Calendar Description
Provides intensive practice in advanced counselling techniques and approaches under the supervision of a professional counsellor in community settings. Lectures focus on case presentations, models of consultation, supervisor-supervisee relationship, roles and responsibilities of health professionals, counsellor identity, professional organizations, record keeping. This is a two-term course.

Course Overview
This seminar is intended to be a forum for discussion of issues, approaches, and techniques related to counselling practicums for students in their second year and beyond. Each class there will be at least one case presentation. There will also be time for client updates and discussion of counselling practice issues, as well as discussion of assigned readings. This class will operate in manner similar to a team of professional counsellors in an institution or agency. This will also be a forum in which students may discuss issues relevant to their sense of counselor identity. My role as instructor/coordinator will be to facilitate large and small group discussions, respond to practicum issues as identified by students, to facilitate a productive seminar, and to meet with individual students for consultation when requested or required for other reasons.

Text/Reading List
Reading for this course is primarily based on individual student needs grounded in their practicum sites. Each student should request a list of books and articles to read from their practicum supervisor(s). Additionally, each student is responsible for accessing peer reviewed articles and evidence-based books relevant for their learning needs and goals. Articles and selected other readings will be made available periodically by the instructor based on the groups’ needs, but this course is
heavily based on individualized reading plans that students develop based on the clinical issues that they are addressing and the specific clinical populations they see. Each student should be reading continuously throughout the course, and be ready to discuss their readings each week in class. Detailed annotated bibliographies of student reading will comprise one component of the student practicum binder. Students are also responsible for knowing and abiding by CCPA Code of Ethics, the Psychologists Code of Ethics, and the Psychologists Code of Conduct.

**Required Texts:**

1. Individualized reading list comprised of relevant books and peer reviewed articles
2. Instructor assigned peer reviewed articles
3. UVic Counselling Practicum Handbook

**Optional Texts:**


**Class Dates:**

**Term One (2013)**

- September 4
- September 18
- October 2
- October 16
- October 30
- November 11-13Reading Break
- November 20

**Term Two (2014)**

- January 8
- January 22
- February 5
- February 10-14Reading Break
- February 26
- March 12
- March 26
Course Policies

Class Attendance

Attendance is a requirement of the Faculty of Graduate Studies and is essential for effective learning in the Counselling Psychology Graduate Program. Normally, missing more than one class or lab (except for illness or emergency) will result in withdrawal of the student from the course, unless there are extenuating circumstances. The matter will be directed to the Counselling Graduate Advisor and faculty for decision-making. If you miss a class or lab for illness or family emergency, the instructor should be notified in advance. In instances where you have the flu or other contagious illness, you are to immediately contact the instructor and NOT attend class for the health of everyone; students are NOT to delegate this notification to another student to do. Also, you should contact the instructor in advance of the next session to discuss assignment work to be completed in place of the missed class or lab. It is your responsibility to learn from peers what information, etc. was covered in the class and lab and to come fully prepared for the next class or lab. Additional meetings may be arranged individually if/when requested/required. If attendance issues (including arriving late or leaving early) arise, the instructor/TA will speak to the student directly, and then the matter will be directed to the Counselling Graduate Advisor (Dr. Tim Black) or EPLS Chair (Dr. John Anderson) for decision-making. It is each student’s responsibility to learn from peers what information, etc. was covered in the class and lab, then check with the instructor, and finally come fully prepared for the next class or lab.

Professional Writing Style

APA Publication Style Manual (6th Edition) referencing and writing style is required for all academic course materials submitted by students. Failure to follow APA (6th Edition) style will result in deduction of marks for graded courses and return of the paper to the student for editing in non-graded courses. However, most writing in this course is either reflective or professional writing, and this is expected to maintain a level of professionalism in tone, choice of words, and overall engagement; students must demonstrate a deep understanding of the issues by synthesizing their learning.

Academic Integrity

Students must abide by academic regulations as set out in the university calendar. They must observe standards of “scholarly integrity” especially regarding plagiarism and cheating. This is particularly important in the documentation of practicum hours on the daily log sheets.

