



# PRACTICUM MANUAL

## DEPARTMENT OF PSYCHOTHERAPY AND SPIRITUALITY

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*\* NOTE: **Students are expected to use the consent forms provided by their practicum site.** In the absence of such templates or for reference, St. Stephen's College templates are provided below. These may be used in part, or in full, by students.*

Consent for Counselling – Adult

Consent for Counselling – Minor

*Thank you to the University of Lethbridge for their comprehensive Counselling Psychology Practicum Handbook, and Concordia University Department of Creative Arts Therapies for inspiration and guidance.*

# 1. Department of Psychotherapy and Spirituality

## 1.1 Mission Statement

St. Stephen’s College engages and equips compassionate, globally conscious learners and leaders, researchers and practitioners who integrate spirituality into their lives, communities, and professions.

## 1.2 Program Overview

The Department of Psychotherapy and Spirituality forms students to be spiritually-informed psychotherapists, counselors, and art therapists who are well grounded in the integration of psychological and spiritual knowledge as a holistic foundation for effective therapeutic practice. The Masters, Diploma, and Certificate programs in this department have been developed in response to an expressed need for formal graduate counselling training that integrates psychology and spirituality.

As with all St. Stephen's programs, the MPS is openly accessible to people from any faith tradition. Most courses are offered in convenient week-long intensive formats, while other program elements are conducted online.

A compulsory component of the Master of Psychotherapy and Spirituality/Art Therapy programs is the completion of the practicum course:

<p><b>Master of Psychotherapy and Spirituality</b></p>	<p><b>Master of Psychotherapy and Spirituality - Art Therapy and Post-Master’s Art Therapy Diploma</b></p>
<p>PPSYC 5870: Counselling Practicum</p>	<p>PPSYC 5878: Counselling Practicum (Art Therapy)</p>

The purpose of the Practicum experience is to:

- Assist students in the integration of theories and their application to practice in psychotherapy, art psychotherapy, counselling, spirituality and personal development;
- Foster a competent, skilled, effective and ethical clinical practice;
- Develop foundational entry-to-practice clinical competencies; and
- Prepare students to work within the role and function of the professional Association(s) and/or regulatory College(s) with which they wish to be certified following graduation.

**Note: This program does not prepare students to register with the College of Alberta Psychologists (CAP).**

This course combines intensive weekend seminars, supervised clinical practicum placements (in diverse placement sites), and monthly online groups facilitated by the Clinical Director over a one-year period. **Students must complete at least 1 practicum placement in order to meet the requirements of the course.**

**Students are responsible for setting up and organizing their own practicum placements.** The placement and Clinical Supervisor will be subject to approval by the Clinical Director.

Placements and Clinical Supervision may extend beyond the time frame of the course; however, students must start in at least one practicum site while registered in the course. Every component of the course is designed to foster the integration of knowledge, skills and personal/professional development. Students are taught to respect their clients’ perspectives on spirituality and are encouraged to support a holistic approach to a client’s healing and personal development.

In order to help facilitate the integration of spirituality in counselling, Clinical Supervisors are encouraged to listen for, support, and encourage the spiritual perspectives of student counsellors in their work with clients as deemed appropriate for the student’s identified learning goals.

We welcome Clinical Supervisor’s contributions to the theological perspective as they feel able; however, Clinical Supervisors for practicum placements are not expected to have theological training and a practicum site is not required to be spiritually affiliated. In fact, many of our students have very successful practicum experiences at secular agencies.

The student must be enrolled in the MPS or MPS-AT program, and has typically completed the following prerequisites prior to starting the practicum:

<b>Master of Psychotherapy and Spirituality</b>	<b>Master of Psychotherapy and Spirituality - Art Therapy</b> and Post-Master’s Art Therapy Diploma
Seminar: Practicum Prep <b>PPSYC 581:</b> Introduction to Psychotherapy and Spirituality <b>PPSYC 583:</b> Professional Ethics for Psychotherapy and Spiritual Care <b>PPSYC 584:</b> Theories of Counselling and Psychotherapy <b>PPSYC 585:</b> Basic Psychotherapy Skills	Seminar: Practicum Prep <b>PPSYC 581:</b> Introduction to Psychotherapy and Spirituality <b>PPSYC 583:</b> Professional Ethics for Psychotherapy and Spiritual Care <b>PPSYC 5841:</b> Introduction to Art Therapy: Historical and Theoretical Foundations <b>PPSYC 585:</b> Basic Psychotherapy Skills

**Personal Therapy**

For all students, a minimum of **40 hours of personal therapy** with a certified/registered counsellor (is in good standing with a regulatory college/professional association, and abides by their code of ethics) is required for the successful completion of the program, and should be utilized by students as an opportunity to address personal issues as they relate to their professional development as a counsellor.

Personal Therapy Hours	40 hours are required Up to 20 hours can be group or couples’ therapy Up to 20 hours can be ported-in, but must be less than 5 years old
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### **MPS Counselling Therapy Stream**

All MPS students complete a core curriculum that prepares them for credentialing in several counselling associations. This academic program blends theoretical knowledge and clinical skills with particular emphasis on the individual student's ability to integrate diverse learning perspectives with their personal growth, and to implement this integration into effective clinical practice. The MPS program has been designed for those who see counselling as both an aptitude and calling, and who want to include spiritual awareness and perspectives in their therapeutic understanding as well as their skills development.

