

University of New Brunswick – Fredericton
Department of Psychology

DOCTORAL PROGRAM IN CLINICAL PSYCHOLOGY

PRACTICUM POLICY MANUAL:
*INFORMATION, GUIDELINES, AND PROCEDURES FOR
GRADUATE STUDENTS AND PRACTICUM SUPERVISORS*

Eleventh Edition

*Prepared by: Clinical Program Committee
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Note: This version of the manual applies to students who entered the Clinical Program in September 2014 and later.

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I. OBJECTIVES AND PHILOSOPHY OF THE CLINICAL PRACTICUM

The primary objective of the clinical psychology program is to provide doctoral level training preparing students for careers as professional psychologists competent in psychological assessment, intervention, research, and evaluation in teaching, research and practice settings. The program adopts the scientist-practitioner model with an emphasis on individualized training within a generalist educational framework. Direct clinical experience is considered an integral part of this professional training. Thus, the UNB Department of Psychology requires all students in the Ph.D. clinical program to complete a minimum of 1000 supervised practicum hours.

Practicum placements are designed to provide students with opportunities to participate in the direct provision of psychological services to help-seeking individuals under the close supervision of a licensed clinical psychologist hereafter referred to as “the supervisor”. Aligned with the organization of UNB’s clinical skills training and other clinical course work, students complete initial practica in assessment, intervention, and clinical supervision in the department’s training clinic, the Psychological Wellness Centre (PWC). Although the specific training opportunities available to a student will depend on the nature of PWC referrals and the characteristics of chosen external clinical placements, the primary purpose of all practicum placements is to provide students with direct service experiences, constructive feedback within a supervisory context, and other professional development opportunities that will advance the student’s clinical skills and ability. In the sections below, a number of issues and procedures are addressed that should facilitate a positive learning environment for both student and supervisor.

II. PRACTICUM REQUIREMENTS FOR CLINICAL STUDENTS

All students in the UNB doctoral program in clinical psychology are required to have a minimum of 1000 hours of practicum experience before applying for the pre-doctoral internship. Students normally begin their practicum training in their second academic term following successful completion of first term courses in adult assessment skills, ethics/professional issues, and normally lifespan psychopathology. Subsequently, students will continue in practicum training at the PWC until the end of the fall term of their third academic year. Students must complete a minimum of 250 hours in assessment (Psyc 6626, Psyc 6627), 250 hours in intervention (Psyc 6628, Psyc6629), and 50 hours in the provision of clinical supervision (Psyc 6633). These hours should be approximately equally divided between service provision with children/adolescents and adults. An additional 400 hours must be completed as a full-time (minimum 4 days/week) 3 to 4 month placement in an approved external placement providing direct psychological services to a population of the student’s choice (Psyc 6634). The remaining 50 hours are usually accumulated through a combination of skills courses and hours that are completed as part of the required practica. In order to gain additional experience with a specific population or type of assessment or intervention skill, students may opt to complete a second advanced practicum (Psyc 6635). The minimum number of hours required for credit in Psyc 6635 is 250 and this practicum may be either full- or part-time. Descriptions of local practica external to the Department that may be available for Psyc 6634 or 6635 are provided in Appendix A.

In order to meet the accreditation standards of the Canadian Psychological Association (CPA), students must accumulate a minimum of 300 hours of direct face-to-face client contact hours and

150 hours (75% individual) of supervision before applying for the pre-doctoral internship. CPA defines face-to-face hours as “time spent interviewing, assessing, or intervening with clients directly”. Students should note that a 45-50 minute session with a client is considered a “practicum hour”. Supervision hours are accumulated when the supervision is provided by the licensed psychologist who is ultimately responsible for the services the student provides to clients (i.e., peer supervision is not counted in the required number of supervision hours).

A “Summary of Practicum Hours” form is provided on the Department’s website to help students keep track of their progress in meeting both the Department’s and CPA’s requirements.

Note 1: Students are not paid for their practicum work and are not permitted to complete a practicum in a setting in which they earn payment for work completed. This is to ensure “job responsibilities” do not displace a student’s or supervisor’s focus from the goal of maximizing the student’s training opportunities.

Note 2: Students are encouraged to complete Psyc 6634 in a multidisciplinary setting if possible. In order to ensure students obtain experience in the diversity of responsibilities of clinical psychologists (e.g., direct service provision, consultation, team meetings, etc), Psyc 6634 cannot be completed in a private practice setting. Students will not usually be permitted to complete Psyc 6634 at UNB’s Student Counselling Centre but they can opt to complete Psyc 6635 at this Centre.

Note 3: There are a limited number of external practica available within New Brunswick. As a result, students may need to consider completing the advanced practicum outside of the province. This can be a valuable opportunity to obtain training in an area of clinical expertise (e.g. eating disorders, addictions, etc.) not currently available in New Brunswick.

III. PRACTICUM PRE-REQUISITES

UNB’s practicum training follows an apprenticeship model in which students begin their basic training through the completion of required skills courses involving skills acquisition and application with non-clinical volunteers. This is followed directly by more advanced training and application of those skills with clients referred to the PWC. Subsequently, students apply their training in assessment, intervention, and consultation in more advanced external settings. For example, students begin their training in assessment by completing Psyc 6212 (Assessment Skills with Adults) in their first term of the program. During the winter term, students begin Psyc 6626 (Adult Assessment Practicum) where they implement these skills with adults referred to the PWC for psychoeducational assessment. More advanced training in assessment may then be obtained when students complete Psyc 6634 (Advanced Clinical Practicum I). The same model is followed for training in child/adolescent assessment and intervention approaches. As a result of the stepwise progression in skills training, students must successfully complete each pre-requisite step before being permitted to move onto the next level of training. For example, Psyc 6212 must be successfully completed before students will be given permission to start Psyc 6626 Adult Assessment.

