Instructor: Marcia Rich, PhD  
Assistant Professor  
Office: M 3039  
Phone: 403 332-4059  
Fax 403 329 2668  
E-mail: marcia.rich@uleth.ca  
Office Hours: Friday, 1:00-3:00 p.m.

Calendar Statement: 

Students participate, at an advanced level, in the practice of addictions counselling in a fieldwork setting. Seminars facilitate the integration of theory, practice, and research.

Class Schedule:

**Pre-internship Seminar**  
Date: September 1 & 2, 2010  
Time: 9 a.m. – 4p.m.  
Location: AH 175  

**Supervised Internship at Fieldwork Site**  
September 7th to approximately December 3rd, 2010  
Approximately 13 weeks at 32 hr/wk of internship hours ~ 416 hours

**Weekly On-line Seminar and Course Assignments**  
Approximately 3 hours per week. See description below for details.

**Credit Value:** 15.0 credit hours

**Course Prerequisites:**

Successful completion of the first three years of the Addictions Counselling Program and the junior internship.

**Course Description:**

Students will extend and build upon field placement experience in this intermediate internship training experience in professional addictions counselling practice. Where possible, students will be placed in settings where they will experience addictions practice in a combination of primary, secondary, and tertiary levels. Students are expected to carry an active counselling caseload at their fieldwork site. The internship is offered as a full time activity (35 hours per week) for the fall semester, of which 32 hours per week will be spent in a specific fieldwork setting. Students will
be evaluated in the fieldwork setting by a designated field supervisor. Students will participate in a two day pre-internship seminar as well as a weekly on-line seminar, and will complete required course assignments. The course instructor will also liaise regularly with the fieldwork supervisor. Students are encouraged to consult the HLSC 4050 Policies and Procedures Manual for specific policies and procedures of the internship.

**Course Objectives:**

During the senior internship, the site supervisors and faculty liaison expect students to continue to develop competency in the following established practice skills:

- Communicate effectively with others
- Apply direct intervention as appropriate
- Work on behalf of others (e.g. as an advocate)
- Work with others (individuals, groups, families)
- Understand and apply research-based practices
- Understand and apply a range of theoretical perspectives as appropriate
- Demonstrate skills essential and necessary to sustain life-long learning

**Approach to Learning:**

The course includes three key components: i) pre-internship integrative seminar, ii) supervised internship practice experience at a fieldwork site, and iii) a weekly on-line seminar discussion and required course assignments.

**i) Pre-internship Seminar:**

The pre-internship integrative seminar is held for two full days prior to the commencement of the internship. The focus of the seminar will be on integrating issues in professional counselling practice with counsellor self-awareness and development. Topics typically included are: clinical case conferencing, ethical and legal guidelines, issues in supervision, managing boundaries and monitoring interactions with clients, using and providing consultation, and recognizing and managing critical problems. Topics may vary to accommodate student needs and interests.

**ii) Supervised Internship at Fieldwork Site:**

The heart of this course centers on professional training experience, which is comprised of supervised practice in a fieldwork placement. Students generally work 32 hours per week at the site up to a total of 416 hours. Generally students work Monday to Thursday but need to be flexible to fit the needs of the agency and so some students may be required to work evening, weekends, or Friday hours to be appropriately involved in the agency and the provision of services.

It is expected that the students will manage an appropriate counselling caseload during this experience (e.g. individual, group, and/or family counselling,) and be given other responsibilities for client/program services (e.g. health promotion/prevention initiatives, referral services, etc.) with increasing independence. Students will also participate in regular supervision with the site supervisor and complete a weekly time sheet.
Each student will be supervised by the site supervisor and formally evaluated at mid-term and at the end of the internship according to the evaluation sheets provided in the appendix of the HLSC 4050 Policies & Procedures Manual. The faculty liaison will maintain regular contact with the student and site supervisor, identify students at risk of failure, and intervene if necessary.

Successful completion of the internship will be graded on a pass/fail or incomplete basis. To pass the course students will be expected to have at least an overall 3.0 average of applicable competencies in the checklist evaluation of key competencies provided in the Policies & Procedures Manual. Students are expected to be proactive in promoting a positive learning experience by immediately alerting the site supervisor and faculty liaison of emerging concerns or issues.

**iii) Weekly On-line Seminar and Required Course Assignments**

Students are expected to complete the following course assignments, which are focused on enhancing professional development.

