence, and abuse of students are unacceptable.
- Maintain confidentiality, subject to agreed-upon limits, of information provided by students.
- Make mandatory reports if students engage in unsafe practice. “Unsafe practice” does not refer to any mistake or error. It is an acceptable part of a student’s learning process to share and learn from mistakes. Rather, “unsafe practice” refers to professional misconduct or incompetence that places clients at risk.
- Supervisors need to have a heightened awareness of their own abilities and use of self to ensure that both they and their students are practicing within their areas of competence. Supervisors have an ethical responsibility to seek consultation or supervision of their own supervision when needed regarding transference or content that is not their specialty.

Along with supervisors, sites/site contacts involved in practicum placements are expected to always conduct themselves in a polite, respectful, and professional manner when dealing with practicum students as well as Yorkville University staff and faculty instructors. This would include abiding by all the policies and procedures as outlined in this guide, honouring the practicum contract or agreement (see sample Supervision Agreement & Guidelines in Appendix A), and responding to emails within a timely manner (48 hours). Students should not be placed under any obligation to commit or accept an employment offer from the practicum site until the student has been finalized for graduation.

Change in Contact Information for Supervisor or Practicum Site Contact

In the event of any changes or updates to contact details (such as email address, phone number, website, site name, etc.) for a practicum site or supervisor, it is requested that they promptly inform Yorkville University. It is important to acknowledge that varied time zones and schedules exist across the country, making email the primary means of communication. Please ensure that contact information remains current to prevent any disruptions in communication.

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 the 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 PSYC7113, students must have completed a minimum of 45 direct client contact hours of the required 200 direct client contact hours to complete the Formative Evaluation process.
- **Hours Not Guaranteed:** From time to time, and for a variety of reasons that may be beyond student, YU, or site control, students may not meet the required minimum of 400 hours by the end of the second trimester. In these situations, students will have the opportunity to join extension groups to attain the number of direct and indirect client contact hours required to meet graduation requirements.
- Yorkville University reserves the right to make changes to practicum hour requirements in accordance with industry standards across Canada.

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 direct client contact 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 Counselling. Facilitating less than half of a session would be recorded as "Observing other professionals" for indirect client contact hours in SONIA.

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 versus 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 client contact hours engaging in practicum site case management activities such as:

- Administrative calls or emails with clients (including appointment bookings or follow ups)
- Case conference or staff meetings, without client present
- Consultation with professionals at practicum site
- Individual supervision sessions (a minimum of 30 hours – one hour per week over the course of PSYC7113 and PSYC7203)**
- In-service trainings, if offered by the practicum site
- Observing or co-facilitating psychoeducational groups targeted more to universal versus 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 client contact hours in the program is 30 hours (one 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. Additionally, in cases of extended practicums, students will accrue more than the minimum required amount of supervision hours due to their extended practicum plan and requirement for ongoing weekly supervision.

Practicum Extension Groups

Practicum Extension Groups are offered to support students that require additional time to complete practicum hour requirements at the end of PSYC7203. Students eligible for a practicum extension may keep in mind the following:

- Students are advised to discuss with their practicum coordinator and faculty instructor any considerations and next steps to extend practicum, including the Summative Evaluation process and extension group sign up process.
- Students should plan in advance with their site(s) and supervisor(s).
 - If their site is unable to host an extended practicum, students should inform their practicum coordinator and faculty instructor at their earliest convenience to explore options.
 - If their site is able to host an extended practicum, students are encouraged to obtain written confirmation ahead of the extension term of the site(s) and supervisor(s) expectations: 1) if the student will be expected to extend for a specific period of time even if hour requirements are met sooner than the specified placement end date, or 2) if the student will only be required to extend until they have completed hour requirements.
 - In either case, students are required to leave their site(s) in a professional and collegial manner, including providing reasonable notice (i.e., two weeks) in situations where an extension placement end date is not defined at the start of the extension period. Please see section titled *Practicum Closing Activities*.
- Students must renew their liability insurance for the extended practicum and provide a copy to their practicum coordinator.
- Students must complete all academic requirements in PSYC7203, including the capstone.
- Students enrolled in a Practicum Extension Group will have the opportunity to meet with an assigned faculty instructor and their student group for two hours every other week over the 15-week term until they reach completion of all required Practicum hours. Students can be finalized once they have completed practicum hour requirements (or the agreed upon placement end date which could extend past the date when hour requirements are completed) and the Summative Evaluation with their extension faculty instructor.
- Students who require an absence from their practicum site **for more than one week** during extension will need to notify their practicum coordinator and faculty instructor of the anticipated absence and must provide their practicum coordinator with emailed

