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Faculty of Education

Practicum in Counselling Psychology: A Guide for Students and Supervisors

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Information for Practicum Students and Supervisors

1 Brief Program Description

The Counselling Psychology program at the University of Ottawa focuses on the theory and practice of counselling and psychotherapy and is a Recognized Program by the College of Registered Psychotherapists of Ontario (<https://www.crpo.ca>). Students admitted to the M.Ed. or the M.A. program in Counselling Psychology typically come from a broad range of backgrounds—the most common being an undergraduate degree in Education or Psychology. They must have at least a “B” admission average calculated in accordance with graduate studies guidelines at the University of Ottawa, provide a letter describing their reasons for pursuing graduate education in counselling psychology, and have two letters from former employers or educators documenting their personal and professional suitability for admission to the counselling program. The information about admission requirements can be found at <https://www2.uottawa.ca/faculty-education/concentration>.

1.1 M.Ed. Course Requirements

Once enrolled, students must complete the M.Ed. academic requirements on a fulltime basis. The M.Ed. program in Counselling Psychology requires twelve courses (36 credits)*. Every student in the M.Ed. Counselling Psychology concentration will be assigned a Faculty Advisor who will help with course selection and program planning. The Counselling Psychology course sequence can be found [here](#).

10 Compulsory Courses (30 credits):

- EDU 5190 – Introduction to Research in Education (taken first or second semester)
- EDU 5199 – Synthesis Seminar (a major paper written during the final semester)
- EDU 5270 – Professional Ethics in Counselling Psychology
- EDU 5271 – Counselling and Psychotherapy: Theories and Practices I
- EDU 5274 – Tests and Measurement in Counselling Psychology
- EDU 5471 – Skill Development in Counselling and Psychotherapy
- EDU 5473 – Theories of Career Development
- EDU 6375 – Psychopathology and Assessment
- EDU 6473 – Practicum in Counselling Psychology I
- EDU 6474 – Practicum in Counselling Psychology II

Students in the M.Ed. stream must also take at least one of the following courses plus one optional course:

- EDU 6271 – Counselling and Psychotherapy: Theories and Practices II
- EDU 6371 – Selected Topics in Counselling Psychology (Topic varies by professor specialty)
- EDU 6470 – Multicultural Counselling

- EDU 6472 – Seminar and Practicum in Group Counselling

1.2 M.A. Course Requirements

Once enrolled, students must complete the M.A. academic requirements on a full-time basis. The M.A. program in Counselling Psychology requires a minimum of ten courses (30 credits) and a thesis. For Counselling Psychology students who are completing their theses, the thesis supervisor is also their Faculty Advisor. The Counselling Psychology course sequence can be found [here](#).

10 Compulsory Courses (30 credits):

- EDU 5270 – Professional Ethics in Counselling Psychology
- EDU 5271 – Counselling and Psychotherapy: Theories and Practices I
- EDU 5274 – Tests and Measurement in Counselling Psychology
- EDU 5471 – Skill Development in Counselling and Psychotherapy
- EDU 5473 – Theories of Career Development
- EDU 6290 – Research in Education
- EDU 6375 – Psychopathology and Assessment
- EDU 6473 – Practicum in Counselling Psychology I
- EDU 6474 – Practicum in Counselling Psychology II

One of the 10 compulsory courses must include at least one of the following 3-credit research courses:

- EDU 6191 – Quantitative Research
- EDU 7190 – Qualitative Research I
- EDU 7396 – Techniques of Document Analysis in Educational Research
- EDU 7397 – Data Collection Instruments in Educational Research

***Should you seek certification with professional associations (e.g., Canadian Counselling and Psychotherapy Association – CCPA) and/or licensing or registration regulatory bodies within Ontario (e.g., College of Registered Psychotherapists of Ontario – CRPO) or other provinces (e.g., l'Ordre des conseillers et consellières d'orientation du Quebec – OCCOQ), they may require that you submit the syllabi for graduate-level counselling-related courses you have completed.

We strongly recommend that you keep a copy of all syllabi of courses taken in fulfillment of your Master's degree in Counselling Psychology at the University of Ottawa.

1.3 Practicum Course Requirements

NOTE: Students must complete EDU 5271 and 5471 prior to enrolling in their first practicum (i.e., EDU 6473), and the practicum courses must be completed in numerical order (i.e., EDU 6473 first followed by EDU 6474). Only one practicum course can be completed at a time within any given semester.

Practicum courses are usually available as follows:

Session	Practicum Course Offered
Fall Session (September to December)	EDU 6473 and EDU 6474
Winter Session (January to April)	EDU 6474 only

**Sessional dates for a specific semester can be found at the [registrar's website](#).

2 Guidelines to Securing a Practicum Placement

Students in the M.Ed. or M.A. program in Counselling Psychology are responsible for securing their own practicum placement. Students are expected to attend a practicum orientation session that is held in the Fall semester of their first year regarding practicum course requirements and guidelines for securing a placement. Although counselling faculty will not find placements for students, prospective practicum students are welcome to consult their assigned Faculty Advisor about the practicum placement process. All students are assigned a Faculty Advisor (thesis students will go to their thesis supervisors for advising). You will receive notice of your Faculty Advisor via an email (educplus@uottawa.ca) sent by the Academic Secretariat. If you have not been assigned an advisor please contact the Academic Secretariat (educplus@uottawa.ca). As a starting point, please consult the **Practicum Compendium**, a resource that can assist you in finding a practicum placement. You may negotiate a practicum placement with an agency that is not in the compendium, providing they meet the practicum course requirements.