Practicum	Pre-Requisite(s)
Psyc 6626 Adult Assessment Practicum	Psyc 6101/6102, 6212, and normally 6202
Psyc 6627 Child/Adolescent Assessment Practicum	Psyc 6101/6102, 6211, and normally 6202
Psyc 6628 Adult Intervention Practicum	Psyc 6626 & 6627 and Psyc 6311
Psyc 6629 Child Intervention Practicum	Psyc 6626, 6627, 6628, and Psyc 6312
Psyc 6633 Supervision Practicum Co-Supervision of Assessment Co-Supervision of Intervention	Psyc 6626, 6627, 6628, 6629
Psyc 6634 Advanced Clinical Practicum I	Psyc 6626, 6627, 6628, 6629, 6633
Psyc 6635 Advanced Clinical Practicum II	Psyc 6634

IV. APPLICATION PROCEDURES FOR EXTERNAL CLINICAL PRACTICA

A. Practica within New Brunswick

The Practicum Coordinator is responsible for organizing student placements within New Brunswick as detailed below. These procedures have been put in place in order to ensure all students receive equal opportunity to access locally available practicum settings. Students should *never* bypass these procedures by contacting potential practicum supervisors directly.

Students will be contacted via email during each academic term to determine who is interested in starting an external practicum (Psyc 6634 or Psyc 6635) during the next academic term and to elicit expressions of interest in specific practica settings. Students should review Appendix A for a description of practicum settings that *may* be available. Once this information is collected, the Practicum Coordinator will contact potential supervisors to determine their availability.

Subsequently the application process will unfold as follows:

1. The Practicum Coordinator will match students with the locally available practicum settings on the basis of their expressed interest. If more than one student expresses interest in the same site, they will each be interviewed by the potential supervisor who will make the final decision.
2. If a desired placement is not available, the Practicum Coordinator will work with the student individually to identify an alternative placement.
3. Once the student is notified of an available practicum placement, he/she will submit an application directly to the potential supervisor including a cover letter, a copy of his/her curriculum vitae, an unofficial transcript, and a list of references. The Practicum Coordinator will write a letter of reference for the student on behalf of the CPC.
4. A meeting between the student and potential practicum supervisor will be necessary to discuss the student's training goals and expectations and for the potential supervisor to determine the suitability of his/her setting for the student's needs. Normally this will involve a visit to the clinical setting and a face-to-face interview with the supervisor.
5. The supervisor will notify the student of his/her acceptance or non-acceptance into the practicum placement within two weeks of the interview. The student must notify the Practicum Coordinator of the final decision immediately. Students accepted for the

practicum placement should also notify the Practicum Coordinator of the commencement and termination dates of the practicum. If a student is not accepted for the practicum placement he/she should make arrangements for a meeting with the Practicum Coordinator for assistance in identifying alternative placements.

B. Practica outside New Brunswick

Students may wish to complete an external practicum outside of New Brunswick due to limitations in the number and type of practica available within the province, due to family considerations, or because they wish to complete specialized training in an area that is currently unavailable in the province. It is the students' responsibility to initially identify possible practicum locations – as a starting point, students may want to review internship sites as these training facilities often accept practicum students as well. A list of Canadian internships can be viewed on the CCPPP website at <http://ccppp.ca/directory-internship>. Students are also encouraged to identify non-internship sites (e.g., a community mental health clinic in their home town). Once a student has identified a few sites of interest, he/she should request a meeting with the Practicum Coordinator, who will work with him/her to secure the out of province placement including making the initial contact with a potential supervisor for locations that do not have formal application processes in place.

In the past, students have completed practica in a variety of settings including the Anxiety Disorders Clinic (Vancouver, BC), the Centre for Addiction and Mental Health (Toronto, ON), the IWK (Halifax, NS), Queens University Health, Counselling, and Disability Services (Kingston, ON), and the Terrace Clinic (St. John's NL) among others.

Please note that it is the student's responsibility to research sites outside the province and to be aware of application deadlines. For those interested in a placement at the IWK for example, the application deadline for summer practica is in early February. Please look up their website for full details and their application process. If you plan to apply to the IWK (or another site outside NB that has a formal application process) be sure to notify the Practicum Coordinator so that a letter of reference can be prepared for inclusion with your application.

V. STRUCTURE OF THE CLINICAL PRACTICUM

Documentation for practica generally consists of an *Agreement* regarding dates, supervisor(s), and a brief description of the setting (for external practica), a *Goals and Objectives* form completed at the beginning of the practicum, as well as a *Mid-point* and *Final* evaluations and a *Student Evaluation of Practicum*. These documents are completed jointly by the student and supervisor. For practica completed at the PWC, documents should be submitted to the Instructor of Record. Note, the Instructor of Record may not be the direct supervisor. Normally, the Instructor of Record will be the PWC Director or a Clinical Faculty member of the Clinical Program Committee. It is the *instructor's* responsibility to ensure that the supervisor and the student know who the instructor is for the practicum. Once the practicum is complete the *instructor* brings the documentation to Jessica Carter for placement in the student's official practicum file. Students should visit the Department's website to download the required documentation (i.e., PWC Adult Assessment Practicum Documentation, Child Assessment Practicum Documentation PWC Adult Intervention Practicum Documentation, PWC Child

Intervention Practicum Documentation PWC Supervision Practicum Documentation, Student Evaluation of Practicum).

Documentation for advanced external practica should be submitted (via mail, scan/email, or fax) directly to the Practicum Coordinator. The required documentation (Advanced Practicum Documentation, Student Evaluation of Practicum) is available on the Department's website.

A. Responsibilities of the Practicum Coordinator

The Practicum Coordinator will oversee advanced level practica completed in external settings including:

- Provide information to students on practicum training opportunities.
- Act as a liaison between students and clinical supervisors in order to facilitate communication between the two parties.
- Co-ordinate the application process.
- Provide letters of reference.
- Acknowledge receipt and respond to all correspondence from the clinical settings and supervisors.
- Maintain records on goals, skill performance, and evaluations of students' practicum training.
- Initiate contact with the student and clinical supervisor at the mid-point of the practicum to ascertain progress toward meeting practicum goals and objectives.
- Review students' evaluations of practicum.
- Review the written final evaluation of students from the practicum supervisors and submit a CR to the registrar's office once all required documentation has been received.
- Mediate between the student and supervisor in situations where the student experiences difficulties on a practicum.
- Provide regular updates to the DCT and CPC pertaining to students' practicum training.
- Regularly provide information about practicum-related issues to the CPC.

