

Welcome to Your Counselling Practicum at St. Stephen's College

We are thrilled to support you on this exciting stage of your journey toward becoming a skilled and ethical counsellor! Please review the information below to help you prepare for your practicum experience.

Purpose of the Practicum

Your practicum is a crucial step in bridging theory and practice. It provides hands-on experience in a supervised setting, allowing you to develop and refine the skills needed to work effectively with clients. By the end of your practicum, you will have gained increased confidence, competence, and insight into the counselling and/or art therapy process.

Key Steps to Begin Your Practicum

1. Read the Practicum Manual:

- Read over the practicum manual to ensure you understand all expectations, responsibilities, and requirements.

2. Review the Practicum Hub on the St. Stephen's College Resource Hub webpage.

- Read each page to familiarize yourself further with the practicum experience.

3. Secure a Practicum Placement:

- Work with the Clinical Director to confirm an approved practicum site and clinical supervisor.
- Ensure your clinical supervisor meets the requirements outlined in the practicum manual.
- Provide your clinical supervisor and site with a copy of the practicum manual.

4. Enroll in PPSYC 5870/5878.

5. Download all Necessary Files:

- Please visit the MPS Files Cabinet and download all necessary files/paperwork before beginning any practicum activities. These include:
 - Practicum Contract
 - Supervisor Declaration
 - Evaluation Document
 - Final Hours Document
 - Student Feedback Form
 - Monthly Hours Document

6. Complete Required Paperwork:

- All practicum contracts and agreements must be signed and submitted before starting direct client work. These include:
 - Practicum Contract (signed by you, your site, and your Clinical Supervisor)
 - Clinical Supervisor Declaration (signed by Clinical Supervisor)
 - Copy of Clinical Supervisor's CV
 - *Note: Any hours completed before the practicum contract document is finalized will not count toward your total required hours.*
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Roles and Responsibilities

- **Student:**
 - Attend all supervision meetings and actively participate in feedback discussions.
 - Maintain accurate records of your hours and activities.
 - Adhere to ethical guidelines and practicum site policies.
 - **Clinical Supervisor:**
 - Provide regular supervision, including reviewing client sessions and offering constructive feedback.
 - Sign off on your documented practicum hours.
 - **Clinical Director:**
 - Offer guidance and support throughout your practicum.
 - Address any concerns or issues that arise during your placement.
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What to Expect

- **Supervision:** You will receive regular clinical supervision, which may include direct observation, co-therapy, or video review of client sessions.
 - **Client Hours:** You'll have opportunities to apply the skills and knowledge gained in your coursework to real-world counselling scenarios.
 - **Ethical Practice:** Emphasis will be placed on ensuring ethical and culturally sensitive approaches in your work.
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Support and Contact Information

If you have questions or need assistance at any point during your practicum, don't hesitate to reach out. The Clinical Director is here to help ensure your experience is as smooth and rewarding as possible.

- **Clinical Director:** Danielle Charron
- **Email:** dcharro1@ualberta.ca

- **Department Administrator:** Tammy Chizen
- **Email:** chizen@ualberta.ca

St. Stephen's College Pre-Practicum Paperwork

Please review the checklist below and note the due dates. All required documents must be submitted to the Clinical Director before you can begin your practicum placement. If any documents are missing, you will not be able to accumulate any hours (direct, indirect, or supervision) until the Clinical Director has received all required paperwork.

Document	Due Date
• Practicum Contract (signed by you, your site, and your clinical supervisor)	July 1, 2025
• Clinical Supervisor Declaration	July 1, 2025
• Copy of Clinical Supervisor's CV	July 1, 2025

Please note that the due date for these documents can be adjusted in consultation with the Clinical Director. If you are unable to meet the stated due date, please email the Clinical Director to request an alternative deadline.

Student Name:					
Address:					
City:		Province:		Postal Code:	
E-Mail:			Phone:		

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St. Stephen's College Practicum Contract Package

This section must be completed by the student, with assistance from the parties listed below if needed. Please review each section carefully and provide all requested information. Incomplete forms may delay the student's ability to begin accumulating hours.

Student Information

Student Name:					
Address:					
City:		Province:		Postal Code:	
Email:			Phone:		

Clinical Supervisor Information

Supervisor Name:			
Phone:		Email:	
Highest Degree Received:		Certification/License#:	
Name of Professional Association:			
Years Post-Graduate Clinical Experience:		Years of Supervisory Experience:	

Practicum Site Information

Practicum Site Name:					
Onsite Coordinator:					
Practicum Site Address:					
City:		Province:		Postal Code:	
Practicum Site Email:			Practicum Site Phone:		

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Tell Us About The Site

The practicum student is required to complete this section to outline their placement details and the scope of their therapeutic work at the site.