2.1 Practicum Approval Process

Counselling Psychology students participate in practica at a range of workplaces in the Ottawa and surrounding area. ***Please note that your practicum placement must be approved by your Faculty Advisor.*** No practicum arrangements are official until they have been approved. The placements listed in the compendium are **not** pre-approved. Please obtain practicum approval well in advance of the start of the practicum course you are to register in. Practicum interviews are held at different periods throughout the year at the discretion of the agency offering the placement. We therefore recommend that students start inquiring about practicum placements, using the contact information in the compendium, **at least two semesters** prior to the start of the practicum course. For example, if a student wishes to do their practicum starting in the Fall session, they should begin their inquiries late in the previous Fall session or early in the previous Winter session.

Students are expected to make initial contact with the agency to determine the agency's ability to accept an intern and confirm the interviewing process. Practicum students should be prepared to provide an updated resume. Prior to agreeing to a practicum, the student should meet with the prospective supervisor to discuss the student's goals, the details of the practicum placement, and to confirm mutual compatibility.

Once the student reaches an agreement with an agency, the practicum approval must be formalized by completing the Site Confirmation Form. The contents of this form appear in Appendix 4.1 of this Guide for information purposes but it must be completed and submitted online using the following links:

French - <https://forms.office.com/r/w44keizmtt>

English - <https://forms.office.com/r/xXvKpb2bQr>

Once completed, the student must send a generic message with the supervisor form link to the supervisor to complete, which is submitted directly to our Academic Secretariat. The following links must be used:

French - <https://forms.office.com/r/9k7METVCFX>

English - <https://forms.office.com/r/J9XJZJPdV7>

The supervisor will complete and submit this form online to the Academic Secretariat, who in turn will send the Site Confirmation form to the student's academic advisor. The advisor may contact the student if any additional information is required.

The advisor will notify the student by e-mail whether the site is approved or not and will copy the Academic Secretariat at the following e-mail address: [cpsych immunise@uottawa.ca](mailto:cpsych_immunise@uottawa.ca). If the practicum is approved, the Academic Secretariat will inform the Practicum in Counselling Psychology course instructor prior to the start of the semester. Should the practicum site not be approved the student must restart the process.

You can view the [*Practicum Site Confirmation Form*](#), which addresses the following information:

- a) An agreement with the site that you will be able to complete your minimum requirements during the given semester.
- b) A minimum of 200 total practicum hours are required per semester, and at least 75 of these hours must be direct client contact hours (see note below).
- c) Your site supervisor must have the following qualifications:
 1. possess a Master's degree or higher in counselling (or equivalent counselling-related profession, like Social Work or Clinical Psychology);

2. have a minimum of 5 years of FTE experience in counselling prior to taking on a supervisory role;
 3. belong to CCPA, or another association or college (e.g., CRPO) in a related field with a shared scope of practice and code of ethics;
 4. student interns planning to apply to CRPO upon graduation must also ensure their supervisors are appropriately qualified according to CRPO criteria. These can be found here: <https://www.crpo.ca/supervision/>
- d) Supervision hours: You must be assured of at least one full hour of individual on-site supervision per week, however, supervision time must be adjusted as DCC increase through the practicum. The CRPO requires that students (as well as RPs—Qualifying) receive one (1) supervision hour for every 4.5 DCC hours. It is critical that the supervision-to-DCC hours ratio comply with this standard in order to ensure that the practicum experience will be acceptable to the CRPO for registration purposes. Furthermore, meeting the standard also ensures the best client care and also support the professional development of our counselling students. Note that the standard permits sites to combine supervision in several formats, including: (a) individual, (b) dyadic, and (c) small group-format (under 8 students).

***NOTE:** CCPA requires a minimum of 150 DCC hours for certification, and CRPO a minimum of 125 DCC hours (of the required 450) for registration as a qualifying member. DCC hours are actual clock hours during which you work with clients. Examples of direct services are:

- Facilitating or co-facilitating a group, family, or couples session
- Providing real-time therapy to an individual, couple, family, or group
- Conducting assessment activities, such as clinical interviewing/therapeutic observation as process/engaging in diagnostic techniques

For DCC hours to be considered for registration with CRPO, they must fall within the scope of psychotherapy practice defined as “the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship based primarily on verbal or non-verbal communication” (*Psychotherapy Act, 2007*). In addition, it is important to note that the CRPO has specific requirements for supervisor qualifications that exceed the University of Ottawa’s counselling psychology program requirements. The CRPO’s requirements are as follows (see “Definitions” at www.crpo.ca)

1. The supervisor must be a Member in good standing of a regulatory college whose members may practise psychotherapy.
2. The supervisor must have five years extensive clinical experience.

3. The supervisor must meet CRPO's "independent practice" requirement (completion of 1000 direct client contact hours and 150 hours of clinical supervision).
4. The supervisor must have completed 30 hours of directed learning in providing clinical supervision. Directed learning can include course work, supervised practice as a clinical supervisor, individual/peer/group learning, and independent study that includes structured readings.
5. The supervisor must provide a signed declaration that they understand CRPO's definitions of clinical supervision, clinical supervisor, and the scope of practice of psychotherapy.

Once completed and signed by you and the supervisor of your prospective placement, please submit the Practicum Site Confirmation Form to your Faculty Advisor to be reviewed. If approved, your advisor will sign and return the form to you, which you will bring to the first class of the practicum course to give to the instructor.

A student who has not secured a practicum placement by the third week of class will be asked to withdraw from the practicum course. This is due to the very low likelihood that the required hours will be successfully obtained by the end date of the semester.

