

# BRIERCREST

## CO 800 Counselling Internship Winter 2024

Professor: Courtney Wiebe, MA & Carlie Pagens, MA

Course Dates: January 2, 2024- January 2, 2025

Course Delivery Method: Combination of external internship and online seminar

0 Credit Hours

### COURSE DESCRIPTION

The internship course provides students in the Master of Arts in Marriage & Family Therapy program with a context to gain professional counselling experience and receive clinical supervision. The internship course includes a combination of counselling and supervision hours in your clinical setting, along with seminars and assignments within the classroom setting.

The counselling internship is a 600-hour internship. Within the required 600 hours, students must provide a minimum of 300-hours of direct counselling and 60-hours of supervision from a qualified supervisor. The remaining 240-hours are typically comprised of case planning, documentation, training, and other various internship related tasks.

**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 venue and clinical supervisor must be approved by the Internship Coordinator prior to registering for CO 800. Students must begin their internship within 24 months of Practicum II.

*Students are also required to participate in a seminar component of this course, which will assist in the development of counselling skills and competencies, and in development of insight and reflective practice necessary for independent practice.*

### COURSE OUTCOMES

- Provide the interning student with a practical context in which to:
  - counsel under supervision;
  - gain experience in the professional counselling role;
  - maintain appropriate counselling documentation;
  - work with various clients and presenting problems;
  - develop counselling skill and style;
  - follow the ethical guidelines of the counselling association that they are registered with; and
  - receive support from Briercrest Seminary faculty.

## COURSE OUTLINE AND CONTENT

- Internship Counselling & Supervision Requirements
  - The minimum requirement for completion of CO 800 is 600-hours dedicated to your internship. Within the required 600 hours, students spend **300 direct counselling hours** providing counselling in a setting that is approved by the Internship Coordinator.
    - No more than 75 of your counselling hours (or 25%) may be a combination of:
      - Intake
      - Assessment
      - Psychoeducation
      - Group Counselling
      - Co-counselling
    - 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, asynchronous clinical work, consultation with community members or professionals, or supervision, are not considered direct client contact.
      - Further details about counselling hours can be found in the Internship Guide.
  - A total of **60 clinical supervision hours** are required for the internship.
    - Supervisors must be CAMFT approved supervisors or approved by CAMFT as approved alternate supervisors, and meet the Briercrest supervisor requirements (see Internship Guide for more details)
    - Supervision at the rate of one hour of supervision to every five counselling hours is required.
    - Supervision must be a combination of both direct and indirect supervision. Please see the Internship Guide for more details regarding required clinical supervision.
    - Students can also engage in group supervision in addition to individual supervision.
      - Group hours can account for half of your supervision time and supervision groups can be up to eight supervisees in a group.
      - Students participating in group supervision must have 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.
      - Further details about counselling hours can be found in the Internship Guide.
  - Indirect Counselling Hours or Additional Direct Hours
    - As students are required to dedicate 600 hours to their placement, students can count up to 240 hours towards indirect counselling 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, and time in counselling seminars.

Students may also count any direct counselling hours or supervision hours beyond the required 300 counselling hours and 60 supervision hours towards this requirement.

## ASSIGNMENTS

Please submit all written assignments to Canvas.

### *Pre-Course Assignments:*

1. Internship Approval: Prior to the approval of a student's internship they must:
  - a. Have their Internship Proposal (Appendix A) approved by the Internship Coordinator;
  - b. Have the Master of Arts in Marriage & Family Therapy Internship Agreement signed by the student and supervisor and approved by the Internship Coordinator;
  - c. Provide supervision guideline document to their placement supervisor;
  - d. In cases where supervisors are not CAMFT approved supervisors, students and supervisors must gain approval from CAMFT to have their supervisor approved as an approved alternate supervisor and must show the email of confirmation from CAMFT to the supervisor;

These documents, once approved, are uploaded to Internship Proposal & Supporting Documents assignment.

Students with multiple placements must submit a separate internship proposal for each site.

**Due:** Must be submitted to Canvas once registered in CO 800

Evaluation: Complete/Incomplete

Requirement for registration in the course

### *Mid-Course Assignments:*

1. Monthly Reports: Using the template provided in Appendix D and the questions provided on Canvas, students will submit monthly reports including details about their clinical hours and reflections on their experiences and learnings for the month using the corresponding appendix/ appendices. Students with multiple placements must submit a monthly report for each site along with Appendix I to track their total hours combining their sites.

**Due:** Reports for each month are due on the 5<sup>th</sup> day of the following month

Evaluation: Complete/Incomplete

Requirement for continued enrollment in the course

2. Mid-point Evaluation: Supervisors will complete a mid-point evaluation when students are approximately halfway through their internship (150 direct counselling hours, 30 supervision hours, and 120 indirect hours) using the mid-way evaluation form (Appendix E). The supervisor will discuss the mid-point evaluation with the student, ensure it is signed by both the student and the supervisor, and the student will submit to Canvas. Supervisors will also email a copy of the evaluation to the Internship Coordinator. Students with multiple placements will submit an evaluation from each placement.

**Due:** *Within 2 weeks of completion of 150 direct counselling hours, 30 supervision hours, and 120 indirect hours*

Evaluation: Complete/Incomplete

Requirement for continued enrollment in the course

3. Internship Seminar: Students will participate in regularly scheduled seminars in a mix of a synchronous and asynchronous formats. Seminars will include both instruction and interactive discussion. Students will be expected to complete assigned readings throughout the course.

