



# **Master of Arts in Counselling Psychology**

## **Supervisor Practicum Guide**

**Effective Summer 2023**

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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 (Practicum I)**. The counting of time at the practicum site begins on the first day of the first trimester practicum term.

Students are permitted to volunteer at potential practicum sites provided there are clear parameters established at the practicum site regarding the role of the volunteer and the role of the practicum student (i.e., in a volunteer role, students are **not permitted to log direct or indirect hours and should not be seeing clients in a counselling role** as this could have ethical/legal/insurance ramifications).

### **Dates of Attendance at Practicum Sites**

The practicum is two trimesters long (15 weeks each), spanning 7.5 months. During any term of practicum, students are expected to be present at their practicum sites for all 15 weeks of each trimester, even if they have accumulated all required hours before that time. Students will remain at their practicum site until the end of the second trimester (Practicum II), which is generally the second full week of August, December, or April. There is typically a two-week University term break at the midpoint between each academic trimester; however, the site may determine if this is an appropriate time for the student to take a break from the practicum site or not.

### **Anticipated Student Absence from Practicum Site**

Students must discuss with their Site Supervisor and receive permission for any anticipated absence from the practicum site from their Site Supervisor in advance of the day(s) of anticipated absence. Students must also notify their Practicum Coordinator and practicum Faculty Instructor of the anticipated absence and must provide the Site 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 (Practicum I and Practicum II) will not receive a passing grade for the term. Students seeking an exception to this policy should discuss this in advance with their Faculty Instructor and Practicum Coordinator.

### **Unanticipated Student Absence from Practicum Site**

If an extreme or unanticipated situation arises that results in students being absent from the practicum **for more than one week** in any 15-week trimester term (Practicum I and Practicum II) for reasons such as severe storms, fires, or national security measures (e.g., COVID-19 pandemic lock downs) that close the practicum site for several weeks, the student must reach out to their practicum Faculty Instructor and Practicum Coordinator to discuss the situation and

identify next steps on how the situation should be addressed. The Practicum Coordinator and/or the practicum Faculty Instructor will contact and consult with the Site Supervisor about the situation.

### **Students Taking a Break from Practicum**

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

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

### **University Term Breaks and Working at Practicum Site**

Students should discuss and make necessary arrangements with their practicum Site Supervisor 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 Yorkville University 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 Site Supervisor supports this plan. Additionally, students should continue to meet with their MACP approved Site Supervisor for one hour each week during the weeks they work at the practicum site during the term break. Students and Site Supervisors should be aware that the student's practicum 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 Site Supervisor (based on the Site Supervisor's assessment of the student's abilities), please keep in mind the following guidelines:

- Students are 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 five (sooner for those students with previous experience and possibly longer for students with no previous experience). *Note: We encourage Site Supervisors to provide student(s) with ample opportunities to observe other professionals in the initial stages of the practicum.*
- Students should acquire a minimum of 60 direct client contact hours of the required 200 direct client contact hours in the first 15 weeks of practicum (trimester one) for the student to receive a passing grade for trimester one and to proceed to trimester two of the Practicum course. Additionally, the 60 direct client contact hours will ensure their Site Supervisor can properly provide feedback to the practicum Faculty Instructor near the end of the first trimester term.

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.

YU expects that MACP students will be provided with:

- A full orientation to the site and its policies and procedures.
- A safe and healthy work environment.
- A space or location that upholds confidentiality for face-to-face contact with clients including virtual counselling.
- Guidance and information related to providing tele-mental health counselling, including but not limited to the site’s technological and ethical protocols.
- Adequate workspace for completing progress notes, reports, and other related activities.
- Appropriate storage space for all client files.

### **Advertising, Recruiting, or Marketing for Clients**

Students are permitted to advertise counselling services using third party websites (i.e., Psychology Today) after they have received written permission (i.e., via email) from their

approved practicum Site Supervisor. If students are working with an external practicum Site Supervisor, students must receive written permission from an onsite managing member at the practicum site (i.e., 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 your profile on a third-party advertising portal, please identify yourself as an MACP Practicum Student (or choose LPC Intern or Pre-Licensed Professional from the drop-down menu pertaining to your Mental Health or Counselling role).
- As per the protocol for third party advertising on the MACP Practicum Portal, the location, address, and phone number/e-mail address that you provide will be the location, address, and phone number/e-mail address of your practicum site. After obtaining written approval, liaise with your practicum Site Supervisor to confirm the correct information, especially the site contact information (phone number and/or e-mail) to be used for the advertisement.