Summary of Approval Process

- You and your site supervisor must complete the Practicum Site Confirmation Form and both of you sign it.
- Obtain a Police Record Check - Level 3 (Vulnerable Sector Check). Please see the Ottawa Police site for information on police record checks:
<https://www.ottawapolice.ca/en/contact-us/Types-of-Records-Checks.aspx>
- The Police Record Check will be coordinated by the Operational Specialist at the Faculty of Education and you will receive more information on the process and deadlines during the Winter semester; it is recommended that students obtain their police records check after May 1st and no later than July 1st.
- The Practicum Site Confirmation Form must be sent to your Faculty Advisor who will verify the information and if all is in order will approve your placement.

2.2 Special Considerations

Although some placements may meet minimum practicum requirements, there are specific circumstances that can compromise the quality, process, and outcome of a practicum experience and will be factored into the practicum approval process. Such circumstances include:

Placements must ensure that the majority of an intern's client load will include ongoing counselling / psychotherapy with returning clients. The purpose of this requirement is so that interns can experience the development of a therapeutic relationship across the different stages of the counselling process with an ongoing client. We do not distinguish between seeing clients in-person or virtually.

Consequently, interns may only log up to a combined total of 25 hours of the following activities:

- Single-session counselling, including intake and screening interviews with clients (i.e., interviews that do not lead directly into a counselling process involving intern and client)
- Psychoeducational activities, such as didactic workshops that do not have a specific counselling or psychotherapeutic objective.

Placements at a former or current place of employment

Completing a practicum at a former or current place of employment will likely elicit dual relationship dynamics, whether between the practicum student and the supervisor or the practicum student and work colleagues. Although some dual relationships can be navigated effectively, dual relationships for counsellors-in-training in an evaluative context such as the practicum courses should be avoided. Furthermore, the CCPA supervision guidelines state: "Supervisors in administrative relationships to the supervisee, whose position involves evaluating job performance or assessing case management are not suitable for evaluating the quality of therapy given to a client" ([p. 9 of the CCPA Certification Guide](#)).

Receiving remuneration for practicum activities

Similar to the circumstance of completing a practicum at a place of employment, receiving remuneration while in a position of being evaluated by the agency that is providing the remuneration can pose a dual role. Such a financial relationship can compromise the practicum student's training with the agency and supervisor's monitoring of the student's performance.

Furthermore, the University of Ottawa students are covered by several liability insurance policies in their role as an intern or practicum student. These include liability insurance policies that are administered by the University of Ottawa as well as the Ministry of Colleges and Universities, which covers workplace injuries. These insurance policies apply exclusively to practica and internships that are unpaid. Consequently, **under no circumstances can a student in the counselling psychology program receive any type of remuneration for work completed at a practicum site.**

3 Practicum Description and Requirements

During the first class, you will submit your Practicum Site Confirmation Form to the practicum course instructor.

3.1 Purpose of Practicum

The practicum courses provide crucial formative experience that will contribute to your professional autonomy. Moreover, the practicum course requirements (e.g., DCC hours, clinical supervision, supervisor qualifications) can be obtained in partial fulfilment of certification requirements of the *Canadian Counselling and Psychotherapy Association* (CCPA), licencing requirements of *l'Ordre des conseillers et conseillères d'orientation du Québec* (OCCOQ), and registration requirements of the *College of Registered Psychotherapists of Ontario* (CRPO).

While the Canadian Certified Counsellor (CCC) designation provided by the CCPA applies to counsellors across Canada, the province in which you plan to practice may have different training requirements. For example, the CCPA requires 150 direct client contact hours, whereas the OCCOQ requires 600 total hours. Furthermore, the CRPO requires a minimum of 125 client hours within the scope of practice of psychotherapy (of the required 450) to become a qualifying member. Students should take such differences into account and will need to negotiate the appropriate nature and number of counselling and supervision hours at their placements, or acquire the additional supervised hours independent of the practicum courses of the Counselling Psychology program.

As each body sets its own certification and registration requirements, it is the student's responsibility to ensure that they fulfill all the requirements for whichever certifying/regulatory body to which they plan to apply after graduation. Visit the following links to learn more about:

- CCPA: <https://www.ccpa-accp.ca/membership/certification/>
- CRPO: <https://www.crpo.ca/applying-to-crpo/>
- [Licencing with the OCCOQ](#)

3.2 Practicum Description and Minimum Requirements

Each 3-credit counselling practicum course is comprised of two components: The practicum placement and the practicum seminar. The two components must be completed concurrently and attendance at the weekly seminar is mandatory. At the practicum site, students will receive supervision and training that is specific to that placement. It will be largely up to the intern and the on-site supervisor to determine how this will unfold on a day-to-day basis. At the practicum seminar, students will participate in discussions about cases, professional issues, and counselling events. These discussions are intended to provide the student with a "rounded experience." Its primary purpose is to expose students to a variety of problems, issues, and perspectives. Practicum courses are designed to facilitate the transition from being a student in counselling to an autonomous, ethical, and professional counsellor.

Students are expected to log a **minimum of 200 hours** for each of the two practicum courses. **75 hours** of this total must be spent working directly with clients. The [Counselling Log Form](#) includes a more detailed list of possible practicum activities. Some supervisors prefer that practicum

students spend two consecutive semesters at their site, while others accept practicum students for one semester at a time. Students interested in two-term placements should negotiate this with prospective site supervisors.

3.3 Logging Practicum Hours

Students cannot begin to log practicum hours until the first day of classes of a given semester. This is because a practicum student's practice at a placement is insured by the University of Ottawa **only within the official start and end dates of the semester** in which the practicum student is registered for the practicum course. Similarly, students should aim to acquire all of their practicum hours by the last class of the practicum course in which they are registered, with the understanding that clients can be seen up to the last day of exams in the unlikely event that not all practicum hours are acquired by the last class.