written permission from their site and supervisor. Please refer to the *Anticipated Temporary Student Absence from Practicum Site* and *Unanticipated Temporary Student Absence from Practicum Site* sections in this guide.

- Graduation may be delayed.
- All students who enter a Practicum Extension Group are subject to a \$300 fee per term, regardless of the duration of enrollment.

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 coordinator 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.
- Provides at least one hour per week of scheduled direct face-to-face individual/dyadic supervision with the practicum student (for a minimum of 30 hours over the two practicum trimesters).
- Directly observes a minimum of 10 of their students' counselling sessions, providing constructive feedback and guidance as necessary. It is recommended that five observations be conducted during each practicum term. Additionally, at least one direct individual counselling session per term should be observed by the end of PSYC7113 and PSYC7203 to facilitate the completion of the Counselling Skills Scale.
- 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 meeting 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 behaviour.
- 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 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.

- Reviewing the Formative and Summative Evaluations with the student.
- Participating in the Formative and Summative Evaluation online meeting 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 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.

Practicum Closing Activities

It is important for students to understand that clients assigned to them during the two-trimester long practicum belong to the site and supervisor. Unless specific arrangements have been made in writing with a practicum site and supervisor prior to the end of a placement, clients will continue to belong to the site/supervisor post practicum placement. **In situations where an external supervisor is involved, clients will continue to belong to the site post practicum**

placement unless otherwise contemplated by a practicum agreement and approved by the site.

At the end of practicum, students must leave their site(s) in a professional and collegial manner. Students must consult with their practicum site(s) and supervisor(s) to ensure appropriate transitioning activities are made at the site(s) 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.). Any concerns raised by the student's practicum site(s) or supervisor(s) regarding transitioning activities, including the solicitation of clients without authorization, will be considered by way of addendum to the supervisor's final evaluation, and may delay or impact a student from being finalized for graduation by the University.

The above guidelines also apply to students in Practicum Extension Groups.

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 practicum site'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 faculty instructors are under no obligation to provide recommendations or references. (Note: Faculty 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).

Additional Suitability and Professional Conduct Requirements

In accordance with the ethical standards and professional expectations of applicable regulatory bodies, including the College of Registered Psychotherapists of Ontario (CRPO) and the Canadian Counselling and Psychotherapy Association (CCPA) students are required to disclose to the Department of Field Training prior to the start of practicum and on an ongoing basis, any past criminal convictions, current investigations, or other legal matters that may affect their suitability to practice as a clinical psychotherapist. Students must also report any administrative reviews/proceedings, current or concluded, as well as findings or disciplinary outcomes from previous employment or from memberships in professional, volunteer, or academic institutions, whether or not they are related to the field of psychotherapy.

All disclosures must be complete, accurate, and updated on an ongoing basis should new information arise. This information is required to ensure that students entering practicum uphold the standards of professional integrity, safety, and ethical conduct expected in clinical training environments. Disclosures will be reviewed by the Department of Field Training, in consultation with the Office of Student Rights and Responsibilities (OSRR) and relevant program leadership as appropriate, and any failure to disclose or to comply with these requirements will be considered a potential breach of the Code of Conduct and/or the Professional Suitability Policy and will be addressed in accordance with those policies, up to and including non-academic dismissal.