Ethical and Professional Attitudes & Behaviours:

1) All discussions related to individual people, including the instructor and other students, as well as clients, supervisors, and practicum sites ARE STRICTLY CONFIDENTIAL and are not to be discussed outside of class with other people.
2) Ability to engage with the course content, as well as with colleagues and instructors in an ethical and professional manner that acknowledges the simultaneous influence of behaviours, cognitions, emotions, and spirituality
3) Ability to deal with challenges and difficulties with other students, clients, professors, the program, and the university ethically and with integrity and professionalism. This means directly with the persons involved first and foremost. Other students are to be aware of issues such as triangulation and collusion, and not become involved in exacerbating the situation through gossip or similar negative behaviours
4) Students will learn more about and receive regular feedback about ethical and professional issues through supervision and class discussions. Every attempt will be made to facilitate student learning of themselves in relation to these issues through respectful and gentle feedback in supervision and discussion in class. Ongoing unresolved breaches, however, will result in a meeting with the instructor for explicit and direct feedback. Failure to act in accordance with ethical and professional guidelines and principles in ED-D 522 or in any practicum setting will likely result in disciplinary action, possible failure of the course and/or practicum, and could result in dismissal from the program.


6) It is expected that students will not be checking their phones, email, using the internet, or otherwise using technology in a way that distracts the student, the instructor, or others in the class. In general, phones and other forms of electronic communication and social media should be off and not checked during class time as a matter of courtesy and respect for others in the group.

7) Individual Personal Counselling: It is expected that students undertake their own personal counselling on their own accord during their graduate studies in the Counselling Psychology program. This is considered an important aspect of ethical practice that cannot be underestimated. This is to facilitate self-knowledge and personal growth, as well as to ensure that students’ own issues are not playing out with client, colleagues, or supervisors. This also allows students to fully experience the risks and benefits of engaging in counselling for personal issues. Students can access counselling services in many ways, many of which for free, paid by insurance plans, or at reduced rates for students, including at UVic Counselling Services; agencies in the community; private practitioner in the community; or your own, your partner’s, or your parents Employee and Family Assistance Program. Please note that the student health plan pays for a limited amount of counselling with a private practitioner.

**Practicum Hour Requirements for Program**

To help you conceptualize the number of hours needed for degree completion, the following information provides the hours needed for both practica. At times, adjustments need to be made to accommodate the differences in individual/group counselling at different practicum sites.

**ED-D 522 Practicum Hours (Review)**

Altogether students are required to minimally complete 100 hours on-site for 522 (equivalent to one full day on-site). Of these 100 hours, 50 hours must consist of direct client contact hours (counselling with clients) typically broken down as follows, although some variation is negotiated with the 522 instructor depending on practicum site.

Direct Individual Counselling: minimum of 40 hours usually with individual clients. Co-counselling with a supervisor can be included in this number. For every 4 to 6 hours of counselling hours (sessions), students must receive one hour of supervision, typically from the same supervisor (individual or in pairs counts as individual supervision). Supervisors must complete a mid-term and final evaluation for each student.
Direct Group Counselling: minimum of 10 hours of co-facilitating counselling or psychoeducational groups with another experienced counsellor is required; pre- and post-group supervision meetings with supervisor are part of this process, and a written evaluation must be completed and sent to the 522 instructor upon completion of the group.

The additional 50 hours (non-clinical hours) of the 100 hours allows the student to gain supervised experience in the use of a variety of professional activities such as assessment instruments, technologies, print and multimedia, professional literature, and research. These non-clinical hours will include activities, such as supervision, client notes, session and supervision preparation; documentation (log books, learning plans, timesheets, portfolio development, journal writing); consultations; reviewing recordings; workshops; and meetings.

**ED-D 522 Practicum Hour Requirements Summary:**

Total of Direct Counselling hours (40 individual and 10 group) = 50 hours  
Total of Indirect Non-clinical Service Hours (other on-site practicum activities) = 50 hours

**TOTAL REQUIRED ON-SITE HOURS AT PRACTICUM for 522 = 100 hours**

**ED-D 523 Practicum Hours (Current)**

During 523, you are expected to accrue 400 hours at your practicum site (2 to 3 days per week). The 400 hour total is broken down as follows:

Direct Individual Counselling: minimum of 160 hours must involve individual, couple or family counselling. Co-counselling with a supervisor or other colleague can be included in this number.

Direct Group Counselling: minimum of 40 hours of facilitating counselling or psychoeducational groups is required.