Practicum hours must be accrued within the semester in which a practicum student is registered. In other words, practicum students cannot "transfer" accrued practicum hours from one semester to another semester. For example, if a student is short on practicum hours during the first practicum course, they cannot "catch up" by using hours accrued through a subsequent practicum course, even if the placement is the same for both practicum courses. Conversely, hours accrued beyond the minimum requirements during the first practicum course cannot be carried over to the subsequent practicum course, even if the placement is the same for both practicum courses.

Exceptions to this general rule may be granted in the first semester of practicum (EDU 6473) in relation to DCC hours. In the event that a student has less than the required 75 DCC hours in this first semester, the deficit can be transferred to the second semester practicum (EDU 6474) subject to the following conditions:

- a. The deficit does not exceed 25 hours;
- b. The deficit in DCC hours is in no way related to performance issues of the student in the practicum;
- c. The student remains at the same site for the second semester practicum (EDU 6474);
- d. The onsite supervisor confirms that the hours deficit plus the required 75 DCC hours can be completed in the second semester practicum and no later than the last day of exams for the given semester;
- e. The course professor for EDU 6473 approves the transfer of the missing hours to the second semester practicum.

In a similar vein, a practicum student cannot accumulate all the practicum hours within a period that is significantly shorter than the duration of the practicum course. For example, if a student has accrued the minimum required hours three weeks before the last day of classes, they must remain actively involved at their placement and continue to attend the on-campus seminar course until the end of the semester.

Consistent with the CCPA certification requirements, ***client counselling hours must be therapeutic in nature and are defined as*** those hours of counselling / therapy services performed directly with a client (family, individual, couple, or group). They are comprised of face-to-face and voice-to-voice communication. Assessments may be counted as direct client contact if they are face-to-face processes that are more than clerical in nature and focus.

Direct client counselling hours do not include case management, record keeping, research, shadowing, consultation, casual contact, advocacy, administration of programs, staff meetings, instruction, attending training or discussion groups, case conferences or supervision hours.

3.4 Liability Insurance

Practicum students' practice at their placement is insured by the University of Ottawa. Proof of insurance coverage by the University of Ottawa can be found at: <https://orm.uottawa.ca/enterprise-risk-management/Proof-of-Insurance-Coverage>.

According to the policy, practicum students are not covered for any counselling-related activities for which they are not being directly monitored by the university professor responsible for the practicum seminar. This means that students are not permitted to provide any type of direct client services at their placements until the first day of classes of the semester in which they have registered for the practicum course. However, practicum students are permitted to participate in training and orientation activities at the practicum site prior to the beginning of classes, as long as this does not involve any direct client contacts.

Students wishing to continue counselling at their practicum placement after completing the practicum course can continue to do so in the capacity of agency volunteer and not as a student of the University of Ottawa. Consequently, they must negotiate liability insurance directly with the agency or purchase their own insurance (CCPA provides such insurance for students.)

The University of Ottawa will not be responsible for students practicing outside the official time frame of a practicum course, for any clients seen by the practicum intern in an unsupervised setting, or for clients unknown to the on-site supervisor.

3.5 Responsibilities of the Field Supervisor

It is understood that by accepting the practicum student, the practicum site will provide the practicum student with the opportunity to complete the minimum course requirements (i.e., 75 client contact hours and 200 total hours) and will guarantee adequate and regular supervision of the practicum student. **It is expected that practicum students receive a minimum of one hour of individual supervision per week at their practicum sites.** Supervision is a collaborative, interactive process intended to monitor the quality of client care, improve the practicum student's counselling skills, and facilitate professional growth. In addition to the minimum one hour of individual supervision, we recommend that supervisors ensure an approximate client hours to supervision

hours ratio of 4.5 to 1. Acceptable forms of supervision include individual, dyadic, or small group (under 8 students).

Field supervisors must minimally:

1. have expertise in the area of counselling/psychotherapy, including conceptual knowledge and practical experience in the field of counselling and psychotherapy;
2. possess a Master's degree or higher in the area of counselling (or counselling related discipline, like Social Work or Clinical Psychology);
3. have a minimum of 5 years of FTE practice experience in the counselling field prior to taking on a supervisory role;
4. be a member of a regulatory college, such as CRPO, CPO or an association (e.g., CCPA) or college in a related field with a shared scope of practice and a code of ethics;
5. ensure practicum students practice in accordance with CRPO and CCPA's Code of Ethics.

Please note that the CRPO has additional requirements of supervisors for practicum students to be able to count their hours toward registration as a Registered Psychotherapist. In September 2016, the CRPO published the following statement about supervisor competency requirements:

On April 1, 2018, CRPO phased in new requirements for qualifying as a clinical supervisor. Specifically, clinical supervisors now need to demonstrate competence in providing clinical supervision.

CRPO's Registration Committee has approved the following criteria for demonstrating competence in providing clinical supervision:

- a) The supervisor must be a Member in good standing of a regulatory college whose members may practise psychotherapy.
- b) The supervisor must have five years' extensive clinical experience.
- c) The supervisor must meet CRPO's "independent practice" requirement (completion of 1000 direct client contact hours and 150 hours of clinical supervision).
- d) The supervisor must have completed 30 hours of directed learning in providing clinical supervision. Directed learning can include course work, supervised practice as a clinical supervisor, individual/peer/group learning, and independent study that includes structured readings. CRPO staff may request evidence of 30 hours of directed learning in providing clinical supervision and may also request a letter of verification and a statement describing the supervisor's approach to providing supervision.
- e) The supervisor must provide a signed declaration that they understand CRPO's definitions of clinical supervision, clinical supervisor, and the scope of practice of psychotherapy. It is recommended that a clinical supervisor be able to provide their supervisee with a letter attesting to their competency, as set out in 1 through

5 above, that the supervisee would submit as evidence of supervision in the supervisee's application to CRPO. See the CRPO attestation form [here](#).