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.

Client Information, Confidentiality, Online Apps & AI

MACP program students at Yorkville University must prioritize the ethical and legal management of client information in all aspects of their academic and clinical work. In Canada, privacy legislation such as the *Personal Health Information Protection Act* (PHIPA) in Ontario and the *Personal Information Protection and Electronic Documents Act* (PIPEDA) at the federal level govern how personal and health information must be collected, used, and disclosed. These laws emphasize **informed consent**, **data minimization**, and **secure storage**.

When recording client sessions for supervision or academic purposes, Canadian privacy laws and Codes of Ethics/Professional Practice Standards at all registration bodies require students to maintain the privacy and confidentiality of clients. This means that students must ensure that clients provide consent to receiving professional services via a specific electronic communication technology and make plans to protect any client information collected or stored

using secure encrypted platforms only. Students must also ensure that their professional liability insurance covers electronic practice.

When editing video clips of client sessions for supervision or academic purposes, students must ensure that all identifying information is removed or that explicit consent has been obtained. Mishandling such data not only violates legal standards but also breaches the Code of Ethics at all registration bodies, which underscores confidentiality as a foundational principle.

The integration of generative AI tools to summarize client meetings or clinical notes introduces both opportunities and risks. While these tools can enhance efficiency, they must be used with extreme caution. Ethical AI use requires compliance with privacy legislation, transparency about data handling, and ensuring that AI platforms do not store or repurpose sensitive information.

Students must positively verify that any AI tool used is compliant with Canadian privacy standards and ideally operates locally or with end-to-end encryption. The Canadian Counselling and Psychotherapy Association's (CCPA's) technology guidelines also stress the importance of competence in using digital tools and obtaining informed consent when technology is involved in client care. Using AI without these safeguards could result in unintentional breaches of confidentiality and professional misconduct.

Yorkville University's MACP program outlines clear expectations for ethical conduct, including the responsible use of technology in practicum and academic settings. Students are expected to demonstrate sound professional judgment, particularly when handling client data or engaging in online activities. **The University's Professional Suitability Policy & Procedures highlight that breaches of confidentiality or misuse of client information, whether through AI tools, video editing, or digital storage, can lead to disciplinary action.** To support ethical practice, students should seek expert advice in evaluating the privacy features of online apps and AI tools.

Scheduling Practicum Hours

Please use Supervisor wording for both: Supervisor: When scheduling practicum hours, students must ensure they schedule their time at the practicum site 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 (PSYC7113 and PSYC7203)

After successful completion of all academic coursework, during the final two trimesters of the MACP program, students will be enrolled in the **PSYC7113** (first trimester) and **PSYC7203** (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 PSYC7113 and PSYC7203, 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 PSYC7113 and PSYC7203 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 1 of PSYC7113.

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 faculty 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 Instructor Formative Evaluation in order to pass PSYC7113. Students must also

successfully complete a minimum of 45 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, a check-in meeting will be held at the end of the first trimester of the PSYC7113 practicum course by the faculty instructor, with feedback from the supervisor and students will receive a grade of Incomplete (I) for PSYC7113 until the Formative Evaluation has been completed. Any concerns noted during the check-in meeting will be relayed to the student's practicum coordinator.

- **Faculty Instructor Summative Evaluation:** A Summative Evaluation will be conducted at the end of the second trimester of the PSYC7203 practicum course 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 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 or Practicum Liaison of Practicum Disruptions 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 or the Practicum Liaison of Practicum Disruptions 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. 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 regarding how to appeal can be found via the links below, which you can also find on the YU Resources page at: <https://www.yorkvilleu.ca/resources/>

- Student Grievances and Appeals Policy: <https://www.yorkvilleu.ca/wp-content/uploads/2025/05/09.1-Student-Grievances-and-Appeals-Policy.pdf>

- Student Grievances and Appeals Procedures: <https://www.yorkvilleu.ca/wp-content/uploads/2024/08/Student-Grievances-and-Appeals-Procedures-May-2023.pdf>

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 (i.e., two weeks) to end their placement and should keep supervisors/site contacts informed throughout this process. The Department of Field Training will also notify the student's approved supervisor.