With regard to professional credentials, St. Stephen's has designed the MPS degree program so that it can assist students in acquiring professional counselling credentials. However, the program does not meet requirements to pursue registration as a psychologist in Alberta. With additional supervised clinical training, students can pursue the credentialing process with professional registering bodies such as the Canadian Counselling and Psychotherapy Association (CCPA) and the Association for Counselling Therapy of Alberta (ACTA)/College of Counselling Therapy of Alberta (CCTA) (once proclaimed).

### **MPS Art Therapy Stream**

Students may choose to specialize in the field of Art Therapy. With a sound foundation in Counselling Therapy, MPS-AT students strive to develop competencies in the practice of clinical art therapy as well as recognize the inherently spiritual nature of creative practice. Although the application and program requirements for the Art Therapy stream may differ from the Counselling Therapy Stream, both programs blend theoretical knowledge and clinical skills with particular emphasis on the individual student's ability to integrate diverse learning perspectives with their personal growth, and to implement this integration into effective clinical practice.

The MPS Art Therapy program meets the educational standards of the Canadian Art Therapy Association (CATA), as well as those of the Canadian Counselling and Psychotherapy Association (CCPA) and the Association for Counselling Therapy of Alberta (ACTA)/College of Counselling Therapy of Alberta (CCTA) (once proclaimed). Whatever students' professional credentialing objectives, the onus will be on them to consult with their chosen professional association's registering body, acquire information about specific membership categories and specifications, and meet the expressed requirements, both during and subsequent to their academic training.

### 1.3 Goals

Practicum students will meet the following goals:

- Transfer the skills and theories learned in prior courses to the counselling setting.
- Incorporate theory, skills and experience into a counselling framework.
- Demonstrate ability to establish and maintain a strong therapeutic alliance with clients.
- Follow practicum site and professional independent practice standards for relevant assessment, interventions, evaluations and termination procedures.
- Integrate and demonstrate sound judgement that incorporates relevant laws and ethical practices.
- Follow documentation standards that meet the requirements of the practicum site and adheres to the Code of Ethics (CCPA, ACTA/CCTA) and Standards of Practice (CATA), if applicable.
- Demonstrate sound use of self in their clinical practice, and be willing to address how their personal issues may affect their work with clients and limit their professional growth as clinicians. This includes the ways in which socio-cultural paradigms influence the counselling process.
- Conceptualize their clients' presenting problems with an understanding of how individual, cultural and societal dynamics influence these presenting problems.
- Complete a comprehensive psycho-socio-cultural-spiritual assessment of the client while always maintaining a strong working alliance with the client and demonstrating cultural competence.
- Demonstrate a variety of clinical interventions for adults and/or youth/children, in individual, family or group structures.
- Effectively use self-directed and group experiences to support clinical development and growth through the use of academic reading, review of taped counselling sessions, clinical supervision, group supervision and case presentations/conceptualizations/consultations.
- Practice and sustain self-care rituals.

### 1.4 Important Deadlines

TIMELINES	RESPONSIBILITY	REQUIREMENTS
February - May	Student	Attend Practicum Preparation Seminar hosted by the Clinical Director  Secure a practicum placement: <ul style="list-style-type: none"> <li>• Review the <a href="#">Practicum Site Database</a></li> <li>• Apply to practicum sites</li> <li>• Complete interviews</li> <li>• Search for potential Clinical Supervisor, if none at site</li> <li>• Orientation to the practicum site, if required</li> </ul>
May/June	Student, Clinical Supervisor	Once a site is secured, complete and submit documents to the Clinical Director: <ul style="list-style-type: none"> <li>• Clinical Supervisor Profile</li> <li>• Clinical Supervisor’s CV/Resume</li> <li>• Practicum Contract</li> </ul>
June	Student	Register in PPSYC 5850/5857 and complete pre-course assignment
July	Student	Start Practicum course
December (flexible)	Student, Clinical Supervisor	Complete mid-term evaluation and submit to Clinical Director
May/June (flexible)	Student, Clinical Supervisor	Complete final evaluation and submit to Clinical Director  Complete final hours form  Complete Student Practicum site evaluations  Submit all necessary and outstanding paperwork



## 2. Practicum Expectations

### 2.1 Key expectations of Practicum

- The student is expected to adhere to the agreed upon on-site schedule, as negotiated with the practicum site
- The student, in collaboration with their Clinical Supervisor, reviews and completes the mid-point and final evaluation
- The student ensures that Supervision takes place regularly (once/week; 1:10 DCC)

#### 2.1.1 ART THERAPY

While many aspects of an Art Therapy practicum are similar to the regular counselling practicum, there are some important differences. This section of the manual is designed as a resource for site/Clinical Supervisors (RCAT) of students in the Master of Psychotherapy and Spirituality Art Therapy – Art Therapy program.

