

CO 801 MASTER OF COUNSELLING INTERNSHIP GUIDE

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OVERVIEW

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

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

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

Depending upon the weekly caseload, students should anticipate devoting 4-12 months to the completion of the Counselling Internship, although there is considerable latitude in the timeline. For students hoping to graduate in the spring, all requirements must be complete, 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 venue and clinical supervisor must be approved by the Internship Coordinator prior to registering for CO 801. Students must begin their internship within 24 months of Practicum II.

Counselling and Supervision Hour Requirements

The minimum requirement for completion of CO 801 is 300-hours dedicated to internship. Within the required 300 hours, students must provide a minimum of 150-hours of direct counselling to

clients and receive 30-hours of supervision from a qualified approved supervisor. The remaining 120-hours can be comprised of case planning, documentation, training, and other various internship related tasks.

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

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

- Intake
- Assessment
- Psychoeducation
- Group Counselling
- Co-counselling

30 clinical supervision hours: are required for the internship. Supervision at the rate of one hour of supervision to every five counselling hours is required. Students can also engage in group supervision in addition to individual (or dyad) supervision. Group hours can account for half of your supervision time and supervision groups can 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.

Supervision must be a combination of both direct and indirect supervision.

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

Direct Supervision	Indirect Supervision
<ul style="list-style-type: none"> • Supervisor and Supervisee Co-Counselling • Supervisor and Supervisee Co-Facilitation • Direct Observation • Live Supervision • Review of Session Recordings 	<ul style="list-style-type: none"> • Case Consultation • Case Presentation Documentation • 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 supervisor and supervisee. This may occur in person or through electronic means, such as Zoom. While written supervisory feedback is entirely appropriate and helpful, it does not count towards your supervision hours.

120 Indirect Counselling Hours- As students are required to dedicate 300 hours to their placement, students can count to 120 hours towards indirect counselling hours. Students who acquire additional counselling and supervision hours will be able to reduce the indirect counselling hours to account for the additional direct counselling and supervision hours.

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

Ethics

Students must hold student membership with the Professional Association of Christian Counsellors and Psychotherapists (PACCP) or the Canadian Counselling and Psychotherapy Association (CCPA) throughout the entirety of their internship. They will be guided by the current code of ethics of this association during their internship. Supervisors who belong to a different professional association may require adherence to that code of ethics as well. Students should consider any differences between these codes of ethics and discuss with their supervisor.

Supervisor

Students are required to complete their internship under a qualified clinical supervisor. Your placement clinical supervisor will be your primary source of supervision. Students may also engage in supplemental supervision, such as group supervision. In situations where the student is counselling in a setting where they are receiving external clinical supervision it is appropriate to have an onsite administrative supervisor in which they have accountability related to working in the setting.

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 Marriage and Family Therapy. Failing this, the student may find an experienced counsellor with a minimum of a master's degree in a counselling-related field, five years of post-graduate counselling experience, hold membership with a Canadian counselling professional association (i.e., CCPA, CAMFT, PACCP), and who has taken a supervision course or has significant experience supervising master's counselling practicum students.

In talking to a potential supervisor, please ensure they are aware of supervision guidelines (Appendix C).

If students wish to participate in group supervision, they must have 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.

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

Liability Insurance

Upon approval of the internship proposal and registration with Academic Services, the student will be billed for and subsequently covered by liability insurance provided through Briercrest College and Seminary. Coverage is for a twelve-month period beginning the day of registration and is non-refundable and non-prorated. Should the internship take longer than 12 months, students must extend their course registration and also liability insurance coverage, available in six-month increments, to a maximum of a one-year extension. It is the student's responsibility to request an extension of their insurance 1 month prior to their required extension should they require an extension to their liability insurance. *Liability insurance does not cover any counselling work done by the student beyond the internship.*

Internship Sites

The student will fulfill their internship requirements in a counselling centre or other counselling context. Internships must occur within an established counselling practice under direct supervision from a clinical supervisor.

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

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

Initiating the Internship

The student will be expected to obtain prior approval of the internship venue and clinical supervisor from the Internship Coordinator. Locating an internship venue and supervisor are the student's responsibility and should be done in collaboration with the Internship Coordinator. The Internship Coordinator is available to provide support to students as they seek internship opportunities. Prior to applying for an internship, students will communicate with the Internship Coordinator to ensure that the venue and supervisor meets the internship requirements. After the student has been

accepted by an appropriate venue and supervisor, the student will complete the Internship Proposal and submit this to the Internship Coordinator for approval prior to registering for CO 801.