C. Responsibilities of the Student

- Students interested in completing an advanced practicum outside New Brunswick are responsible for researching potential sites and being aware of application deadlines. Any student interested in a practicum outside the province should ask to meet with the Practicum Coordinator well in advance of their planned practicum dates to receive guidance and recommendations.
- Students are to ensure the Practicum Coordinator is kept fully informed of the status of their practicum.
- Students must submit the required PWC or Advanced practicum documents to the Instructor of Record and Practicum Coordinator respectively.
- Students are responsible for keeping accurate daily records of their clinical training activities using the Daily Practicum Log (available on the departmental website). Using this log, students will record the amount of time spent on a variety of clinical activities from administrative duties and case preparation to assessment and therapy. It should be completed at the end of each day. Students should review and become thoroughly familiar with the Practicum Hours Documentation spreadsheet and the Practicum Hours

Documentation instructions (available from the departmental website) before starting their practicum. Students should transfer the information from the Daily Practicum Log to the Practicum Hours spreadsheet on a weekly basis. Both the Daily Practicum Log and the Practicum Hours Documentation spreadsheet must be completed. These records of clinical activities will be very useful when the student meets with the primary supervisor for the mid-point and end-point practicum evaluations. The records of clinical activities will also be an essential source of information for the student when applying for pre-doctoral internships. *It is very important that students retain all Daily Practicum Logs so these could be made available to the DCT if needed for completing recommendation letters for predoctoral internships. The DCT is required to verify the student has completed the stated number of hours recorded on internship application forms. Only hours approved by the practicum supervisor and submitted to the practicum coordinator can be verified by the DCT.*

- Students are expected to conduct themselves in a professional manner at all times according to the principles of the Canadian Code of Ethics for Psychologists, the Standards for Providers of Psychological Services and the Standards of Professional Conduct. If students are in doubt at any time about a situation, they should consult with their supervisor.
- It is expected that students will be dependable, reliable and punctual. They are to keep accurate and up-to-date records. All reports and letters are to be countersigned by the supervisor. Students must insure all information about clients is kept confidential and they should provide client information to other agencies or professionals only after written permission to release information has been obtained from the client. If there is doubt or uncertainty, assistance should be sought from the supervisor.
- If students encounter any difficulties in their relations with clients or other staff, they are to immediately report this to their supervisor. The Instructor/Director/Coordinator should also be notified of such incidents if considered serious by either the student or supervisor.
- If any problems arise with the supervisory relationship, it is the responsibility of the student to immediately consult the Instructor/Director/Coordinator. Students should initially attempt to resolve any difficulties with the practicum supervisor. When resolution does not occur, the Instructor/Director/Coordinator may intervene to facilitate resolution of the difficulty. In situations where a serious disruption in supervision has occurred and no resolution has been obtained, premature termination or cancellation of the practicum may be considered (see procedures under Appeal and Remediation). In cases where the supervisor and the PWC Director are the same individual, problems in the supervisory relationship should be brought to the attention of the Practicum Coordinator or DCT.
- The student is expected to be involved with the supervisor in the evaluation process - it is expected supervisors will review their final evaluation with the student and that the student will comment on and sign the supervisor's evaluation.
- Students are also asked to complete an evaluation of the practicum after they have received their final evaluation from the Practicum Supervisor (available on the Department's Website).
- **Students should keep copies of all forms and documents** submitted to the Instructor/Director/Coordinator.

E. Responsibilities of the Practicum Supervisor

The primary practicum supervisor must be a licensed psychologist in good standing with the regulatory body within their jurisdiction and have at least one year of post-licensing clinical experience. Normally psychologists within New Brunswick who supervise practica will be encouraged to apply for Clinical Associate status with the Department of Psychology. Applications for Clinical Associate will be coordinated by the DCT and will require the psychologist to submit a cover letter indicating an intention to apply for Clinical Associate status along with an updated curriculum vitae. Appointments for Clinical Associate are made by the Executive of the School of Graduate Studies upon the recommendation of the Chair of the Department of Psychology. It is recognized that although the primary practicum supervisor must be a licensed psychologist, students in a multidisciplinary context will work with other professionals in the setting.

The primary supervisor is responsible to the student for the *training, supervision, and evaluation* of the student's professional performance for the duration of the practicum placement. These three components of practicum supervision are described by the specific actions supervisors bring to the supervisor-supervisee relationship.

1. *Training*- it is the responsibility of the primary supervisor to schedule a joint session with the student to formulate the goals and objectives of the practicum. The supervisor will also ensure these objectives are sent to the Director/Coordinator and will work with the Director/Coordinator to ensure an agreeable set of practicum objectives have been developed. The primary practicum supervisor will then take responsibility to ensure the student is provided with relevant training opportunities that are appropriate to the student's skill level, the resources of the facility, and the practicum goals and objectives.
2. *Supervision*- it is the responsibility of the primary practicum supervisor to remain fully informed of all professional activities of the student. It is also important that the supervisor provide clear, specific, consistent and regular feedback to the student on his or her professional performance. For full-time practica, at least three hours per week of individual face-to-face supervision should be scheduled with the student. This can be supplemented with group supervision meetings and other forms of professional development activities for a total of four hours of supervision per week. For part-time practica, students should receive supervision that is equivalent to 10% of the total number of hours spent in the practicum. Furthermore supervisors should ensure they have direct observation of the student's clinical skills in joint sessions with a client and/or by videotape or audiotape review of the student's contact with clients. We also believe it is crucial that the student should have access to the supervisor on an informal basis so that issues arising in the course of professional practice can be quickly dealt with by the supervisor. No doubt there should be almost daily contact between student and supervisor. If the primary supervisor will be away from the practicum site, it is her or his responsibility to appoint an acting supervisor for the student. If the primary supervisor will be away for an extended period of time (i.e., > 2 weeks), the Director/Coordinator should be notified by the primary supervisor or acting supervisor in the event of an unexpected absence.