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

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

#### Sample Template for Wording:

I am currently a Master's level MA in Counselling Psychology practicum student who is qualified to practice onsite under the clinical supervision of an approved practicum Site 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.

### **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 or other forms of alternative or highly specialized therapies). Therefore, it is important for students and Supervisors to be mindful of the fact that practicum plans which may involve such therapies cannot count towards the MACP practicum direct client contact hours, even if the student or Supervisor has previous training in these areas of practice. **Students may only observe alternative or highly specialized therapies being performed by other professional counsellors/practitioners and may only count these observation times as Indirect Contact hours.**

## **Avoiding Dual Relationships**

### **Practicum Student and Practicum Supervisor**

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

Because supervision employs a form of authority over practicum students, this imbalance of power can potentially lead to exploitation or harm to the student and jeopardize a healthy practicum experience for the student.

Practicum students cannot be supervised by their former or current therapist or by anyone who has served, or currently serves, as an employment manager or supervisor, coworker, educator, mentor, or anyone who has any direct reporting alignment at the student's place of employment. Students must not enter a supervisory relationship with a family member and/or a friend.

During supervision, a student may disclose to a Site Supervisor that they are 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 Site Supervisor, it is important that the student and the Site 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 Site Supervisor to refer the student to another independent counselling source.

In some isolated or smaller communities, avoiding a dual relationship between Site Supervisor and student may be 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 Site Supervisor perceives that a dual relationship may not be avoided,** the student will need to notify the Field Training department (via their Practicum Advisor or Practicum Coordinator) and get special approval from the Associate Dean 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 no exploitation occurs.



## Practicum Student and Clients

In the counselling profession, a dual relationship refers to any situation where multiple roles exist between a counsellor trainee and a client. Examples of dual relationships are when the client is also a student, friend, family member, co-worker, employee, business associate of the therapist or the spouse, parent, or sibling of an existing client. Practicum students make every effort to avoid dual relationships with clients that could impair their professional judgment or increase the risk of harm or unethical treatment of clients.

If the potential for a dual relationship arises, practicum students must immediately discuss the situation with their Site Supervisor and/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 Field Training department (via their Practicum Advisor or Practicum Coordinator) and get special approval from the Associate Dean 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 no exploitation occurs.

Students must not develop sexual, romantic, or intimate interactions or relationships with their clients, past or present.

## 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:

- Orientation to the practicum site's policies and procedures (including safety plan), and client file maintenance system.
- Approximately a minimum of 13.5 onsite practicum hours per week for two full trimesters.
- Opportunities for the student to observe some sessions conducted by the Site Supervisor or another qualified site professional, with permission of client.
- Opportunities for the student to co-facilitate some sessions with a Site 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.
- Opportunities to have the Site 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).

### **Home and/or Community Visits**

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 Site Supervisor.

If the Site Supervisor would like to assign the student a client who requires home visits, they **must contact the student's assigned Practicum Coordinator** to discuss what safety precautions are required to be in place. Offering services through home visits must be an exception and not a regular part of the student's practicum experience. The student must also be comfortable with this arrangement. In this instance, practicum Site Supervisors will be asked by a YU Practicum Liaison to complete a signed document confirming adherence to required guidelines.

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.

### **Language Requirement**

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

- The Site Supervisor must be able to speak English to provide feedback for the Faculty Instructor's evaluation of the student.
- 50% of the counselling sessions with clients must be conducted in the English language.
- All recordings required for practicum course student case presentations must be conducted in the English language, with both the student and client speaking English.

## Other Off-site Client Visits

It is the expectation of the University that students will see clients at their practicum site or via tele-mental health counselling, and not in other locations not approved by the University. If the Site Supervisor wants to assign the student a client who requires off-site visits, he or she **must contact the student's assigned Practicum Coordinator** to discuss the circumstances and the necessary safety precautions required. Offering services off site must be an exception and **not** a regular part of the student's practicum experience.

