



## CO 801 Counselling Internship Fall 2024

Professor: Courtney Wiebe, RMFT-SQ, RCT, CCC

Course Dates: August 26, 2024 – August 25, 2025

Course Delivery Method: Combination of external internship and online seminars

0 Credit Hours

### COURSE DESCRIPTION

The internship course provides students in the Master of Counselling 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 a clinical setting, along with seminars and assignments within the classroom setting.

The counselling internship is a 300-hour internship. Within the required 300-hours, students must provide a minimum of 150-hours of direct counselling and 30-hours of supervision from a qualified supervisor. The remaining 120 hours are typically comprised of case planning, documentation, training, bi-monthly seminars and other various internship-related tasks.

**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, clinical supervisor, and site supervisor must be approved by the Internship Coordinator prior to registering for CO 801. Students must begin their internship within 24 months of completing 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.

*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 the 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 skills 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 801 is 300-hours dedicated to your internship. Within the required 300 hours, students spend **150 direct counselling hours** providing counselling in a setting that is approved by the Internship Coordinator.
    - No more than 37.5-hours of the direct 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 **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.
    - 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 have 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 300-hours to their placement, students can count up to 120-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 150 counselling hours and 30 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 Counselling Internship Agreement (Appendix B) signed by the student and supervisor and approved by the Internship Coordinator;
  - c. These documents, once approved, are uploaded to the Internship Proposal & Supporting Documents assignment.
  - d. Students with multiple placements approved by the internship coordinator must submit a separate internship proposal for each site.

**Due:** Must be submitted to Canvas once registered in CO 801

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. **All monthly reports must be digitally signed by the student and their clinical supervisor.** 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 no later than 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 (Approximately 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 both the student and the supervisor sign it, and the student will submit it to Canvas.

Students with multiple placements will submit an evaluation from each placement. Students with an external clinical supervisor will also have their site supervisor complete the mid-point evaluation.

**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 bi-monthly (2x per month) seminars in a mix of synchronous and asynchronous formats. Seminars will include

both instruction and interactive discussion. Students will be expected to complete assigned readings throughout the course as assigned.

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 both the student and the supervisor sign it, email the report to the Internship Coordinator and cc the student. 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 before 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. Students with an external clinical supervisor will also have their site supervisor complete the mid-point evaluation.

**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,
  - 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 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 relationship(s). 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 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 not complete, the student will receive a Fail and will need to register for the course again. Students may only repeat CO 801 one time before being required to discontinue from the MC program.

Further information about CO 801 is found in the CO 801 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 without instructor authorization 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.

Generative AI is an umbrella term for a type of machine learning and a group of algorithms that can create new content, such as text, code, images, videos, music, or a combination of all these formats. Generative AI produces output in response to a query or prompt using generative models such as Large Language Models (LLMs) that rely on large datasets. Generative AI features are also often embedded within tools such as Grammarly, allowing these tools to generate new content, such as the rewriting, paraphrasing, or summarizing of existing text. The generated responses of these tools are probabilistic, which can result in errors and biases in responses.

The use of generative AI to create audio or visual media, to produce outlines, to generate partial or complete drafts of assignments, to answer questions on quizzes or exams, or to edit the grammar of assignment drafts is considered unauthorized unless it is explicitly permitted by the course instructor in writing. All use of generative AI tools must be properly documented.

Students are responsible for ensuring they are using their sources and completing their assignments with transparency and honesty. For more details, consult the [Seminary Calendar](#) and the Briercrest Format Guide. 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).