What type of organization is this (e.g., private practice, community agency, hospital, school, nonprofit)?	
What populations does the site serve (e.g., children, adults, families, specific cultural or demographic groups)?	
Will you be working with individuals, groups, couples, or families?	
What types of counseling or support will you be providing?	
Will you be working in any specialized programs (e.g., trauma counseling, addictions support, group therapy)?	
What other responsibilities will you have (e.g., intake assessments, case notes, outreach work)?	
Are there any specific therapeutic approaches or models used at this site (e.g., CBT, DBT, IFS, etc.)?	
How often will you receive supervision, and in what format (individual, group, both)?	

What are your expected practicum hours and schedule?	
Will you be working in-person, online, or in a hybrid format?	

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St. Stephen's College Practicum Contract

1. Introduction

- 1.1 This Practicum Contract outlines the roles, responsibilities, and expectations for practicum placement sites and clinical supervisors in providing practical learning experiences for St. Stephen's College practicum students.
- 1.2 The document ensures that the practicum placement site, clinical supervisor, and the practicum student benefit from the placement experience in a structured and supportive manner.

2. Purpose

- 2.1 The purpose of this Practicum Contract is to:
 - 2.1.1 Establish clear expectations for practicum placements.
 - 2.1.2 Define the roles and responsibilities of the placement site, associated personnel, and clinical supervisors.
 - 2.1.3 Ensure that the learning environment aligns with the academic and professional development of the student.
 - 2.1.4 Provide a framework for evaluating and supporting the student's learning progress.

3. Scope

- 3.1 This Practicum Contract applies to all practicum placement sites, including those within healthcare, social services, education, and other applicable sectors, which host students for their practical learning placements.

4. Definitions of Roles

- 4.1 Clinical Supervisor: A qualified individual who provides clinical supervision to the practicum student throughout the placement. They may be on-site or external. Responsibilities include regular supervision, client work review, and supporting clinical skill Development. The clinical supervisor is considered part of the teaching team with St. Stephen's College.
- 4.2 External Supervisor: A qualified supervisor not affiliated with the practicum site, typically engaged when no qualified on-site supervisor is available. The external supervisor is considered part of the teaching team with St. Stephen's College.

- 4.3 On-site Coordinator: The primary contact at the practicum site, coordinating logistics, supporting student integration, and potentially acting as the Clinical Supervisor if qualified.
- 4.4 Clinical Director: The academic institution's representative overseeing practicum placements, and the main contact for the site, supervisor, and student for coordination and conflict resolution.
- 4.5 Instructor: The Instructor is the faculty member teaching the practicum course who supports academic integration, assigns course tasks, and evaluates academic performance related to the practicum.

5. Responsibilities

5.1 Practicum Placement Site

The placement site agrees to:

- 5.1.1 Provide a safe and supportive environment for the student's learning.
- 5.1.2 Designate a qualified Clinical Supervisor who will oversee and guide the student's learning process throughout the placement period.
- 5.1.3 If the site is unable to designate a qualified Clinical Supervisor, they will be supportive of the student acquiring an External Supervisor.
- 5.1.4 Provide an On-site Coordinator, who will serve as a point of contact, as appropriate.
- 5.1.5 Offer relevant tasks, responsibilities, and opportunities that align with the student's program and learning objectives.
- 5.1.6 Provide a site orientation, including safety, confidentiality, and any relevant policies.
- 5.1.7 Ensure necessary resources and materials are available. *For Art Therapy practicum students, this includes access to art supplies.* If needed, provide a budget or access to both art and administrative supplies.
- 5.1.8 Ensure that the student receives adequate supervision, feedback, and evaluation during the placement.
- 5.1.9 Facilitate any necessary meetings between the student, Clinical Director, Clinical Supervisor, and placement site to assess progress.
- 5.1.10 Notify the Clinical Director in a timely manner of any issues requiring support.

- 5.1.11 The practicum site reserves the right to request termination of the student placement at any time for reasons including but not limited to: failure to adhere to site policies, breach of confidentiality, unethical conduct, or concerns related to client safety. The site will notify the Clinical Director in writing prior to termination, except in cases requiring immediate action.