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

The proposal, along with the Curriculum Vitae of the proposed supervisor, will be submitted to the Internship Coordinator for approval. Once the proposal has been approved, the student and supervisor(s) will both sign the Internship Agreement (Appendix B) and return it to the Internship Coordinator. Once the Internship Proposal is approved and Internship Agreement returned, the student will contact the internship coordinator to request that they be registered in CO 801. Once registered in CO 801, the student will be billed the appropriate registration and liability insurance fees. Students may not begin their internship without approval from the Internship Coordinator and registration in the Internship course.

Students are not permitted to begin their internship or see clients without being registered in CO 801.

Maintaining the Internship

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

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

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

Students with Multiple Placements

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

Students with multiple placements need to ensure that they submit an internship proposal, mid-point evaluation, supervisor final evaluation, placement evaluation reflection, and monthly reports for each site. Students with more than one placement must also submit Appendix I: Master of

Counselling Internship Monthly Total of Multiple Sites form each month in the Monthly Report assignments., along with Appendix D (monthly report).

Assignments

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

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 signed by the student and supervisor and approved by the Internship Coordinator;
 - c. Provide supervision guideline document to their placement supervisor;
 - d. These documents, once approved, are uploaded to Internship Proposal & Supporting Documents assignment.
 - e. Students with multiple placements must submit a separate internship proposal for each site.
2. 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.
 NOTE: Please see details at the end of the guide on using the tracking forms.
3. Mid-point Evaluation: Supervisors will complete a mid-point evaluation when students are approximately halfway through their internship (75 direct counselling hours, 15 supervision hours, and 60 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.
4. Internship Seminar: Students will participate in regularly scheduled 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.
5. 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 to the report 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.

6. Final Reflection

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

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

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

7. Evaluation of Placement

Students will complete an evaluation 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.

Other Key Information

Students are given one year from the time of registration to complete the requirements. If it is not complete at that time, a 6-month extension can be requested through the Internship Coordinator. Students should request 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 801 one time before being required to discontinue from the MC program.

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

All Internship requirements must be completed by graduation. Students planning on graduating in a given spring Convocation must have all internship hours and documents completed and submitted by March 31st of that year.

Internship Forms & Documents

Students can find the current appendices for CO 801 online in the Counselling Resource page posted on Canvas as well as in their internship course on Canvas once registered for the course.

Examples of these documents are listed below for the purpose of review. Please use the correct documents from Canvas when submitting documents for approval and for course assignments.

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

Tracking hours:

Direct clinical hours are any real-time counselling with individual, couples, or families, in person, online (i.e., zoom, doxy, etc.), or by phone. Students must track their hours in the categories provided (individual adult, individual teen, individual child, couple/relationship counselling, or family counselling).

Students will track their "Limited Direct Hours" in the category below. Counselling tasks in this category cannot exceed 25% (or 37.5 hours) of your total direct clinical hours. This category contains group counselling (adults, teens, or children), intake and assessment (directly with clients either in-person, online, or by phone), and presentations (i.e., psycho-education group presentation).

Non-direct clinical hours represent the time you put into your internship beyond your clinical and supervision hours. You will track any time working on clinical documentation and case management under "case & family management), any consultation with other staff members (excluding supervision) under "professional consultation", any contact with clients apart from counselling (i.e., emails or phone calls setting up appointments or that are non-clinical in nature) under "non-counselling client contact", and any time in training or learning for your internship (i.e., class seminar time, reading for client preparation, site orientation, etc.) under "training and learning".

- While both dyadic and individual (1-on-1) supervision hours count towards Briercrest's individual supervision hour requirements, you will track these hours separately in Appendix D, with 1-on-1 hours being tracked under "individual supervision" and supervision with two supervisees and one supervisor being tracked under "dyadic supervision". As students can acquire up to half of their clinical supervision from group supervision (which is defined as 3-8 supervisees in a group supervision context), students will also track these hours separately under "group supervision". Within each clinical supervision category students will track whether supervision was direct or indirect. Direct supervision hours can include: supervisor and supervisee co-counselling,

supervisor and supervisee co-facilitation direct observation, live supervision, or any review of session recordings (video or audio) in supervision sessions. Students must participate in some live supervision during their internship.

Internship Support

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

Internship Appendices Examples- Please see Canvas Counselling Department Resource page or CO 801 Canvas page if you are registered for the course for a blank copy of each form.