#### **How should client art be stored?**

The art made in therapy is the property of the client. While some clients may wish to take some of their art pieces home, generally the art is stored on site throughout the treatment. Safe, confidential, and respectful “holding” of the artwork during the therapy is an important component of the treatment process. In principle, artwork is treated like a file. CATA guidelines of practice require client artwork to be stored in a locked room/cabinet. Client artwork is stored in art folders larger than standard filing cabinets. 3D works (e.g., sculptures) typically require space of their own, either in a locking cabinet or on shelves. It is required that client artwork left on-site upon terminating therapy be stored for a minimum of six months of the final session. After six months, the artwork can be disposed of in a way that protects the client’s anonymity (shredded, dismantled, etc.)

#### **Are there any specific office space requirements for an art therapy practicum?**

Depending on the set-up of the therapeutic space, the art therapy student and clients will need easy access to water for set up, clean up, and hand washing. Art materials storage can be provided in the therapy room, or on a cart that can be wheeled in with the appropriate materials. The art therapy room may have all of the materials set out in a “smorgasbord fashion”, or be selective about what materials are introduced and when, depending on the treatment goals and needs of the client.

#### **What if an area is small and we cannot offer the ideal art therapy space?**

Space is at a premium at many practicum sites. Effective art therapy work can be conducted in regular counselling offices (i.e., carpeted, nice chairs). There are ways to make it work! A wall that can be used as a vertical surface, a desk that can be covered in brown paper, a drop sheet can turn the space into a workable art therapy environment. Part of the art therapy student’s learning is adapting to the needs and limitations of the situation. However, a space conducive to an active engagement with materials (including making messes) increases the student’s range and provides more opportunity for art therapy-specific learning.

## 2.2 Practice Hours Required

The Direct, Indirect and Clinical Supervision hours required for practicum are as follows:

PROGRAM	PRACTICUM HOURS
<b>MPS</b>	<b>300</b> Direct Client Contact (DCC) hours <b>400</b> Indirect hours <b>60</b> Clinical Supervision hours (35 hours on-site, 25 hours from the practicum course)
<b>MPS-AT and PMATD</b>	<b>300</b> Direct Client Contact (DCC) hours <b>400</b> Indirect hours <b>60</b> Clinical Supervision hours ( <i>min. 30 hours must be with a RCAT</i> ) (35 hours on-site, 25 hours from the practicum course)

**Note:** Some professional associations require specific coursework and practicum hour totals that may be more or less than those required by these degrees and certificates. (i.e., BCACC and ACTA require more practicum hours while the CPCA requires less).

*It is each student's duty to inquire into their future professional associations' requirements for professional membership along with other credentialing and maintain their own professional records of documentation for after graduation.*

## 2.3 Definition of Practicum Hours

Individual Sessions	One-on-one
Couple/Family Sessions	On-on-one and/or group
Group Therapy – Closed Groups*	Closed group therapy should not exceed <b>50%</b> of total Direct Client Contact hours required.
Group Therapy – Open Groups**	Open group studio, drop-in, and workshop sessions should <b>not exceed 50 DCC hours.</b>

**\*Closed groups** are client groups that have a consistent membership from the beginning to end of therapy. Within this type of group structure, it is typical for a student to formulate individual client and group goals and treatment plans which are monitored and assessed throughout the duration of the group process. Note that the Practicum Process and Integrative Papers are based on video-recordings made with Individual Client sessions. In order to meet this course requirement, the student is advised that they should arrange to have individual sessions throughout the entirety of their practicum placements.

**\*\*Open groups** do not have consistent membership and group composition may vary from session to session. Despite the less formal nature of some of these groups, the student is expected to follow practice and site guidelines with respect to note taking and client record keeping.

### 2.3.1 Direct Client Contact (DCC)

Individual counselling: Face-to-face client contact with one client in the therapy room. The student is the only counsellor, or they are the lead therapist where they are taking the lead for at least 75% of the session.

This may also include dyad, family or group sessions where the student is the lead.

### 2.3.2 Indirect Hours

All other practicum related hours, including:

- Consultation with other professional counsellors, either individually or in groups
- Participating in a reflecting team or case consultation
- Phoning clients for follow up or scheduling
- Observation of a session being delivered by another therapist
- Writing session notes or supervision consultation summaries
- Completing case plans, histories or assessments
- Organizing a client file
- Writing reports
- Preparing for individual or group sessions
- Workshops for potential clients
- Reviewing recordings for supervision sessions
- Preparing for supervision

### 2.3.3 Clinical Supervision

The student and Clinical Supervisor discuss their case load, and ensure the ethical and professional integrity of their work. It is based on a combination of direct supervision (live or recorded) and indirect supervision (case consultation and reviewing case notes). Students should meet with their Clinical Supervisor weekly, or at a ratio of approximately **1 hour of Supervision for every 10 hours of direct client contact (one hour per week)**. The Clinical Supervisor must review and complete the mid-point and final evaluations, as well as signing off on the final hours form.

### 2.4 Recording Sessions

Practicum students are required to video record approximately 50% (or more, where possible) of their client sessions to support their learning. Some of these sessions with clients will be reviewed by their Practicum Instructor, by peers in the practicum intensives and by their Clinical Supervisor. Consent forms must be signed by the client or guardian. It is the student's responsibility to provide appropriate video recording equipment if such equipment is not available at the site. Please discuss with the student any policies regarding such recordings that are in place at your agency.