## Physical Workspace-Onsite

For face-to-face practicum experiences, it is expected that the student will be provided by the site with:

- A safe and healthy work environment.
- A private meeting space in which to counsel clients.
- Adequate workspace for completing progress notes, reports, and other related activities.

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

## Safety During Practicum

### Orientation of Site Safety Procedures and Protocols

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

### Onsite Safety for Students and Clients

Although incidents of assault and violence are rare, an emergency or serious clinical issue may arise during a session that a student may not be sure how to handle. Therefore, it is important to ensure that students have immediate supervision and support available to them at all times when providing counselling services. For this reason, the approved practicum Supervisor must be fully

aware of the student's client session schedule in advance and must be available either onsite or by phone at all times when the student is working with clients. This applies to both onsite and external Supervisors. If the approved practicum Supervisor is not available, they must ensure there is another fully qualified professional available to provide the support and supervision, if needed.

## **Tele-Mental Health Counselling**

Tele-Mental Health counselling is now an acceptable and approved delivery model for students to engage their clients. The site is responsible to make sure students have all they need to be successful when engaged in tele-mental health 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 and student should discuss protocols for ensuring client's confidentiality and privacy are in place and followed when providing tele-mental health counselling. It is also prudent to review Canadian telehealth regulations related to engaging in tele-mental health within and outside of the province of the practicum site.

## **SITE SUPERVISOR REQUIREMENTS**

### **Eligibility of Site Supervisor**

All Site Supervisors and practicum sites must be officially approved by the MACP Department of Field Training prior to students beginning the practicum. During the practicum, students may work with different professionals within an agency, but the approved (onsite or external) Site 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 Site 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.

It is the student's responsibility to ensure they secure and maintain a practicum Site 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 Site 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 Site Supervisor during practicum), it is recommended that you inform the student of your (or a replacement or additional Site Supervisor's) credentials with regulatory bodies or professional associations.

## Site Supervisor Fees

The student is responsible for paying any fees (i.e., fees related to supervision or professional development) that may be required by the Site Supervisor or the practicum site (within reason). 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. This would include any reasonable fee changes with supporting rationale during the practicum.

## Site Supervisor Requirements

### Site Supervisors Must Possess

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

Site Supervisor educational requirements could include a master's degree in Social Work,

Psychology, Education, Divinity, or Psychiatric Nursing (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.

- If the Supervisor practices in the Province of Ontario as a member of CRPO, then the Supervisor must have 5 years extensive clinical experience total. If the Supervisor practices outside the Province of Ontario or is not a member of CRPO, then the Supervisor must have completed 4 years of post-graduate professional practice in one of the counselling professions.
- For Approved Supervisors who are not registered with CRPO, please note that all students assigned to you must obtain their "Registered Psychotherapist (Qualifying)" or "RP (Qualifying)" status with CRPO prior to beginning their practicum. Please note that in these circumstances, all students assigned to you must obtain "RP (Qualifying)" status OR an external RP supervisor must be approved [prior to the beginning of practicum] in order for the student to be able to engage in the act of psychotherapy towards accrual of direct client contact hours.
- **Professional licensure or registration.** The licensure or registration must reflective active status and indicate that the individual can practice counselling independently. Qualifying and/or Provisional status will not meet MACP Supervisor requirements.
  - In regulated provinces, we require proof of active registration.
  - In unregulated provinces we require proof of active registration with either a provincial or national association.
  - In cases where licensure does not apply, the practitioner's current curriculum vitae or resume would be expected to show relevant experience and membership in appropriate professional associations. In cases where the university is unable to verify academic credentials, the potential Site Supervisor will be asked to submit

to the Department of Field Training a copy of their academic transcripts.

## **SITE SUPERVISOR ROLES & RESPONSIBILITIES**

By becoming a practicum Site Supervisor for a Yorkville University MACP student, Site Supervisors accept the following roles and responsibilities. Approved Site 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 Site Supervisor **provides at least one hour per week of direct face-to-face individual supervision** with the practicum student (this represents a minimum of 30 hours over the two practicum trimesters). Please note: One (1) supervision hour is defined as a full 60-minute supervision meeting and does not follow the 50-minute counselling hour standard.