The additional 200 hours allows the student to gain supervised experience in the use of a variety of professional activities such as assessment instruments, technologies, print and multimedia, professional literature, and research. This may also include session and supervision preparation; documentation (log books, learning plans, timesheets, portfolio development, journal writing); consultations; reviewing recordings; workshops; meetings.

**ED-D 523 Practicum Hour Requirements Summary:**

Total of Direct Counselling hours (160 individual and 40 group) = 200 hours  
Total of Indirect Service hours (other on-site practicum activities) = 200 hours

**TOTAL REQUIRED ON-SITE HOURS AT PRACTICUM = 400 hours**
Course Expectations & Policies:

1. Read and Understand Your Practicum Handbook: Each of you will receive a copy of the Practicum Handbook, which contains information, handouts, checklists, practicum forms, etc. You will be familiar with many of them from your earlier practicums. You must keep your paperwork up to date in order to obtain a grade of “Complete.” Bring your practicum notebook to every class and supervisory session to ensure you track carefully and accurately.

2. Review Practicum Handbook in September with your On-site Supervisor: You will also receive a copy of the Supervisor’s Handbook, which is for your field supervisor. It contains information, guidelines, tips, task descriptions, and forms. It is intended to help your supervisor to assist you to get the most from your Practicum experience. You must go over the handbook with your supervisor within the first few weeks of practicum.

3. Complete a minimum of 400 practicum hours at your practicum site as contracted with your UVic and site supervisors, all of which are minimally rated as "satisfactory" by your setting supervisor and the Coordinator in your final practicum evaluation (see practicum evaluation form for more details). It is expected that you will be video or audio taping some of your counselling sessions and watching them back for your continued growth and development, and/or receiving live supervision from on-site supervisors and participating in co-counselling sessions with supervisors. Additionally, supervision requirements for some registrations include some taped sessions. Finally, ensure the distribution of individual and group counselling hours are in accordance with the information contained in this document.

4. Complete all assignments, practicum activities and maintenance of professional documentation (described below under Evaluation)

5. Attend all scheduled seminars and meetings with University of Victoria instructor unless accompanied by documentation for medical or other unavoidable reasons.

6. Contribute to class discussions and support your peers in a non-judgmental and professionally appropriate manner, reflective of a professional counsellor in the field. Please remember that our discussions are CONFIDENTIAL and not open for discussion with anyone outside the group. To do so is considered an ethical violation.

Course Assignments & Grading

This course is graded Complete or “Incomplete.” All assignments and tasks are to be completed to minimum level of “satisfactory” achievement, which is equivalent to a minimum B+ grade or higher in this class. Final grades on transcript will be one of the following: COM, INC, N or F (please refer to the Calendar 2013-2014 for full explanation of these symbols). University Graduate Grading Scale is found at the end of this document. Note: Students must abide by academic regulations as set out in the university calendar. They must observe standards of 'scholarly integrity' especially regarding plagiarism and cheating. To obtain a grade of "Complete," you must complete the following assignments in addition to the 400 practicum hours noted above:

1. Case Conceptualization Presentations (Due – one each semester)
   Once each semester, students will develop a written case conceptualization (template will be provided) that will be distributed to the class. The case will highlight a current client, and
include a detailed written conceptualization based on your theoretical approach. The presenter should be seeking input to assist in the development of his/her personal learning goals and development as a counsellor. Be sure to use a pseudonym and to disguise identifying features of the case, including workplace information, graduate student status and department, etc. Imagine if the written case was lost on campus – if someone could figure out the client from the “clues” that you provide, then you have given too much identifying information. Additional confidential and relevant information can be provided verbally at time of presentation. A case conceptualize template can be found on Moodle.