3. *Evaluation*- it is the responsibility of the primary practicum supervisor to initiate a meeting with the student twice during a practicum placement in order to formally evaluate her/his performance in the practicum. The Practicum Goals and Objectives Form completed at the onset of the practicum, should form the basis of the evaluation. Information from the student's Daily Practicum Log may assist the supervisor in determining whether practicum goals and objectives have been met.

At the mid-point evaluation, which should take place half way through the practicum, the supervisor records whether the student is making significant progress toward attainment of each goal identified on the Practicum Goals and Objectives Form. Particular attention should be paid to goals that have received little or no progress. The student and supervisor will want to discuss what clinical opportunities or skills training experiences are needed in the second half of the practicum that would enable the student to meet the predetermined goals or they may want to modify the goals to bring them more in line with the training opportunities available in the practicum. The mid-point evaluation should then be sent to the Director/Coordinator by the supervisor. The Director/Coordinator may want to discuss the outcome of the mid-point evaluation with the student and/or supervisor at a mid-point meeting.

For the final evaluation, the student and supervisor should first complete the exit level goals on the Practicum Goals and Objectives Form. This will then become the basis of the supervisor's final evaluation, which is completed in Section B of the Student's Final Evaluation Report. The final evaluation should reflect the extent to which the student has met the goals and objectives set at the beginning of the practicum. After completing the Final Evaluation Form the supervisor will discuss the results with the student, who will then provide comments about the evaluation and sign it. The supervisor will then send a copy of the final evaluation to the Director/Coordinator within two weeks of the termination of the practicum placement. The supervisor must ensure that the recommendation to give the student CREDIT or NO CREDIT is indicated on the final evaluation form. The Director/Coordinator may want to discuss the outcome of a student evaluation with the supervisor and/or student.

VI. PRACTICUM EVALUATION PROCESS

Various aspects of the evaluation process have been described under sections dealing with the responsibilities of the Director/Coordinator, student, and practicum supervisor. Below is a brief summary of the steps that should be followed when evaluating a student's performance in a practicum.

1. The student and supervisor will meet for a mid-point evaluation using the Practicum Goals and Objectives Form.
2. The results of the mid-point evaluation will be communicated to the Instructor/Director/Coordinator.
3. The Instructor/Director/Coordinator will conduct a mid-term consultation to review the student's progress.

4. The supervisor and student shall meet during the final week of the practicum and complete the exit level goals on the Practicum Goals and Objectives Form and the Final Evaluation Report.
5. The supervisor and student each sign the final evaluation and insure a copy of the exit level goals from the Practicum Goals and Objectives Form and the Final Evaluation Report are sent to the Instructor/Director/Coordinator within two weeks of the end of the practicum.
6. The student shall submit to their evaluation of the practicum using the Student's Evaluation of Practicum Form (available on the Department Webstie) to Jessica Carter. The Practicum Coordinator will review this information and may wish to discuss it further with the student. In order to protect student confidentiality, results of the student's evaluation of the practicum will be communicated to the supervisor only after a number of site evaluations have been received and it becomes possible to provide aggregate non-identifying data.
7. Once all required documentation has been received, the Instructor of Record/Practicum Coordinator will submit a CREDIT grade for the practicum provided a favorable recommendation has been received from the supervisor and the student has met the required number of practicum hours as specified for Psyc 6626, Psyc 6627, Psyc 6628, Psyc 6629, Psyc 6633, Psyc 6634, or Psyc 6635.
8. Any anticipated problems in the evaluation process should be reported to the Instructor/Director/Coordinator who in turn may want to consult with the DCT and/or the CPC.

VII. POLICY ON THE APPROVAL OF NON-PRACTICUM CLINICAL WORK

1. *Skills Courses* - Students will have the opportunity to obtain additional practicum hours as part of their required clinical skills courses. In order for these hours to be included in an internship application, the student and professor must complete the Record of Practicum Hours for Skills Courses form available on the Department's website. This form must be completed within 2 months of the end of the term in which the course was completed. If students fail to complete the form within this time frame then approval of hours will be at the discretion of the professor. Students should note, however, that previously completed hours cannot be approved by another faculty member in the event that a professor is no longer at UNB and the student did not have the hours approved by their professor within the required time frame.
2. *Other Clinical Training Experiences: Non-Practicum Clinical Work* - Some students gain additional clinical training experience over and above their practicum hours. The purpose of this non-practicum clinical work is for the student to gain experience(s) they have not had the opportunity to obtain during completion of their required practica. This might include (but is not limited to) administering an assessment instrument (e.g., WAIS) as part of a departmental research project, working in a local private practice, or continuing in a previously completed practicum setting. For hours to be approved by the department (and thus included on a student's internship application), the non-practicum clinical work must primarily be a learning/training experience for the student. To this end, students and supervisors must set specific training goals, which will be evaluated at the end of the agreed upon term (a maximum of 1 year) in the setting. Students are not permitted to continue accruing non-practicum clinical hours in the same setting unless there remains an opportunity to gain *new*

training experiences. If students wish to continue in the same setting after one year, a new agreement and new training goals must be completed and submitted for approval.