### **Clinical Supervision Requirements**

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

- Accept professional responsibility for the practicum student.
- Reviews the work of the student on a regular basis.
- Directly observes the practicum student for a minimum of 3 one-hour individual counselling sessions in full and provides written feedback and guidance to the student as necessary, with at least one observation conducted during the first trimester of practicum.
- Provides at least 1 hour per week of direct face-to-face individual supervision with the practicum student.
- Assign appropriate clients for the student's level of competency.
- Verifies the practicum student's practicum hours in SONIA.
- 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 a Zoom conference call to provide verbal feedback of the student's progress near the end of each trimester of practicum.

- Notify the practicum student if the Site 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 Site Supervisor will be absent from the practicum site for more than two consecutive weeks during the student's practicum and will follow the steps as outlined in the *Supervisor Absence* section of this document.
- Notify the Practicum Coordinator and/or Faculty Instructor should an issue or challenge arise related to the student's performance and/or behaviours.
- Collaborate and plan with the practicum student for the completion of video recorded counselling sessions of the student with a client for the Practicum course assignments.
- If there is more than one approved Site Supervisor, then each Site 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 Site Supervisor or other appropriate onsite professionals in the initial stages of practicum.
- Arranging for the student to co-facilitate with the Site Supervisor or another appropriate onsite 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 Site 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 written feedback and reviewing feedback with the student.
- Participating in the end of each term feedback conference calls with both the student and their Faculty Instructor.

- Approving the student's hours in SONIA.

### **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:

- under the age of 10 years (preschool and elementary school ages).
- 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.
- 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 Site 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 Site Supervisor will accept responsibility for the verification of the practicum student's practicum hours. In doing so, the approved Site 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 Site 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 Site Supervisor will be required to approve any outstanding practicum hours in SONIA.

The MACP approved Site Supervisor acknowledges that, upon being approved as a Site



Supervisor for a Yorkville University MACP practicum student, essential Site Supervisor, and site information (including contact information and Site 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 Site Supervisor commits to complete the registration process outlined by SONIA. The approved Site Supervisor completes the registration process outlined by SONIA. Please note: The SONIA application keeps Site Supervisor and site information confidential and is completely free for Site Supervisors to use.

## **Consent Forms**

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

## **Direct Observation of Practicum Student**

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

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

## **External Site Supervisor-Primary Site Supervisor**

This arrangement generally involves a site where there is no qualified Site Supervisor onsite, 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 Site Supervisor must have a reliable contact person (e.g., executive director, or client services manager, etc.) onsite 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 Site 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 Site Supervisor, not with students. If the individual is approved or denied, a notification will be sent from the Practicum Liaison to the proposed Site Supervisor.

#### External Site Supervisor or Off-Site Supervisor Roles and Responsibilities

- Be responsible for ensuring all requirements of the practicum are being met by regularly meeting with the on-site contact.
- Be responsible for all clinical supervision, for providing written feedback to the Faculty Instructor near the end of each term of practicum and engage in a conference call/Zoom meeting with the Faculty Instructor and practicum student near the end of each term of practicum.
- **If approved as the practicum student's primary Site Supervisor**, then be prepared to provide 1-hour of weekly individual and/or dyadic (two students and Supervisor) supervision during the entirety of the practicum, for a minimum total of 30 hours of individual supervision hours.
- If not approved as the practicum student's primary Site Supervisor, then be prepared to devote an average of 2-3 hours per week to overseeing the student's practicum.
- Take the time necessary to become familiar with the practicum site.
- Engage in regular weekly or bi-weekly communication with the on-site contact to review the student's on-site performance.
- Collaborate with the on-site contact for the allocation of appropriate clients for a practicum student.
- Conduct at least three site visits (remote or in-person) over the duration of the practicum. Fulfill all the responsibilities as outlined in the *Supervisor's Roles and Responsibilities* section.
- Fulfill all the responsibilities as outlined in the *Supervisor's Roles and Responsibilities* section.