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APPENDIX A: MASTER OF COUNSELLING INTERNSHIP PROPOSAL

STUDENT INFORMATION

Name: _____ Phone: _____

Email: _____

Completed Practicum 1: ☐ Semester completed

Completed Practicum 2: ☐ Semester completed

INTERNSHIP DETAILS

Name of Placement Organization: _____

Placement Address: _____

Projected start date: _____ Projected end date: _____

Supervisor Name: _____

Supervisor Email: _____ Supervisor Phone: _____

Internship Job Description & Counselling Details: Please include internship job description. Please also include information about the counselling activities you will be engaging in at this placement. Ideally, the internship should include involvement in a minimum of 2-3 counselling activities such as: family counselling, relationship counselling, individual counselling, intake assessment, crisis counselling, etc.

Supervision Details: Please include information including: how frequent supervision will take place; ratio of supervision hours to clinical hours; is supervision being offered on-site or through external supervision; if supervision will be individual supervision, group, or a combination; any other pertinent information.

Proposed Learning Goals for Student: Learning goals should include at least one theory you hope to further develop, one self-of-the-therapist goal, and one other key learning goal. Please discuss these learning goals with your supervisors prior to submitting application to ensure they are realistic and align with your internship placement

Professional Association where you currently hold membership/ student membership: _____

Ethical Code you will be following (you must be a member/ student of this association): _____

Supervisor CV Attached: ☐

APPENDIX B: MASTER OF COUNSELLING INTERNSHIP AGREEMENT

Student Name: Click or tap to enter a date.

Agency Name: Click or tap here to enter text.

Agency Address: Click or tap here to enter text.

Agency Supervisor Name: Click or tap here to enter text.

Internship Start Date: Click to enter date. Intended Completion Date: Click to enter date.

1. Student will spend Enter hours per week here hours a week on Enter which days you will be on site here at internship site.
2. Student will participate in 1 hours of supervision for every 5 hours of client contact. Up to half of supervision can be in a group context. Supervision must be provided by a Briercrest approved supervisor listed on this contract.
3. Student will engage in the following counselling activities:

<input type="checkbox"/> Adult Counselling	<input type="checkbox"/> Family Counselling	<input type="checkbox"/> Couples Counselling
<input type="checkbox"/> Adolescent Counselling	<input type="checkbox"/> Child Counselling	<input type="checkbox"/> Group Services
<input type="checkbox"/> Intake Duties	<input type="checkbox"/> Other (specify)	

Briercrest Agrees to:

1. Provide the student with a copy of insurance when requested.
2. Provide a staff member to support both the student and the placement who is available to provide support and consultation to both parties as requested.
3. Regularly check-in with student via monthly reports and meet with student if needed for further support.

Site Agrees to:

1. Assign a Briercrest approved supervisor to provide clinical supervision to the student at a ratio of 1 to 5.

Note: if a site is unable to provide a Briercrest approved supervisor, the site and student may come to an agreement regarding external supervision. In this case, the site agrees to permit the student to engage in external supervision. In placements where internship sites are unable to provide a Briercrest approved supervisor, the site and student will agree and document in this agreement who is obligated to cover any fees associated with external supervision.

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APPENDIX C: SUPERVISION GUIDELINES

The student will meet with the supervisor regularly, normally weekly, or more often if the counselling load requires it to maintain a one to five supervision to counselling ratio. This will include direct interaction with the supervisor utilizing audio/video recordings, co-counselling, co-facilitation, or through direct “live” observation. The intention of the supervision is to provide opportunity for positive feedback, instruction, modeling, demonstrating, and continued growth of the person of the counsellor thereby building upon the academic training process.

Supervisors may wish to include feedback in relationship to the following:

- a) assessment and case formulation;
- b) building a therapeutic alliance;
- c) ethical practice;
- d) documentation;
- e) therapeutic processes and interventions;
- f) the student's level of comfort in their role as counsellor;
- g) the processing of personal issues that might arise as a result of the counselling relationships;
- h) overall ability as a counsellor; and
- i) progress related to specific learning goals established in the internship proposal.

In addition to the supervision, the supervisor should provide opportunities for the student to observe the supervisor in her or his work. If the placement is a clinic where there are several counsellors, the student would be well served with opportunities to observe other approaches and clinicians at work as opportunity allows.