*Note: students are assigned a PASS, FAIL or INCOMPLETE grade for this course. A minimum cumulative average of 75% is required from graded assignments to receive a passing grade.*

**Weekly On-line Seminar and Assignments: Weighting and Due Dates**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Weighting</th>
<th>Due Date</th>
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</thead>
<tbody>
<tr>
<td>1. Pre and Post-internship Personal Growth Assessment</td>
<td>10%</td>
<td>Pre-assessment Sept. 2</td>
</tr>
<tr>
<td></td>
<td>10%</td>
<td>Post-assessment Dec. 15</td>
</tr>
<tr>
<td>2. Learning Contract</td>
<td>20%</td>
<td>Sept. 24</td>
</tr>
<tr>
<td>3. Bi-weekly On-line Reflective Practice Log</td>
<td>20%</td>
<td>Sept. 17; Oct. 1, 15, 29; Nov. 12, 26</td>
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<tr>
<td>4. Weekly On-line Seminar Discussion: Presentation &amp; Responses</td>
<td>10% (presentation)</td>
<td>As assigned</td>
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<td></td>
<td>10% (responses)</td>
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<tr>
<td>5. Case Analysis</td>
<td>20%</td>
<td>Dec. 3</td>
</tr>
<tr>
<td>6. Mid and Final Student Internship Evaluations (refer to HLSC 4050 P &amp; P Manual pg. 21-28)</td>
<td>will not be graded, but must be completed to a satisfactory level in order to receive a passing grade (i.e. an overall 3.0 average of applicable competencies in the checklist)</td>
<td>Due in approx. week 6 &amp; week 13</td>
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<tr>
<td>7. Documentation of Hours</td>
<td>will not be graded, but must be completed to a satisfactory level in order to receive a passing grade</td>
<td>Due in week 13</td>
</tr>
<tr>
<td>8. Student Learners Internship Evaluation</td>
<td>will not be graded, but must be completed to a satisfactory level in order to receive a passing grade</td>
<td>Due in week 13</td>
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Description of Weekly On-line Seminar and Assignments

1) Pre and Post-internship Personal Growth Assessment (Due: Sept. 2 & Dec. 15)

Students will assess themselves in various aspects of clinical practice and awareness of personal growth issues. Forms for this assignment are handed out in the pre-internship seminar. Students will submit an assessment both at the start and at the completion of the internship. The pre-internship assessment will be completed at the seminar and the post-internship assessment is to be emailed to the faculty liaison at marcia.rich@uleth.ca.

2) Learning Contract (Due: Sept. 24)

The learning contract will help the student organize their learning needs for the internship site. This contract will be designed to help the learner, supervisor and faculty liaison to be clear about what the student wants to achieve from the internship and how the student will get there. Please consult the learning contract template attached to provide you with some guidance.

Considerable care and attention is required in developing your learning contract. You will likely have several in-depth discussions with your fieldwork supervisor and possibly other professionals at the fieldwork site. You may also want to review available literature and other resources at the site when developing your learning contact. Successful completion of this assignment may take between 10 and 15 hours.

The final submission of the learning contract (with the understanding that this contract invites ongoing modification) is due two weeks after the start of the internship on Friday Sept. 24, 2010 and is to be signed by the student and the fieldwork supervisor. Students can submit their learning contract to the Health Sciences main office, fax it to their faculty liaison at 403-329-2668, or email it as an attachment to marcia.rich@uleth.ca.

3) Bi-weekly On-Line Reflective Practice Log (Due: Sept. 17; Oct. 1, 15, 29; Nov. 12, 26)

As some students are placed outside of the Lethbridge area, regular contact with the faculty liaison can be difficult. By emailing a reflective practice log to the faculty liaison, at marcia.rich@uleth.ca, at the end of every second week ensures that communication is kept ongoing between the student and the faculty liaison. All log entries will be kept confidential between the student and the faculty liaison. The purpose of the log is for students to reflect on the professional practices they are engaged in themselves and on the practices observed at their sites. Reflections can focus on progress related to successes and challenges, significant critical incidents, issues of professional competence and practice, ethical dilemmas, integrating theory and practice, issues with colleagues, supervision issues and processes, experiences with conducting individual and group counselling, and explorations of personal issues as these pertain to your development as a counsellor. Reflections involving clients will not disclose name or identifying information. Each log entry will not exceed two single spaced typewritten pages.
4) Weekly On-line Seminar Discussion (Begins Sept. 17th and occurs weekly)

Students are responsible to lead and participate in a weekly on-line seminar that covers a range of topics related to counselling issues, professional practice, and emerging trends. Students will pair up and each pair will lead an on-line seminar for one week of the internship on a professional issues topic. Weekly leaders will be expected to post a relevant summary of their topic along with questions for discussion and then monitor the discussion for that week. Topics may include, but not be limited to, professional development, supervisory, clinical practice and related issues, ethical dilemmas, etc. A written summary of the topic will be posted by email on the due date and include references from appropriate literature, and alternative perspectives. The faculty liaison will be available for consultation.

