



# 04:782 Practicum in Counselling II Information Package

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### **Course Description: 04:782 PRACTICUM IN COUNSELLING II (3)**

Prerequisite: 04.772 Practicum in Counselling I and Permission of EPSS Department.

This course comprises supervised counselling practice in a community-based setting and a complementary professional seminar. Throughout this course students will complete 75 hours of supervised counselling practice which includes direct client contact under the supervision of a qualified professional. The course format will assist students to develop an in-depth understanding of professional counselling practices through the practicum component as well as faculty group supervision to help advance knowledge of counselling issues and case conceptualization through the seminar component of the course. Criminal records check that includes vulnerable sectors, and a child abuse registry check are required.

## **Background and Purpose of 04:782**

The purpose of Practicum in Counselling II is to provide an opportunity for graduate students to apply counselling theories and strategies discussed in class in an applied setting following the completion of 04.772. This practicum follows 04.772 Practicum in Counselling I and supports the development of additional counselling skills beyond those required for the Manitoba School Counsellor's certificate.

**This course must be done while in program, usually directly following the successful completion of 04.772 Practicum in Counselling I.**

Students in a practicum benefit most when they are engaged in roles that they aspire to in their career advancement. While 04:772 Practicum in Counselling I will usually take place in a school setting with the student being mentored by the school counsellor, 04.782 Practicum in counselling will usually take place in a setting beyond the school. 75 contact hours are required for the 04.782 Practicum in Counselling II course.

Graduate students who wish to pursue certification with the Canadian Counselling and Psychotherapy Association also require the 04:782 Practicum in Counselling II course to accumulate the additional 75 contact hours of supervised counselling practice that are required for certification by this body. 04.782 does not count towards the School Counsellor's Certificate, but it may count toward an elective in the M.Ed. in Guidance and Counselling specialization. Students must be approved by the department to register for 04.782. Approval from the department is contingent on:

- being a distinguished student (GPA > 3.70 in the Master of Education in Guidance and Counselling and no mark below an A-).
- The recommendation in the final evaluation process of *04.772 Practicum in Counselling I* to proceed to *04.782 Practicum in Counselling II*.
- Evidence of exceptional work and counselling skills in program.

Candidates are strongly encouraged to pursue their second practicum in a private counselling setting to ensure that the concepts and skills developed in this education focused program are enhanced in a private practice setting. For the Canadian Counselling and Psychotherapy Association certification, the field supervision for both practicums must be completed by a practicing therapist with a minimum of a graduate degree in a counselling or related field. Because the Master of Education in Guidance and Counselling is paired to the School Counsellors Certificate from Manitoba Education, it is incumbent on the student to ensure that the courses and how their practicum process align with the CCPA. Students who are seeking CCPA certification are strongly encouraged to apply as [students for membership](#) with the CCPA.

**Students will need to complete and provide a current copy of a criminal records check that includes the vulnerable sectors check, and a child abuse registry check.**

## Practicum Process

1. The student registers for 04.782 Practicum in Counselling II.
2. Prospective registrants meet during winter term via Zoom for the Practicum Orientation Meeting. At the meeting the following items are discussed:
  - a. The Department of Educational Psychology and Student Services must approve this elective option for the student. Approval is based upon suitability for private or public practice.
  - b. Practicum settings are approved by the instructor when the following conditions are met:
    - i. The student has identified a suitable practicum placement and an appropriate field supervisor.
    - ii. The student can demonstrate that they will be able to acquire the minimum of 75 hours of contact time working in a private or public practice setting providing individual and group therapeutic and career counselling.
    - iii. A suitable field supervisor has been identified who will be willing and able to mentor the student and maintain contact with the instructor on a regular basis during the Practicum.
    - iv. The student has provided a current resume and developed goals for the practicum using the **Practicum Supervision Agreement**.
    - v. The student has provided a current copy of a criminal records check that includes the vulnerable sectors check, and a child abuse registry check.
    - vi. The student understands the CCPA ethical guidelines and has signed the **Pledge of Confidentiality** agreement.
    - vii. The student has completed the [Respect in School](#) training.
3. The student, the instructor, and the Field Supervisor will meet before the start of the Practicum to discuss individual responsibilities and expectations related to the number of observations, frequency of progress reports, and final assessment process. This meeting can take place face to face or by email, telephone, Zoom, etc. At the end of this meeting, the **Practicum Supervision Agreement** is amended if necessary, and signed. This form represents a contractual agreement between the three (or more) parties.