Student requests to add, change, or withdraw from a practicum site while a No Pass decision is being appealed will not be approved, unless authorized by the Director of Field Training. For further clarification, requests to add, change, or withdraw from a practicum site (or the practicum course) that are made in anticipation of or following an academic No Pass, will not be approved unless authorized by the Director of Field Training.

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 Academic 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 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 does not pass the Faculty Instructor Formative/Summative Evaluation, the faculty instructor will notify and consult with the Associate Director of Practicum Sites and Practicum Liaison of Practicum Disruptions 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 Registrar's Office will be in contact with the next steps, including instructions for course withdrawal and appeals information. 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 regarding how to appeal can be found via the links below, which you can also find on the YU Resources page at: <https://www.yorkvilleu.ca/resources/>

- Student Grievances and Appeals Policy: <https://www.yorkvilleu.ca/wp->

[content/uploads/2025/05/09.1-Student-Grievances-and-Appeals-Policy.pdf](https://www.yorkvilleu.ca/wp-content/uploads/2025/05/09.1-Student-Grievances-and-Appeals-Policy.pdf)

- Student Grievances and Appeals Procedures: <https://www.yorkvilleu.ca/wp-content/uploads/2024/08/Student-Grievances-and-Appeals-Procedures-May-2023.pdf>

If a student accepts the No Pass (Fail) grade or an appeal is denied, the student will receive an email/letter from the Associate Director of Practicum Sites or the Practicum Liaison of Practicum Disruptions 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 behaviour 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. 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, there are concerns related to the student's practicum experience, students and supervisors (as well as site contacts and faculty instructors) are proactively expected to reach out to the student's practicum coordinator to address potential issues early on before they develop into larger problems. For students, this process would include receiving any verbal or written feedback/warnings expressing concerns regarding skill deficits or ethical, professional, or conduct issues in the student's practicum experience.

Based on the above expectations, if at any time the student believes their relationship with their supervisor(s), faculty 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 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 meeting 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

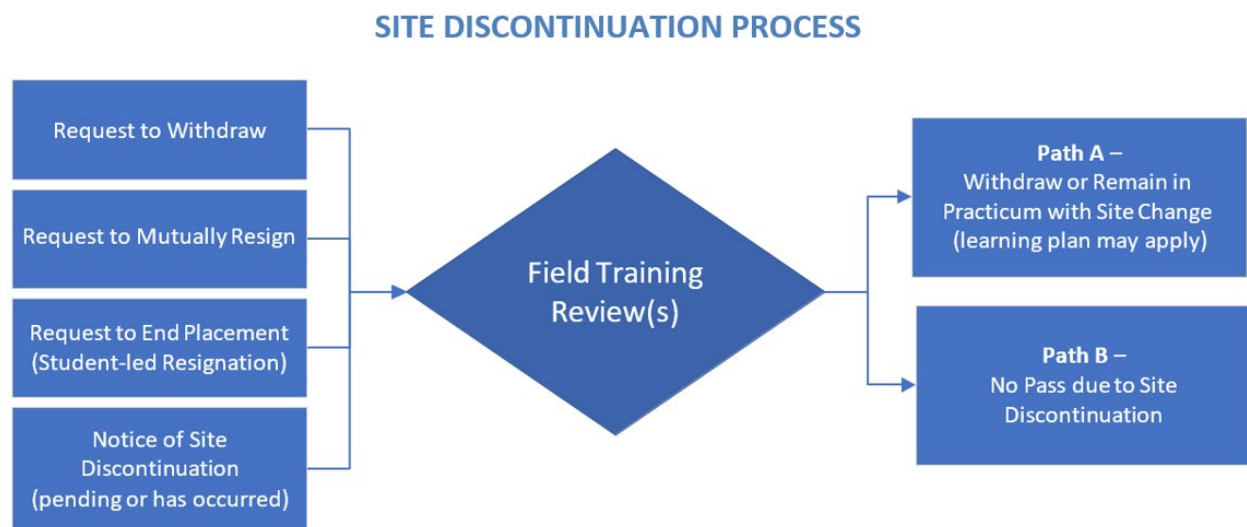
and discuss the concerns.