5.2 Clinical Supervisor

The Clinical Supervisor agrees to:

- 5.2.1 Guide and support the student in completing assigned tasks and responsibilities.
- 5.2.2 Assist the student with referrals, treatment plans, and therapy goals for clients.
- 5.2.3 Provide regular feedback and evaluations of the student's performance, progress, and learning outcomes.
- 5.2.4 Ensure the student adheres to the practicum site's policies and procedures.
- 5.2.5 Encourage the student's professional growth and facilitate opportunities for skill development.
- 5.2.6 Evaluate the student's practicum at mid-point and upon completion of the practicum. The Clinical Supervisor's evaluation is determinative for the student to successfully complete the practicum course.
- 5.2.7 Review the student's work, either through direct and indirect observation.
- 5.2.8 Keep supervision time records.
- 5.2.9 Provide feedback to the student regarding their professional conduct on site.
- 5.2.10 Establish a plan for managing breaches of confidentiality.
- 5.2.11 Communicate with the Clinical Director to address any concerns, changes, or progress.
- 5.2.12 Notify the Clinical Director if there are any concerns regarding the student's professional conduct.
- 5.2.13 The Clinical Supervisor may recommend early termination of the practicum due to concerns about the student's clinical competence, ethical behavior, or fitness to practice, subject to communication with the Clinical Director.

- 5.2.14 As a member of the St. Stephen's faculty team, the Clinical Supervisor is accountable to the Clinical Director and Academic Dean on matters related to student progress and student conduct.

5.3 Student

The student agrees to:

- 5.3.1 Complete all required hours, assignments, and tasks as outlined in the practicum manual and course syllabus.
- 5.3.2 Adhere to the policies, procedures, and ethical standards of the placement site, as well as those of relevant regulatory bodies and professional associations.
- 5.3.3 Comply with the academic institution's Code of Student Behaviour.
- 5.3.4 Participate actively in learning activities, demonstrate professional conduct, and maintain a positive and respectful attitude toward others.
- 5.3.5 Communicate with the On-site Coordinator, Clinical Supervisor, and Clinical Director regarding any issues or concerns that arise during the placement.
- 5.3.6 Seek feedback and engage in reflective learning.
- 5.3.7 Regularly meet with the On-Site Coordinator (if different from the Clinical Supervisor) to receive feedback on professional conduct and to communicate any client safety concerns.
- 5.3.8 Regularly meet with the Clinical Supervisor, committing to attending supervision at the designated place and to come to supervision prepared with relevant material to discuss.
- 5.3.9 Report emergencies promptly to On-site Coordinator and Clinical Supervisor.
- 5.3.10 Maintain accurate and secure client files.
- 5.3.11 Maintain the facilities used in an orderly and respectful manner.
- 5.3.12 Track practicum hours according to guidelines provided in practicum manual.
- 5.3.13 Notify the practicum site and academic institution of any documented disabilities that may impact their ability to perform expected practicum duties or experiential learning exercises.

- 5.3.14 The student may request early termination of the practicum due to health, safety, or personal reasons, provided appropriate notice is given to both the placement site and the Clinical Director.

5.4 Academic Institution

The academic institution agrees to:

- 5.4.1 Provide support to the student and placement site, including guidelines for the practicum.
- 5.4.2 Monitor the student's progress, ensuring academic requirements are met.
- 5.4.3 Facilitate communication between the student, placement site, and instructors, when necessary.
- 5.4.4 Offer consultative guidance to the placement site and/or Clinical Supervisor in navigating concerns or challenges, with the aim of supporting the student's formation and advancement toward their educational and professional goals.
- 5.4.5 Ensure that the placement site is appropriately matched with the student's learning goals and needs.
- 5.4.6 Set academic and professional requirements for the degree program, and to maintain academic authority over the evaluation of students.

6. Duration and Scheduling

- 6.1 Practicum Start Date: _____
- 6.2 Practicum End Date: _____
- 6.3 Required hours: *300 direct client hours, 300 indirect hours, and 35 supervision hours, scheduled by agreement.*

7. Supervision and Evaluation

- 7.1 Supervision will be provided at a 10:1 client-to-supervision ratio or weekly.
- 7.2 A mid-point assessment will take place midway through the placement to assess the student's learning and performance.
- 7.3 A final assessment will be conducted at the end of the placement to evaluate the student's overall performance and learning outcomes.