Evaluation: Complete/ Incomplete

Requirement for continued enrollment in the course

***Post-Course Assignments:***

1. Supervisor Final Evaluation: Supervisors will complete a final report (Appendix F) and assign a grade. The supervisor will discuss the report with the student, ensure it is signed by both the student and the supervisor, email the report to the Internship Coordinator and cc the student, and the student will submit the report to Canvas. Students are encouraged to keep copies of these documents. The final reports will be required for the Portfolio process prior to graduation, and the student may need these documents after graduation for applications to professional associations. Students with multiple placements will submit an evaluation from each placement.

**Due:** *Within 2 weeks of completion of internship hours*

Evaluation: Complete/Incomplete

2. 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 total number of counselling and supervision hours,
  - b. A self-evaluation and review of new learnings, skills, and personal growth, and
  - c. Reflection on the goals/objectives achieved and not achieved.

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

**Due:** *Within 2 weeks of completion of internship hours*

Evaluation: Complete/Incomplete

3. Placement Evaluation Reflection: Students will complete an evaluation about 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 relationship. Students with multiple placements will need to complete this evaluation for each placement.

**Due:** *Within 2 weeks of completion of internship hours*

Evaluation: Complete/Incomplete

**Course Evaluation:** The Internship Coordinator will submit a final grade for the course based on the clinical supervisor(s) final report and completion of all other internship assignments.

Other details:

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 the 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 not complete, the student will receive a Fail and will need to register for the course again. Students may only repeat CO 800 one time before being required to discontinue from the MFT program.

Further information about CO 800 is found in the CO 800 Internship Guide.

## SEMINARY CALENDAR

Students are expected to be aware of the policies that govern course work at Briercrest Seminary, all of which are published in the current Seminary Calendar:

<https://www.briercrestseminary.ca/academics/calendar/>.

### ***Attendance Policy***

In order to benefit fully from a seminary education, to be good stewards of time and finances, and to be considerate of their classmates and faculty members, students must be in class at every opportunity.

### ***Modular Courses***

Students are expected to attend 100 per cent of each modular for which they register. If this is impossible due to extenuating circumstances, arrangements must be made with the course professor before the first day of class. If extenuating circumstances prevent a student from attending class, a maximum of one (1) full day of class can be foregone. If additional time is missed, the student will fail the course unless they first request to withdraw from the course or move the course to an audit.

### ***Online Courses***

If extenuating circumstances prevent a student from attending scheduled meeting times, then up to 20% of meeting time can be foregone. Students missing scheduled meeting times should make every effort to inform the course professor prior to any time missed. If additional time is missed, the student will fail the course unless they first request to withdraw from the course or move the course to an audit.

### ***Semester-Based Courses***

All students missing more than two full weeks of a particular course from registration to the last day of classes will receive an automatic fail (0%). A student may appeal a course failure due to excessive absences. Successful appeals will be granted only in rare cases where all absences are clearly beyond the student's control. Appeals must be made through the Academic Appeal Process.

***Course Schedules***

Modular classes begin at 9:00 a.m. on Monday morning and run a minimum of 30 hours through the course of the week. The schedule is determined by the course professor. Students should check the syllabus for specifics. When the syllabus does not state class times, students are responsible to check with the professor prior to making travel plans.

***Assignment Submission***

All assignments must be submitted no later than eight weeks after the last day of class as stated in the syllabus. The correct due dates will be clearly noted in the syllabus and each faculty member will state in their syllabus how assignments should be submitted. Assignments submitted within a week after the due date will be accepted with a 10 per cent penalty. For additional information refer to the late assignment policy or the extension policy in the [academic calendar](#).

***Return of Graded Assignments***

Professors are expected to return graded assignments within six weeks of the due date. If they fail to do so, students may submit an inquiry to the [Seminary](#). If an extension is granted, the professor is no longer obligated to meet this deadline.

***Academic Honesty***

As members of the Briercrest learning community, students have a responsibility to conduct themselves with integrity and honour. Students who cheat on exams, plagiarize, inappropriately collaborate, or use generative AI (e.g., ChatGPT) without instructor authorization in the preparation and/or submission of their assignments violate the trust placed in them by their instructors, fellow students, and the seminary. Any such actions constitute a breach of academic honesty and will result in serious consequences, such as failure of an assignment, failure of a course, or expulsion from the seminary.

Plagiarism, whether intentional or involuntary, is the submission of the work of others, published or unpublished, in whole or in part without acknowledgment or proper documentation. All information, ideas and/or direct quotations taken from other primary or secondary sources must be documented appropriately. Students are responsible to ensure they are using their sources with transparency and honesty. For more details, consult the [Seminary Calendar](#). In addition to being familiar with these pages, instructors assume that you have completed the Briercrest Academic Integrity course on [Canvas](#) and understand the information contained in it.

***Academic Accommodations***

Any student with a disability, injury, or health condition (mental or physical) who may need academic accommodations (permanent or temporary) should contact the ARC Coordinator in person (L234 in the Library), by phone (1-306-801-6159), or by email ([arc@briercrest.ca](mailto:arc@briercrest.ca)). Documentation from a qualified practitioner will be required (i.e., medical doctor, psychologist, etc.). It is recommended that students meet with their professors to discuss the requirements of their accommodations (i.e., how the student will receive lecture notes, or how the professor wants to receive extension requests).