Documentation of all counselling and supervision interactions should be maintained throughout the internship. This is in addition to any other requirements that the supervisor may have. Ethical issues of confidentiality and informed consent should be observed in working with the clients and gaining permission to record and discuss consultations

Appendix D: Monthly Internship Tracking Form

Student Name:

Placement Site:

Supervisor:

Date Registered for Internship:

Clinical Hours							
Direct Clinical Hours	Monthly Total in Person	Monthly Total Online/Phone	Previous In Person Total	Prev. Online/Phone Total	New Total in Person	New Total Online/Phone	Total Combined in Internship
Individual Adult					0	0	0
Individual Teen					0	0	0
Individual Child					0	0	0
Couple Counselling					0	0	0
Family Counselling					0	0	0
Total	0	0	0	0	0	0	0

Direct Hours in Limited Category	Monthly Total in Person	Monthly Total Online/Phone	Previous In Person Total	Prev. Online/Phone Total	New Total in Person	New Total Online/Phone	Total Combined in Internship
Group- Adults					0	0	0
Group- Teens					0	0	0
Group- Children					0	0	0
Intake & Assessment					0	0	0
Psycho-Education/ Presentations					0	0	0
Total	0	0	0	0	0	0	0

****Combined total of the "direct limited hours" above can be no more than 25% of your overall direct clinical hours**

Non-Direct Clinical Hours	Monthly Total	Previous Total	Internship Total
Case & File Management			0
Professional Consultation			0
Non-Counselling Client Contact			0
Training & Learning			0
Total	0	0	0

Supervision Hours			
Clinical Supervision	Monthly Total	Previous Total	Internship Total
Individual Supervision	0	0	0
Direct Supervision			0
Indirect Supervision			0
Dyadic Supervision	0	0	0
Direct Supervision			0
Indirect Supervision			0
Group Supervision (3-8 supervisees)	0	0	0
Direct Supervision			0
Indirect Supervision			0
Total	0	0	0

Counsellor Name

Date

Signature

Supervisor Name

Date

Signature

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APPENDIX E: MASTER OF COUNSELLING INTERNSHIP SUPERVISOR'S MID-WAY REPORT

SUPERVISED COUNSELLOR:

SUPERVISOR:

LOCATION:

DATES:

TOTAL COUNSELLING HOURS:

TOTAL SUPERVISION HOURS:

Method of Evaluation (check all that have been used in supervision):

Note: There must be some component of direct supervision (live observation, audio or video tape, cocounseling, or co-facilitation)

Audio Tape ☐ Video Tape ☐ Live Observation ☐ Role Play ☐ Co-Counseling ☐ Co-Facilitation ☐Discussion ☐ File Review ☐ Other ☐ _____.

Provide a numeric rating for each skill or behavior listed which best reflects the developmental level of the intern's performance as observed in the evaluation period. Comments can be written below numeric rating.

5 - Exceeding Expectations – Supervisee is exceeding developmental expectation

4 - Meeting Expectations – Supervisee is meeting the developmental expectation

3 – Met Most Expectations – Supervisee is developing in this area and meeting most of the expectations, but not all

2 - Improvement Needed – Supervisee is not meeting expectation

1 - Not Satisfactory – Supervisee is not meeting expectations and has not incorporated previously given feedback

N/A - Insufficient Information – Supervisor does not have enough information to comment

1. Supervisee understands and follows record-keeping practices and policies of the department.

Choose an item.

2. Supervisee has awareness of emergency procedures. Choose an item.

3. Supervisee is punctual and demonstrates good time management. Choose an item.

4. Supervisee demonstrates professional demeanor, appearance and behavior. Choose an item.

5. Supervisee comes prepared for and engages in supervision sessions. Choose an item.

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APPENDIX F: MASTER OF COUNSELLING INTERNSHIP SUPERVISOR'S FINAL REPORT

SUPERVISED COUNSELLOR:

SUPERVISOR:

LOCATION:

DATES:

TOTAL COUNSELLING HOURS:

TOTAL SUPERVISION HOURS:

Method of Evaluation (check all that have been used in supervision):

Note: There must be some component of direct supervision (live observation, audio or video tape, cocounseling, or co-facilitation)

Audio Tape ☐ Video Tape ☐ Live Observation ☐ Role Play ☐ Co-Counseling ☐ Co-Facilitation ☐

Discussion ☐ File Review ☐ Other ☐ _____

Provide a numeric rating for each skill or behavior listed which best reflects the developmental level of the intern's performance as observed in the evaluation period. Comments can be written below numeric rating.