- If more support is needed, the practicum coordinator, supervisor(s), faculty instructor or site contact may contact the Director of Field Training and/or the Associate Director of Practicum Sites for consultation and support.

Conflict and conflict resolution are naturally occurring events in both personal and professional relationships. Working through conflicts that may arise during practicum can help students develop greater self-awareness and confidence as well as provide practice in conflict resolution – an important skill to learn as a counsellor.

EARLY PLACEMENT ENDINGS (WITHDRAWALS AND RESIGNATIONS) AND SITE DISCONTINUATIONS

Any practicum disruption that involves a student’s practicum placement ending early – before the end of the two-trimester long practicum (PSYC7113 and PSYC7203) or during PSYC7203 Extension – will be considered as part of the Department of Field Training’s site discontinuation process:



A **site discontinuation** includes situations involving a supervisor (internal or external) terminating the supervisory relationship.

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. Recordings are for organizational purposes only for student management, and on that basis, will be kept private and confidential, and will not be shared with any party.

Requests to Withdraw from Practicum

Whenever a student must leave their practicum site(s) before the end of PSYC7113 or PSYC7203, or during PSYC7203 Extension, they must do so in a professional and collegial manner.

Students seeking to withdraw from practicum must first consult their supervisor(s) and site contact(s) at their practicum site(s) to discuss and agree upon the student's request to end the practicum placement(s) early. The student must also contact their practicum coordinator and faculty instructor to inform them of the reason(s) for requesting to leave their site(s) early / withdraw from practicum (e.g., life events, such as a medical issue, family situation or emergency, etc. where a student may need time away from practicum).

When possible, formal notification to the practicum site(s) and supervisor(s) will be required including: reasonable notice to end the placement (i.e., two weeks); 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. Students must copy their practicum coordinator on any correspondence to the site(s) and supervisor(s) regarding leaving the practicum placement(s) early. Please refer to the *Practicum Closing Activities* section in this guide for more information.

The student's practicum coordinator will then reach out to their site(s) and supervisor(s) to request **written confirmation** of support of the withdrawal request and the early placement ending circumstances including practicum experience feedback*.

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.

Once the withdrawal request has been reviewed by the Field Training leadership team and approved by the Director of Field Training, and the student has received confirmation of the withdrawal approval in writing, the student will then be instructed to complete a **Course Withdrawal Form**. This form will be provided to the student by their practicum coordinator.

Should the student require additional time away from practicum beyond the initial/approved withdrawal term, a **Placement Hold Request** ticket will be required (valid for one term only). Students must submit a new Placement Hold Request ticket for each subsequent term in which they are eligible for practicum and do not continue in practicum **up to a total of three holds (or one calendar year)**.

Students may not withdraw (involving a student-led resignation/early placement ending) in order to avoid an academic No Pass or site discontinuation (termination) and **all withdrawal requests will be reviewed by the Department of Field Training before being approved**.

Students are reminded that all course work must be completed within five years of program start. Those who exceed five years will be withdrawn from the program.

Mutual Resignation at a Practicum Site

Mutual resignations occur when a student and supervisor/site contact mutually agree to end a practicum placement early 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/site contact 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 has 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.

A student must reach out to their practicum coordinator and faculty instructor to discuss any mutual resignations being contemplated during PSYC7113, PSYC7203, or PSYC7203 Extension and must copy their practicum coordinator on any correspondence to the supervisor or site regarding a mutual termination. Please refer to the *Practicum Closing Activities* section in this guide.

