

## CO 801 MASTER OF COUNSELLING INTERNSHIP GUIDE

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### OVERVIEW

The Master of Counselling program is intended for those who are looking to develop professional counselling skills. The program will help students learn to demonstrate the necessary skills and personal attributes to enter into vocational counselling, demonstrate that their practice of counselling meets the highest Christian and professional ethical standards, and meet the academic requirements to gain professional recognition with two accrediting groups, including the Professional Association of Christian Counsellors and Psychotherapists (PACCP) and the Canadian Counselling and Psychotherapy Association (CCPA).

The internship component of the Master of Counselling program at Briercrest College and Seminary is designed to provide the graduate student with a practical context in which to counsel under supervision.

While Briercrest College and Seminary wishes to be as helpful as possible in finding internship placements for students and can provide a number of suggestions, it is not possible for the Seminary to place students. The onus is on the student to find a placement. Internships are approved and started after Practicum II has been successfully completed, but it is advisable to begin considering placement opportunities soon after beginning studies.

Depending upon the weekly caseload, students should anticipate devoting 4-12 months to the completion of the Counselling Internship, although there is considerable latitude in the timeline. For students hoping to graduate in the spring, all requirements must be completed, and documentation must be submitted to the internship coordinator by March 31<sup>st</sup> of that year. Internship MAY NOT be counted as an outstanding course for the purposes of graduation.

### REQUIREMENTS – THE MASTER OF COUNSELLING INTERNSHIP

#### *Prerequisites*

To register for the Internship, students must have completed Practicum I and II with a final mark no lower than a 'B' in both and have approval from the Counselling Department Head. Also, the internship venue and clinical supervisor must be approved by the Internship Coordinator prior to registering for CO 801. Students must begin their internship within 24 months of Practicum II. If they do not, they will be required to audit either Practicum I or Practicum II, as well as CO 703 or CO 705, at the discretion of the department head, based on the unique needs of the student and changing professional requirements.

### *Counselling and Supervision Hour Requirements*

The minimum requirement for completion of CO 801 is 300-hours dedicated to internship. Within the required 300 hours, students must provide a minimum of 150-hours of direct counselling to clients and receive 30-hours of supervision from a qualified approved supervisor. The remaining 120 hours can be comprised of case planning, documentation, training, and other various internship-related tasks.

**150 direct counselling hours:** providing counselling in a setting that is approved by the Internship Coordinator. Counselling hours are defined as direct therapy with individuals, couples, families, and/or groups. Activities such as telephone contact, case planning, observation of therapy, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact.

No more than 37.5-hours of the direct counselling hours (or 25%) may be a combination of:

- Intake
- Assessment
- Psychoeducation
- Group Counselling

**30 clinical supervision hours** are required for the internship. Supervision at the rate of one hour of supervision to every five counselling hours is required. Students can also engage in group supervision in addition to individual (or dyad) supervision. Group hours can account for half of your supervision time, and supervision groups can have up to eight supervisees in a group. Students participating in group supervision must have written permission from both their site supervisor and client, along with this consent noted in the client's file, prior to presenting a client in group supervision.

Supervision must be a combination of both direct and indirect supervision. A minimum of **10 hours** of direct supervision is required.

As per CCPA guidelines, direct and indirect supervision can be understood as:

Direct Supervision	Indirect Supervision
<ul style="list-style-type: none"> <li>● Supervisor and Supervisee Co-Counselling</li> <li>● Supervisor and Supervisee Co-Facilitation</li> <li>● Direct Observation</li> <li>● Live Supervision</li> <li>● Review of Session Recordings</li> </ul>	<ul style="list-style-type: none"> <li>● Case Consultation</li> <li>● Case Presentation Documentation</li> <li>● Review Transcript; Review Self-Report</li> <li>● Role-play and Simulation</li> <li>● Demonstration of a Skill or Strategy</li> </ul>

We encourage a scaffolding approach to supervision, with students engaging in a higher rate of supervision at the start of their internship when they may need additional support. Students may not

exceed five hours of counselling per one hour of supervision and need to plan their client load accordingly. If a student receives additional supervision early in their internship, they may have a slightly lower ratio nearing the end of their internship, providing the overall counselling to supervision ratio does not exceed five to one on any monthly report.

Supervision hours are counted based on direct interaction between supervisor and supervisee. This may occur in person or through electronic means, such as Zoom. While written supervisory feedback is entirely appropriate and helpful, it does not count toward your supervision hours.