5 -Exceeding Expectations – Supervisee is exceeding developmental expectation

4 - Meeting Expectations – Supervisee is meeting the developmental expectation

3 – Met most of expectations – area that supervisee is developing and meeting most of the expectation but not all

2 - Improvement Needed – Supervisee is not meeting expectation

1 - Not satisfactory –Supervisee is not meeting expectations and has not incorporated previously given feedback

N/A - Insufficient Information – Supervisor does not have enough information to comment

1. Supervisee understands and follows record-keeping practices and policies of the department.

Choose an item.

2. Supervisee has awareness of emergency procedures. Choose an item.
3. Supervisee is punctual and demonstrates good time management. Choose an item.
4. Supervisee demonstrates professional demeanor, appearance and behavior. Choose an item.

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APPENDIX G: MASTER OF COUNSELLING INTERNSHIP FINAL REFLECTION

SUPERVISED COUNSELLOR:

LOCATION:

TOTAL COUNSELLING HOURS:

SUPERVISOR:

DATES:

TOTAL SUPERVISION HOURS:

Activities involved in during internship (100-200 words): Please include information about the different activities you engaged in (ie- counselling children, adolescents, adults; couple or family therapy; crisis intervention; grief counselling; group therapy).

Self-Evaluation (150-300 words): Please take some time and reflect upon your experience in your internship including your growth and things that you found difficult.

New Skills (150-300 words): As a result of your internship, what skills have been developed or strengthened.

Reflection on goals (150-300 words): Please reflect on your goals submitted in your internship proposal. What goals were met, and which were not. Please take some time to reflect upon what may have helped you meet these goals or might have gotten in your way.

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APPENDIX H: MASTER OF COUNSELLING INTERNSHIP EVALUATION OF PLACEMENT

Name of Supervisor

Location of Placement

Date (start-end) of Placement

Name of Student

Date Click or tap to enter a date.

Student Feedback of Supervisor (Please use as much space as needed to provide feedback on your experience)

- 1) What was the best thing about working with this supervisor? Click to enter text.
- 2) What do you wish had been different about your work with this supervisor? Click to enter text.
- 3) Any other comments or elaborations on above questions? Click to enter text.

Student Feedback of Placement (Please use as much space as needed to provide feedback on your experience)

- 1) What were your disappointments or frustrations regarding this placement site? Click to enter text.
- 2) Would you recommend this site to a classmate? Why or why not? Click to enter text.
- 3) Overall, was this practicum experience a valuable one in terms of your clinical development? Click to enter text.

The following rating criteria are used to determine the level of helpfulness the supervisor has demonstrated toward the student.

- 5 - Especially helpful – Student's expectations were exceeded
- 4- Helpful – Student's expectations were sufficiently met
- 3 – Sufficient – Student's needs were sufficiently met
- 2 - More Help Needed – Student would like more help in this area
- 1 - Not satisfactory – Student is not satisfied with the assistance provided

Appendix I: Monthly Internship Tracking Form

Student Name:

Placement Site:

Supervisor:

Date Registered for Internship:

Clinical Hours											
	Placement 1		Placement 2		Placement 3		Previous Total		New Total		
Direct Clinical Hours	Monthly Total in Person	Monthly Total Online/Phone	Monthly Total in Person	Monthly Total Online/Phone	Monthly Total in Person	Monthly Total Online/Phone	In Person	Online/ Phone	In Person	Online/ Phone	Combined
Individual Adult									0	0	0
Individual Teen									0	0	0
Individual Child									0	0	0
Couple Counselling									0	0	0
Family Counselling									0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

	Placement 1		Placement 2		Placement 3		Previous Total		New Total		
Direct Hours in Limited Category	Monthly Total in Person	Monthly Total Online/Phone	Monthly Total in Person	Monthly Total Online/Phone	Monthly Total in Person	Monthly Total Online/Phone	In Person	Online/ Phone	In Person	Online/ Phone	Combined
Group- Adults									0	0	0
Group- Teens									0	0	0
Group- Children									0	0	0
Intake & Assessment									0	0	0
Psycho-Education/ Presentations									0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0

**Combined total of the "direct limited hours" above can be no more than 25% of your overall direct clinical hours

	Placement 1 Monthly Total	Placement 2 Monthly Total	Placement 3 Monthly Total	Previous Total	New Total
Non-Direct Clinical Hours					
Case & File Management					0
Professional Consultation					0
Non-Counselling Client Contact					0
Training & Learning					0
Total	0	0	0	0	0