Notes regarding non-practicum clinical work:

1. Graduate School policies stipulate that full-time graduate students are permitted to engage in paid work a maximum of 10 hours/week including any hours worked as a teaching assistant (normally 6 hours/week).
2. Liability insurance for non-practicum work is not provided by UNB. Students must purchase their own insurance through the CPA partnership. The *only* exception to the need for liability insurance for non-course related clinical work is on campus at the PWC or Counseling Centre.
3. Students must obtain approval from their research supervisor and the external practicum coordinator at least two weeks *prior* to beginning any non-practicum clinical work. The Agreement for Non-Practicum Clinical Work form is available on the Department's website. Approval of non-practicum clinical work might not be granted in cases where students are delayed in their progress through the program. Approval will **NOT** be granted retroactively.
4. In order to verify the amount of hours accumulated, a report on completion of the work must be submitted at the end of the agreed upon term (max 1 year) in the setting (see pages 2 and 3 of the "Agreement for Non-Practicum Clinical Work form" (i.e., the "Goals and Objectives" and the "Report on Non-Practicum Clinical Work" pages. Students who wish to continue their work in the setting after 1 year must submit a new approval form identifying new learning goals and opportunities.
5. Failure to obtain approval (i.e., submission of the completed agreement form) *before* beginning the non-practicum work or failure to submit the final report within 1 month of completing the work (i.e., submission of the completed report form) will result in the accumulated hours not being approved for inclusion in a student's internship application.

Note: Students must inform the Practicum Coordinator of **all** clinical activities. Students should be aware that clinical activities are covered under the University's liability insurance policies only when the student is registered in a practicum course or the pre-doctoral internship or takes place at the PWC or the UNB Student Counselling Centre. Students doing non-practica clinical activities (including those approved by the Department) should purchase their own liability insurance through the CPA partnership program.

VIII. APPEAL AND REMEDIATION

Cancellation or premature termination of a practicum: A variety of unforeseen circumstances, such as illness, supervisor unavailability or the like, may result in the need to cancel or prematurely terminate a practicum. A practicum may be cancelled or prematurely terminated at the request of the student, supervisor, or Director/Coordinator. A written notice indicating the date and reason for the cancellation should be sent to the Director/Coordinator by the student or supervisor. All concerned parties, the student, practicum supervisor, and Director/Coordinator, should be notified as soon as possible about a decision to cancel or terminate a practicum. If termination occurs within the first two weeks of the practicum, the student will not be credited with any practicum hours. If termination occurs thereafter, the Director/Coordinator, in consultation with the student and

supervisor, will determine under what conditions and in what proportion the accumulated hours in the “terminated practicum” will count towards the minimum number of hours needed for a practicum course. Practica that have been cancelled or prematurely terminated for reasons external to the student’s performance will not be considered a failure, and so a NONCREDIT will not appear on the student’s transcript under the respective practicum course. However, premature termination of a practicum could result in the loss of hours that would otherwise have been credited toward the student’s total number of practicum hours.

Remediation and failure procedures: Because students receive course credit for practicum training, the procedure for dealing with failure and appeals of practicum evaluation is ultimately under the rules and regulations for appeals of the University of New Brunswick School of Graduate Studies. An important feature of the appeal process is the attempt of all concerned to negotiate a resolution to the problem at the lowest possible and most informal level. As the level of the appeal escalates, so does the degree of formality. In the spirit of the principles and procedures of appeal and remediation recommended by the university, the following steps should be taken if a student’s performance in a practicum placement is in doubt.

1. The primary practicum supervisor should notify the Director/Coordinator immediately of any serious concerns about a student’s performance or behavior in a practicum. If a student’s performance is in doubt, for example, as indicated by a non-satisfactory performance evaluation at the mid-point, this should come to the attention of the Director/Coordinator well before the completion date of the practicum.
2. The Director/Coordinator, in consultation with the supervisor and student, will seek to devise a remediation plan with clearly specified goals and methods of evaluation. The progress of the student in meeting the objectives of the remediation plan will be closely monitored by the supervisor and Director/Coordinator. It is the responsibility of the supervisor in consultation with the Director/Coordinator to recommend, based on the outcome of the remediation plan, whether the student receive credit for the practicum. The practicum supervisor may require the student to withdraw from the placement and recommend failure of the practicum in circumstances where remediation is not considered feasible.
3. The practicum supervisor shall supply a written notice of the reasons for failure to the student as well as the Director/Coordinator. The Director/Coordinator will inform the DCT and/or CPC of any student who has received a recommendation from a practicum supervisor that the student be given non-credit for a placement.
4. The CPC shall decide whether the student will be placed on probation and required to complete additional practica, or will be required to withdraw from the doctoral program in clinical psychology.
5. The CPC may also require a student to withdraw from the doctoral clinical program on the grounds of unsuitability for clinical practice. The CPC shall provide written notice to the Chair and Director of Graduate Studies of the requirement that a student withdraw from the clinical program. In their written notification the CPC must provide reasons for their judgement that the student lacks fitness to practice clinical psychology. The student must also receive a copy of the CPC’s notification of withdrawal at the same time that it is sent to the Chair and Director of Graduate Studies. After reviewing the documentation submitted by the CPC, the Graduate Studies Committee may request the CPC to reconsider

their request for withdrawal. However the final judgement on recommendation to withdraw from the program because of clinical unsuitability rests with the CPC.

6. Students may appeal to the CPC within thirty (30) days of receiving a notification of withdrawal from the clinical program or probationary status for the practicum. It will be the responsibility of the student to provide additional information that may lead the CPC to reconsider its request that the student withdraw from the program.
7. The student may access more formal appeal procedures of the University of New Brunswick, School of Graduate Studies if not in agreement with the outcome of the lower level appeal and remediation procedures followed in the Department of Psychology.

