# 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.

**Specialized Counselling:** The following specialized counselling practices **require Clinical Coordinator approval** **prior to** engaging with these types of clients or modalities in practicum. Approval for Specialized Counselling will be based on the student’s training and skills, and Supervisor competencies. Types of specialized practice include but are not limited to the following:

* **Child Counselling:** Counselling with clients age 10 and under.
* **Adolescent Counselling:** Counselling with clients between the ages of 11-17.
* **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. (Note: CCPA restricts amount of group counselling hours which can count towards their relational requirements. Students are advised to refer to CCPA for specifics.)
* **Formal 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. A maximum of 20 hours from Assessment may count towards the Direct Counselling hours.

Counselling in other areas of specialization may also require prior Clinical Coordinator approval.

**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 hours must meet their “relational processing criteria”.

Refer to **Application for** **Approval to Engage in Specialized Practice** (Appendix L).

### **ONE-ON-ONE SUPERVSION**

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 (supervisor review of written case notes and case consultations).
* is provided at a ratio of one (1) hour of One-on-One Supervision for every four (4) hours of Direct Counselling

Weekly feedback and the formal student evaluations, **Practicum Feedback and Evaluation Form** (Appendix J) are based on direct observation of student skills.

**NOTE:** Virtual supervision sessions may be permitted with the approval of the Instructor. Additional training in virtual supervision may be required. Students seeking CCPA certification after graduation are encouraged to examine CCPA’s definition of what counts as direct supervision See: <https://www.ccpa-accp.ca/wp-content/uploads/2024/06/Certification-Guide_EN_updatedMay2024.pdf>

### **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, , with the exception of time spent providing direct feedback to a client or client groups
* 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,
* workshops for potential clients
* reviewing recordings for supervision sessions,
* writing supervision consultation summaries,
* preparing a supervision agenda.
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**Practicum Activity Log**

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

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| **STUDENT:** | **DATES:** |
| 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** |  |
| **DIRECT COUNSELLING** |  |  |  |  |  |  |  |  |  |  |  |
| Individual Counselling:  Child (under 11) (A) |  |  |  |  |  |  |  |  |  |  |  |
| Individual Counselling:  Adolescent (11-17) (A) |  |  |  |  |  |  |  |  |  |  |  |
| Individual Counselling:  Adult (18+) (A) |  |  |  |  |  |  |  |  |  |  |  |
| Specialized: Family/Couples (A) |  |  |  |  |  |  |  |  |  |  |  |
| Specialized: Group (A) |  |  |  |  |  |  |  |  |  |  |  |
|  Total (A) |  |  |  |  |  |  |  |  |  |  | */ min.55 hrs* |
| Specialized: Assessment (B) |  |  |  |  |  |  |  |  |  |  | */ max.20 hrs* |
| **TOTAL** Direct Counselling Hours**(A+B = C)** |  |  |  |  |  |  |  |  |  |  | */ min.75 hrs* |
| **ONE-ON-ONE SUPERVISION** |  |  |  |  |  |  |  |  |
| **ONE-ON-ONE SUPERVISION** |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** Supervision Hours **(D)** |  |  |  |  |  |  |  |  |  |  | */ min.20 hrs* |
| **OTHER HOURS** |  |  |  |  |  |  |  |  |  |  |  |
|  | Consultation |  |  |  |  |  |  |  |  |  |  |  |
|  | Group supervision |  |  |  |  |  |  |  |  |  |  |  |
|  | Client phone contact |  |  |  |  |  |  |  |  |  |  |  |
|  | Writing session notes |  |  |  |  |  |  |  |  |  |  |  |
|  | Case planning |  |  |  |  |  |  |  |  |  |  |  |
|  | Supervision preparation |  |  |  |  |  |  |  |  |  |  |  |
|  | Other (specify): |  |  |  |  |  |  |  |  |  |  |  |
| **TOTAL** Other Hours **(E)** |  |  |  |  |  |  |  |  |  |  | */max.55 hrs* |
| **Total Direct Counselling Hours (A+B = C)** |  |  |  | **75 MIN** |
| **+ Total Supervision Hours (D)** |  |  |  | **20 MIN** |
| **+ Total Other Hours (E)** |  |  |  | **55 MAX** |
| **= TOTAL PRACTICUM HOURS** |  |  |  | **150 MIN** |

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.

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 *Supervisor Signature (final evaluation only) Date*

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 *Student Signature (final evaluation only) Date*

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 *Instructor Signature (final evaluation only) Date*