The role of the supervisor is to provide feedback to practicum students about their counselling-related work in weekly supervision meetings. The supervisor and supervisee should collaboratively complete a [Supervision Contract Form](#) at the start of each semester that outlines respective expectations and responsibilities, a copy of which will be provided to the course instructor. We strongly encourage supervisors to observe practicum students directly during counselling sessions and/or to review audio or video recordings of counselling sessions to facilitate the supervisory process. When recording sessions for supervision purposes, practicum students can utilize the following [Consent to Record Form](#) or an equivalent form provided by their placement. Supervision will likely also involve the review of case notes, assessment reports, and any other documents generated through the counselling process. Practicum students are expected to actively participate in the supervision process, to arrive on time and prepared for each supervisory meeting, and to complete all required written work in a timely manner.

There are two evaluations that must be completed by the on-site supervisor for each practicum placement. The first is the [Practicum Midterm Report Form](#). This evaluation ought to be used as a progress report and to alert the student and practicum course instructor of any limitations or areas of improvement that must be addressed. Practicum students are formally evaluated by the on-site supervisor near the end of the placement using the [Practicum Final Evaluation Form](#) provided by the Faculty. The course instructor uses the information in this evaluation to determine the final grade (i.e., *Satisfactory* or *Not Satisfactory*) for the course. All additional requirements and expectations for the practicum course are described in the course syllabus, which the course instructor provides practicum students at the first seminar meeting. Supervisors or practicum students with additional questions should contact the course instructor.

To ensure that practicum placement information in the Practicum Compendium remains up-to-date for future practicum students, we encourage placement supervisors or administrators to submit updates when necessary. Please send revised practicum information to the practicum course instructor or the Coordinator of the Counselling Psychology program.

3.6 Responsibilities of the Practicum Course Instructor

Instructors teaching EDU 6473 and EDU 6474 must conduct a minimum of one site visit for each student (virtually or in-person) and to establish a collaborative relationship with the on-site supervisor.

3.7 Completing the Practicum Summary Form

Students must fill out and sign the [Practicum Summary Form](#) with their supervisors at the end of each semester in which they have completed a practicum placement. This form is at the end of the *Practicum Evaluation Form* and will serve as an attestation of the nature and number of direct

client contact and clinical supervision hours the practicum student has fulfilled. We encourage students to keep a copy for their records.

3.8 Ethical and Professional Conduct of Practicum Students

Students in the Counselling Psychology concentration are expected to be familiar with, and to abide by, the guidelines of the *Canadian Counselling and Psychotherapy Association's Code of Ethics and Standards of Practice for Counsellors*, as well as all laws and practice standards that relate to their counselling practice, including the *College of Registered Psychotherapists of Ontario's Code of Ethics*. The student is expected to discuss any conflicts with the instructor of the practicum course and on-site supervisors. Unethical, unprofessional, or unlawful conduct by the student may result in a "fail" grade in the practicum course and/or expulsion from the Counselling Psychology concentration. **The Faculty of Education reserves the right to investigate the ethical and professional conduct of its students and to deny the practicum or remove the student from the practicum placement.**

Please read the *Faculty of Education Regulation on Professional Ethics* that follows.

Faculty of Education Regulation on Professional Ethics

On becoming psychotherapists or counsellors, graduates of the Faculty of Education's program in Counselling Psychology will, among other responsibilities, be responsible for the physical safety, psychological health, and emotional wellbeing of their clients. During their counselling psychology practicum, students enrolled in the Masters in Counselling Psychology (M.A. or M.Ed.) must be familiar with and adhere to the *Canadian Counselling and Psychotherapy Association's Code of Ethics and Standards of Practice for Counsellors*, the as well as all laws and practice standards that relate to their counselling practice. This includes the Code of Ethics and Standards of Practice from the regulatory Colleges that the practicum site supervisors belong to. For instance, supervisors may belong to the *College of Registered Psychotherapists of Ontario (CRPO)*, *The College of Psychologists of Ontario (CPO)*, *l'Ordre des conseillers et conseillères d'orientation du Québec (OCCOQ)* and *l'Ordre des psychologues du Québec (OPQ)*, among others. Under the *Canadian Counselling and Psychotherapy Association's Code of Ethics*, counsellors must demonstrate professionalism, care, integrity, respect, and trust in all of their interactions with clients, colleagues, supervisors, and members of the public.

The Faculty of Education recognizes that counselling students are learning their professional responsibilities as psychotherapists and counsellors. It expects all its counselling psychology students to demonstrate that they have the knowledge, attitudes, and capacities needed to be responsible for the physical safety, psychological health, and emotional wellbeing of clients and for all other activities related to the counsellor role. The Faculty further expects that counselling psychology students will at all times demonstrate professionalism, care, integrity, respect, and trust in their interactions with each other, with the representatives of the Faculty of Education, and during their practicum with clients, supervisors, and members of the public.

The following procedures apply to this regulation:

1 Publicity

This regulation will be publicized to all students enrolled in the Masters in Counselling Psychology (M.A./M.Ed.), to all teaching and administrative personnel of the Faculty of Education, and to all agency-based personnel and supervisors involved in a counselling student's practicum. To be approved for a practicum placement, all candidates must demonstrate that they are aware of its contents and that they have the ability to live up to its requirements.