All students are also expected to actively participate in the on-line seminar presentations of the other students and must respond to a minimum of 10 of the topic discussions. In these discussions students will also discuss personal and professional growth as it relates to the topic. Throughout the course, students will be expected to be reflective and self-aware and take increased responsibility for leading discussions and modeling professional practice.

5) Case Analysis (Due: Dec. 3)

This 10 page, double-spaced, typewritten assignment requires the student to select a counselling client with whom the student has been directly involved. The sections to be included in the paper are: i) Client Demographics and Presenting Problem, ii) Client History (family, school, career, relationship, medical, mental health, current living situation, addictions) iii) Initial Assessment and Diagnosis (as appropriate) iv) Initial Goals of Counselling v) Summary of Sessions, including Counselling Theory and Interventions used, vi) Client Progress and Counselling Outcomes, and vii) Reflections on significant Personal and Professional Learning gained, as a counsellor, through this counselling experience.

All client information, disclosed in this assignment, will be presented in manner that does not reveal the identity of the client and a pseudonym will be used for the client’s name. The purpose of the assignment is for the student to illustrate his/her counselling theory in the lived experience between counsellor and client. APA format must be used for organizing the paper, with appropriate levels of headings and references cited, when used.

6) Mid-Term and Final Student Evaluations (Due in approx. week 6 & week 13)

Please refer to the HLSC 4050 Policies and Procedures Manual (pages 21-28) for the evaluation forms.

7) Documentation of Hours (Due in week 13)

Students will record a weekly total of hours worked at the fieldwork site on the form attached to this syllabus. The site supervisor must sign the form each week to verify the hours worked. The completed form is to be faxed to the faculty liaison at the end of the internship at 403-329-2668.
8) Student Learners Internship Evaluation (Due in week 13)

Please refer to the HLSC 4050 Policies and Procedures Manual, pp 31-34, for the evaluation form. The completed form is to be faxed to 403-329-2668 or emailed to marcia.rich@uleth.ca.

Required Reading:

There is no required text for this course.

Dates of Attendance:

Students must attend the pre-internship seminar, the on-line seminar discussions, and complete 416 hours at the fieldwork site to successfully complete this course.

Standards of Professional Conduct:

The ethical standards expected of students and faculty are those found in the Standards of Practice and Code of Ethics of the Canadian Counselling and Psychotherapy Association (CCPA) (2007). A student may be required to leave a clinical setting at any time if, in the opinion of the faculty liaison, the student’s practice threatens client safety or is disruptive to client care. Please consult the University of Lethbridge Calendar 2010-2011 for further details.

Plagiarism Statement:

The University of Lethbridge subscribes to Turnitin.com, a plagiarism detection service. Please be advised that student work submitted for credit in this course may be submitted to this system to verify its originality. Students must be able to submit both electronic and hard copy versions of their work upon request.

Accommodations for Students with a Disability:

Reasonable accommodations are available for students who have a documented disability. If you have been diagnosed with a disability, there is no need to face the challenge of University without support. Please contact the Counselling Services/Students with Disabilities Resource Centre at 403-329-2766 http://www.uleth.ca/ross/counselling/index.html to set up an appointment. After registering with the Disabilities Resource Centre, your instructor will be notified by a formal letter of any accommodations you require. In addition, students are responsible for requesting accommodations from the instructor at least *two weeks* in advance of the evaluation date. The instructor and student are jointly responsible for arranging the resources needed for the evaluation process.
Pre/Post-Internship Assessment Marking Sheet

Due Dates: September 2 & December 15, 2010

<table>
<thead>
<tr>
<th>Strengths</th>
<th>/3</th>
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<tbody>
<tr>
<td>Weaknesses</td>
<td>/3</td>
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<tr>
<td>Goals</td>
<td>/4</td>
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<td>Total</td>
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Comments:

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Addictions Counselling Program
HlSc 4050 - Internship in Addictions Counselling II
Fall 2010

HlSc 4050 Learning Contract

Learner’s Name: ___________________________________
Field Supervisor’s Name and credentials: _______________________________
Placement (full name, full address, email & phone/fax): ___________________________
UL Field Liaison’s Name: ___________________________________

Learning Objective

State Major Objective. (You are expected to identify at least three major objectives)

NOTE: Words & phrases used in writing objectives are ones that describe specific actions and activities such as ‘To participate in’ or ‘To demonstrate’ or ‘To discuss’

(Provide specific, detailed characteristics of this objective ~ list at least 3 characteristics for each objective)

Activity

In order to achieve the objective I will:

a) (Describe a specific activity; describe a time frame ~ list at least one activity for each characteristic listed above).

Monitoring/Evaluation Criteria

a) (Describe how the ‘counting’ or evaluation of completed tasks will occur and by whom; describe a time frame ~ list at least one monitoring criteria for each characteristic listed above).