### 2.5 Student Conduct and Code of Ethics

Students must adhere to the conduct expectations as stipulated in the [St. Stephen's College Academic Calendar](#), the code of ethics and policies adopted by the practicum site, and to the Standards of Practice and/or Code of Ethics noted below:

[Canadian Counselling and Psychotherapy Association \(CCPA\) Code of Ethics](#)

[Association of Counselling Therapy of Alberta \(ACTA\) Code of Ethics](#)

[Canadian Art Therapy Association \(CATA\) Standards of Practice](#)

If an ethical situation arises involving a student, please consult the Clinical Supervisor and, if necessary, the Clinical Director.

It is the student's responsibility to learn and adhere to the relevant standards of practice throughout their practicum.

## **2.6 Confidentiality**

Students are expected to adhere to the highest level of confidentiality when working with clients, using the Code of Ethics of the Canadian Counselling and Psychotherapy Association as their standard.

## **2.7 Practicum Activity Log**

Students are expected to maintain a weekly activity log, and may be required to submit a signed weekly log to their instructor or Clinical Supervisor. It is the student's responsibility to keep copies of their practicum hours throughout practicum, and post-graduation as it may be necessary for registration or certification with professional bodies.

The Direct Client Contact and Clinical Supervision Hours Documentation Form, documenting total hours completed at each practicum placement, must be completed and signed by the Clinical Supervisor, and submitted to the Clinical Director in order to complete the practicum course.

*Students are expected to keep copies of all documentation for their records.*

# **3. Practicum Student**

## **3.1 Establishing a Practicum Site**

Students are responsible to arrange suitable practicum sites. The process of securing a site typically involves:

- Student identifies potential Clinical Supervisor or agency through research, networking, professional contacts and/or the [Practicum Site Database](#).
- Student submits applications to potential sites
- Student completes interviews with available sites
- Once a site is secured, the student ensures that all applicable documentation is submitted to the Clinical Director.

*NOTE: Proposed Clinical Supervisors and sites are subject to approval by the Clinical Director.*

## **3.2 Expectations and Responsibilities**

The student has direct ownership and responsibility for each step of the practicum process. The student is responsible to:

- initiate and arrange an orientation to the Agency before the start of practicum.
- negotiate an appropriate placement and Clinical Supervisor and ensure that the necessary documents are in place by the appropriate deadlines (see 1.4 Key Deadlines).
- collaborate with the Clinical Supervisor to complete the terms of the mid-point and final evaluations.

- demonstrate acceptable skill competencies and conduct themselves with high professional standards and ethical accord at all times.
- actively engage in the supervision process in a self-directed way.
- follow the rules, regulations, and procedures of the placement setting.
- participate in professional activities required by the particular practicum setting.
- attend the mandatory practicum course components, including the monthly group supervision sessions and week-long intensive
- follow the codes of ethical conduct and standards of practice of the profession as noted above.
- inform program staff of any issues of concern affecting your practicum.
- ensure the timely completion and submission of all practicum paperwork.
- obtain client permission, via written informed consent, for any recorded (audio/video) segments.
- participate in planning and/or case discussion meetings regularly held at the practicum site.
- read professional literature and research practice and theory.

We expect our students to approach their placements with enthusiasm and a positive attitude. It is a privilege for them to be a part of your organization. Practicum site placement is generally expected to be similar to an employment relationship for both the student and the placement site. This refers to areas of: Equal opportunity, freedom from harassment of any form, site operational policies (including communicable disease prevention and management programs), grievance and discipline procedures relevant to the site and client-counsellor, colleagues, and Clinical Supervisor relationships or responsibilities.

### **Police/Vulnerable Sector Check**

The practicum site may request a copy of that Police check or, in certain circumstances, request an updated Police check before acceptance at that site. Updated vaccination information, C.V.'s and cover letters may also be requested.

### **Student Professional Liability Insurance**

St. Stephen's College maintains 'Off-Premises Student's Professional Liability Insurance' in the amount of five million dollars, which covers students away from the College, working in North America, as they complete their program practicum. Insurance coverage ends when the student finishes the supervised hours at the practicum site that are being used toward the practicum course requirements. If proof of coverage or a Certificate of Insurance is required, documentation can be obtained from the Registrar's Office.

### **Alberta Workers' Compensation Coverage**

Students in practicum placements in Alberta are included in the College's Alberta Workers' Compensation coverage. Students in practicum placements outside of Alberta are not covered by Alberta Workers' Compensation coverage, and should ensure that they have adequate health care coverage and that the host organization is able to offer WCB coverage for the duration of the placement.

## 4. Practicum Supervision and Support

### 4.1 On-Site Coordinator

The role of the On-site Coordinator is be the site's gatekeeper and main contact for the student and the College. They are not responsible to review or assess clinical competencies, unless the on-site coordinator is also the Clinical Supervisor.

The on-site Coordinator does not complete any of the evaluations.