APPENDIX A

LIST OF PRACTICUM FORMS AVAILABLE ON THE DEPARTMENT WEBSITE

1. PWC Adult Assessment Practicum Documentation
2. PWC Child Assessment Practicum Documentation
3. PWC Adult Intervention Practicum Documentation
4. PWC Child Intervention Practicum Documentation
5. PWC Supervision Practicum Documentation
6. Advanced Practicum Documentation
7. Student Evaluation of Practicum (relevant to all practicum courses)
8. Summary of Practicum Hours (to monitor student progress towards meeting department and CPA practicum hour requirements)
9. Record of Practicum Hours Accumulated in Skills Courses
10. Agreement for Non-Practicum Clinical Work (includes the Goals and Report on Non-Practicum Clinical Hours)

APPENDIX B

LIST OF PRACTICUM PLACEMENTS IN NEW BRUNSWICK

ATLANTIC HEALTH SCIENCES CORPORATION [Horizon Health Network, Saint John, Child/Adolescent Practicum]

Description of Placement: This is a general hospital psychology practicum located in the Psychology Department of the Horizon Health Network, Area Saint John. In the past, rotating practica in four areas have been offered: Inpatient Mental Health, Neuropsychology/ Rehabilitation Psychology, Health Psychology, and Pediatric Psychology. At present, only an advanced practicum in Pediatric Psychology is offered due to staffing constraints. This practicum will provide experience in assessment and intervention with children and adolescents and their families. Areas of focus comprise a broad spectrum of inpatient and outpatient children's health psychology, including, for example, feeding difficulties in infants, developmental disorders including autistic spectrum disorders, pediatric oncology, and chronic illnesses such as juvenile diabetes. The Pediatric Psychology service is staffed by two psychologists.

Practicum Duration: Full-time and part-time practica are available

Practicum Prerequisites: PWC practica in assessment, intervention, and clinical supervision completed. Technical proficiency in the administration of common instruments for children (e.g., WPPSI, WISC, Connors scales, etc.) is expected.

Contact Person: Practicum Coordinator

Site Coordinator: See practicum coordinator

ELSIPOGTOG HEALTH & WELLNESS CENTRE [Child/Adolescent Practicum]

Description of Placement: This is a community-based, client-centred mental health placement. Working with a multi-disciplinary team, the student will be involved in the delivery of culturally responsive programs to First Nation's people. This Health & Wellness Centre is staffed by 5 licensed FT and contract Psychologists/Residents in Psychology, 1 Social Worker, 5 Nurses, 1 Nurse Practitioner, several LPN and CHR, 6 Family Doctors (rotational), Victim's assistance, Restorative Justice, and Alcohol and drug Prevention Counsellors. Students will be assigned one of the psychologists as a primary supervisor, although they may also work with other health care professionals in order to have opportunity to appreciate the different therapeutic styles, assessment approaches, and treatment techniques used by a variety of mental health professionals. This is predominately a child-adolescent placement although some limited opportunity to work with adults may be available in consultation with the centre.

During this placement students will gain experience in the delivery of culturally responsive programs for a variety of mental health issues including sexual abuse, trauma, complicated grief depression, etc.

Students can expect the following distribution of training experiences depending on referral patterns: 40% intervention, 20% assessment, 10% supervision, 10% report writing, 15% prevention/community development programming and 5% in-service education and staff meetings.

Practicum Duration: Either four months full-time (37.5 hrs) or part-time for at least 2 days a week (15 hrs).

Practicum Prerequisites: PWC practica in assessment, intervention, and clinical supervision completed.

Contact Person: Practicum Coordinator

Site Coordinator: See practicum coordinator

HALE PSYCHOLOGICAL SERVICES [Private Practice, Generalist Practicum]

Description of Placement: This is an advanced placement for students who have prior assessment and therapy experience. Depending on particular interests, students in this placement may be involved in offering individual therapy to youth, adults, and/or older adults with a variety of presenting issues, group therapy depending on client-interest, and a variety of psycho-diagnostic (e.g., adult ADHD, PTSD) and neuropsychological assessments (e.g., following TBI, or suspected Neurodegenerative Disorders). Supervision is provided through individual and group meetings as well as shadowing of some sessions. Michelle specializes in adult and older adult complex mental health. Common presenting issues seen include: PTSD, Personality Issues, Anxiety-related Disorders, and Depression. Her clinical approach is primarily Cognitive Behavioural, but she also uses Dialectical-Behavior Therapy, Cognitive Processing Therapy, Exposure Therapy, and mindfulness depending on the presenting issues. Typically, about 40% of the time in this placement would be spent in therapy with adults or older adults, 30% in therapy with youth, and 30% in assessments/report writing. However, if students have a particular interest, it may be possible to provide more experience in specific areas, depending on referrals.

Practicum Duration: 2-3 days per week over 5 to 8 months, mainly during daytime hours (flexible depending on course and program requirements)

Practicum Prerequisites: Psyc 6634 (Advanced Practicum)

Contact Person: Practicum Coordinator

Supervisor: Michelle Hale

Contact Info: Michelle Hale, L.Psych
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HORIZON HEALTH NETWORK [Fredericton, Child/Adolescent or Adult Practicum]

Description of Setting: Horizon Health is currently comprised of four settings, the Dr. Everett Chalmers Regional Hospital (DECRH), the Community Mental Health Centres (CMHC), the Operational Stress Injury Clinic (OSI), and the Stan Cassidy Centre for Rehabilitation (SCCR).

The DECRH is a 330-bed regional hospital serving the greater Fredericton area and surrounding communities. Six full time psychologists provide psychological assessment and psychotherapy services to psychiatric in-patients and some out-patients (mood, anxiety, psychotic, and personality disorders), as well as oncology, cardiology, diabetic, surgery, and dialysis patients. We also assess and treat patients with a variety of medical problems from the Family Practice inpatient unit, Geriatric and Restorative Care, and Pediatric units. Opportunities for group and individual psychotherapy and a broad range of assessment procedures are available.

The SCCR is the only provincial centre in New Brunswick that offers intensive interdisciplinary rehabilitation for those with complex neurological disorders and diseases. The psychology staff serve on two interdisciplinary teams offering services to children (e.g., cerebral palsy, spina bifida, brain and spinal cord injuries, muscular dystrophy, autism, and other pervasive developmental disorders) and adults (e.g., moderate to severe acquired brain injury, spinal cord injury, complex cerebral vascular accidents, and progressive neurological diseases). SCCR currently has 18 inpatient beds and five transitional living units. On the adult team, Psychologists are an integral part of the interdisciplinary team providing neuropsychological assessment and consulting, personality and behavioural assessments, and a wide variety of interventions for health, rehabilitation, and mental health concerns. On the interdisciplinary pediatric team, Psychologists provide neuropsychological, psychodiagnostic, and behavioural assessments, and serve as consultants to other caregivers and schools.