If a situation arises ever where an external Site Supervisor must end the supervisory relationship before the end of the two-trimester long practicum (Practicum I and Practicum II), it is expected that reasonable notice will be given to the student and onsite contact to ensure that the student has sufficient time to secure a replacement, find an external Site

Supervisor, and/or end the practicum placement in a professional and collegial manner (i.e., provide reasonable notice to the onsite contact and practicum site so that appropriate transitioning activities can be carried out). In such a situation, external Site 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 Site Supervisor-Not Primary Site Supervisor**

In the case of an **external Site Supervisor that is not the student's primary Site Supervisor**, the Site Supervisor must be prepared to devote two to three hours per week to oversee the student's practicum. In addition, the Site 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 onsite performance. However, when this is not possible the external Site Supervisor must conduct at least three site visits over the duration of the practicum: once at the beginning of the practicum, and once at both the formative and summative evaluation stages. These site visits may also include direct observation of the student conducting a counseling session with a client.

Supervision should include, but is not limited to:

- Overseeing appropriate screening and assigning of suitable clients for the practicum student's level of competence.
- Arranging for the student to shadow and observe the Site Supervisor or other appropriate onsite professionals in the initial stages of the practicum.
- Arranging for the student to co-facilitate with the Site Supervisor or another appropriate onsite 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 Site 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 conference calls with both the

student and their Faculty Instructor.

- Approving and confirming student's hours in SONIA.

### **More Than One Approved Site Supervisor**

In some cases, students may apply to have two approved Site Supervisors at the practicum site. Both fully qualified Site 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 Site Supervisors are clarified at the beginning of the practicum. The university asks that a joint meeting of the Site 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 Site Supervisors and the student.

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

Both Site Supervisors are expected to:

- Collaborate and submit combined written feedback to the Faculty Instructor.
- To participate in a conference call meeting with the Faculty Instructor and student at the end of each trimester.
- One Supervisor will be designated to approve all hours in SONIA throughout practicum.

### **Providing Feedback to Faculty Instructor**

The approved Site 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 Site Supervisor will complete and submit the *YU Counselling Skills Scale PSYC7113/7203*. Both the written feedback and *YU Counselling Skills Scale PSYC7113/7203* will be written in English.

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

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

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

While it is our hope that all of our students will either be ready to progress to the second half of practicum or graduate, we recognize this is not the case for all students. The feedback Site 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 Director of Practicum Coordination and the Associate Director of Practicum Sites to determine what course of action will be taken.

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

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

If Site 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 Site Supervisors when there is difficult feedback to deliver.

### **Site Supervisor Absence**

When an onsite or external Site 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 Site Supervisor is expected to be away from the practicum site and indicate the specific dates the Site Supervisor will be away from the site.

The Site Supervisor and/or site must:

- Determine if the student will be allowed to engage in practicum activities in the Site 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 Site Supervisor is away or unavailable, the Supervisor **must appoint another qualified mental health professional to act on the Site Supervisor's behalf** during the approved Site Supervisor's absence and provide the student with the necessary support and supervision. It is expected the temporary Site Supervisor will report on the supervision activities to the approved Site Supervisor upon the approved Site Supervisor's return.

When an onsite or external Site 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 Site 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 Site Supervisor is away or unavailable, the site **must appoint another qualified mental health professional to temporarily act on the Site Supervisor's behalf** until the student has acquired a new and MACP approved Site Supervisor.

### **Video Recorded Counselling Sessions for Case Presentations**

One of the requirements of the practicum is that all students must participate in two (2) live student case presentation sessions, with one session taking place during the first trimester practicum course and the second session taking place during the second trimester practicum course. In the first few weeks of practicum students should be discussing the video recording assignment with their Site Supervisors. For each session, students must 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 Site 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 Site Supervisor and Practicum Coordinator in the email as well).

In such cases, the Site 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 Site Supervisor when producing a recording of a simulated client session.

### **Template for Mock Session Approval:**

Students name:

Term (7113/7203):

Site name:

MACP approved Site Supervisor's name:

Reason for the Mock session:

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

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

## **REQUIRED PRACTICUM HOURS AND ACTIVITIES**

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

### **Total Required Hours**

- Students are required to successfully complete a practicum of a minimum of **400 hours over two full trimesters** (e.g., January to August, May to December, and/or September to April).
- Students are expected to spend a minimum of approximately 13.5 hours per week at their practicum site. These hours may fluctuate a bit from week to week depending on the client needs, site requirements, and the student's personal

schedule.

- For the Site Supervisor and Faculty Instructor to adequately assess a student's counselling competencies at the formative evaluation stage at the end of trimester one, students must have completed a minimum of 60 direct client contact hours of the required 200 direct client contact hours to receive a passing grade and proceed to trimester two of the Practicum course. Failure to meet this target may result in the student being required to repeat trimester one.

