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Information for Interns and Supervisors

1 Brief Program Description
Students admitted to the M.Ed. or the M.A. program in Educational Counselling typically come from a broad range of backgrounds—the most common being an undergraduate degree in Education or Psychology. They must have at least a “B” admission average calculated in accordance with FGPS guidelines, provide a letter describing their reasons for pursuing graduate education in counselling, and have two letters from former employers or educators documenting their personal and professional suitability for admission to the counselling program.

1.1 M.Ed. Course Requirements
Once enrolled, students may complete the M.Ed. academic requirements on either a full- or part-time basis. The M.Ed. program in Educational Counselling requires twelve courses (36 credits)*.

9 Compulsory Courses (27 credits):
- EDU 5190 – Introduction to Research in Education (taken during the first or second semester of enrolment).
- EDU 5199 – Synthesis Seminar (a major paper written during the final semester).
- EDU 5270 – Ethical and Legal Dimensions of Counselling
- EDU 5271 – Counselling Theories and Practice I
- EDU 5471 – Micro-counselling
- EDU 5473 – Theories of Career Development
- EDU 6473 – Internship in Counselling I
- EDU 6474 – Internship in Counselling II
- One additional counselling course within the concentration

3 Elective Courses (9 credits) according to candidate’s professional interests

NOTE: While electives can comprise EDU courses beyond those offered within the Counselling concentration, students planning for certification with the CCPA upon graduation may need to take elective courses within the Counselling concentration to meet CCPA certification requirements**. Counselling electives include:

- EDU 5274 – Tests and Measurement in Educational Counselling
- EDU 6271 – Counselling Theories and Practice II
- EDU 6371 – Selected Topics in Educational Counselling
- EDU 6372 – Models of Consultation and Case Management in Educational Counselling
- EDU 6373 – Education of Marginalized Youth (not recognized for CCPA certification)
- EDU 6470 – Multicultural Counselling
- EDU 6472 – Seminar and Practicum in Group Counselling
* Students who do not hold a Bachelor of Education are required to take up to 3 additional courses.

** For information on CCPA certification criteria, see their website.

1.2 M.A. Course Requirements
Once enrolled, students must complete the M.A. academic requirements on a full-time basis. The M.A. program in Educational Counselling requires a minimum of eight courses (24 credits) and a thesis.

8 Compulsory Courses (24 credits):
- EDU 5270 – Ethical and Legal Dimensions of Counselling
- EDU 5271 – Counselling Theories and Practice I
- EDU 5471 – Micro-counselling
- EDU 5473 – Theories of Career Development
- EDU 6290 – Research Methodology
- EDU 6473 – Internship in Counselling I
- EDU 6474 – Internship in Counselling II

which includes at least one of the following 3-credit research courses:
- EDU 6191 – Quantitative Research
- EDU 7190 – Qualitative Research I
- EDU 7396 – Techniques of Document Analysis in Educational Research
- EDU 7397 – Data Collection Instruments in Educational Research

***Should you apply for certification with the Canadian Counselling and Psychotherapy Association (CCPA) upon graduation, the CCPA may require that you submit the syllabi for graduate-level counselling and counselling-related courses you have completed. Such may also be the case for those seeking licensing or registration with professional regulatory bodies within Ontario or other provinces. We strongly recommend that you keep a copy of all syllabi of courses taken in fulfillment of your Master’s degree in Counselling at the University of Ottawa.

1.3 Internship Course Requirements

NOTE: Under new program requirements, students must complete EDU 5271 and 5471 prior to enrolling in their first internship, and the internship courses must be completed in numerical order. Only one internship course can be completed at a time within any given semester.
Internship courses are usually available as follows:

<table>
<thead>
<tr>
<th>Session</th>
<th>Internship Course Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring/Summer Session (May to August)</td>
<td>EDU 6473 and EDU 6474</td>
</tr>
<tr>
<td>Fall Session (September to December)</td>
<td>EDU 6473 and EDU 6474</td>
</tr>
<tr>
<td>Winter Session (January to April)</td>
<td>EDU 6474 only</td>
</tr>
</tbody>
</table>

**Sessional dates for a specific semester can be found at the registrar’s website.**

2. **Guidelines to Securing an Internship Placement**

Students in the M.Ed. or M.A. program in Educational Counselling are responsible for securing their own internship placement. Students are expected to attend an internship orientation session that is held in the Fall semester of their first year regarding internship course requirements and guidelines for securing a placement. Although counselling faculty will not find placements for students, prospective student interns are welcome to consult their assigned Faculty Advisor about the internship placement process. As a starting point, please consult the *Internship Compendium* – a resource that can assist you in finding an internship placement. You may negotiate an internship placement with an agency that is not in the compendium, providing they meet the course requirements.

2.1 **Internship Approval Process**

Educational Counselling students participate in practica at a range of workplaces in the Ottawa area. **Please note that your internship placement must be approved by your Faculty Advisor.** No internship arrangements are official until they have been approved. The placements listed in the compendium are **not** pre-approved. Please obtain internship approval well in advance of the start of the internship course you are to register in. Internship interviews are held at different periods throughout the year at the discretion of the agency offering the placement. We therefore recommend that students start inquiring about internship placements, using the contact information in the compendium, **at least two semesters** prior to the start of the internship course. For example, if a student wishes to do their internship starting in the Fall session, they should begin their inquiries late in the previous Fall session or early in the previous Winter session.

Interns are expected to make initial contact with the agency to determine the agency’s ability to accept an intern and confirm the interviewing process. Interns should be prepared to provide an updated resume. Prior to agreeing to an internship, the student should meet with the prospective supervisor to discuss the student’s goals, the details of the internship placement, and to confirm mutual compatibility.

In order for your Faculty Advisor to approve your internship you must have, in writing, the following information by completing the *Internship Site Confirmation Form*:

- An agreement with the site that you will be able to complete your minimum requirements during the given semester.
A minimum of 200 total internship hours are required per semester.

Within these 200 hours, 75* must be direct client contact hours**.

Your site supervisor must hold a minimum of a Master’s degree in counselling or related mental health discipline and a minimum of 4 years of relevant counselling experience.

You must be assured of at least one full hour of on-site supervision per week.

*NOTE: As of January 2013, the required number of direct client contact hours increased to 75 from 60 for each internship course for a total of 150 hours of client contact for both internships. This change is aligned with new certification requirements required by the Canadian Counselling and Psychotherapy Association. The CCPA will require 150 hours of direct client counselling as of September 1st, 2013.

**NOTE: Direct client counselling hours are actual clock hours during which you work with clients. Examples of direct services are:

- Facilitating or co-facilitating a group, family, or couples session
- Providing real-time therapy to an individual, couple, family or group
- Conducting assessment activities, such as clinical interviewing/therapeutic observation as process/engaging in diagnostic techniques

Once completed and signed by you and the supervisor of your prospective placement, please submit the Internship Site Confirmation Form to your Faculty Advisor to be reviewed. If approved, your advisor will sign and return the form to you, which you will bring to the first class of the internship course to give to the instructor.

A student who has not secured an internship placement before the third week of class will be asked to withdraw from the internship course. This is due to the very low likelihood that the required hours will be successfully obtained by the end date of the semester.

Special Considerations
Although some placements may meet minimum internship requirements, there are specific circumstances that can compromise the quality, process, and outcome of an internship experience and will be factored into the internship approval process. Such circumstances include:

**Single session counselling.** Although we recognize single session counselling is a specific form of counselling, placements adopting a single session approach will generally not be approved as a placement suitable for counsellor training. Placements must ensure that a portion of an intern’s client load will include ongoing counselling with returning clients. The purpose of this requirement is so that interns can experience the development of a therapeutic relationship across the different stages of the counselling process with an ongoing client.
**Interning at a former or current place of employment.** Interning at a former or current place of employment will likely elicit dual relationship dynamics, whether between the intern and the supervisor or the intern and his or her work colleagues. Although some dual relationships can be navigated effectively, dual relationships for counsellors-in-training in an evaluative context such as the internship courses should be avoided. Furthermore, the CCPA supervision guidelines state: “Supervisors in administrative relationships to the supervisee, whose position involves evaluating job performance, or assessing case management, are not suitable for evaluating the quality of therapy given to a client.” *(page 12 of the CCPA guide)*

**Receiving remuneration for internship activities.** Similar to the circumstance of interning at a place of employment, receiving remuneration while in a position of being evaluated by the agency that is providing the remuneration can pose a dual role. Such a financial relationship can compromise the supervisee’s training with the agency and with supervisors monitoring his or her performance.

### 3. Internship Description and Requirements

During the first class, you will be asked to complete the *Internship Site Information Form* to be submitted to the course instructor. This contact information assists the instructor in connecting with the supervisor, conducting the site visit, and so forth.

#### 3.1 Purpose of Internship

The internship courses should provide crucial formative experience that will contribute to your professional autonomy. Moreover, the internship course requirements (e.g., # hours, supervision, supervisor credentials) reflect the current certification requirements of the *Canadian Counselling and Psychotherapy Association* (CCPA). The Canadian Certified Counsellor (CCC) designation provided by the CCPA applies to counsellors across Canada. However, the province in which you plan to practice may have different training requirements. For example, while the CCPA requires 400 hours of supervised counselling practice, l’*Ordre des conseillers et conseillères d’orientation du Québec* (OCCOQ) requires 600 hours from those seeking certification with them. Students aiming for OCCOQ registration in Quebec should take such differences into account. They will need to negotiate the appropriate number of internship hours with their placements or acquire the additional supervised hours independently of the internship courses of the Counselling program.

As certification requirements are subject to change, it is the student’s responsibility to ensure that they fulfill all the requirements for whichever certifying body they plan to apply to after graduation. For information about CCPA certification, visit their website and the OCCOQ.

#### 3.2 Internship Description and Minimum Requirements

Each 3-credit counselling internship course is comprised of two components: The internship placement and the internship seminar. The two components must be completed concurrently and attendance at the weekly seminar is mandatory. At the internship site, students will receive supervision and training that is specific to that placement as per the terms of the *Supervision Contract*. It will be largely up to the intern and the on-site supervisor to determine how this will
unfold on a day-to-day basis. At the internship seminar, students will participate in discussions about cases, professional issues, and counselling events. These discussions are intended to provide the student with a “rounded experience.” Its primary purpose is to expose students to a variety of problems, issues, and perspectives. Internship courses are designed to facilitate the transition from being a student in counselling to an autonomous, ethical, and professional counsellor.

Students are expected to log a **minimum** of 200 hours for each of the two internship courses. 75 hours of this total must be spent working directly with clients. After completing the two internship courses, EDU 6373 and EDU 6474, the student will have the minimum internship requirements required by the Canadian Counselling and Psychotherapy Association for becoming a Canadian Certified Counsellor. That is, 400 total internship hours which includes 150 direct client-contact hours. The *Counselling Log* includes a more detailed list of possible internship activities. Some supervisors prefer that interns spend two consecutive semesters at their site, while others accept interns for one semester at a time. Interns interested in two-term placements should negotiate this with prospective site supervisors. Please note that Internship I, EDU 6473, is not offered in the winter semester.

### 3.3 Logging Internship Hours

Students cannot begin to log internship hours until the first day of classes of a given semester. This is because an intern’s practice at a placement is insured by the University of Ottawa **only within the official start and end dates of the semester** in which the intern is registered for the internship course. Similarly, students should aim to acquire all of their internship hours by the last class of the internship course in which they are registered, with the understanding that clients can be seen up to the last day of exams in the unlikely event that they have not acquired all of their hours by the last class.

Internship hours must be accrued within the semester in which a student intern is registered. In other words, interns cannot “transfer” accrued internship hours from one semester to another semester. For example, if a student is short on internship hours during the first internship course, they cannot “catch up” by using hours accrued through a subsequent internship course, even if the placement is the same for both internship courses. Conversely, hours accrued beyond the minimum requirements during the first internship course cannot be carried over to the subsequent internship course, even if the placement is the same for both internship courses.

In a similar vein, an intern cannot accumulate all of their internship hours within a period that is significantly shorter than the duration of the internship course. For example, if a student has accrued the minimum required hours three weeks before the last day of classes, they must remain actively involved at their placement and continue to attend the on-campus seminar course until the end of the semester.

Consistent with the CCPA certification requirements, **client counselling hours must be therapeutic in nature and are defined as** those hours of counselling / therapy services performed directly with a client (family, individual, couple, or group). They are comprised of face-to-face and voice-to-voice communication. Assessments may be counted as direct client
contact if they are face-to-face processes that are more than clerical in nature and focus. Conducting intake and psychoeducation activities may be counted as direct client contact but cannot exceed 25% of the total number of direct client counselling hours.

**Direct client counselling hours do not include:** case management, record keeping, research, intake only, consultation, casual contact, advocacy, administration of programs, staff meetings, instruction, attending training or discussion groups, case conferences or supervision hours.

### 3.4 Liability Insurance
An intern’s practice at his or her placement is insured by the University of Ottawa. According to the policy, interns are not covered for any counselling-related activities for which they are not being directly supervised by the university supervisor (i.e., the professor responsible for the internship seminar). This means that students should not begin their placements until the first day of classes of the semester in which they have registered for the internship course. Students wishing to continue counselling at their internship placement after completing the internship seminars must negotiate liability insurance directly with the agency or purchase their own insurance. The University of Ottawa will not be responsible for student interns practicing outside the official time frame of an internship course, for any clients seen by the intern in an unsupervised setting, or for clients that the on-site supervisor has no knowledge of.

### 3.5 Responsibilities of the Field Supervisor
It is understood that by accepting the intern, the internship agency will provide the intern with the opportunity to complete the minimum requirements (i.e., 75 client contact hours and 200 total hours) and will guarantee adequate and regular supervision of the intern. **It is expected that interns receive a minimum of one hour of direct supervision per week at their internship sites.** Supervision is a collaborative, interactive process intended to monitor the quality of client care, improve the intern’s counselling skills, and facilitate professional growth.

Field supervisors must minimally:

(a) have expertise in the area of counselling, including conceptual knowledge and practical experience in the field of counselling;
(b) possess a Master’s degree or higher in the area of counselling (or equivalent counselling-related discipline, like Social Work or Clinical Psychology);
(c) have a minimum of four years of successful practice in the counselling field prior to taking on a supervisory role;
(d) belong to CCPA, or another association or college in a related field with a shared scope of practice; and
(e) be able to ensure interns practice in accordance with CCPA’s Code of Ethics.

The role of the supervisor is to provide feedback to interns about their counselling-related work in weekly supervision meetings. Supervisors may observe interns directly during counselling sessions and/or review case notes, assessment reports, and audio or video recordings of counselling sessions to facilitate the supervisory process. When recording sessions for
supervision purposes, interns can utilize the following Consent to Record Form or an equivalent form provided by their placement. Interns are expected to actively participate in the supervision process, to arrive on time and prepared for each supervisory meeting, and to complete all required written work in a timely manner.

There are two evaluations that must be completed by the on-site supervisor for each internship placement. The first is the Mid-term Report Form. This evaluation ought to be used as a progress report and to alert the student and Faculty supervisor of any limitations or areas of improvement that must be addressed. Interns are formally evaluated by the on-site supervisor near the end of the placement using the Internship Evaluation Form provided by the Faculty. The university supervisor uses the information in this evaluation to determine the final grade (i.e., Pass or Fail) for the course. All additional requirements and expectations for the internship course are described in the course syllabus, which is provided to interns by the University supervisor at the first seminar meeting. Supervisors or interns with additional questions should contact the course instructor.

3.6 Responsibilities of the Internship Course Instructor
Instructors teaching EDU 6473 and EDU 6474 must conduct a minimum of one site visit for each student in the Ottawa-Gatineau region and to establish a collaborative relationship with the on-site supervisor. When students are completing internships outside the Ottawa-Gatineau region, the course instructor is expected to contact the site supervisor by telephone to discuss the student’s progress.

3.7 Ethical and Professional Conduct of Interns
Students in the Educational Counselling concentration are expected to be familiar with, and to abide by, the guidelines of the Canadian Counselling and Psychotherapy Association’s Code of Ethics and Standards of Practice for Counsellors, as well as any laws that may impact their counselling practice. The student is expected to discuss any conflicts with the instructor of the internship course and on-site supervisors. Unethical, unprofessional, or unlawful conduct by the student may result in a “fail” grade in the internship course and/or expulsion from the Educational Counselling concentration. Please read the Faculty of Education Regulation on Professional Ethics at the end of this document.
Faculty of Education Regulation on Professional Ethics

On becoming counsellors, graduates of the Faculty of Education’s program in Educational Counselling will, among other responsibilities, be responsible for the physical safety, psychological health and emotional wellbeing of their clients. During their counselling internships, students enrolled in the Masters in Educational Counselling (M.A. or M.Ed.) must be familiar with and adhere to the Canadian Counselling and Psychotherapy Association’s Code of Ethics and Standards of Practice for Counsellors, as well as any laws that may impact their counselling. Under the Canadian Counselling and Psychotherapy Association’s Code of Ethics, counsellors must demonstrate professionalism, care, integrity, respect, and trust in all of their interactions with clients, colleagues, supervisors, and members of the public.

The Faculty of Education recognizes that its counselling students are learning their professional responsibilities as counsellors. It expects all of its counselling students to demonstrate that they have the knowledge, attitudes, and capacities needed to be responsible for the physical safety, psychological health and emotional wellbeing of clients and for all other activities related to the counsellor role. The Faculty further expects that counselling students will at all times demonstrate professionalism, care, integrity, respect and trust in their interactions with each other, with the representatives of the Faculty of Education, and during their internship with clients, supervisors, and members of the public.

The following procedures apply to this regulation:

1. **Publicity**
   This regulation will be publicized to all students enrolled in the Masters in Educational Counselling (M.A./M.Ed.), to all teaching and administrative personnel of the Faculty of Education, and to all agency-based personnel and supervisors involved in a counselling student’s internship. To be approved for an internship placement, all candidates must demonstrate that they are aware of its contents and that they have the ability to live up to its requirements.

2. **Prior to the Internship**
   a. Only those counselling students who demonstrate that they can act with professionalism, care, integrity, respect and trust, and that they have the knowledge, attitudes and competencies needed to be responsible for the physical safety, psychological health, and emotional wellbeing of clients, will engage in an internship.

   b. If a counselling student has not demonstrated the required qualities (professionalism, care, integrity, respect, and trust), or if the Faculty has well founded reason to believe that the counselling student may endanger the physical safety, psychological health or emotional wellbeing of clients, the Director of Graduate Studies Program may deny an internship placement to the counselling student. In the absence of the program director, the decision to refuse an
internship placement must be made by the Vice-Dean Academic Programs or the Dean.

The counselling student must be informed in writing of this determination and the reasons for it within five working days of the cessation or denial of the internship.

3 During the Internship
a. A counselling student will be immediately withdrawn from the internship if he or she puts at risk the physical safety, psychological health or emotional wellbeing of clients, or otherwise demonstrates an absence of care, respect, integrity or trust.

b. Such determination may be made by the instructor of the internship course, the field supervisor or other agency-based personnel involved in a counselling student’s internship, the Coordinator of the Educational Counselling program, Director of Graduate Studies, the Vice Dean (Academic Programs) or the Dean of Education.

The counselling student must be informed in writing of this determination and the reasons for it, normally within five working days of the withdrawal from the internship.

c. In the event of such a determination, the counselling student will only be placed in another internship by the Director of Graduate Studies [or in his or her absence the Vice-Dean (Academic Programs) or the Dean of Education] at the recommendation of the Coordinator of the Educational Counselling program when the counselling student demonstrates that he or she:

i. no longer poses a risk to clients;
ii. is capable of acting with professionalism, care, integrity, respect and trust, and;
iii. has the knowledge, attitudes and capacities needed to be responsible for their physical safety, psychological health and emotional wellbeing.

4 Denial or Withdrawal from Internship
In the event that a counselling student is denied or withdrawn from the internship under this regulation, a committee consisting of three regular professors (the Coordinator of the Educational Counselling, the instructor of the internship course, and a third professor in Educational Counselling) will examine the case.

a. The committee must normally meet within ten working days of the written notification to the counselling student of the decision to deny an internship.

b. The committee may make one of three decisions:
   i. it may uphold the denial of an internship placement;
   ii. it may identify conditions that the counselling student must satisfy before engaging in an internship; or,
iii. it may authorize the placement of the counselling student in another internship.

c. The counselling student may make a written submission to the committee and may request to appear before it.

d. The committee must provide written reasons for its decision.

e. In the event that the committee upholds the decision to bar the counselling student from the internship, a grade of F will be noted on the counselling student’s transcript for the internship and the counselling student will be withdrawn from the program.

f. In the event that the committee identifies conditions that the counselling student must satisfy before engaging in an internship, a grade of E will be noted on the counselling student’s transcript for the internship.

5 Right of Appeal
The counselling student may appeal the decision of the committee through the normal procedures associated with a grade appeal as defined by the Senate of the University of Ottawa.