There are two CMHCs in the River Valley Health catchment area with several satellite/outreach offices in out-lying communities. Five psychologists are employed at the CMHCs, with three in Fredericton. Psychologists are part of interdisciplinary teams and provide services to children and adolescents and their families, as well as to adults and seniors. The clientele have a wide variety of mental health disorders and problems, and may require longer-term community-based treatment and/or support. Both CMHCs have close ties to consumer self-help groups and to the Canadian Mental Health Association.

The OSI Clinic is one of ten specialized clinics across Canada that provides outpatient services to active and retired military and RCMP members. Services are also provided to family members. The OSI term is used to describe a broad range of presenting problems, which can include mood disorders, anxiety disorders including post traumatic stress, as well as other conditions that may be less severe, but interfere with daily functioning. Three licensed psychologists work at the OSI Clinic as part of an interdisciplinary team. This setting offers potential students the opportunity to develop and enhance their assessment and treatment skills within the context of these specific populations.

Within these settings, practica are available in adult and child/adolescent mental health, adult and child/adolescent health and rehabilitation psychology, adult and child/adolescent clinical neuropsychology as described below.

(1) Adult Mental Health

* Setting: DECRH

* Supervisor: Dr. David Colquhoun, Dr. Meghan Richards

(2) Adult Health/Rehabilitation (inpatients and outpatients)

- * Setting: Stan Cassidy Centre for Rehabilitation
- * Supervisors: Drs. Susan Morehouse and Rebecca Mills

(3) Adult Health Psychology – Family Practice & Cardiology Program

- * Setting: DECRH
- * Supervisor: Dr. Dean Snow

(4) Adult Health Psychology – Inpatient and Outpatient Programs

- * Setting: DECRH
- * Supervisor: Dr. Rama Gupta-Rogers

(5) Adult Clinical Neuropsychology

- * Setting: Stan Cassidy Centre for Rehabilitation
- * Supervisors: Drs. Susan Morehouse, Rebecca Mills, & Jo Anne Savoie

(6) Child & Adolescent Clinical Neuropsychology

- * Setting: Stan Cassidy Centre for Rehabilitation
- * Supervisor: rotation currently unavailable

(7) Paediatric Mental Health

- * Setting: CMHC
- * Supervisors: Ms. Amy Otteson

(8) Adult Mental Health (Advanced practicum only)

Setting: OSI Clinic – Fredericton
Supervisor: Ms. Lise-Anne Renaud

Practicum Duration: Both full and part-time practica are available

Practicum Prerequisites: PWC practica in assessment, intervention, and clinical supervision completed.

Site Coordinators: Joanne Savoie, PhD, L. Psyc. (SCCR)
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Dr. David Colquhoun, PhD, L.Psyc. (DECRH)
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Amy Otteson, MA, L.Psyc (CMHC)
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Lise-Anne Renaud, MPs, L.Psyc (OSI)
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MELISSA ARSENEAU [Private Practice, Generalist Practicum]

Description of Placement: This is an advanced placement that can provide students with experience with children, adults and indigenous population. Students in this placement may be involved in: Psychotherapy for children and adults, Parenting support, Psycho-educational assessments & Assessment/treatment for Autism Spectrum Disorder, across the lifespan.

Clinical approach is primarily cognitive-behavioural, but also uses mindfulness.

Typically, about 50% of the time in this placement could be spent in therapy with children & adolescents (including parenting and family therapy), 25% with psycho-educational assessments and 25% in therapy with adults. However, if students have a particular interest, it may be possible to provide more experience in specific areas.

Supervision is provided through face-to-face meetings, group supervision with vignettes, shadowing and feedback from recorded sessions.

Practicum Duration: 2 to 3 days a week over 6 to 8 months.

Practicum Prerequisites: Psyc 6634 (Advanced Practicum)

Contact Person: Practicum Coordinator

Supervisor: Melissa Arseneau, L.Psych
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MENTAL HEALTH CLINIC/OTSSC, [Canadian Forces Base Galetown, Adult Practicum]

Description of Placement: This is an advanced practicum placement for students who have some experience with the assessment and treatment of adults and who have an interest in working with a military population. It is an occupational medicine setting that serves active-duty military members aged 18-59.

The Mental Health Clinic has three interdisciplinary teams: 1) General mental health; 2) OTSSC (Operational Trauma Stress and Support Centre) – one of Canada’s ten centres of excellence for the assessment and treatment of clients whose problems result from military operations; and 3) Psychosocial Team – a part of the clinic that provides short-term counseling for psychosocial issues and pre- and post-deployment screenings. The first two teams are staffed by psychiatrists, psychologists, mental health nurses, a military chaplain, and clinical social workers. The Psychosocial Team is staffed by social workers and mental health nurses. Base Addiction Counsellors work with all the teams to provide assessment and intervention to clients needing help with substance abuse/dependence and problem gambling.

Partnerships and Collaborations: The Mental Health Clinic works closely with the physicians, nurse practitioners, and physician assistants at the Base Medical Centre. We collaborate with other agencies such as the Military Family Resource Centre (offering a group for spouses), the Operational Stress Injury Clinic at Horizon Health, and the Operational Stress Injury Social Support program (peer support). There is a military Chaplain assigned to the Mental Health Clinic, for military members who request spiritual guidance relating to mental health issues.

Clientele: We assess and treat a wide range of conditions, but the most common are depression, anxiety disorders, and alcohol abuse. Our military clients present often with comorbid conditions. We treat a significant number of clients with combat-related Post-Traumatic Stress Disorder, and this setting would be ideal for anyone having a special interest in the assessment and treatment of trauma.