**120 Indirect Counselling Hours:** As students are required to dedicate 300 hours to their placement(s), students can count to 120 hours towards indirect counselling hours. Students who acquire additional counselling and supervision hours can reduce the indirect counselling hours to account for the additional direct counselling and supervision hours.

Some examples of what can be counted as indirect counselling hours include clinical documentation, client contact for scheduling purposes, case planning, observation of therapy, administrative activities, consultation with community members or professionals, agency meetings, additional counselling and supervision, reading assigned by site-supervisor or professor, and time in counselling seminars.

### *Ethics*

Students must hold student membership with the Professional Association of Christian Counsellors and Psychotherapists (PACCP) or the Canadian Counselling and Psychotherapy Association (CCPA) throughout their internship. If students are a resident of a province that is in the process of regulating or is regulated, the student can request to become a member of that province's professional association. Students can email the internship coordinator for permission to do this in lieu of the national organizations. Students will be guided by this association's current code of ethics during their internship. Supervisors who belong to a different professional association may require adherence to that code of ethics as well and this needs to be documented in the internship proposal and application (Appendix B). Students should consider any differences between these codes of ethics and discuss them with their supervisor.

### *Supervisor*

Students are required to complete their internship under a qualified clinical supervisor. Your placement clinical supervisor will be your primary source of supervision. Students may also engage in supplemental supervision, such as group supervision. In situations where the student is counselling in a setting where they are receiving external clinical supervision, it is appropriate to have an onsite administrative supervisor in which they have accountability related to working in the setting. Students are not able to use a family member as a clinical supervisor regardless of their designations or experience.

Ideally, the supervisor will have the designation of Canadian Certified Counsellor-Supervisor (CCC-S) with the CCPA or Approved Supervisor with The Canadian Association of Couple and Family Therapy (RMFT-SQ, RMFT-S, RMFT-SM). Failing this, the student may find an experienced counsellor with a minimum of a

master's degree in a counselling-related field, five years of post-graduate counselling experience, hold membership with a Canadian counselling professional association (i.e. CCPA, CAMFT, PACCP), and who has taken a supervision course or has significant experience supervising master's counselling practicum students.

In talking to a potential supervisor, please ensure they are aware of the supervision guidelines (Appendix C). All Supervisors will be asked to disclose ethical violations and/or complaints filed against them.

If students wish to participate in group supervision when offered by Briercrest, they must have the client consent to present their case in group supervision and document this consent in the client's file prior to discussing the client's case in group supervision. Students will be required to have their supervisor sign consent for them to participate in supplemental supervision.

Note: Only supervision hours with your internship-approved clinical supervisor can count towards your required supervision hours. Likewise, group supervision hours (whether with an approved supervisor or someone else) in a context of more than 8 supervisees cannot count towards internship supervision hours.

### ***Liability Insurance***

Upon approval of the internship proposal and registration with Academic Services, the student will be billed for and subsequently covered by liability insurance provided through Briercrest College and Seminary. Coverage is for a twelve-month period beginning the day of registration and is non-refundable and non-prorated. Should the internship take longer than 12 months, students must extend their course registration and also liability insurance coverage, available in six-month increments, to a maximum of a one-year extension. It is the student's responsibility to request an extension of their insurance one month prior to their required extension should they require an extension to their liability insurance. *Liability insurance does not cover any counselling work done by the student beyond the internship.*

### ***Internship Sites***

The student will fulfill their internship requirements in a counselling centre or other counselling context. Internships must occur within an established counselling practice under direct supervision from a clinical supervisor. Students are not permitted to work in a practice owned or operated by a family member without prior authorization from the Internship Coordinator.

The internship context should provide, as much as possible, a variety of types of counselling situations. Examples include crisis, grief, couples, family, as well as individual counselling.

Unless requested by the student, names of students in internship and the name of their placement will be included in the Briercrest Counselling Department newsletter. Students can refer to this list to generate ideas based on previous years' internship placements.

### *Initiating the Internship*

The student will be expected to obtain prior approval of the internship venue and clinical supervisor from the Internship Coordinator. Locating an internship venue and supervisor is the student's responsibility and should be done in collaboration with the Internship Coordinator. The Internship Coordinator is available to provide support to students as they seek internship opportunities. There are examples of inquiry emails, resumes, and cover letters on Canvas. Students who are applying at existing traditional counselling sites do not need prior approval to apply to that site. However, **before applying for an internship at a non-traditional counselling site, students will communicate with the Internship Coordinator to ensure that the venue and supervisor meet the internship requirements.** After an appropriate venue and supervisor have accepted the student, the student will complete the internship proposal and submit it to the internship coordinator for approval prior to registering for CO 801.