### 4.2 Expectations and Responsibilities

The On-Site Coordinator is responsible for:

- Signing the practicum contract, if appropriate
- Providing a safe, welcoming and confidential space for the student to see clients in at the practicum site, as well as complete administrative tasks
- Provide office and art supplies, as applicable
- Provide an on-site orientation to the site, including introducing the student to staff and peers and inviting them to any relevant meetings, workshops, events or trainings
- Manage client referrals and student's caseload
- Ensure safe record keeping according to the law of the province
- Be the main contact person for the College
- Together with the Clinical Supervisor, assume responsibility for the care and wellbeing of the clients referred to the student.
- Work alongside the Clinical Supervisor in ensuring the student feels safe and supported at the site, and that crisis protocols are clearly defined and followed.

### 4.3 Clinical Supervisor

The role of the Clinical Supervisor is to provide the student with an opportunity to learn, observe, develop, and gain confidence in practical clinical skills. They are there to help the student to identify and develop a knowledge base and theoretical approach as it pertains to their client's observable behaviors, their own responses as a clinician, and their therapeutic interventions.

Students are responsible for directing their own learning by asking questions and making connections between what they observe and what they have learned in their course work. Due to the learning process, students may occasionally find themselves operating outside of their comfort level. A Clinical Supervisor plays a key role in both challenging and supporting a student through this process. Upon signing the Practicum Contract, the Clinical Supervisor is considered part of the teaching team with St. Stephen's College.

The Clinical Supervisor is responsible to follow-up on behalf of clients with authorities related to disclosure/high risk issues, and informing the student/Clinical Supervisor/College in such cases.

#### 4.4 Clinical Supervisor Qualifications

When securing a placement, students should seek a Clinical Supervisor (ideally, on-site) who meets the following criteria:

- Has a clinical **Master's Degree** (Psychology, Counselling, Social Work, or Creative Arts Therapies). *If the Clinical Supervisor holds a Masters of Education or a Masters of Nursing Degree, they will need to have completed training specific to counselling psychotherapy.*
- Has at least **4 years of post-graduate clinical experience**.
- Is **registered with a professional body** with a code of ethics and a complaints process.

In addition to these requirements, art therapy students should also seek out an individual with a professional art therapy registration. This could be an individual who holds an RCAT, ATR, BCATA or an equivalent registration. In the event that an on-site Clinical Supervisor with art therapy credentials cannot be secured, the student will need to contract an off-site Clinical Supervisor to meet the Canadian Art Therapy Association's (CATA) supervision requirements.

**Note:** Some regulatory colleges will be requiring Clinical Supervisors to be able to demonstrate clinical supervision training.

Clinical hours cannot be accrued at a practicum site or with a Clinical Supervisor who has not approved been approved by the Clinical Director. Students must **not** contract with their Clinical Supervisor for personal therapy as there are dual role issues (in some cases exceptions apply; students must consult with the Clinical Director). Students may have more than one Clinical Supervisor over the course of their various practicum placements.

#### 4.4 Supervision Hours

Students need a total of **60 hours of Clinical Supervision**, of which 25 they will accrue from the Practicum course. This leaves a total of **35 hours of Clinical Supervision to be completed at their practicum site(s)**, which is a ratio of about 1 hours of supervision for every 10 hours of Direct Client Contact.

It is advised that students meet with their Clinical Supervisor regularly, ideally for one hour per week for the duration of their practicum placement, and the majority of the hours must be individual supervision.

#### Types of Clinical Supervision

The Clinical Supervisor is responsible for follow-up on behalf of clients with authorities related to disclosure/high risk issues, and informing the student/Clinical Supervisor/College in such cases.

Clinical Supervision	Individual Supervision Dyad Supervision Group Supervision (maximum 8 per group)
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## 4.5 Expectations and Responsibilities

The Clinical Supervisor is responsible for:

- completing and submitting the appropriate sections of the Clinical Supervisor Profile, **along with** an up-to-date curriculum vitae or resume.
- maintaining open communication with the student and the Instructor/Clinical Director
- meeting with the student regularly for supervision, and according to the 1:10 (supervision: DCC hours) supervision requirements
- developing a trusting relationship with the student.
- facilitating student's development through the stages of observation, co-facilitation (if appropriate), and independent practice.
- discussing and clarifying, with the student, how and when supervision will occur throughout the placement.
- monitoring student's progress and provide feedback on counselling skill development on a weekly basis. This would include encouraging the student to conduct additional research related to a client's presenting problem, review counselling session recordings, review case notes and client files, observing sessions, etc.
- completing mid-term and final evaluation of the student's clinical competencies
- notifying the Clinical Director immediately if there is evidence that the student is experiencing difficulty, or if any concerns arise. If unable to reach the Clinical Director, please contact the Department of Psychotherapy and Spirituality at (780) 439-7311 or [chizen@ualberta.ca](mailto:chizen@ualberta.ca)

## 4.6 Problem Solving

If you (On-site Coordinator or Clinical Supervisor) have a complaint about a student's behavior, the first step is to discuss your issue with the student. It is better to deal with any misunderstandings or frustrations at the first sign of a problem, rather than waiting until things become serious. Most problems can be resolved with verbal discussion through normal supervision channels. If this does not resolve the issue, you should contact the Department Clinical Director who will discuss and decide with you how to best proceed.