The practicum coordinator will offer an online meeting with all parties (student, supervisor(s), faculty instructor, site contact) to review and discuss the mutual resignation. The practicum coordinator will then request the supervisor/site contact and student to provide a **required letter** to document the mutual resignation under consideration, written on agency letterhead, dated and with handwritten signatures, providing the specific reasons for the mutual resignation request and a statement that there are no concerns* (i.e., no skill deficit or ethical, professional, or conduct issues pending with the practicum experience).

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 and may require the student 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 Field Training.

Any instance of a mutual resignation will trigger a review process by the Field Training leadership team to identify if there are competency deficiencies that need to be addressed. If the mutual resignation request is approved by the Director of Field Training, the student will receive confirmation and conditions of the approval from their practicum coordinator in writing.

A student is not permitted to end a relationship with a practicum site, supervisor (internal or external) OR attend a new practicum site without Field Training approval.

As per the MACP Concurrent Academic Components policy, if a student has been approved by the Director of Field Training to end their relationship with a current primary site, absent of an existing second approved primary site, the practicum student will have two weeks from ending a placement to add a replacement primary site. If the student is unable to find a new practicum site within the two-week timeframe, they will need to withdraw and re-apply. If a student needs to withdraw, they will be required to connect with their practicum coordinator.

Mutual resignations resulting in an approval to change practicum sites: When submitting a change application form (refer to the *Changing or Adding Practicum Sites/Supervisors* section of

this guide), students may not begin logging hours at a new location until the change form has been approved. While students are waiting for a change application form to be approved, they are still responsible for any ongoing coursework.

The MACP 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. This means that any shortfall in required weeks due to the site discontinuation/mutual resignation will need to be completed which may extend a student's graduation timeline (refer to the *Practicum Extension Groups* section of this guide).

Student-led Resignation from a Practicum Site

Similar to a mutual resignation, a student must reach out to their practicum coordinator and faculty instructor to discuss any student-led resignation(s) being contemplated. A student-led resignation from a practicum site **should only be contemplated** if a mutual resignation has been pursued by a student but not accepted by the practicum site and/or supervisor, AND the student has received **written support*** from their practicum coordinator to proceed with a student-led resignation.

Note*: Written support means that the student has received the go ahead from Field Training to pursue a student-led resignation request. Written support does not constitute the review process conducted by the Field Training leadership team nor does it imply approval of the student-led resignation from the Director of Field Training.

Formal notification to the practicum site and supervisor(s) will be required including: reasonable notice to end the placement (i.e., two weeks); 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. Students must copy their practicum coordinator on any correspondence to the site and supervisor regarding a student-led resignation. Please refer to the *Practicum Closing Activities* section in this guide.

After the student has provided their site and supervisor with formal notification to end the placement early, the student's practicum coordinator will then reach out to their site and supervisor to offer a meeting to all parties and request **written acknowledgement** of the student-led resignation request including the early placement ending circumstances and practicum experience feedback*.

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 and may require the student 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 Field Training.

Any instance of a student-led resignation will trigger a review process by the Field Training leadership team to identify if there are competency deficiencies that need to be addressed. If the

student-led resignation request is approved by the Director of Field Training, the student will receive confirmation and conditions of the approval from their practicum coordinator in writing.

A student is not permitted to end a relationship with a practicum site, supervisor (internal or external) OR attend a new practicum site without Field Training approval.

As per the MACP Concurrent Academic Components policy, if a student has been approved by the Director of Field Training to end their relationship with a current primary site, absent of an existing second approved primary site, the practicum student will have two weeks from ending a placement to add a replacement primary site. If the student is unable to find a new practicum site within the two-week timeframe, they will need to withdraw and re-apply. If a student needs to withdraw, they will be required to connect with their practicum coordinator.

Student-led resignations resulting in an approval to change practicum sites: When submitting a change application form (refer to the *Changing or Adding Practicum Sites/Supervisors* section in this guide), students may not begin logging hours at a new location until the change form has been approved. While students are waiting for a change application form to be approved, they are still responsible for any ongoing coursework.