2. Practicum Portfolio/Binder (Due at the end of the practicum)
The practicum binder is similar to the one completed for 522, but the expectation is one of more depth and complexity in the written pieces, as well as in the presentation of the materials. The final product should look and sound professional in all respects. Please place your Final Report near the beginning of the portfolio given its relative importance in setting the scene for your entire practicum. Please be sure to include a detailed Table of Contents.

   a. Individualized Reading List (Due in September)
   Develop an individualized reading list that you review with your on-site supervisor and instructor for further development; once everyone is in agreement, all three will sign document. Place original signed document in portfolio.

   b. Individualized Annotated Bibliography (from reading list) (Due Nov & Mar)
   Using the agreed upon individualized reading list, students will then track their reading, add new books and articles as the year progresses, and develop an annotated bibliography on each entry (ie, write 1-2 paragraphs about what they found particularly noteworthy from book/article). Students, supervisors, and instructor will review this list and collaboratively work together to develop additional readings for the second semester.

   c. Practicum Placement Description Form (DUE: Beginning of Practicum)
   This is a two-page description of your practicum site with all the pertinent details (please see handbook for form). A copy of this form is to be handed in to the instructor/practicum coordinator at the beginning of the practicum and the original is to be included in the portfolio.

   d. Practicum Learning Plan Goals (DUE: Beginning of Practicum)
   The Learning Plan is intended to be an ongoing process. It is expected that you will begin with a minimum of 3 detailed goals for each of the learning areas of knowledge, skills, and personal development. Be sure to clearly identify goals and strategies that you will use to accomplish goals and methods of measuring each goal you have set. You may continue to refine and develop goals as you progress through your practicum, but ensure that you have the original signed document in your portfolio. The Practicum Learning Plan is collaboratively developed with the instructor/TA/practicum coordinator through feedback on the goals and a revision process. This document is to be included in the Portfolio.

   e. Mid-term & Final Self and Supervisor Practicum Evaluations (DUE: Midway & End of Practicum)
   Students are required to include all mid-term and final practicum evaluations, including those completed by supervisor(s), self-evaluations, and group counselling evaluation letters.
f. Practicum Final Report (DUE: End of Practicum)

Students will write a 5-6 page Practicum Final Report about the specific aspects of their learning at their practicum site. This document should include an overall assessment of the student’s strengths and stretches, as well as future learning goals. This final report should include a 1-2 page table that specifically outlines: (a) primary clinical issues that you worked with (e.g., Major Depressive Disorder, Generalized Anxiety Disorder — or the non-DSM equivalents — divorced parents, sexual abuse (male), etc.), (b) the clinical populations and how many people for each (e.g., adults 10 (7 female; 3 male), families with children under 18 or 12 or whatever suits; children aged 2-8, 9-12, 13-18, and (c) and particular interventions or training that you received and/or provided (e.g., art therapy (drawings), play therapy (games & toys), sand therapy (sand tray). This document is to be included in the Practicum Portfolio.

g. Practicum Daily Log Sheets and Bi-Weekly Log Sheets (DUE: Daily/Weekly Hours & Signatures)

These forms are required for you to track your specific and detailed hours at your practicum site and in the classroom, including individual and group supervision (direct with tapes or live observation or co-counselling), consultation (indirect supervision without tape or live observation). These forms are to be included in the Practicum Portfolio and are only handed in with your portfolio. However, the daily log sheets where hours are tracked must be completed DAILY when on-site; do not wait to fill it in to ensure detailed accuracy. Failure to keep this record current and to have on-site supervisor(s) and the 522 instructor sign the form is considered unprofessional and unethical. Students are required to be careful, detailed, and honest in tracking their hours.

h. Relevant additional materials (Due End of Practicum)

Students should endeavor to collect documents that provide evidence to their learning and capture all the key elements in your binder, for example, materials from your practicum site with permission, handouts and PowerPoint presentations for workshops facilitated, professional development taken at the site or in the community, key peer reviewed articles, lists of resources, etc.

If You Have an Academic Problem or Concern

It is important that students make every attempt to work directly with the faculty instructor to deal with problems. Depending on the nature of the academic matter or concern, the order in which you would normally seek assistance or redress is:

1. Your instructor
2. Your program supervisor (i.e., Graduate Advisor)
3. Departmental Graduate Advisor for your area (i.e., Graduate Advisor)
4. Departmental Chair (Dr. John Anderson)
5. Dean of the Faculty of Graduate Studies
6. The Senate

If the problem is related to a specific course, the first person you should contact and work with is the course instructor. This is an ethical and professional obligation. In addition, you may wish to consult the UVic Students' Society Ombudsperson, Martine Conway, who can be located at: SUB B205 (upstairs) phone: 250-721-8357, ombuddy@uvic.ca or www.uvss.uvic.ca/ombudsperson, Monday to Friday.