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 meets the academic requirements to pursue professional recognition with one or more of the professional associations or credentialing organizations, 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 Seminary is a non-credit course designed to provide the graduate student with a practical context in which to counsel under supervision.

While Briercrest Seminary aims to be supportive in helping students find internship placements and can provide suggestions and resources, it is not possible for the Seminary to place students. Students are responsible for identifying and securing their own internship placement(s). 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 31st 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 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 site 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

Counselling Department Head, based on the unique needs of the student and changing professional association 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 at a site that is approved by the Internship Coordinator and receive a minimum of 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: Must be the total supervision hours required for the internship. Students must ensure they do not exceed five counselling hours for every one hour of supervision (5:1 ratio) throughout their internship. Students can only count supervision hours when interacting with the supervisor(s) that have been approved by the Internship Coordinator. Students can also engage in group supervision in addition to individual or dyadic supervision. Group hours can account for up to half of your total 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 case study of 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
• Supervisor and Supervisee Co-Counselling • Supervisor and Supervisee Co-Facilitation	• Case Consultation • Case Presentation Documentation

• Direct Observation • Live Supervision • Review of Session Recordings	• Review Transcript; Review Self-Report • Role-play and Simulation • Demonstration of a Skill or Strategy

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 the supervisor and supervisee that is educational in nature for it to be considered a supervision hour. 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 up 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 spent in twice monthly counselling internship 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 the student is a resident of a province that is in the process of regulating or is already regulated, the student may request to become a member of that province's professional association in lieu of membership with one of the national associations. 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, including group supervision. However, only supervision provided by an internship-approved clinical supervisor may be counted toward the required supervision hours for the internship. In situations where the student is counselling in a setting where they are receiving external clinical supervision, such as a nonprofit site, 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 (e.g 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 outlined in 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 in Internship. 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.

Payments

Students will be responsible for the cost of liability insurance charged through academic services, Supervision Assist (see below), as well as an administrative fee for registration in the course.

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 are responsible for extending their course registration and liability insurance coverage by contacting the Internship Coordinator and Academic Services. Liability insurance coverage is available in six-month increments to

a maximum of a one-year extension. *Liability insurance does not cover any counselling work done by the student beyond the internship.*

Supervision Assist

Students will use the program Supervision Assist to keep track of their hours and submit reports throughout the internship. Students will be required to pay for their account access. If students have already purchased the program in Practicum I and II they will not have to repurchase it.

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. Internship placements must be connected to an established agency or counselling practice with an in-person location and appropriate organizational support. Counselling sessions may be conducted online.

As much as possible, the internship site should provide a variety of types of counselling situations. Examples include crisis, grief, couples, family, and 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 for their internship site applications based on previous years' internship placements.

Initiating the Internship

The student will be expected to obtain prior approval of the internship site and clinical supervisor from the Internship Coordinator. Locating an internship site and supervisor is the student's responsibility and should be done in collaboration with the Internship Coordinator. The Counselling Internship Team is available to provide support to students as they seek internship opportunities. There are examples of inquiry emails, resumes, and cover letters in the Counselling Department Student Resources course 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 (e.g. school, church, shelter, or hospital setting)., students will communicate with the Counselling Internship Team to ensure that the site and supervisor meet the internship requirements. After the student has been accepted by an appropriate site and supervisor, the student will complete the Internship Proposal form and submit it to Supervision Assist for approval prior to registering for CO 801.

Internship Proposal

It is the student's responsibility to set-up their internship placement in Supervision Assist. There are several steps to properly set up an internship in Supervision Assist. These must be done in order to ensure that everything gets set-up properly. Once the student has a site where they want to do their placement, they will visit their Supervision Assist dashboard online and go to Placement > Request Placement in the dropdown menu. Then the student will request their supervisor. If their supervisor is not yet in Supervision Assist send them an invite using the request form. Supervisors do not need to pay for their account. Students will need to know their supervisor's first and last name, email address, and have a copy of their supervisor's Curriculum Vitae to apply. After the student has submitted their

placement application, their supervisor will be required to sign off on the documents before the Internship Coordinator will review the application.

Students can expect the approval process to take up to four weeks once all required documents, including the supervisor's Curriculum Vitae and completed/signed Appendices A and B have been submitted in Supervision Assist. Students are encouraged to plan ahead and submit their completed paperwork on the first day of the month before they intend to begin their internship. For example, for an anticipated start date of May 1, the student should apply no later than April 1. If the start date was June 15, the student should apply no later than May 1. This provides ample opportunity for changes to be made to the proposal as necessary as well as the registration and insurance process.

The proposal will be completed using the Counselling 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 Counselling Internship Proposal (Appendix A), the proposed supervisor's Curriculum Vitae, and the Internship Agreement (Appendix B) will be signed and submitted to Supervision Assist under their corresponding submission portals. The student will be notified via email of their approval status, and the Internship Coordinator will provide the steps for registering in CO 801. Once registered in CO 801, the student will be billed through Briercrest the appropriate liability insurance fees. It is at this point of registration that students are required to begin attending the twice monthly counselling internship seminars and documenting their internship hours monthly even if they have not yet started seeing clients. ***Students may not begin providing counselling or completing internship activities at their placement until the internship has been approved by the Internship Coordinator and the student is registered in the Internship course.***

Maintaining the Internship

The student will keep track of and document their hours regularly on Supervision Assist throughout their time in internship. Students must have their supervisor review and approve their hours electronically and will become part of the student's internship progress record. Students with more than one placement must keep track of their hours for each placement and document their hours separately for each site.