2 Prior to the Practicum

- (a) Only those counselling psychology students who demonstrate that they can act with professionalism, care, integrity, respect and trust, and that they have the knowledge, attitudes, and competencies needed to be responsible for the physical safety, psychological health, and emotional wellbeing of clients, will engage in a practicum.
- (b) If a counselling psychology student has not demonstrated the required qualities (professionalism, care, integrity, respect, and trust), or if the Faculty has well founded reason to believe that the counselling psychology student may endanger the physical safety, psychological health, or emotional wellbeing of clients, the Director of Graduate Studies Program may deny a practicum placement to the counselling psychology student. In the absence of the program director, the decision to refuse a practicum placement must be made by the Vice-Dean Academic Programs or the Dean.
- (c) The counselling psychology student must be informed in writing of this determination and the reasons for it within five working days of the cessation or denial of the practicum.

3 During the Practicum

- (a) Counselling psychology students will be immediately withdrawn from the practicum if they put at risk the physical safety, psychological health, or emotional wellbeing of clients, or otherwise demonstrates an absence of care, respect, integrity, or trust.
- (b) This determination may be made by the instructor of the practicum course, the field supervisor or other agency-based personnel involved in the counselling psychology student's practicum, the Coordinator of the Counselling Psychology concentration, the Director of Graduate Studies, the Vice Dean (Graduate Studies), or the Dean of the Faculty of Education.

The counselling psychology student must be informed in writing of this determination and the reasons for it, normally within five working days of the withdrawal from the practicum.

(c) In the event of such a determination, the counselling psychology student will only be permitted to undertake another practicum by the Director of Graduate Studies [or in his or her absence the Vice-Dean (Academic Programs) or the Dean of Education], after consulting with the Coordinator of the Counselling Psychology concentration, when the counselling student demonstrates that he or she:

- i. no longer poses a risk to clients;
- ii. is capable of acting with professionalism, care, integrity, respect, and trust, and;
- iii. has the knowledge, attitudes, and capacities needed to be responsible for their physical safety, psychological health, and emotional wellbeing.

4 Denial or Withdrawal from Practicum

In the event that a counselling psychology student is denied or withdrawn from the practicum under this regulation, a committee consisting of at least three regular professors (the Coordinator of the Counselling Psychology concentration, the instructor of the practicum course, and a third professor in Counselling Psychology) will examine the case. The Coordinator of Counselling Psychology may include other professors in this committee.

(a) The committee must normally meet within ten working days of the written notification to the counselling psychology student of the decision to deny a practicum.

(b) The committee may make one of three decisions:

- i. it may uphold the denial of a practicum placement;
- ii. it may identify conditions that the student must satisfy before engaging in a practicum; or,
- iii. it may authorize the placement of the counselling psychology student in another practicum.

(c) The counselling psychology student may make a written submission to the committee and may request to appear before it. The student may choose to be accompanied by one advocate or support person at this meeting should the student wish.

(d) The committee must provide written reasons for its decision.

(e) In the event that the committee upholds the decision to bar the student from the practicum, a grade of F will be noted on the counselling psychology student's transcript for the practicum and the student will be withdrawn from the counselling psychology program.

- (f) In the event that the committee identifies conditions that the counselling student must satisfy before engaging in a practicum, a grade of E will be noted on the counselling psychology student's transcript for the practicum.
- (g) A student may not withdraw from the practicum seminar course prior to or during an investigation of professional misconduct. The Faculty of Education reserves the right to note a grade of E or F on the student's transcript following the recommendation of the Committee.

5 **Right of Appeal**

The counselling student may appeal the decision of the committee through the normal procedure associated with a grade appeal as defined by the Senate of the University of Ottawa.

4. Appendix

4.1 Practicum Site Confirmation Form



Practicum Student's Name:

Student I.D:

Address:

Tel. number(s):

Email:

Proposed Semester(s):

___ Fall ___ Winter

Name of practicum site:

Tel. / Fax:

Address:

Field Supervisor:

Email:

Job title at site:

Highest degree (min. masters counselling/related field):

**Date acquired (min. 5 yrs
practice post-degree):**

Professional designation/s(e.g., CCC, RP, C Psych, MSW):

Date/s acquired:

Professional membership/s (e.g., CCPA, CPA):

Date/s acquired:

Practicum Details: In the following section please describe briefly features of the practicum arrangement.

SECTION 1:

How many hours per week and on what days will the practicum student work?

SECTION 2:

At which location(s) specifically will the practicum student be located?

SECTION 3:

In general terms, what form will supervision take (see practicum guide for further descriptions) and how frequently will the intern meet face to face with the supervisor (minimum 1 hour face to face per week)?

SECTION 4:

Please provide below an overview of the practicum student's activities. Break the responsibilities down by tasks using the categories in the practicum guide's Counselling Log as a guide. Indicate approximate % of time to be devoted to various activities. Make sure to draw a clear picture of the nature of the practicum student's direct client contact activities.

Activities/responsibilities:

1. Minimum of one (1) hour of direct (face-to-face) supervision per week
2. Minimum of seventy-five (75) direct client contact hours (list additional responsibilities below)

3. Title of additional activity:

3. Description of additional activity:

4. Title of additional activity:

4. Description of additional activity:

5. Title of additional activity:

5. Description of additional activity:

6. Title of additional activity:

6. Description of additional activity:

Practicum Student Signature:

Date:

Supervisor Signature:

Date:

Advisor Signature:

Date:

4.2 Counselling Log

Counselling Log

M.Ed. / M.A. in Counselling Psychology

Practicum Student's Name:

Week of:

Client Contact

ACTIVITIES	Mon	Tue	Wed	Thur	Fri	Sat	Total
Individual							0
Group							0
Family/couple							0
Testing							0
Other (specify)							0
Other (specify)							0
Other (specify)							0