### *Internship Proposal*

Students need to anticipate the approval process taking up to four weeks from the time they submit their completed paperwork. Students are encouraged to plan ahead and submit their completed paperwork on the first day of the month before they want to begin their internship. For example, an anticipated start date of April 1, the student should apply no later than March 1. If the start date is June 15, the student should apply no later than May 1. This provides ample opportunity for changes being made to the proposal as necessary as well as the registration and insurance process.

The proposal will be completed using the Briercrest Internship Proposal form (Appendix A). The proposal will include a list of learning goals (using SMART goals) that the intern will establish with the supervisor, which are appropriate to and compatible with the counselling models the intern and supervisor will use.

The proposal (Appendix A) and the proposed supervisor's Curriculum Vitae, and the Internship Agreement (Appendix B) will be signed and sent to the Internship Coordinator for approval with all the documents contained in one email. The student will be notified via email of their approval status, and the Internship Coordinator will provide the steps for getting registered in CO 801. Once registered in CO 801, the student will be billed the appropriate registration and liability insurance fees. It is at this point of registration that students are required to begin attending seminars and submitting monthly reports even if they have not yet seen clients. ***Students may not begin their internship without approval from the Internship Coordinator and registration in the Internship course.***

### *Maintaining the Internship*

The student will complete and submit a monthly report form (Appendix D) on Canvas. The form must be signed and submitted electronically and will become part of the student's internship progress record. Students with more than one placement must submit a separate monthly report form (appendix D) for each placement and submit Appendix I: Counselling Internship Monthly Total of Multiple Sites form each month in the Monthly Report assignments.

Students must submit monthly reports every month once registered for internship, whether they have any internship hours for that month or not.

*Please Note:* Continued liability coverage is dependent upon receipt of the monthly submissions and continued registration.

### ***Concluding the Internship***

Students are required to complete the hours outlined in this document. Should a site require a longer commitment from a student, or should the student like to stay on at their site past completing their required hours, permission is required from the Internship Coordinator.

Students will be evaluated by their supervisor and the Internship Coordinator on their clinical skills, professionalism, and disposition and fitness for the profession. A grade of B is required in order to pass the internship.

### ***Students with Multiple Placements***

While most students will have one internship site for the entirety of their internship, in some circumstances, students may be approved to complete their internship at more than one site. When this occurs, it is the student's responsibility to ensure that they remain within the 1:5 supervision to counselling hour ratio at all sites to ensure that they are receiving adequate supervision in all internship settings.

Students with multiple placements need to ensure that they submit an internship proposal, mid-point evaluation, supervisor final evaluation, placement evaluation reflection, and monthly reports for each site. Students with more than one placement must also submit Appendix I: Counselling Internship Monthly Total of Multiple Sites form each month in the Monthly Report assignments., along with Appendix D (monthly report).

### ***Assignments***

There are several assignments that students will need to complete for the internship. Assignments receive a complete/incomplete grade, and all are mandatory for course completion. ***Incomplete or late assignments will result in students being discontinued from the class.***

#### **1. Internship Proposal**

The internship proposal must be approved prior to students registering in CO 801 and starting their internship. Once registered, the proposal needs to be uploaded to Canvas.

#### **2. Monthly Reports**

Monthly reports are due no later than the 5<sup>th</sup> day of the following month and are submitted through Canvas. Late reports without prior approval from the Internship Coordinator will result in a suspension of the internship and potential remedial work. Reports **must** include a supervisor's signature.

### 3. Mid-Point Evaluation

Supervisors will complete a mid-point evaluation when students are approximately halfway through their internship (75 direct counselling hours, 15 supervision hours, and 75 indirect hours) (Appendix E). The supervisor's mid-point evaluation will be discussed with the student, signed by both the student and the supervisor and submitted to Canvas. Students with multiple placements will submit an evaluation from each placement. When supervision is external to the location, site supervisors must also submit a report speaking to the areas they oversee.

