



TYNDALE
• SEMINARY •

Course Syllabus

May 2017 – April 2018

COUNSELLING MAJOR INTERNSHIP COUN 0701

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To access course syllabus, please go to <http://classes.tyndale.ca>

To access all course document templates, forms and resources, please go to Counselling
Internship site at: <http://www.tyndale.ca/seminary/counselling/downloads/internships>

Course emails will be sent to your @MyTyndale.ca e-mail account. For information how to
access and forward emails to your personal account, see [http://www.tyndale.ca/it/live-at-
edu](http://www.tyndale.ca/it/live-at-edu).

I. COURSE DESCRIPTION

All Counselling Major students will be assigned to an internship during their final year. The
internship will consist of a minimum of 450 hours over a minimum of two terms.

The internship provides students with an opportunity to put into practice, in a real-world
setting, what they have learned from the classroom experience. This practical experience,
along with the wisdom and expertise of the supervisor, will further enhance the growth and
development of each student, personally and professionally. Students will complete 450
hours of Counselling Internship, with a minimum of 150 hours in direct contact with clients.
Students normally complete their internship requirements within an 8 – 12 month period.

A. Prerequisites and Co-requisites

Prerequisites for all internships

COUN 0601 & COUN 0602 Pre-internship Counselling Skills Lab I and II

SPIR 0700 Spiritual Formation
LEAD 0510 Leadership Development

Clinical Track Pre- or Co-requisites

COUN 0772 & COUN 0774 Theories and Methods of Family Therapy I and II
COUN 0775 Professional Ethics

Pastoral Care Track Pre- or Co-requisites

COUN 0775 Professional Ethics or THEO M513 Christian Ethics

B. Registering for Internship Course

- You can register only after you have been accepted in an internship
- Registration cannot be done on-line. Register for COUN 0701 by using “Registration in a Non-Classroom Course” form location at <http://www.tyndale.ca/registrar/forms>
- You do not need to have me sign the non-classroom course form. Your preapproval to register in this course is forwarded to the registrar’s office, once you have informed me that you have been accepted in an internship.

II. LEARNING OUTCOMES

At the end of the internship, students are expected to demonstrate their ability to:

- Properly prepare for counselling sessions
- Express interpersonal warmth and genuineness with clients
- Appropriately assess the emotional, intrapersonal, interpersonal, physical and spiritual dimensions of the client’s presenting issues and mutually develop clear and realistic therapeutic goals for treatment
- Use systemic lens in developing hypotheses, based on theoretical knowledge, and to use these in the formulation and implementation of interventions
- Be aware of, and practice, safe and effective use of self in the therapeutic relationships. This includes (but not limited to) self-reflection and safe practices relating to personal context and biases, values, personal and professional boundaries, diversity, power differential, transference and countertransference, etc.
- Respect confidentiality
- Maintain clear and effective oral and written communication, and prepare and retain accurate clinical records
- Access appropriate support and insight from supervisor and peers
- Facilitate appropriate termination of the counselling process and make appropriate referrals
- Demonstrate knowledge, and application, of ethical standards in the counselling setting and process
- Manage time effectively and meet deadlines promptly
- Take charge of situations with confidence and make difficult and non-routine decisions appropriately and effectively
- Foster positive relationships with colleagues and superiors.

III. COURSE REQUIREMENTS

A. INTERNSHIP SITE:

Following acceptance at an internship site, the student must comply with all contracted requirements of the site including:

- Days and hours of work per week
- Location and reporting supervisor
- Organization's policy and procedures
- All operational rules and guidelines
- Completion of minimum **450 internship hours**, of which a **minimum of 150 must be direct client contact (DCC) hours**.

Planning the Length of Your Internship

- 2 Semesters – 26 weeks
 - 18 hours per week (total time) = (468 hrs)
 - 6 hours per week face-to-face = (156 hrs)
- 3 Semesters – 39 weeks
 - 12 hours per week (total time) = (468 hrs)
 - 4 hours per week face-to-face = (156 hrs)

Note 1: *Students do not usually START at 6 DCC hours per week. You will need higher weekly average to complete 150 hrs in two semesters. Also, you need to account for no-shows and snow days.*

Note 2: *To extend an internship...*

- Beyond 1 year - need approval from the Coordinator of Internship (Kern S).*
- Beyond 2 years – need approval (and possibly payment)) from Registrar's Office*

Learning Contract

Together with the supervisor, interns will formulate an individualized learning contract that identifies specific learning goals for the internship and a plan for achieving the goals. The learning contract must be submitted by the end of the first month of the internship and be approved by the Internship Director.

<http://www.tyndale.ca/seminary/counselling/downloads/internships>

B. REFLECTION SEMINARS:

As an ATS accredited school, it is required that all Tyndale's students involved in internships meet during the semester in small groups to reflect on the internship experience. Requirements for the reflection seminar are:

- You must attend at least one seminar in each semester (see schedule of dates and times at the end of the syllabus).

- You must prepare a 1-2 pages case summary each semester (see guidelines below). One copy is to be handed in to internship coordinator and the other you will use to present to the group.

C. CASE STUDIES:

Students will prepare and present two case studies (one per semester) for peer discussion in the Reflection Seminars (see guidelines below). .

The case presentation is NOT for supervision. Students are expected to consult with their on-site supervisor for feedback/direction about their growing competency as a therapist. The seminar is an opportunity to reflect together on the process of integrating faith, learning, and clinical development. Case summaries will be 1-2 pages in length and the presentation will be no more than 15 - 20 minutes which will also include some time to receive feedback from the group members.