- 7.4 Art therapy students are strongly encouraged to access supervision outside of the practicum course with a Registered Canadian Art Therapist supervisor for a minimum of 1 hour/month.

8. Confidentiality and Privacy

- 8.1 All parties will comply with applicable jurisdictional privacy laws and institutional policies for the proper maintenance of confidentiality of student and client information.
- 8.2 The student must follow site protocols for handling confidential data and may not remove records without written permission.
- 8.3 The academic institution will not be liable for student breaches of confidentiality.

9. Health and Safety

- 9.1 The site will provide a safe environment and health/safety training.
- 9.2 Students must follow all health/safety protocols.
- 9.3 The site is not responsible for providing Workers' Compensation Board (WCB) coverage to students.

10. Insurance and Liability

- 10.1 The academic institution will provide liability insurance coverage for students solely for activities that fall within the approved practicum scope, as agreed upon by all parties. This insurance does not extend to actions outside the scope of the practicum or to any negligence, misconduct, or unauthorized activity.
- 10.2 The practicum site and Clinical Supervisor agree to indemnify and hold harmless St. Stephen's College, its employees, and agents from any and all claims, damages, losses, or expenses arising out of or resulting from the student's participation in the practicum, except where caused by the sole negligence of the College.
- 10.3 The practicum site is responsible for ensuring that any client services provided by the student comply with applicable legal, regulatory, and insurance requirements of the site and jurisdiction.
- 10.4 The practicum site and Clinical Supervisor shall notify the academic institution in writing of any incident involving potential legal exposure or liability related to the practicum student within 48 hours of occurrence. 10.5 If the practicum site and/or clinical supervisor require proof of insurance, they will contact the Clinical Director.

NOTE: Any activities at this placement beyond the termination date of the student's practicum will NOT be covered by the academic institution's liability insurance.

11. Dispute Resolution

- 11.1 Any conflicts or concerns that arise during the practicum placement should first be addressed through open communication between the student, practicum site, and Clinical Supervisor. If further intervention is required, the Clinical Director will facilitate resolution.
- 11.2 The Academic Dean will be involved only in cases where a breach of the Code of Student Behaviour is alleged or has occurred.

12. Termination of Practicum Placement

- 12.1 This contract may be terminated by any party with written notice of no less than 10 business days, unless circumstances warrant immediate termination for cause.
- 12.2 Grounds for immediate termination include but are not limited to:
- Breach of confidentiality
 - Violation of ethical or legal standards
 - Threats to client or student safety
 - Academic misconduct or failure to comply with institutional requirements
- 12.3 In the event of termination, the academic institution will assess whether alternative placement or remediation is appropriate.

13. Signatures

By signing below, the parties involved acknowledge and agree to the terms outlined in this document.

Student Signature

Date

Clinical Supervisor Signature

Date

On-site Coordinator Signature (if applicable)

Date

Clinical Director Signature

Date

Clinical Supervisor Declaration

The Clinical Supervisor attests that they meet minimum requirements to supervise practicum students as specified by St. Stephen's College. These qualifications include, but are not limited to, a minimum Masters level degree in a related field, current professional registration, and a minimum of 5 years post-graduation clinical experience.

Check	Clinical Supervisor Qualifications
	I have a minimum Master's Degree in a related field (psychology, counselling, social work, art therapy, etc.).
	I have up to date professional registration (RCC, CCC, RPsych, RMFT, RSW, etc.) and have 5 years post-graduate clinical experience.
	Art Therapy Supervisors Only: I am a member of Canadian Art Therapy Association (RCAT), British Columbia Association of Art Therapy (ATBC), American Art Therapy Credentials Board (ATR), American Art Therapy Credentials Board (ATR-BC), or Ontario Art Therapy Association - Registered Art Therapist.
	I will provide a copy of my current CV if requested by St. Stephen's College.
	I have no conflict of interest, dual relationship, or other ethical concerns with the practicum student.
	I am not currently under investigation regarding professional malpractice or the breach of professional codes of conduct.

Clinical Supervisor Signature

Date

Clinical Supervisor CV

You or your clinical supervisor can email a copy of the Clinical Supervisor's CV to the Clinical Director, with Tammy Chizen copied on the email. Please confirm with your Clinical Supervisor if they will be sending it directly. It is your responsibility to ensure that all required paperwork is complete.

If your supervisor has previously submitted a CV to the Clinical Director and Tammy Chizen, they may not need to send another one. Please contact the Clinical Director to confirm whether your supervisor's CV needs to be updated.