Rotations: There are two major rotations: 1) General Mental Health and 2) Operational Trauma. There may be the option to do a minor rotation on the Psychosocial team, but there is no psychologist on that team. The student can choose one major rotation and one minor rotation.

Role of the student: The student will gain experience with complex diagnostic assessments, individual interventions, and co-facilitation of group-based psychoeducational interventions. In addition, the student will participate in weekly case discussion meetings, consultation with other professionals, individual supervision, and peer supervision. There may be opportunities to take part in ongoing research projects at the OTSSC. The student is expected to present at case rounds and will be given the opportunity to make a presentation about their research area to staff. Each student will have one primary supervisor and one secondary supervisor.

Resources provided: The student will have the use of an office, computer, telephone, access to computerized scoring for cognitive and personality tests, and access to the EBSCO on-line literature database. The student may have the opportunity to participate with staff in high quality training workshops from international experts. So far we have had in-house training in Cognitive Processing Therapy, Emotion-Focused Therapy for Couples, Conjoint-Based Cognitive Therapy for PTSD, Motivational Interviewing, EMDR, and Prolonged Exposure.

Practicum Duration: Preference is given to students who can make a commitment of at least six months, part time. This is to allow for the successful completion of treatment with individuals and an adequate variety of experiences. Full time placement is not currently possible due to space constraints.

Practicum Prerequisites: PWC practica in assessment, intervention, and clinical supervision completed.

Contact Person: Practicum Coordinator

Site Coordinator: See practicum coordinator

PAUL MCDONNELL/HILARY CARTWRIGHT - PRIVATE PRACTICE [Child Practicum]

Description of Placement: This is an advanced practicum placement for students who are experienced with paediatric clients and have some experience or interest in behavioral interventions with children. Students will receive monetary compensation. The practice primarily involves assessment and behaviour therapy with children under 16 years of age. The practice has a particular focus on assessment and intervention programmes for children with autism spectrum disorders. Students will learn to do both developmental and diagnostic assessments of children on the autistic spectrum. The reports that we prepare are usually quite detailed and have a major emphasis on making practical recommendations. We also see children with:

- Noncompliance/discipline issues
- Sleep problems
- Disruptive behaviours (Oppositional Defiant Disorder)
- Childhood fears/anxiety/ OCD
- Attention Deficit Hyperactivity Disorder
- Toilet training/ Enuresis and Encopresis
- Feeding issues
- Intellectual or developmental assessment needs

In addition to the assessment and therapy done in our office, students will occasionally do observations in day cares or schools and will participate in parent and school conferences. Generally students work as co-therapists with Dr. McDonnell and/or Dr. Cartwright, however, in the initial weeks of the practicum formal supervision will be provided.

Practicum Duration: Preference is given to students who can make a commitment of at least six months. Typically, we see about 6 to 8 clients per week. In the past students have averaged about 20 to 30 hours of client contact per month and over the course of a year averaged between 200 and 300 hours.

Practicum Prerequisites: Psyc 6634 (Advanced Practicum)

Site Coordinator: Hilary Cartwright, Ph.D.
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SAINT JOHN MENTAL HEALTH CENTRE [Child and Adolescent Team, Child/Adolescent Practicum]

Description of Placement: This outpatient facility provides service to children and adolescents from preschool to age 18 who are suffering from emotional and behavioural problems. Priority is given to those with more serious disturbances such as depression, anxiety, post-traumatic stress and severe behavioural problems. The primary emphasis is on treatment, although there may be some assessment related to the evaluation of anxiety, depression and Attention Deficit/Hyperactivity Disorder. The team consists of 2 licensed Psychologists, 3 clinical Social Workers, a Psychometrist, a Nurse and 2 Community Support Workers. Therapeutic approaches include play therapy, family therapy, parent counselling and individual therapy. From time to time groups are offered. Team members may work together on difficult cases and there are facilities for viewing and videotaping therapy sessions. There are a variety of theoretical perspectives used by team members including behavioural, cognitive-behavioural, family systems, and solution focused. The practicum can be tailored to some extent to the training needs of the student, although all students should expect to spend at least half of their time doing initial interviews or treatment, as the opportunities for formal assessment are not frequent. It is recommended that students attend weekly Team meetings and other in-service training that may be offered.

Practicum Duration: Full-time for 4 months or at least 2 days per week for a minimum of 4 months (250 hrs.)

Practicum Prerequisites: PWC practica in assessment, intervention, and clinical supervision completed.

Contact Person: Practicum Coordinator

Site Coordinator: See practicum coordinator

UNB STUDENT COUNSELLING CENTRE [Fredericton Campus, Adult Practicum]

Description of Placement: This facility offers short-term assessment, treatment and skills training/psycho-educational and group services to university students. Although a wide range of psychological disorders are treated, the primary referral problems include depression, anxiety disorders, relationship problems, career uncertainty, adjustment, and stress related disorders. Services are offered by three licensed psychologist and three other counsellors from a range of professional backgrounds (psychology, education), each with specialized areas of interest and expertise. A variety of psycho-diagnostic and therapeutic orientations are represented in the center including cognitive-behavioral, feminist, and humanistic-experiential approaches. Training opportunities are available in: psychological assessment including diagnosis, psychological testing and case conceptualization, individual psychotherapy, crisis intervention, group psychotherapy, and in-service education programs. Students are assigned to a primary supervisor, and opportunities exist for working with other staff. Group supervision is also offered as resources permit.

Practicum Duration: Either four months full-time or part-time at least one day per week (250 hours).

Practicum Prerequisites: PWC practica in assessment, intervention, and clinical supervision completed.

Contact Person: Practicum Coordinator.

Site Coordinator: See practicum coordinator

Application Deadlines: Fall/Winter Practicum: July 9th
Winter Practicum: October 5th
Spring/Summer Practicum: February 1st

Applications need to include a cover letter, CV, and the names of three references. Typically, an information session will be offered shortly before the application deadline. Please check with the Practicum Coordinator for this date or for more information