The MACP 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. This means that any shortfall in required weeks due to the site discontinuation/student-led resignation will need to be completed which may extend a student's graduation timeline (refer to the *Practicum Extension Groups* section of this guide).

Student Discontinuation (Termination) from a Practicum Site

If a practicum site or supervisor, 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 mutual/student-led resignation request*), the student must contact the practicum coordinator and faculty instructor **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 and supervisor. The practicum coordinator will then notify the Director of Field Training and the Associate Director of Practicum Sites.

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 Department of Field Training of such action.

The practicum coordinator will gather written information about the site discontinuation from the student, the 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 Field Training and the Associate Director of Practicum Sites.

The practicum coordinator will request the supervisor and site contact to provide a **required discontinuation (termination) letter within five business days of providing notice**, 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, supervisor, or student).

The letter must include the student's effective date of site discontinuation, which means the student's last day on site or in placement with the site. In cases of supervisory relationship termination, the effective date would be the last date of supervision support. In both cases, this date can be immediate or set for a future time to allow for closing activities, but it should not exceed two weeks. This timeframe gives the student the opportunity to participate in any necessary offboarding activities and return any office belongings. If external supervision is involved in a supervisory relationship termination, the external supervisor is requested to give reasonable termination notice to the site contact as well as the student.

The required site discontinuation (termination) letter (to formalize/document the ending of the practicum placement) **will be shared with the student*** at the time they are notified of the next steps. 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 supports or skills a student may need moving forward can be accounted for in a learning plan, if applicable.

Note*: As a general note, beyond the site discontinuation letter, any communication Yorkville receives directly from a student's practicum site or supervisor cannot be shared with the student unless the site or supervisor gives explicit consent.

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 Field Training 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, the Practicum Liaison of Practicum Disruptions, and the faculty 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 or the Practicum Liaison of Practicum Disruptions 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 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 regarding how to appeal can be found via the links below, which you can also find on the YU Resources page at: <https://www.yorkvilleu.ca/resources/>

- Student Grievances and Appeals Policy: <https://www.yorkvilleu.ca/wp-content/uploads/2025/05/09.1-Student-Grievances-and-Appeals-Policy.pdf>
- Student Grievances and Appeals Procedures: <https://www.yorkvilleu.ca/wp-content/uploads/2024/08/Student-Grievances-and-Appeals-Procedures-May-2023.pdf>

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 **at the discretion of the Appeals team and/or the Director of Field Training**. Under this scenario, if the student has an additional approved practicum site in place, and the Director 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 and supervisor 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 OR SOLICIT any clients that they worked with throughout practicum.**

Student Confidentiality After Site Discontinuation

Please note that following the discontinuation date and/or the student's last date on site, the student is no longer affiliated with the site/supervisory relationship, and any further sharing of the student's events at Yorkville University would breach student confidentiality. Should the student choose to disclose information themselves after this date, it would be their autonomous decision. If the Office of Student Rights and Responsibilities (OSRR) is involved, they may request a voluntary interview with the supervisor or site contact to discuss their experiences. Additionally, the Field Training leadership team may occasionally contact sites/supervisors after a site discontinuation to gather information about their experiences with the student.

STUDENT DEVELOPMENT COMMITTEE

The Student Development Committee (SDC) offers supportive, non-punitive opportunities for students to reflect on and learn from challenges that arise during their practicum experiences. When a student is discontinued (terminated) from a practicum site and the Director of Field Training determines that the discontinuation resulted from deficiencies in one or more core competencies required to practice counselling and psychotherapy, the Director of Field Training may require the student to participate in competency remediation provided by the 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.