### **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 expected **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
- Conducting 50 percent of the student's counselling sessions with clients in English

#### 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 Site Supervisor depending on the site's service offerings and the experience of the student, which would count towards the remaining balance of 80 hours.

#### Group Counselling:

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



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

#### ***Direct Client Contact Hours - Groups***

- Mental health group counselling is based on theory, techniques, research, and treatment approaches that support effective therapeutic outcomes. Facilitating interpersonal communication and relationships between group members should be highlighted. Often group members go through an assessment, screening, and/or selection process to ensure appropriate fit and readiness for group work.
- The therapeutic process will often involve assisting group members to develop self-knowledge, emotional acceptance, and growth during the therapeutic change process. The group members should feel that the group is a safe environment in which to talk about their problems and work on their emotional issues. Group members may sometimes also offer suggestions and support to the other members. Each group member should be actively engaged and participate in the group throughout the session.

#### ***Indirect Client Contact Hours - Groups***

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

### **Required Indirect Client Contact Hours**

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

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

## **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 Site Supervisor must approve all their hours in SONIA.

**Students are strongly recommended to track and log their hours in SONIA on a weekly basis to avoid an automatic No Pass (Course Fail) of their practicum course.** The deadline for practicum students to **log** all their hours in SONIA is the **Sunday of Week 15** of the trimester.

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

Students are responsible for checking the academic calendar to ensure they have submitted their hours by the specified date above.

## **Required Clinical Supervision Hours**

As mentioned in the previous section pertaining to *Site Supervisor Requirements*, only the clinical supervision that is provided by the student's MACP approved practicum Supervisor can be counted as official supervision hours.

## **Student Requests for References**

Students are informed that practicum sites and Supervisors are under no future obligation to provide references or sign off on forms related to documented supervision hours for provincial regulatory bodies or associations. However, it may be helpful for Supervisors to discuss their stance on these requests when you first meet with potential practicum students.

## **ADDITIONAL RELEVANT INFORMATION**

### **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 by students at [accessibility@yorkvilleu.ca](mailto:accessibility@yorkvilleu.ca) to discuss specific accommodation needs and to collaborate with Site Supervisors. The student should initiate these discussions with the proposed practicum site and Site Supervisor prior to the start of the practicum, or as soon as possible after a need is identified.

### **Employment at Practicum Sites**

Students are not permitted to apply to their current place of employment to complete their practicum placement OR accept new, paid employment at their practicum site 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 role related to their Practicum hours, they must wait until the completion of the PSYC7203 course and trimester two to accept the offer of employment.

A 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 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.

### **Professional Liability Insurance**

Professional liability insurance purchased by the student **is required** for all practicum students. Insurance coverage should cover the student’s work being performed while in the capacity of a practicum student. Proof of liability insurance documentation must be submitted with the student’s practicum application. Students must maintain a current professional liability insurance

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

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

### **General Commercial Insurance**

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

### **Conflict Resolution and Problem Solving**

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

Concerns that may arise during the practicum may include:

- Student experiences a rupture in the alliance with their Site Supervisor(s).
- Site Supervisor(s) may have concerns about a student's professionalism, behavior, or lack of adequate counselling skills.
- Student may not pass required course work or miss mandatory sessions. See section *No Pass (Fail) of Required Practicum Course Requirements – Possible Disruption to Practicum Placement(s)*

Please note that either of the above situations *may* cause a disruption in the student's practicum

placement.

### **Process for Dealing with Concerns**

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

### **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 department dedicated to ensuring that student rights are upheld. Students are encouraged to reach out to the **Office of Student Rights and Responsibilities** at [studentrightsandresponsibilities@yorkvilleu.ca](mailto:studentrightsandresponsibilities@yorkvilleu.ca) with any questions or concerns they may have. This purpose of this department is to ensure students' rights are respected and that students receive the support to which they are entitled.

### **Mutual Resignation at a Practicum Site**

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

- Student and Site Supervisor have different learning styles that may not correspond well in communication. This can lead to difficulty in pursuing practicum and may put client

care at risk.

