



TYNDALE

• SEMINARY •

Course Syllabus

COUNSELLING MAJOR INTERNSHIP COUN 0701

SEPTEMBER 2019 – APRIL 2020

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Office Hours: Available for consultation **by appointment only** on

Tuesdays 10am – 3pm

Wednesdays 9am – 10am & 4:00pm – 5:00pm

Thursdays 1pm – 3pm

Access course material at <http://classes.tyndale.ca/>

Course emails will be sent to your @MyTyndale.ca e-mail account only.

[Learn how to access and forward emails to your personal account.](#)

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

The mission of Tyndale Seminary is to provide Christ-centred graduate theological education for leaders in the church and society whose lives are marked by intellectual maturity, spiritual vigour and moral integrity, and whose witness will faithfully engage culture with the Gospel.

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.

Tyndale's M.Div. Counselling major program is an approved education/training program for the College of Registered Psychotherapist of Ontario (CRPO). Consequently, students must receive a **minimum of 30 hours of clinical supervision during their internship** from an appropriately trained clinical supervisor. The supervisor must meet the criteria of a "Clinical Supervisor" as described by the CRPO. At the end of the internship, CRPO requires supervisors to complete and forward to them a [Clinical Supervisor Attestation form](#) to ensure the student's hours are approved by the College.

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

- None-CASC (CPE/PCE) Internship
 - 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 located 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.

- CASC (CPE/PCE) Internship
 - Upon completion of the unit, the student provides the following to Tyndale's internship program coordinator:
 - a. Learning contract
 - b. Log of internship hours
 - c. Copy of final CASC supervisor's evaluation report
 - d. Certificate of CASC Unit completion

(The Registrar's Office will be notified by Tyndale's internship program coordinator that the student has completed the unit [via e-mail])

- The student pays Tyndale a posting fee (please see Registrar's Office for details) to have the CASC unit posted as a substitute for COUN 0701.

Note: Students taking the CASC unit for counselling internship are required to participate in the regular scheduled internship reflection groups in fall and winter semesters. Separate arrangement may be made for students who complete their unit over the summer months.

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 in which you start your internship.

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-page reflection summary each semester (see guidelines below). One copy is to be submitted to the appropriate Moodle course assignment folder of internship course web page and the other you will use to present to the group.

C. REFLECTION SEMINAR PRESENTATION:

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/spirituality, learning, and clinical development.** Case summaries will be 1-2 pages in length and the presentation will be no more than 15 minutes (depending on the time limitation of a given group) per person, which will also include some time to receive feedback from the group members.

Your case summary is to focus on a specific question for the group members to consider relating to your experience and process of integrating yours and client's (as is possible) faith/spirituality in your clinical work.

As a backdrop to your reflection question, please briefly identify:

1. Your personal conceptualization of what it means to integrate faith/spirituality/religion into psychotherapy
2. What practical steps you have taken in the therapeutic process to intentionally include (implicitly or explicitly) this integrative concept into your clinical assessment, conceptualization and interventions in relation to the client's presenting issue. Also, note any ethical consideration or issues
3. What challenges and/or successes have you had in doing systemic psychotherapy from this integrative stance
4. The specific question you would like to explore with the group

D. EQUITY OF ACCESS

Students with permanent or temporary disabilities who need academic accommodations must [contact](#) the [Accessibility Services](#) at the [Centre for Academic Excellence](#) to [register](#) and discuss their specific needs. *New students* must self-identify and register with the Accessibility Office at the beginning of the semester or as early as possible to access appropriate services. *Current students* must renew their plans as early as possible to have active accommodations in place.

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
- Site supervisor completed CRPO Clinical Supervision Attestation form
- A final evaluation of the placement site and the supervisor written by the student
- A capstone paper

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.

You must submit all assignments to the appropriate folder in your course Moodle “Assignment Submission” webpage unless otherwise specified. Please name electronic files for submission in the form “LastName, First initial–Abbreviated assignment title– Date [yyyymmdd]” (e.g., Stanberry,K-Site Agreement-20190915)

	Requirements	Submission Deadlines
1	Site Agreement	Within 4-weeks of start of internship or earlier
2	Learning Contract	Within 4-weeks of start of internship or earlier
3	Supervisor Evaluation (one per Semester)	December 18, 2019 and April 15, 2020
4	Internship Record of Clinical Time (Total 450 hrs. with min 150 DCC) MUST USE EXCEL SPREADSHEET PROVIDED	April 15, 2020
5	Direct Client Contact (DCC) Record	April 15, 2020
6	Site and supervisor evaluation	April 15, 2020
7	Reflection Seminar Presentation (one per semester)	(Due as per Reflection Seminar Schedule)
8	Integration Capstone Paper	April 15, 2020 (Details will be provided separately)

All assignment document templates and forms can be accessed from the [counseling internship website](#).

V. GENERAL GUIDELINES FOR THE SUBMISSION OF WRITTEN WORK

1. **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.
2. **Papers** must be typed, double 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.

3. **Academic Integrity**

Integrity in academic work is required of all our students. Academic dishonesty is any 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 are encouraged to consult [writing resources](#).

Students should also 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.

VI. REFLECTION SEMINAR SCHEDULE

(Note: a revised copy of the syllabus with room number assignment will be posted by end of September 2019)

Fall 2019

Session 1: Wednesday Oct 9, 2019	3:00pm - 5:00pm	(Rm: TBD)
Session 2: Tuesday Oct 15, 2019	1:30pm – 4:00pm	(Rm: TBD)
Session 3: Wednesday Oct 30, 2019	3:00pm - 5:00pm	(Rm: TBD)
Session 4: Tuesday Nov 5, 2019	9:00am – 11:30am	(Rm: TBD)

Winter 2020

Session 1: (Date, time & room are to be determined and communicated)

Session 2: (Date, time & room are to be determined and communicated)

Session 3: (Date, time & room are to be determined and communicated)

Session 4: (Date, time & room are to be determined and communicated)