St. Stephen's College takes disciplinary concerns seriously. Depending on the severity of the problem, a letter of concern may be drafted which will document the problem behavior(s) and the proposed recommendations for follow-up. The letter will outline the roles of the student and/or the practicum Clinical Supervisor, as well as a timeline for resolving the issue. This document will be retained in the student's file until the concern has been resolved. The consequences for the student failing to make the necessary corrections will also be noted.

If there are no significant improvements in the student's behavior, the Department Clinical Director will assess the situation in conjunction with the practicum Clinical Supervisor and a decision will be made with respect to the consequences noted in the letter of concern. If the consequences of the student's behavior warrant, dismissal from the program may ensue.

### ***Concerns Regarding the Department of Psychotherapy and Spirituality Program or Contacts***

If you have concerns about the program, please raise the issue with the Clinical Director. If you have concerns about the MPS Clinical Director, please raise the issue with that person

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directly. If you are not able to resolve your concerns with the practicum contact, please contact the St. Stephen's College, Principal and Dean, through the main switchboard at 780-439-7311.

## 5. Instructor

The practicum courses will be taught by instructors who have graduate degrees in psychology, counselling, and/or creative art therapies and who are registered/certified with professional associations or Colleges.

At St. Stephen's College, this position is held by the Department of Psychotherapy and Spirituality's Clinical Director.

### 5.1 Expectations and Responsibilities

The instructor is responsible for:

- Maintaining regular contact with the Clinical Supervisors throughout the student's practicum
- Along with Clinical Supervisors, supporting students connect theory and practice in psychotherapy
- Staying informed about the student's performance and progress throughout their practicum
- Teaching the intensive and other course components
- Meeting regularly with students for individual/dyad consultation where they provide feedback on the development of professional skills (count for 25 hours of supervision)
- Serving as a liaison between the College and the practicum site
- Providing a course syllabus which documents the specific items required by the instructor (i.e., assignments, presentations, seminars, etc.)
- Receiving and reviewing the mid-term and final evaluation forms from the student and/or Clinical Supervisor
- Receiving and reviewing the final practicum hours documentation document from the student and/or Clinical Supervisor
- Receiving and reviewing the student practicum feedback form
- Assigning and submitting the student's final grade

## 6. Practicum Site

Possible practicum sites include:

- Educational counselling settings (elementary, secondary and post-secondary)
- Community counselling agencies (family support services, drop-in centers, addictions centers, women's health, hospice)
- Hospitals and mental health programs
- Private practice settings

## 6.1 Expectations and Responsibilities

The practicum site should:

- Provide student with an orientation to the facilities, review policies, and meeting staff and administrative supports
- Provide counselling as a primary service
- Employ professional staff who have a Master's level qualification in counselling related fields
- Provide office space for the student to see clients, and for administrative work
- Have a policy that supports the recording of sessions for supervision and training purposes
- Demonstrate an understanding of and respect for human diversity, which includes but is not limited to variability in culture, race, religion, nationality, sexual orientation, physical ability, lifestyle and gender
- Ensure that client consent forms are used by the student and meet CCPA standards

### Art Therapy Students

There are some standard art materials used in the profession of art therapy. Art therapists recognize that different art materials have unique sensory qualities and that these qualities are used intentionally to address therapeutic goals. Cheapest grade materials are discouraged as they interfere with the kind of sensory and affective engagement needed for effective therapeutic work. Higher quality student-grade materials are recommended. However, many other supplementary materials (e.g., fabrics, collage papers, tissue papers, beads, found objects, and paintable surfaces) can be obtained at dollar stores, re-use centres, and rummage sales at low cost.

It is general practice that the practicum site covers the cost of the materials in exchange for the art therapy services the student art therapist provides. Students are expected to work within the available budget and to work creatively within budget limitations.

### Sample Art Therapy Materials List

- Oil and chalk pastels
- Pencil crayons and wax crayons
- Markers
- Paints and paintbrushes (tempra, acrylic, poster)
- Clay, playdough and plasticine
- Collage materials (old magazines, tissue paper, newspapers)
- Adhesives (glue sticks, white glue, tapes)
- Scissors
- Paper (Kraft paper roll, printer paper, watercolour, construction paper)
- Recyclable materials
- Source of water (bin, jug, sink) and rags/paper towels for cleaning up

## 6.2 Student Renumeration

Students are typically not paid for their practicum hours. Client fees collected by the student are used to cover the supervision and administrative costs of their placement. Students also do not typically pay to engage in a practicum. If the client fees are not adequate to cover these costs, this should be discussed with the Clinical Director. This, and any potential costs to the student, should be assessed and discussed prior to the start of the practicum.

## 7. Evaluation of Practicum Student

To be most effective, evaluation should be a continuous process. Therefore, it is important that the student, through frequent consultation with the Clinical Supervisor, has a clear understanding of his/her progress throughout the practicum and have reviewed the mid-point and final evaluation forms.

Mid-point Evaluations must be completed and submitted to the Clinical Director when students are approximately halfway through their practicum contract. Final Evaluations must be completed and submitted to the Clinical Director when students complete their practicum.