- A practicum site can no longer maintain practicum responsibilities, e.g., no longer have a qualified supervisor that meets Yorkville's Supervisor requirements or cannot offer sufficient practicum hours.
- The client population is deemed too complex for the student's learning experience.

Anytime a supervisor or site expresses concerns (i.e., informed consent, confidentiality, documentation, safety, clinical skills, or professionalism, etc.) about a student, the placement ending will be considered as a site discontinuation (termination). **A student must reach out to their Practicum Coordinator to discuss any mutual resignation(s) being contemplated and must copy their Practicum Coordinator on any correspondence to the Site regarding a mutual termination. Any instance of a mutual termination will trigger a review process by the Field Training team in coordination with the Director of Practicum Coordination and the Associate Director of Practicum Sites.**

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

### **Student Resignation from a Practicum Site**

Similar to a mutual resignation, a student must reach out to their Practicum Coordinator to discuss any unilateral student resignation(s) being contemplated and must copy their Practicum Coordinator on any correspondence to the Site regarding a unilateral student resignation. A student is not permitted to end a relationship with a practicum site, Site Supervisor, or External Supervisor OR attend a new practicum site until a) communication has been shared with the Practicum Coordinator and practicum site regarding the reason for leaving and b) this resignation has been approved. Similar to a mutual termination, any unilateral student resignation will also trigger a review process by the Field Training team in coordination with the Director of Practicum Coordination and the Associate Director of Practicum Sites.

Please Note: In anticipation of or following a practicum site discontinuation (termination), students are not permitted to add or change a practicum site without prior approval of the Associate Dean of Field Training. Similarly, students may not withdraw in order to avoid a site discontinuation (termination) and all withdrawal requests will be reviewed by Field Training before being approved.

## Student Discontinuation (Termination) from Practicum Site(s)

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

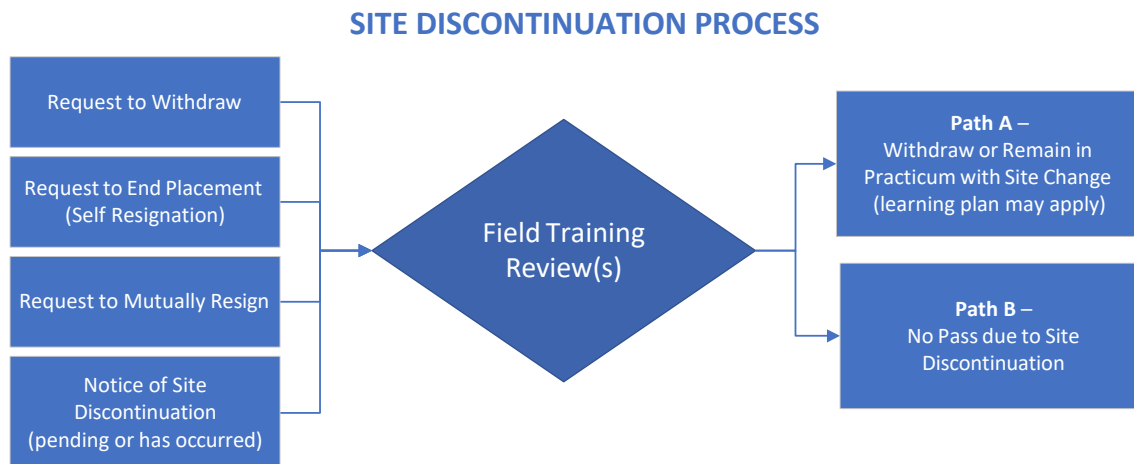
The Practicum Coordinator will gather written information about the site discontinuation from the student, the practicum Faculty Instructor, the Site Supervisor, and any other parties (such as the agency clinical director or executive director) and provide the information in writing to the Director of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

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

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

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



**Path A Process** – The Director of Practicum Coordination will work with the Practicum Coordinator to gather feedback from the outgoing Site Supervisor and Site Contact and in consultation with the Associate Dean of Field Training, develop a learning plan for the student, if applicable. This learning plan will be shared with the student and new Site Supervisor, if applicable.

**Path B Process** - The Associate Director of Practicum Sites will provide written notification to the student of the course No Pass (Fail) (PSYC7113 or PSYC7203) and notify Yorkville University Registrar’s Office, Bursar’s Office, and Appeals Team of the student’s practicum discontinuation (termination).