Once registered in the internship, students must be diligent about keeping track of and documenting their hours on Supervision Assist. They must also attend all internship seminars, whether they have any internship hours for that month or not.

Please Note: Continued liability coverage is dependent upon receipt of the monthly documentation of hours in Supervision Assist, students maintaining supervision ratio, and continued registration.

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 5:1 counselling-to-supervision ratio at each of their internship 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 document their hours on Supervision Assist for each site. Students with more than one placement must document their hours each month separately in Supervision Assist.

Assignments

There are several assignments that students will need to complete during the internship. Each assignment receives 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 uploaded to Supervision Assist and approved by both the students supervisor and the Internship Coordinator prior to students registering in CO 801 and starting their internship.

2. Monthly Reporting

   It is the students responsibility to document their direct and indirect supervision and clinical hours in Supervision Assist. Updated submission of documentation is due no later than the 5th day of the following month and are submitted through Supervision Assist. Late documentation and submission of hours without prior approval from the Counselling Internship Team will result in a suspension of the internship and potential remedial work. Documentation of hours must include the supervisor's approval.

3. Supervisor Mid-Way Report

   Supervisors will complete a Mid-Way Report (Appendix E) when students are approximately halfway through their internship (75 direct counselling hours, 15 supervision hours, and 75 indirect hours). The supervisor's mid-way report will be discussed with the student, signed by both the student and the supervisor and submitted to Supervision Assist. 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 be required to participate in twice monthly scheduled seminars in a mix of a synchronous and asynchronous format. Seminars will be held on Zoom and will include both instruction and interactive discussion. Students can find the Zoom link and dates for the internship seminars in the Counselling Internship Hub course in Canvas. As part of their participation, students will take turns presenting their internship learnings to the group for 10–15 minutes at least once during their internship. Students will be expected to complete assigned readings throughout the course. Attendance at all seminars is expected and required by students' professional association and insurance companies' coverage requirements. Unexcused absences will result in students being discontinued from the class. If an emergent circumstance arises, it is the student's responsibility to request an excused absence from the Counselling Internship Team for consideration.

5. Supervisor Final Report

Supervisors will complete the Internship Final Report (Appendix F) and assign a grade to the student. The supervisor's report will be discussed with the student and signed by both the student and the supervisor. The supervisor will upload a copy of the final report in the Appendix F submission portal in Supervision Assist. When supervision is external to the location, site supervisors must also submit a report speaking to the areas they oversee. If a student has more than one supervisor approved, each supervisor must complete and submit a final report.

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 in, 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 site.

7. Evaluation of Placement

   Students will complete an evaluation of their experience in their placement (Appendix H) and submit it to Canvas when they have completed all of their internship hours. 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.

8. Final Hour Report

   Students will need to submit a final copy of their total hours in Internship. This report can be found on Supervision Assist under Activity Log > Training Reports. This report provides documentation of the student's completed direct counselling, supervision, and indirect internship hours. Students must download this report and upload it to the corresponding assignment submission portal in Canvas.

   Students need to keep copies of all their documents throughout their internship. The reports will be required when applying to professional associations and regulating bodies after graduation.

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 Counselling Internship Team.

Students will be evaluated by their supervisor and the Counselling Internship Team on their clinical skills, professionalism, disposition, and fitness for the profession. The student is required to earn a grade of 'B' or higher in order to pass the internship.

Other Key Information

Students are given one year from the time of registration to complete the requirements. The internship timeline begins on the date the student registers for CO 801, not when the student begins seeing

clients. Students are responsible for communicating with their placement site and the Internship Coordinator if they are not receiving sufficient client contact to make reasonable progress toward their required hours. If the hours are not complete by the one year deadline, 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 fail the course 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. This mark reflects both course assignments marked by the Counselling Internship Team and feedback from the Internship Clinical Supervisor(s). Students will see this mark on their transcript as a pass/fail. A student will fail the course if they receive less than a 'B' or their placement is terminated by the site due to concerns regarding their performance or conduct. 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 March 31st of the year of the student's graduation. See the Extension section for further details.

Internship Forms and Documents

Students can look at the current appendices for CO 801 in the Counselling Student Resource course on Canvas and in their internship course on Canvas once they register for the course. While copies of the appendices are provided on Canvas; please use the corresponding forms available in Supervision Assist and submit them directly through that platform. Please follow the submission instructions provided for individual course assignments.

Internship Support

The Counselling Internship Team will support students through regular seminars, monthly reports, and submitted assignments. The first point of contact for student questions and support is currently the Counselling Student Advisor. The Counselling Internship Team are intended to be a support and connection point to Briercrest Seminary for students throughout the duration of their internship.

Extension Requests

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

- The student has completed 80% or more of their direct client hours by the end of February.
- The student has a letter of support from the Internship Coordinator indicating support for their extension and indicating belief that the remaining hours will be completed no later than June 30 of that year.

- The 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 considered for approval in conjunction with the Registrar.

Please Note: Students who have completed less than 80% of their hours may apply at the prompting of the Internship Coordinator, should extenuating circumstances apply.