### 7.1 Practicum Site Feedback and Evaluation

Students are required to complete the Practicum Site feedback form near the end of their practicum contract. This provides the College with an overview of what was successful and challenging at their site.

### 7.2 Grade Assignment

The instructor, according to the College policy, is ultimately responsible for evaluating and assigning the practicum grade. This assessment will be Pass/Fail, according to the student's evaluations (mid-point and final).

*Students are expected to use **Time-to-Track** as their primary documentation system for clinical hours (direct/indirect/supervision), practicum forms (contract and supervisor profile) and evaluations.*

*If needed, all forms related to Practicum can be found on the St. Stephen's website > MPS Files > 2a. [Fillable Practicum Forms](#).*

**ST STEPHEN'S COLLEGE**

8810 112 Street NW  
 University of Alberta Campus  
 Edmonton, Alberta T6G 2J6  
 Phone 780-439-7311 • Fax 780-433-8875  
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**DEPARTMENT OF PSYCHOTHERAPY AND SPIRITUALITY  
 PRACTICUM**

**CONSENT TO COUNSELLING  
 /ART THERAPY SERVICES  
 INFORMATION FOR NEW CLIENTS (ADULT)**

<b>Name of Agency</b>	
<b>Practicum Student Name</b>	

**What is confidentiality?**

Confidentiality is an essential aspect of counseling services. It is important for a client to be able to feel open and comfortable during counselling and/or art therapy sessions. This means that information about a client will only be accessed by those who have authorization. All case notes and/or artwork collected will be kept confidential.

**What are the exceptions to confidentiality?**

There are important exceptions to confidentiality regardless of the counselling setting. A client's information may be used and disclosed as authorized or required by law. Some examples when a counsellor is required to share confidential information are if there are:

1. Concerns about client's harm to him/herself, including suicidal ideation and behaviours
2. Concerns about client's harm to others, including threats of violence
3. Concerns of child abuse, elder abuse, dependent adult abuse
4. Orders by the court of law

	<i>Initial</i>	<i>Date</i>
I agree to participate in and receive counselling and/or art therapy services from a Practicum Student/Counsellor enrolled in a graduate program in the Department of Psychotherapy and Spirituality at St. Stephen's College. This Practicum Student/Counsellor is training as a psychotherapy counsellor and/or art therapist. I understand that the Practicum Student/Counsellor is being supervised by a Registered Mental Health Professional, which means my case will be discussed with the Clinical Supervisor, and that case notes may be read and co-signed by the clinical and site Clinical Supervisor(s) in the educational setting.		
I grant permission for my case notes and/or art to be shown to professionals for supervision and educational purposes. I understand that such materials may be shared confidentially via email and/or shown in-person.		
I grant permission for my case notes and/or art to be shown to students for educational purposes. I understand that such materials will be shared confidentially and that in doing so will not contain any identifying personal information.		
I grant permission for the use and verbal description of my case notes and/or photos of artwork to be used by the Practicum Student/Counsellor for academic assignments and research purposes, including a case study.		
I understand that the case notes and/or art work collected will be securely stored at the practicum site and that my counselling file is required to be securely kept for 7 years following the completion of counselling.		
I give permission for pertinent case notes and/or artwork to be included in the Practicum Student/Counsellor's graduate thesis and educational case study presentations. This permission is given with the understanding that identities will be protected to prevent public disclosure.		

	<b>Initial</b>	<b>Date</b>
<p><i>Permission for Digital Video-Recording:</i> I give permission to the Practicum Student/Counsellor to digitally video-record any counselling/art therapy session in which I am involved. I have been informed and understand that all digital video recording will be done with my full knowledge and will be used solely for counsellor training, supervision, and/or consultation purposes. [<i>Students in the MPS programs at St. Stephen's College are required to complete a process and integrative paper as part of their practicum assignments, both of which require recording a counselling session. The focus of these papers is to reflect on the student's work.</i>] Any other use of this material is unauthorized unless I give informed written consent. I understand that the material is kept strictly confidential and that the record will be deleted or otherwise destroyed at the completion of the Practicum Student/Counsellor's practicum. I understand that I may withdraw this permission to record my sessions without penalty by informing the Practicum Student/Counsellor or the Agency/Organization Clinical Supervisor orally or in writing, at which point any recordings that have been created of my sessions will be immediately destroyed.</p>		
<p><i>Optional:</i> I give permission for pertinent case notes and/or artwork to be included in the Practicum Student/Counsellor's publications outside of the classroom. This could include conferences, courses, articles and books. This permission is given with the understanding that identities will be protected to prevent public disclosure.</p>		
<p><i>Optional Consent for Obtaining Confidential Information:</i> I authorize the Practicum Student/Counsellor to request and receive information concerning me from _____, (i.e., my doctor) which by law or otherwise, would be considered confidential or privileged. This information will be used for _____.</p>		
<p><i>Optional Consent for Releasing Confidential Information:</i> I authorize the Practicum Student/Counsellor to release information concerning me from _____, (i.e., my doctor) which by law or otherwise, would be considered confidential or privileged. This information will be used for _____.</p>		
<p>I understand my right to withdraw my participation in counselling at any time.</p>		

## Signatures

Client Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Practicum Student/Counsellor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The co-signature of the Practicum Student/Counsellor on this form acknowledges responsibility for the professional use and appropriate security of my personal information, protection of and disposal of recorded material.