Supervision

ACTIVITIES	Mon	Tue	Wed	Thur	Fri	Sat	Total
Individual supervision							0
Group supervision							0
Seminar (2.5 hrs per class)							0
Other (specify)							0

Other (specify)							0
Other (specify)							0

Other

ACTIVITIES	Mon	Tue	Wed	Thur	Fri	Sat	Total
Case conferences							0
Observation							0
Scoring/interpreting tests							0
Case notes and reports							0
Correspondence							0
Staff meetings							0
Research activities							0
Preparation (e.g., for clients, supervision)							0
Professional development							0
Other (specify)							0
Other (specify)							0
Other (specify)							0

This week's client contact time:

Running total client contact time:

This week's total practicum hours:

Running total practicum hours:

Practicum Student Signature:

Supervisor Signature:

4.3 Supervision Contract Form



Practicum Student:

Supervisor(s):

Placement Site:

Dates of Placement:

Objectives of Placement

Practicum Student's Objectives

(Specific counselling competencies that practicum student wants to achieve during placement.)

Practicum Student's Objectives:

Supervisor's Expectations

(Minimal competencies required to successfully complete placement.)

Supervisor's Expectations:

Counselling/Psychotherapy and Related Activities

(Provide specific information about practicum student's obligations in the following categories.)

Counselling / Psychotherapy:

Administrative Activities:

Professional Development:



Supervision

Method of supervision

(E.g., direct observation, observing supervisor, reviewing taped sessions, case notes, etc.)

Method of Supervision:

Frequency and Duration of Supervision:



Evaluation

Criteria:

Frequency:

Mode
(E.g., written, oral, one-way, two-way, etc.)

Mode:

Supervisor's Signature:

Date:

Practicum Student's Signature:

Date:

4.4 Consent to Record Form



uOttawa

**L'Université canadienne
Canada's university**

Faculty of Education - M.Ed./M.A. (Counselling Psychology)
Consent to Record Session Form

I, _____, hereby give my consent to _____, a Graduate student in the M.A. / M.Ed. (Counselling Psychology) program at the University of Ottawa, to (please initial in box):

audio-record video-record our counselling interviews.

I give consent for the recording(s) to be heard/watched (to assist in the learning of counselling skills) by the student counsellor's:

On-site supervisor, who is an experienced counsellor/psychotherapist/social worker/psychologist

Academic supervisor, a professor of Counselling Psychology

Student colleagues in the practicum course of the Counselling Psychology program.

I understand that the contents of all recorded sessions will be kept confidential, my identity will not be disclosed beyond what appears on the tape, and that I may choose to sit with my back to the camera to further conceal my identity. I also understand that the recording(s) will be stored in a locked filing cabinet when not in use and will be erased immediately after being shared in the supervisory process.

I understand that the sharing of a recording of a portion of my session will be treated exactly like a counselling session and confidentiality will be maintained by all practitioners involved. I also understand that I can withdraw this consent at any time by notifying the student counsellor and that the recording(s) will be erased immediately upon my request.

Signature:

Date:

Student-Counsellor's Signature:

Date:

4.5 Practicum Midterm Report Form



Date:

Placement Site:

Practicum Student:

Supervisor:

___ **EDU 6473**

___ **EDU 6474**

Practicum Student's Performance

___ **Option 1:** To date in this semester, the practicum student's performance meets acceptable standards.

___ **Option 2:** To date in this semester, the practicum student's performance falls short of acceptable standards.

If option 1 is the case, you can indicate comments in the text box below (optional).

If option 2 is the case, please indicate in highly specific and concrete terms in the text box below what the practicum student needs to demonstrate in order to meet acceptable standards during the duration of this practicum placement. Use overleaf if necessary.

Supervisor Signature:

Date:

Practicum Student's Signature:

Date:

4.6 Practicum Final Evaluation Form



Identification

Name of Student:

Dates of Placement:

____ **EDU 6473** ____ **EDU 6474**

Name of Supervisor:

Tel:

Email:

Name of Placement:

Address:

For further information, please contact one of the Faculty Advisors:

Dr. Cristelle Audet
(613) 562-580 x4060
caudet@uottawa.ca

Dr. Nick Gazzola
(613) 562-580 x4030
gazzola@uottawa.ca

Dr. Diana Koszycki
(613) 562-5800 x4091
dkoszyck@uottawa.ca

Dr. André Samson
(613) 562-5800 x4029
asamson@uottawa.ca

Dr. David Smith
(613) 562-5800 x4344
jdsmith@uottawa.ca

Dr. Anne Thériault
(613) 562-5800 x4088
atheriau@uottawa.ca

Dr. Tracy Vaillancourt
(613) 562-5800 x4134
tvailan@uottawa.ca

Counselling Skills

E = Excellent

VG = Very Good

S = Satisfactory

F = Fair: requires remediation

P = Poor: failure

N/A = Not Applicable

Using the preceding grading system, write in the right-hand column the letter corresponding to your evaluation of the practicum student regarding the following statements:

1 – During counselling interviews, the practicum student establishes counselling objectives collaboratively with clients.

Evaluation 1:

2 – During counselling interviews, the practicum student stays focused on the purpose of counselling.

Evaluation 2:

3 – During counselling interviews, the practicum student appropriately challenges clients to think and act in new and adaptive ways.

Evaluation 3:

4 – During counselling interviews, the practicum student tailors counselling interventions to clients' individual needs.

Evaluation 4:

5 – During counselling interviews, the practicum student invites clients to express feelings.

Evaluation 5:

6 – During counselling interviews, the practicum student does not avoid emotionally-charged topics.

Evaluation 6:

7 – During counselling interviews, the practicum student utilizes silence in an effective manner.