### 4. Internship Seminars

Students will participate in regularly scheduled seminars in a mix of a synchronous and asynchronous format. Seminars will include both instruction and interactive discussion. Students will take turns presenting their learnings as a part of their participation. Students will be expected to complete assigned readings throughout the course. Attendance at all seminars is expected. Unexcused absences will result in students being discontinued from the class. Excused absences from the Internship Coordinator for emergent circumstances will be considered.

### 5. Supervisor Final Evaluation

Supervisors will complete a final report (Appendix F) and assign a grade. The supervisor's report will be discussed with the student and signed by both the student and the supervisor. The student will upload a copy of the final report under the corresponding assignment in Canvas. When supervision is external to the location, site supervisors must also submit a report speaking to the areas they oversee.

Students need to keep copies of these documents. The student may need these documents after graduation for applications to professional associations. Students with multiple placements will submit an evaluation from each placement.

### 6. Final Reflection

Students will complete a final reflection (Appendix G) and submit it to Canvas. The evaluation should include:

- a. Documentation of the activities involved in, types of counselling engaged, and the **total number of counselling and supervision hours**,
- b. A self-evaluation and review of new learnings, skills, and personal growth,
- c. Reflection on the goals/objectives achieved and not achieved.

Students with multiple placements will need to complete this evaluation for each placement.

## 7. Evaluation of Placement

Students will complete an evaluation of their experience in their placement (Appendix H) and submit it to Canvas. This is an opportunity for students to reflect upon their internship experience and supervisory relationships. Students with multiple placements will need to complete this evaluation for each placement.

### ***Other Key Information***

Students are given one year from the time of registration to complete the requirements. If it is not complete at that time, a 6-month extension can be requested through the Internship Coordinator. Students should request an extension at least two weeks before the internship is set to expire. Students who are granted an extension will be required to pay an additional fee due to insurance extension fees. A second 6-month extension can be requested through the same process and for the same fee. At the end of the two years, if the internship requirements are incomplete, the student will receive a Fail and need to register for the course again. Students may only repeat CO 801 one time before being required to discontinue the MC program.

Upon submission of all documentation, a grade will be submitted to Academic Services for transcript posting. This mark reflects both course assignments marked by the Internship Coordinator and marks from the Internship Clinical Supervisor(s). A student will fail the course if they receive less than a "B" or are fired from any of their placements. Should a student fail their internship, they will be required to gain approval from both the Counselling Department Head and Internship Coordinator prior to reapplying for their internship. They should expect remedial work assigned to them prior to approval. Failing the internship is considered grounds for students to be required to discontinue from the MC program.

All Internship requirements must be completed by graduation. Students planning on graduating in a given spring Convocation must have all internship hours and documents completed and submitted by March 31<sup>st</sup> of that year. See Extension for further details.

### ***Internship Forms and Documents***

Students can find the current appendices for CO 801 online on the Counselling Resource page posted on Canvas as well as in their internship course on Canvas once they register for the course. Please use the correct documents from Canvas when submitting documents for approval and for course assignments.

When using the monthly tracking forms (Appendix C for those with one placement and both Appendix C and I for those with multiple placements), please note that this form includes formulas in Excel to calculate your hours for you. Please do not attempt to change the formulas, change the order of the sheets, or make any other changes to the form. Your previous month's hours will carry over throughout the form. If your internship extends beyond 12 months (and you have been granted an extension by the internship coordinator), you will need to start a new form for both Appendices C and I (if I is applicable)

and carry over the previous 12 months total in the new form, as both forms will only track 12 months. If you are having any difficulties with either form, please contact the Internship Coordinator.

### ***Internship Support***

The Internship Coordinator will support students through regular seminars, monthly reports, and submitted assignments. Students should also email the Internship Coordinator if they need any support or have any questions throughout their internship. The Internship Coordinator is intended to be a support and connection point to Briercrest Seminary for students throughout the duration of their internship.

### ***Extension***

Graduating students meeting the following criteria will be considered for extension to the March 31 internship due date:

Student has completed 80%\*\*\* or more of their direct client hours by the end of February.

Student has a letter of support from the Internship Coordinator indicating support for their extension and indicating belief that remaining hours will be completed no later than June 30 of that year.

Student has a letter of support from their site/clinical supervisor indicating that the student can continue in the current placement and indicating their belief that the remaining hours will be completed no later than June 30 of that year.

Requests for internships extensions can be submitted to the Counselling Department Head and will be approved in conjunction with the Registrar.

\*\*\* Students with less than 80% may apply at the prompting of the Internship Coordinator, should extenuating circumstances apply.