Should any significant changes occur affecting the original practicum supervision agreement, it is the responsibility of the student to notify the instructor and to develop an alternative plan.

4. Students complete the seminar and the practicum during both spring terms. Students must successfully complete all course requirements, including the Counsellor Training Skills rubric that will be jointly completed with the field supervisor.

## **Practicum Roles and Responsibilities**

The student's responsibilities shall include:

1. Developing a set of goals for the practicum that can be discussed with the instructor and the field supervisor.
2. Working through the practicum as a professional commitment.
3. Completing the necessary documentation to qualify for participation in practicum (where applicable).
4. Taking direction from the Field Supervisor on all aspects of the practicum.
5. Attending seminar and complete assigned readings/coursework.
6. Completing progress notes that document the professional activities on a daily or weekly basis.
7. Acting in accordance with the professional guidelines as set out in the context in which the practicum takes place.
8. Acting in accordance with school / agency policy and legislation at all times.
9. Providing the field supervisor and Instructor with copies of logbook/reflective journal at regular intervals to serve as a basis for ongoing assessment of your progress.
10. Meeting with the instructor at the conclusion of the practicum to discuss goal attainment and final evaluation.

The instructor's responsibilities shall include:

1. Meeting with the student before the start of the practicum to discuss goals, scheduling, and agency/school requirements for the practicum.
2. Consulting on a regular basis with the field supervisor.
3. Providing regular feedback, consultation, and assistance to the student during seminar.
4. Evaluating progress throughout the practicum, completing a summative evaluation at the end of the placement, and submitting a final grade to the Graduate Studies Office.
5. Terminating the practicum if, at any time, circumstances warrant this measure.

The field supervisor's responsibilities shall include:

1. Orienting the practicum student to the policies and procedures of the school / school division / agency.
2. Providing opportunities for practicum students to develop skills through participation in the range of roles and functions that are common to the expectations as set out in the practicum plan.
- 3.
4. Providing additional opportunities for observation and participation of school / agency activities, where applicable.
5. Providing continuous feedback to the student on their progress.
6. Forwarding the final evaluation of professional skills and knowledge attained to the instructor at the conclusion of the practicum.
7. Students acquiring the CCPA designation must receive Direct Supervision that includes:
  - a. Supervisor and Supervisee Co-Counselling

- b. Supervisor and Supervisee Co-Facilitation
- c. Direct Observation
  - i. sitting in the counselling room,
  - ii. standing behind a one-way mirror and using video or other forms of telecommunication.
  - iii. It also includes interactive approaches such as co-therapy, use of a one-way mirror with phones or bug-in-the-ear (a wireless earphone placed in the ear of the supervisee through which the supervisor can communicate during the session), bug-in-the-ear (BITE), modeling, and demonstration.
- d. Live Supervision
- e. Review of Session Recordings





## **Appendix B: Canadian Counselling and Psychotherapy Acknowledgment**

If this practicum is being used for the Canadian Counselling and Psychotherapy Association (CCPA) certification process, I understand that it my responsibility to ensure that this practicum meets the CCPA practicum requirements.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Field Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix C: Respect in School Completion Acknowledgment**

I have completed the Respect in School training program provided through Manitoba Education (please select one):

Yes

No

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D: Ethical Acknowledgments

I acknowledge that there are no pending legal impediments that could create an ethical dilemma during this practicum and to inform the practicum instructor if this changes.	<input type="radio"/>
I acknowledge there is no professional impairment (physical, mental, spiritual, or personal circumstances) that diminish my participation in this practicum and to inform the instructor if this changes. Examples to consider include being suspended, dismissed or on medical leave from your current employer.	<input type="radio"/>
I acknowledge that I will provide fair, equitable, and timely services, using only those therapies that are legal, ethical, helpful, evidence-informed and within my scope of practice and boundaries of competence.	<input type="radio"/>
Further, I commit to ethical conduct during this practicum as established in the CCPA Code of Ethics.	<input type="radio"/>

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix D: Pledge of Confidentiality

Confidentiality of client and agency information is a prerequisite for the effective and ethical practice of counselling.