**ORIGINAL:** kept in Client file at Practicum Site.

**PRACTICUM STUDENT TO PROVIDE COPIESTO:** (1) Clinical Supervisor(s), (2) Client or their Guardian

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**DEPARTMENT OF PSYCHOTHERAPY AND SPIRITUALITY  
 PRACTICUM**

**CONSENT TO COUNSELLING  
 /ART THERAPY SERVICES  
 INFORMATION FOR NEW CLIENTS (MINOR)**

<b>Name of Agency</b>	
<b>Practicum Student Name</b>	

**What is confidentiality?**

Confidentiality is an essential aspect of counseling services. It is important for a client to be able to feel open and comfortable during counselling and/or art therapy sessions. This means that information about a client will only be accessed by those who have authorization. All case notes and/or artwork collected will be kept confidential.

**What are the exceptions to confidentiality?**

There are important exceptions to confidentiality regardless of the counselling setting. A client's information may be used and disclosed as authorized or required by law. Some examples when a counsellor is required to share confidential information are if there are:

1. Concerns about client's harm to him/herself, including suicidal ideation and behaviours
2. Concerns about client's harm to others, including threats of violence
3. Concerns of child abuse, elder abuse, dependent adult abuse
4. Orders by the court of law

	<b>Initial</b>	<b>Date</b>
I grant permission for my child to participate in and receive counselling and/or art therapy services from a Practicum Student/Counsellor enrolled in a graduate program in the Department of Psychotherapy and Spirituality at St. Stephen's College. This Practicum Student/Counsellor is training as a psychotherapy counsellor and/or art therapist. I understand that the Practicum Student/Counsellor is being supervised by a Registered Mental Health Professional, which means my child's case will be discussed with the Clinical Supervisor, and that case notes may be read and co-signed by the clinical and site Clinical Supervisor(s) in the educational setting.		
I grant permission for my child's case notes and/or art to be shown to professionals for supervision and educational purposes. I understand that such materials may be shared confidentially via email and/or shown in-person.		
I grant permission for my child's case notes and/or art to be shown to students for educational purposes. I understand that such materials will be shared confidentially and that in doing so will not contain any identifying personal information.		
I grant permission for the use and verbal description of my child's case notes and/or photos of artwork to be used by the Practicum Student/Counsellor for academic assignments and research purposes, including a case study.		
I understand that the case notes and/or artwork collected will be securely stored at the practicum site and that my child's counselling file is required to be securely kept for 7 years following the completion of counselling.		
I give permission for pertinent case notes and/or artwork to be included in the Practicum Student/Counsellor's graduate thesis and educational case study presentations. This permission is given with the understanding that identities will be protected to prevent public disclosure.		

	<i>Initial</i>	<i>Date</i>
<p><i>Permission for Digital Video Recording:</i> I give permission to the Practicum Student/Counsellor to digitally video-record any counselling/art therapy session in which my child is involved. I have been informed and understand that all digital video recording will be done with my full knowledge and will be used solely for counsellor training, supervision, and/or consultation purposes. [<i>Students in the MPS programs at St. Stephen's College are required to complete a process and integrative paper as part of their practicum assignments, both of which require recording a counselling session. The focus of these papers is to reflect on the student's work.</i>] Any other use of this material is unauthorized unless I give informed written consent. I understand that the material is kept strictly confidential and that the record will be deleted or otherwise destroyed at the completion of the Practicum Student/Counsellor's practicum. I understand that I may withdraw this permission to record my sessions without penalty by informing the Practicum Student/Counsellor or the Agency/Organization Clinical Supervisor orally or in writing, at which point any recordings that have been created of my child's sessions will be immediately destroyed.</p>		
<p><i>Optional:</i> I give permission for pertinent case notes and/or artwork to be included in the Practicum Student/Counsellor's publications outside of the classroom. This could include conferences, courses, articles and books. This permission is given with the understanding that identities will be protected to prevent public disclosure.</p>		
<p><i>Optional Consent for Obtaining Confidential Information:</i> I authorize the Practicum Student/Counsellor to request and receive information concerning my child from _____, (i.e., child's doctor) which by law or otherwise, would be considered confidential or privileged. This information will be used for _____.</p>		
<p><i>Optional Consent for Releasing Confidential Information:</i> I authorize the Practicum Student/Counsellor to release information concerning my child from _____, (i.e., child's doctor) which by law or otherwise, would be considered confidential or privileged. This information will be used for _____.</p>		
<p>I understand my right to withdraw my child's participation in counselling at any time.</p>		

## Signatures

Client/Child's Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent/Guardian's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Practicum Student/Counsellor Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The co-signature of the Practicum Student/Counsellor on this form acknowledges responsibility for the professional use and appropriate security of my personal information, protection of and disposal of recorded material.

**ORIGINAL:** kept in Client file at Practicum Site.

**PRACTICUM STUDENT TO PROVIDE COPIESTO:** (1) Clinical Supervisor(s), (2) Client or their Guardian