

## Practicum Activity Log

(Appendix I)

The following definitions should be used to record time spent at the Practicum Agency.

### DIRECT COUNSELLING HOURS

#### Individual Counselling:

Face-to-face client contact with one client in the room. The Student is the only counsellor in the room or the Student is the lead therapist, defined by the Student taking the lead for at least 75% of the session. No more than 50% of the Individual counselling hours can be single session and/or crisis counselling.

#### Specialized Counselling:

Approval for Specialized Counselling will be based on the Student's training and skills, and Supervisor competencies. A combined maximum of 20 hours from Family/Couples Counselling, Group Counselling, and Assessment may count towards the 75 Direct Counselling hours.

The following specialized counselling practices require Instructor approval prior to engaging in these types of client work in practicum.

- **Family/Couples Counselling:** Counselling where the client is either a couple or family (more than one client in the room).
- **Group Counselling:** The student is an active co-facilitator in a counselling group where at least one other facilitator has experience and training facilitating the group.
- **Assessment:** The student completes the administration, scoring, interpretation, and report writing with adequate supervision from a Supervisor who has competence in the practice of formal assessment.

**NOTE:** Virtual sessions may be permitted with the approval of the Instructor. Additional training in providing virtual services may be required.

Students intending to apply for CCC designation with CCPA should review the requirements relative to practicum experiences. Specifically, CCPA's requirement that at least 75% of all direct counselling must meet their "relational processing criteria".

### ONE-ON-ONE SUPERVISION

One-on-one Supervision :

- involves the Supervisor talking to the Student regarding the Student's counselling to ensure the ethical and professional integrity of the Student's work.
- is based on combinations of direct supervision (live observation, co-counselling, review of audio and video recordings, live supervision, reflecting teams) as well as indirect supervision (written case notes and case consultations).
- is provided at a ratio of 1 hour of One-on-one Supervision for every 4 hours of Direct Counselling.

**NOTE:** Virtual sessions may be permitted with the approval of the Instructor. Additional training in providing virtual services may be required.

### OTHER HOURS

Other Hours (all practicum related hours, including):

- ♦ engaging in discussions, individually or in groups, with anyone other than the Supervisor (including group supervision and case consultation with other professional counsellors),
- ♦ participation in a reflecting team,
- ♦ client phone contact,
- ♦ phone intake sessions,
- ♦ partner check-ins,
- ♦ observation of a session being delivered by another counsellor,
- ♦ writing session notes,
- ♦ completing case planning,
- ♦ organizing a client file,
- ♦ writing reports,
- ♦ analyzing data from formal assessments,
- ♦ doing client or group preparation,
- ♦ reviewing recordings for supervision sessions,
- ♦ writing supervision consultation summaries,
- ♦ preparing a supervision agenda.

## **Practicum Activity Log**

Review of the Practicum Activity Log will be included as a component of your weekly supervision with your Instructor.

<b>STUDENT:</b>								<b>DATES:</b>			
Enter the hours spent at the practicum site on the following.	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Weekly Total	Prior Week Total	Total for Term	
<b>DIRECT COUNSELLING</b>											
Individual Counselling (A)											
Specialized: Family/Couples (A)											
Specialized: Group (A)											
Total (A)											/ min. 55 hrs
Specialized: Assessment (B)											/ max. 20 hrs
<b>TOTAL Direct Counselling Hours (A+B = C)</b>											/ min. 75 hrs
<b>ONE-ON-ONE SUPERVISION</b>											
<b>TOTAL One-On-One Supervision Hours (D)</b>											/ min. 20 hrs
<b>OTHER HOURS</b>											
Consultation											
Group supervision											
Client phone contact											
Writing session notes											
Case planning											
Supervision preparation											
Other (specify):											
<b>TOTAL Other Hours (E)</b>											/max. 55 hrs
<b>Total Direct Counselling Hours (A+B = C)</b>											<b>75 MIN</b>
<b>+ Total Supervision Hours (D)</b>											<b>20 MIN</b>
<b>+ Total Other Hours (E)</b>											<b>55 MAX</b>
<b>= TOTAL PRACTICUM HOURS</b>											<b>150 MIN</b>

The final Practicum Activity Log must be **submitted to the Office of Graduate Studies and Research** at the end of practicum and becomes part of the Student's record in the Faculty of Education.

\_\_\_\_\_  
Supervisor Signature (final evaluation only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature (final evaluation only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Signature (final evaluation only)

\_\_\_\_\_  
Date