Evaluation 7:

8 – During counselling interviews, the practicum student uses self-disclosure in an appropriate and effective manner.

Evaluation 8:

9 – During counselling interviews, the practicum student provides clear and concise feedback to clients.

Evaluation 9:

10 – During counselling interviews, the practicum student displays warmth, acceptance, and respect toward clients.

Evaluation 10:

11 – During counselling interviews, the practicum student is empathic with clients.

Evaluation 11:

If you wish to elaborate on the points above or comment on any other aspect of the practicum student's counselling skills, please do so in the space provided below.

Details / Comments:

Supervision

E = Excellent

VG = Very Good

S = Satisfactory

F = Fair: requires remediation

P = Poor: failure

N/A = Not Applicable

Using the preceding grading system, write in the right-hand column the letter corresponding to your evaluation of the practicum student regarding the following statements:

1 – With respect to supervision, the practicum student arrives well prepared.

Evaluation 1:

2 – With respect to supervision, the practicum student is receptive to feedback.

Evaluation 2:

3 – With respect to supervision, the practicum student reflects on and learns from their professional experiences.

Evaluation 3:

4 – With respect to supervision, the practicum student considers how their own frame of reference impacts on counselling.

Evaluation 4:

5 – With respect to supervision, the practicum student actively seeks new perspectives on clients.

Evaluation 5:

6 – With respect to supervision, the practicum student can conceptualize clients' problems.

Evaluation 6:

7 – With respect to supervision, the practicum student makes use of feedback in subsequent

counselling.

Evaluation 7:

8 – With respect to supervision, the practicum student recognizes limits to their competence and acts accordingly.

Evaluation 8:

9 – With respect to supervision, the practicum student seeks guidance and direction from supervisor when warranted.

Evaluation 9:

10 – With respect to supervision, the practicum student is capable of evaluating their own strengths and weaknesses as a counsellor.

Evaluation 10:

If you wish to elaborate on the points above or comment on any other aspect of the practicum student's response to supervision, please do so in the space provided below.

Details/Comments:

Professional Conduct

E = Excellent

VG = Very Good

S = Satisfactory

F = Fair: requires remediation

P = Poor: failure

N/A = Not Applicable

Using the preceding grading system, write in the right-hand column the letter corresponding to your evaluation of the practicum student regarding the following statements:

1 – Regarding professional conduct, the practicum student understands the objectives and procedures of the organization.

Evaluation 1:

2 – Regarding professional conduct, the practicum student demonstrates an interest in their own professional development.

Evaluation 2:

3 – Regarding professional conduct, the practicum student maintains up-to-date client files.

Evaluation 3:

4 – Regarding professional conduct, the practicum student organizes their work and time by establishing priorities

Evaluation 4:

5 – Regarding professional conduct, the practicum student is punctual for appointments.

Evaluation 5:

6 – Regarding professional conduct, the practicum student always conducts themselves in an ethically responsible way.

Evaluation 6:

7 – Regarding professional conduct, the practicum student shows appropriate levels of autonomy and initiative.

Evaluation 7:

8 – Regarding professional conduct, the practicum student establishes positive relations with colleagues within and outside the organization.

Evaluation 8:

9 – Regarding professional conduct, the practicum student is clear and concise in professional communications, including case notes and reports.

Evaluation 9:

10 – Regarding professional conduct, the practicum student uses appropriate professional, organizational, and community resources.

Evaluation 10:

If you wish to elaborate on the points above or comment on any other aspect of the practicum student's professional conduct, please do so in the space provided below.

Details/Comments:

Global Evaluation

Please indicate your overall evaluation of the student's performance by checking the appropriate blank below.

___ **Pass:** The practicum student has performed at or above an acceptable standard and met all requirements for the practicum.

___ **Incomplete:** Remediation is necessary and/or the practicum student has not met all requirements for the practicum.

___ **Failure:** The practicum student has performed below an acceptable standard and has failed to meet the minimum requirements of the practicum.

If you have any further comments on the practicum student's overall performance, please write them in the space provided below.

Comments:

Supervisors Signature:

Date:

Practicum Student's Signature:

Date:

4.7 Practicum Summary Form



Practicum Summary
M.Ed. / M.A. (Counselling Psychology)

To be completed and submitted to the course instructor at the same

Practicum Student:

Student I.D.:

Email:

Tel:

Semester placement completed: ____ Fall ____ Winter

Course: ____ EDU 6473 ____ EDU 6474 **Year:**

Practicum Site:

Tel:

Address:

Field Supervisor

Name:

Email:

Address:

Tel:

Highest degree (minimum masters counselling/related field): **Date acquired:**

Professional designation/s? (e.g., CCC, RP, C Psych, C Psych Associate, MSW):

Date/s acquired:

License #:

Total # of **practicum hours** completed:

Total # of **direct client contact hours** completed:

Total # of **clinical supervision hours** completed:

Total # of **practicum class seminar hours** completed:

How many of the direct client contact hours fall within the scope of psychotherapy practice?:

Scope of Practice of Psychotherapy (CRPO):

The practice of psychotherapy is the assessment and treatment of cognitive, emotional or behavioural disturbances by psychotherapeutic means, delivered through a therapeutic relationship, based primarily on verbal or non-verbal communication. (See *Psychotherapy Act, 2007*, Section 3).

Please note that in order to PASS Practicum in Counselling Psychology II (EDU 6474) you must have a minimum of 75 client contact hours in EDU 6474 as well as a running total (EDU 6473 and EDU 6474 combined) of at least 150 direct client contact hours and 400 cumulative practicum hours. The above hours will be added to your EDU 6474 total.

Practicum Student Signature:

Date:

Supervisor Signature:

Date:

Practicum Professor Signature:

Date: