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Canada's university

**Faculty of Education**

*Internship in Educational Counselling  
Course Guide for Students and Supervisors*

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## ***Information for Interns and Supervisors***

### **I. Brief Program Description**

Students admitted to the M.Ed. (Educational Counselling) program 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” standing in their previous education, 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.

Once enrolled, students may complete the academic requirements either full- or part-time. The course requirements are 36 credits (27 compulsory and 9 electives):

#### 9 Compulsory Courses:

- 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 5271 – Counselling Theories and Practice I
- EDU 5270 – Ethical and Legal Dimensions of Counselling
- 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 among the following:

- EDU 5274 – Tests and Measurement in Educational Counselling
- EDU 5371 – Selected Topics in Educational Counselling
- EDU 5372 – Models of Consultation and Case Management in Educational Counselling
- EDU 5373 – Education of Marginalized Youth
- EDU 6271 – Counselling Theories and Practice II
- EDU 6472 – Seminar and Practicum in Group Counselling

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.

### **II. Internship Description and Requirements**

#### ***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. 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 in the M.Ed. in Educational Counselling participate in practica at a range of workplaces in the Ottawa area. Please note that all placements must be approved by a Faculty member of the Educational Counselling concentration, and that no internship arrangements are official until this has been done.

Students are expected to log a *minimum* of 200 hours for each of the two internship courses. 60 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 Association for becoming a *Canadian Certified Counsellor*. That is, 400 total internship hours and 120 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.

Counselling Interns are expected to make initial contact with approved field supervisors at least 6-8 weeks prior to commencing the internship. Interns should contact supervisors to introduce themselves and request supervision of their counselling internship. The student and field supervisor typically meet to discuss the student’s goals and academic preparation, the details of the internship placement, and to confirm mutual compatibility. At this meeting, interns should supply an updated resume.

### ***Liability Insurance***

An intern’s practise at the 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). 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 the student once the internship courses are completed.

### ***Internship Process***

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., 60 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 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 possess a Masters degree in Counselling (or counselling-related discipline, like Social Work or Clinical Psychology) and have several years of relevant counselling experience. Their role 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. 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 a mid-term evaluation of the internship. 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 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.

### ***Responsibilities of the Internship Course Instructors***

Instructors teaching EDU 6473, EDU 6474, EDU 6871, EDU 6873 and EDU 6874 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.

### ***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 Association's Code of Ethics and Standards of Practice as well as any laws that may impact their counselling. The student is expected to discuss any conflicts with their Faculty and on-site supervisors. Unethical, unprofessional, or unlawful conduct by the student may result in failure in the internship course and/or expulsion from the Educational Counselling concentration.



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## **Internship Site Information Form**

This form should be submitted to the instructor immediately upon confirming an internship placement.

### *I. Intern*

Name:

Mailing address:

Telephone:

E-mail:

### *II. Field supervisor*

Name:

Highest degree obtained:

Professional designation (if applicable):

### *III. Site*

Name of organisation/agency:

Mailing address:

Telephone:

Fax:

E-mail:



University of Ottawa

Faculty of Education

M.Ed. in Educational Counselling

## ***Supervision Contract***

Intern:

Supervisor(s):

Placement site:

Dates of placement:

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## **Objectives of Placement**

### *Intern's Objectives*

(Specific counselling competencies that intern wants to achieve during placement.)

### *Supervisor's Expectations*

(Minimal competencies required to successfully complete placement.)

## **Counselling and Related Activities**

(Provide specific information about intern's obligations in the following categories.)

### *Counselling*

### *Administrative Activities*

## **Supervision**

*Method of supervision*

(E.g., direct observation, observing supervisor, reviewing taped sessions, case notes, etc.)

*Frequency and Duration of Supervision*

## **Evaluation**

*Criteria*

*Frequency*

*Mode*

(E.g., written, oral, one-way, two-way, etc.)

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Supervisor's signature

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Intern's signature

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Date

## Counselling Log

Intern's name: _____		Week of _____						
Client Contact	ACTIVITIES	Mon	Tues	Wed	Thurs	Fri	Sat	Total
	Individual							
	Group							
	Family/couple							
	Testing							
	Other (specify)							
Supervision	Individual supervision							
	Group supervision							
	Seminar (2.5 hrs per class)							
	Other (specify)							
Other	Case conferences							
	Observation							
	Scoring/interpreting tests							
	Case notes and reports							
	Correspondence							
	Staff meetings							
	Research activities							
	Preparation (e.g., for counselling, supervision)							
	Professional development							
	Other (specify)							

**This week's** client contact time \_\_\_\_\_

**Running** total client contact time \_\_\_\_\_

**This week's** total internship hours \_\_\_\_\_

**Running** total internship hours \_\_\_\_\_

\_\_\_\_\_  
Intern's signature

\_\_\_\_\_  
Supervisor's signature





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Faculty of Education - M.Ed. (Educational Counselling)  
Consent to Tape Form

I, \_\_\_\_\_, hereby give my consent to \_\_\_\_\_,  
(Print Name) (Print Name)

a Graduate student in the M.Ed. (Educational Counselling) program at the University of Ottawa, to  
(please initial in box):

audiotape       videotape

our counselling interviews.

I give consent for tapes to be heard/watched (to assist in the learning of counselling skills) by the student counsellor's:

On-site supervisor, who is an experienced counsellor/social worker/psychologist

Academic supervisor, a professor of Educational Counselling

Student colleagues in the Internship course of the Educational Counselling Program.

I understand that the contents of all recorded sessions will be kept confidential, my identity will not be disclosed beyond what appears on the tape, and that I may choose to sit with my back to the camera to further conceal my identity. I also understand that these tapes will be stored in a locked filing cabinet when not in use and will be erased immediately after being shared in the supervisory process.

I understand that the sharing of a tape of a portion of my session will be treated exactly like a counselling session and confidentiality will be maintained by all practitioners involved. I also understand that I can withdraw this consent at any time by notifying the student counsellor and that tapes will be erased immediately upon my request.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Student-Counsellor's Signature)

\_\_\_\_\_  
(Date)





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*Internship in Educational Counselling*

### Midterm Report

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

Internship site: \_\_\_\_\_

Intern: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Based on the performance of the counselling intern, \_\_\_\_\_, to date in this semester, the intern's performance:

**Meets acceptable standards**

Comments (optional):

**Falls short of acceptable standards**

Please indicate in highly specific and concrete terms what the intern needs to demonstrate in order to meet acceptable standards during the duration of this internship placement. Use overleaf if necessary.

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern's signature: \_\_\_\_\_ Date: \_\_\_\_\_





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**Internship Evaluation:  
M.Ed. (Educational Counselling)**

**Counselling is a dialogic activity, and the same should apply to the evaluation of counselling performance. It is expected that the final draft of this form will only be submitted following discussion between the supervisor and intern.**

*Identification*

Name of student: \_\_\_\_\_

Dates of placement: \_\_\_\_\_

Name of supervisor: \_\_\_\_\_

Name and address of organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

For further information, please contact:

Dr. David Smith (613) 562-5800 x 4344 <a href="mailto:David.Smith@uottawa.ca">David.Smith@uottawa.ca</a>	Dr. David Paré (613) 562-5800 x 4039 <a href="mailto:dpare@uottawa.ca">dpare@uottawa.ca</a>	Dr. Nick Gazzola (613) 562-5800 x 4030 <a href="mailto:gazzola@uottawa.ca">gazzola@uottawa.ca</a>	Dr. Cristelle Audet (613) 562-5800 x 4060 <a href="mailto:caudet@uottawa.ca">caudet@uottawa.ca</a>
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## Counselling Skills

- E = Excellent
- VG = Very Good
- S = Satisfactory
- F = Fair: requires remediation
- P = Poor: failure
- N/A = Not Applicable

Using the preceding grading system, write in the right-hand column the letter corresponding to your evaluation of the intern regarding the following statements:

During counselling interviews, the intern:	
• establishes counselling objectives collaboratively with clients	
• stays focussed on the purpose of counselling	
• appropriately challenges clients to think and act in new and adaptive ways	
• tailors counselling interventions to clients' individual needs	
• invites clients to express feelings	
• does not avoid emotionally-charged topics	
• utilises silence in an effective manner	
• uses self-disclosure in an appropriate and effective manner	
• provides clear and concise feedback to clients	
• displays warmth, acceptance, and respect toward clients	
• is empathic with clients	

If you wish to elaborate on the points above or comment on any other aspect of the intern's counselling skills, please do so in the space provided below:

## Supervision

- E = Excellent
- VG = Very Good
- S = Satisfactory
- F = Fair: requires remediation
- P = Poor: failure
- N/A = Not Applicable

Using the preceding grading system, write in the right-hand column the letter corresponding to your evaluation of the intern regarding the following statements:

With respect to supervision, the intern:	
• arrives well prepared	
• is receptive to feedback	
• reflects on and learns from her/his professional experiences	
• considers how her/his own frame of reference impacts on counselling	
• actively seeks new perspectives on clients	
• can accurately conceptualise clients' problems	
• makes use of feedback in subsequent counselling	
• recognises limits of her/his competence and acts accordingly	
• seeks guidance and direction from supervisor when warranted	
• is capable of evaluating her/his own strengths and weaknesses as a counsellor	

If you wish to elaborate on the points above or comment on any other aspect of the intern's response to supervision, please do so in the space provided below:

## Professional Conduct

- E = Excellent
- VG = Very Good
- S = Satisfactory
- F = Fair: requires remediation
- P = Poor: failure
- N/A = Not Applicable

Using the preceding grading system, write in the right-hand column the letter corresponding to your evaluation of the intern regarding the following statements:

Regarding professional conduct, the intern:	
• understands the objectives and procedures of the organization	
• demonstrates an interest in her/his own professional development	
• maintains up-to-date client files	
• organises his/her work and time by establishing priorities	
• is punctual for appointments	
• always conducts him/herself in an ethically responsible way	
• shows appropriate levels of autonomy and initiative	
• establishes positive relations with colleagues within and outside the organization	
• is clear and concise in professional communications, including case notes and reports	
• uses appropriate professional, organisational, and community resources	

If you wish to elaborate on the points above or comment on any other aspect of the intern's professional conduct, please do so in the space provided below.

## Global Evaluation

Please indicate your overall evaluation of the student's performance by checking the appropriate blank below:

\_\_\_\_\_ **Pass:** The intern has performed at or above an acceptable standard and met all requirements for the internship

\_\_\_\_\_ **Incomplete:** Remediation is necessary and/or the intern has not met all requirements for the internship.

\_\_\_\_\_ **Failure:** The intern has performed below an acceptable standard and has failed to meet the minimum requirements of the internship.

If you have any further comments on the intern's overall performance, see please write them in the space provided below:

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date