Your case summary must include:

1. A specific question for the group members to consider relating to your experience and process of integrating your faith and clinical work
 - Key aspect about the work and/or the client which you want to highlight
 - Type of feedback you are seeking from the group
2. Basic information about the case scenario (*Very brief and to the point*).
 - Who is the client? - use a genogram* to show family of origin and present contexts
 - Presenting issue
 - How many sessions have occurred?
 - What has been accomplished in your work with the client to date?
 - The theoretical framework/assumptions that have guided your work
3. Identify the growing edge
 - What "issue" does the client brings out in you?
 - What kind of response does the client elicit from you?
 - Which spiritual issues are highlighted for both you and the client?

* Note: In the interest of confidentiality, do not include any identifying information in your genogram. All genograms will be returned to presenter or destroyed at the end of the presentation.

IV. ASSIGNMENTS AND EVALUATIONS

By the end of the internship, students will have a portfolio of documents providing evidence of their growth and learning through the internship experience. The portfolio will include:

- The site agreement describing the placement site and outlining the requirements of the internship for that site.
- The Learning Contract outlining the individualized learning and counselling plan
- Evaluation reports by the on-site supervisor providing feedback and reflection on strengths and areas for future growth.
- Two reflection case studies from the Reflection Seminars
- An Internship Record of Clinical Time outlining 450 hours of supervised clinical practice with a minimum of 150 DCC
- A detailed record of direct client contact (DCC) hours
- A final evaluation of the placement site and the supervisor written by the student

The internship course is graded on a Pass/Fail basis. To achieve a passing grade, all the requirements must be completed by their respective deadlines. In addition, the supervisor's evaluation must indicate a "Satisfactory" or higher rating.

Requirements	Submission Deadlines
Site Agreement	Within 4-weeks of start of internship or earlier
Learning Contract	Within 4-weeks of start of internship or earlier
Supervisor Evaluation (1/Semester)	Dec 18, 2017 and April 16, 2018
Internship Record of Clinical Time (Total 450 hrs. with min 150 DCC) MUST USE EXCEL SPREADSHEET PROVIDED	Dec 18, 2017 and April 16, 2018
Direct Client Contact Record	April 16, 2018
Site and supervisor evaluation	April 16, 2018
Attend two reflection seminars	(See Reflection Seminar Schedule)
Case presentation/paper	(See Reflection Seminar Schedule)

All document templates and forms can be accessed from the counselling internship website:

<http://www.tyndale.ca/seminary/counselling/downloads/internships>

V. GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

1. **The 1-2 page case summary** should demonstrate the student's ability to gather, document, and process a sample of his/her direct client contact experience in the internship setting. The ability to reflect upon the facts and processes of one's work with a client is central to a therapist's growth. It is also critical that interns demonstrate their ability to produce proper written presentation of their client's case.

2. **Title page and documentation:** The title page should include the name of the course, name of the instructor, title of the paper/assignment, student's name, and the due date. Students are expected to honestly reflect use of materials other than their own. Tyndale does not tolerate plagiarism in any form. Any sources used in the paper should be properly documented using the format provided by the Publication Manual of the American Psychological Association.
3. **Papers** must be typed, single spaced, and written using inclusive language. Students are required to retain a copy of all assignments in hard copy or electronic form. Graduate level spelling, grammar and style are expected.
4. **Academic Integrity**

Integrity in academic work is required of all our students. Academic dishonesty is a breach of this integrity, and includes such practices as cheating (the use of unauthorized material on tests and examinations), submitting the same work for different classes without permission of the instructors; using false information (including false references to secondary sources) in an assignment; improper or unacknowledged collaboration with other students, and plagiarism. Tyndale University College & Seminary takes seriously its responsibility to uphold academic integrity, and to penalize academic dishonesty.

Students should consult the current Academic Calendar for academic policies on Academic Honesty, Gender Inclusive Language in Written Assignments, Late Papers and Extensions, Return of Assignments, and Grading System. The Academic Calendar is posted at www.tyndale.ca/registrar/calendar.

VI. STUDENT COURSE EVALUATION

Tyndale Seminary values quality in the courses it offers its students. End-of-course evaluations provide valuable student feedback and are one of the ways that Tyndale works towards maintaining and improving the quality of courses and the student's learning experience. Student involvement in this process is critical to enhance the general quality of teaching and learning.

Before the end of the course, students will receive a MyTyndale email with a link to the online course evaluation. The evaluation period is 2 weeks; after the evaluation period has ended, it cannot be reopened.

Course Evaluation results will not be disclosed to the instructor before final grades in the course have been submitted and processed. Student names will be kept confidential and the instructor will only see the aggregated results of the class.

VII. REFLECTION SEMINAR SCHEDULE

Fall 2017

Session 1: Wednesday Oct 11, 2017 | 3:00pm - 5:00pm (Rm: E221)
Session 2: Monday Oct 16, 2017 | 1:30pm – 4:00pm (Rm: CH306)
Session 3: Wednesday Nov 1, 2017 | 3:00pm - 5:00pm (Rm: E221)
Session 4: Monday Nov 6, 2017 | 9:00am – 11:30am (Rm: E221)

Winter 2018

Session 1: Wednesday Feb 7, 2018 | 8:30am- 10:30am (Rm: To be determined)
Session 2: Monday Feb 12, 2018 | 9:00am – 11:30am (Rm: To be determined)
Session 3: Wednesday Feb 14, 2018 | 8:30am- 10:30am (Rm: To be determined)
Session 4: Monday Mar 5, 2018 | 1:30pm – 4:00pm (Rm: To be determined)