Respect for the confidentiality of client and agency information is also a fundamental basis upon which the credibility of counselling students, the counselling program, and the Faculty of Education depends.

Client information may be shared only in appropriate circumstances such as:

- in consultation with supervisors.
- where appropriate in the context of agency or interagency team meetings.
- where required by law or a legal enactment.
- as required in case of duty to warn or child protection.

In all the above cases, you should take direction from your supervisor about any sharing of information.

I, \_\_\_\_\_, pledge that I will maintain in confidence all personal and agency information obtained during my field-based practicum experience. I will not disclose information regarding a client or clients, or the agency, except as required above. I understand that disclosure of client or agency information to any one for any reason other than those listed above will be grounds for immediate termination of my practicum experience and will make the completion of the Master of Education in Guidance and Counselling at Brandon University impossible.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

\_\_\_\_\_  
Witness Signature

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## Appendix E: Evaluation of Counsellor Trainee Skills

Field Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

### Relationship/Attending Skills:

1. Listens carefully and communicates an understanding of client.

Not Met                       Approaching                       Met

2. Is genuine and warm with client.

Not Met                       Approaching                       Met

3. Is immediate with client.

Not Met                       Approaching                       Met

4. Is respectful of, and validates client.

Not Met                       Approaching                       Met

5. Is appropriate regarding the cultural context of client.

Not Met                       Approaching                       Met

6. Is appropriate regarding the developmental context of client.

Not Met                       Approaching                       Met

7. Uses interpersonal strengths appropriately including humour and self-disclosure.

Not Met                       Approaching                       Met

8. Is comfortable with a variety of feelings and/or issues shared by client.

Not Met                       Approaching                       Met

9. Provides support to client when appropriate.

Not Met                       Approaching                       Met

10. Challenges client when appropriate.

Not Met                       Approaching                       Met

11. Tracks the main issues presented by client.

Not Met                       Approaching                       Met

**Assessment Skills:**

12. Is able to organize session data into meaningful frameworks.

Not Met                       Approaching                       Met

13. Appreciates cultural and/or developmental issues that may affect assessment.

Not Met                       Approaching                       Met

14. Identifies appropriate goals.

Not Met                       Approaching                       Met

15. Can assist client in translating problems into realistic outcome goals.

Not Met                       Approaching                       Met

16. Can assess one's own performance in counselling.

Not Met                       Approaching                       Met

**Intervention Skills:**

17. Maintains an appropriate pace during sessions.

Not Met                       Approaching                       Met

18. Uses questions skilfully.

Not Met                       Approaching                       Met

19. Uses nondirective interventions skilfully.

Not Met                       Approaching                       Met

20. Can direct the session in a meaningful manner.

Not Met                       Approaching                       Met

21. Can deliver appropriate confrontations.

Not Met                       Approaching                       Met

**Classroom Skills: (if applicable)**

22. Clarifies objectives and ground rules with students at the outset.

Not Met                       Approaching                       Met

23. Plans for classroom activities.

Not Met                       Approaching                       Met

24. Validates input from students.

Not Met                       Approaching                       Met

25. Is sensitive to individual students' issues within the classroom context.

Not Met                       Approaching                       Met

26. Ensures students are protected from harm.

Not Met                       Approaching                       Met

27. Facilitates classroom sessions effectively.

Not Met                       Approaching                       Met

**Professional Skills:**

28. Maintains client confidentiality.

Not Met                       Approaching                       Met

29. Learns and follows school policies and procedures.

Not Met                       Approaching                       Met

30. Consults with supervisor as required or indicated by situation.

Not Met                       Approaching                       Met

31. Maintains adequate records of client contacts.

Not Met                       Approaching                       Met

32. Efficient and effective use of time.

Not Met                       Approaching                       Met

33. Evidence of effective daily planning.

Not Met                       Approaching                       Met

34. Ability to adapt to emergency and unanticipated situations.

Not Met                       Approaching                       Met

35. Open to self-examination during supervision.

Not Met

Approaching

Met

36. Seeks and considers professional opinion of supervisors and other counsellors when the need arises.

Not Met

Approaching

Met

37. Works well with other professional personnel.

Not Met

Approaching

Met

38. Comments:

If eligible and based on the overall practicum observation and the final report, this student is recommended to continue to *04.782 Practicum in Counselling II*.