Engagement with the SDC is both a procedural requirement and an opportunity for professional growth and development. These moments are not only administrative in nature but also serve as valuable opportunities for insight, growth, and change. Participation in the SDC process requires students to reflect on their practicum experiences, articulate their perspectives, and identify areas they wish to strengthen as they progress in their professional development. Students are expected to consider in advance the types of support, resources, or goals that will assist them in strengthening their competencies. Preparedness in this regard ensures that SDC involvement remains purposeful, focused, and aligned with the student's professional development needs.

Definition of "Competency" for Purposes of Competency Remediation Plans: MACP students may be found to be deficient in knowledge or skills related to:

- 1. Professional Ethics**

Implement ethical principles, relevant Codes of Ethics, and Standards of Practice to guide responsible decision-making in counselling and psychotherapy practice.

- 2. Cultural and Social Responsiveness**

Apply equity and culturally informed counselling practices in diverse Canadian contexts that reflect sensitivity and humility.

- 3. Relational and Therapeutic Engagement**

Demonstrate foundational therapeutic engagement by building effective relationships through interpersonal competence, relational attunement, and therapeutic rapport across diverse counselling contexts and client interactions.

- 4. Assessment and Intervention Skills**

Implement effective counselling strategies through assessment, case conceptualization, intervention, client feedback, and evidence-informed planning.

- 5. Research and Scholarship**

Critically evaluate and apply research findings and scholarship to inform evidence-based practice.

- 6. Communication and Documentation**

Communicate effectively across all professional communications, while maintaining accurate and appropriate digital and physical records using technologies in alignment with legal and ethical standards.

7. Self and Supervised Practice

Integrate self-awareness and professional growth through safe and effective use of self, reflective responses to supervision, and development of counsellor identity.

PROFESSIONAL BEHAVIOUR DURING PRACTICUM PLACEMENTS

If a student is believed to have violated the MACP Professional Suitability Policy, the University's Student Code of Conduct, or any other University policy related to student conduct during their practicum placement, the following steps will be taken:

1. Reporting Concerns

Concerns about student behaviour or practice may be raised by:

- a. The practicum supervisor or any staff member at the practicum site.
- b. The student's faculty instructor or coordinator.
- c. A member of the Department of Field Training.

2. Filing an Incident Report

The Director of Field Training will submit an Incident Report to the Office of Student Rights and Responsibilities (OSRR). The OSRR will initiate an assessment and investigation in accordance with the procedures outlined in the relevant University policy.

3. Immediate Discontinuation of Placement

Upon filing the Incident Report, the student's practicum placement will normally be discontinued (ended) pending the outcome of the investigation. The student will receive notification from the Department of Field Training.

4. Notification and Remediation

The Director of Field Training will notify the student if:

- a. The circumstances align with competency remediation is required via the MACP Student Development Committee or,
- b. A referral to the OSRR is deemed necessary.

5. Restrictions on Reapplication

A student **may not** re-enroll in a new practicum course, submit a new application, continue with an ongoing application, or continue at a secondary practicum site, until:

- a. The OSRR investigation has been completed, and

- b. The student has received specific written confirmation directly from the Director of Field Training that they are eligible to reapply.

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 scheduled direct face-to-face individual/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 10 counselling sessions and provide written feedback and guidance to the student as necessary, with at least five observed sessions recommended in each trimester of practicum. Clinical work can be directly observed via direct observation of sessions, review of recorded audio or video sessions, co-counselling or co-facilitating. In the case of reviewing a recorded session, a 15-20-minute clip followed by supervision on that clip for the remainder of the hour constitutes **one direct observation hour**. 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 in an online meeting 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 site supervisor or other appropriate practicum site professionals in the initial stages of practicum.
- Arranging for the student to co-facilitate with the site supervisor or another appropriate practicum site professional in the initial stages of the practicum.
- Discussing the student's counselling performance observed by the site 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 meeting 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 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 meeting with all appropriate parties (student, supervisor(s), faculty 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), faculty instructor or site contact may contact the Director of Field Training and/or the Associate Director of Practicum Sites for consultation and support.

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 behaviour, 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.