The Director of Practicum Coordination will notify the student of Field Training’s decision (Path A or Path B).

The Registrar’s Office will then withdraw the student from the practicum course unless the student has an additional approved practicum site in place.

Note: The site discontinuation (termination) letter (to formalize or document the ending of the placement), which should include sufficient detail to allow an informed response\*, will be shared with the student at the time they are notified of the course No Pass (Fail).

It is incumbent on a Site Supervisor and/or Site Contact to share sufficient information surrounding the placement ending to give the student the opportunity to know and respond to that evidence. This information will also be instrumental in ensuring that any additional support or skills a student may need moving forward can be accounted for in a learning plan, if applicable. **When a student is discontinued (terminated) from a practicum site, it automatically requires the inclusion of professional suitability concerns which requires an assessment by the MACP Student Development Committee (SDC). The SDC will also be in contact with the next steps.**

**The Associate Dean of Field Training may stop placement of an additional practicum site during the review process (i.e., initial review, appeals process, and/or SDC process), especially when there are concerns related to (but not limited to) the following: informed consent, confidentiality, documentation, safety, clinical skills, and professionalism.**

**Also, when there is a site discontinuation (termination), any direct or indirect practicum hours accumulated at that site are voided because the competencies were not successfully achieved.**

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).

As mentioned previously, students are not permitted to add or change a practicum site in anticipation of or following a practicum site discontinuation (termination), without prior approval of the Associate Dean of Field Training. Similarly, students may not withdraw in order



to avoid a site discontinuation (termination) and all withdrawal requests will be reviewed before being approved

### **No Pass (Fail) of Required Practicum Course Requirements – Possible Disruption to Practicum Placement(s)**

If a student receives a No Pass (Fail) for a course assignment anytime during practicum, and the student either decides not to appeal the No Pass (Fail) course grade or an appeal is denied, the student's practicum as well as any additional approved practicum placements, are stopped. The Faculty Instructor completes a referral to the Student Development Committee (SDC) based on the information provided by the Supervisor and the SDC begins a review of the student and the reason for the course No Pass (Fail). A level is assigned. The student is NOT allowed to return to a new site/Supervisor until the SDC closes the case.

### **The Student Development Committee (SDC)**

The MACP Program at Yorkville University provides a vigorous process to ensure that professional and ethical behavior is upheld by our students with preparation that they are held to the same standards as future practitioners. The Student Development Committee (SDC) reviews concerns within the parameters of a formal process. This Committee is comprised of a member of the Dean's Office as well as members of Faculty. The SDC is supported through the guidance of the policy in the Academic Calendar (Section 10.1.2.2.1 Policy for Assessing Conduct Related to Professional Suitability of Student in the Master of Arts in Counselling Psychology).

After a Site Supervisor has determined that they will discontinue (terminate) the student from their practice and the discontinuation (termination) letter has been submitted, the student's practicum as well as any additional site/Supervisor practicum, are stopped. The Faculty Instructor completes a referral to the SDC based on the information provided by the Supervisor and the SDC begins a review of the student and the reason for discontinuation (termination). A level is assigned. The student is NOT allowed to return to a new site/Supervisor until the SDC closes the case.

Level 1 and Level 2 cases may be determined by the SDC as short-term remediation and students may be offered an individualized process in a particular area of concern. For Level 3 cases that encompass professional or ethical breaches of conduct, a comprehensive plan has been implemented to support the student as they learn to apply specific considerations to their future practice. The Competency Remediation Plan (CRP) may be implemented in any stage.

### **Competency Remediation Plan**

A comprehensive Competency Remediation Plan is in place that has been created on the foundation of eight clinical competencies. These competencies include the following:

- Foundational Competencies:

- Professionalism/Reflective Practice
- Interventions
- Supervision
- Assessment and Evaluation
- Interpersonal Relationships
- Ethics and Standards
- Research

After the Committee determines the areas of need for remediation, MACP may involve a Faculty Advisor to work one-on-one with the student. The SDC process is robust and requires a considerable investment on the part of the student. After completion, final review, and the closure of their case, the student is permitted to reapply for practicum.

The SDC process is highlighted in a visual flowchart on the following page.

## SDC Process