Learner’s Name: ___________________________________
Learner’s Signature and date: ___________________________________
Field Supervisor’s Name: ___________________________________
Field Supervisor’s Signature and Date: _______________________________
UL Field Liaison Name: ___________________________________
UL Field Liaison Signature and date: _______________________________
Examples of Key Aspects of a Learning Contract

**Major Learning Objectives**

(Learning Objective #1) To discuss and develop my counselling skills in individual, couple & family counselling

**Characteristics:**

1) To gain a fuller understanding of clinical engagement strategies with clients in each of these domains, especially as practiced at my practicum agency

2) To demonstrate, apply, articulate and present basic theoretical and practice skills in each of these domains as identified at my practicum agency

3) To demonstrate a deeper understanding of cultural issues faced by clients who attend this agency and to appreciate the impact these cultural underpinnings will have on the development and delivery of clinical treatment.

**Activities for Learning**

(Learning Objective #1)

1) To observe and discuss engagement strategies with at least three agency practitioners within the first four weeks of my placement. I will come well prepared for each of these meetings by familiarizing myself with current literature on engagement; having read relevant material within the first four weeks of my placement. I will review all agency documents and teaching aids that will bring clarity to the issue of engagement within the first four weeks of my placement. I will discuss all of my findings with my field supervisor within the first four weeks of my placement and with my faculty liaison person in the September 26 log.

2) Within the first four weeks I will become familiar with theoretical and practice approaches at my practicum agency by reading as much material as is available on this topic. I will also schedule meetings with at least three agency practitioners and discuss treatment approaches with them in a scholarly and professional manner. If available I will review four clinical videotaped sessions of clinical cases from my practicum agency within the first four weeks of my placement. I will discuss all of my findings with my field supervisor within the first three weeks of my placement and with my faculty liaison person in the September 26 log.

3) I will read as much as is available about the cultural identity of clients attending this agency as well as within this general geographical area. This may include approaching agencies or institution beyond my practicum agency for information. I will seek out people who are knowledgeable about cultural issues relevant to this group, which will include meetings with people from AA, SA and NA. It will also include meeting with people knowledgeable about issues faced by ‘homeless people’ and new Canadians. I will discuss all of my findings with my field supervisor within the first four weeks of my placement and with my faculty liaison person in the September 26 log.
Monitoring/Evaluation Criteria

(Learning Objective #1)

1) I will review these characteristics and activities with my supervisor within the first four weeks of my placement. S/he will assist in connecting me with agency practitioners who will speak with me about engagement strategies and theories. S/he will discuss with me at our weekly supervision time my findings, observations and questions. S/he will also determine, based on the outline stated above, how successful I am at meeting my goal and will, if necessary, identify strategies that I will undertake to enhance this skill.

2) I will present my findings to my supervisor or treatment team for a critique within the first four weeks of my placement. Based on the criteria provided above, we will discuss in detail my findings and we will identify any gaps in my understanding of these concepts. We will then revise my learning contract to reflect these new goals for learning.

3) To formally meet with my supervisor weekly to discuss my understanding of issues related to cultural competence with clients at my placement agency. I will discuss my emerging ideas, attitudes and practice approaches based on my understanding of cultural competency.

4) I will advise my UL facility liaisons of all of these experiences and findings in my online log.
<table>
<thead>
<tr>
<th>Major Learning Objectives and Characteristics</th>
<th>/7</th>
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</thead>
<tbody>
<tr>
<td>Activities for Realization of Objective with Time Frames</td>
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<tr>
<td>Monitoring/Evaluation Criteria</td>
<td>/6</td>
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<td>Total</td>
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Comments:
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Reflective Practice Log: Reflections can focus on progress related to successes and challenges, significant critical incidents, issues of professional competence and practice, ethical dilemmas, integrating theory and practice, issues with colleagues, supervision issues and processes, experiences with conducting individual and group counselling, and explorations of personal issues as these pertain to your development as a counsellor.

<table>
<thead>
<tr>
<th>Week</th>
<th>Reflections</th>
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<tbody>
<tr>
<td>Week 2 – Sept. 17</td>
<td>/2</td>
</tr>
<tr>
<td>Week 4 – Oct. 1</td>
<td>/3</td>
</tr>
<tr>
<td>Week 6 – Oct. 15</td>
<td>/3</td>
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<td>Week 8 – Oct. 29</td>
<td>/4</td>
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<tr>
<td>Week 10 – Nov. 12</td>
<td>/4</td>
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<td>Week 12 – Nov. 26</td>
<td>/4</td>
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<tr>
<td>Total</td>
<td>/20</td>
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Comments: Will be given directly by email by your faculty liaison.
### Weekly On-line Seminar Discussion Marking Sheet

<table>
<thead>
<tr>
<th>Summary of professional of issues, including references from appropriate literature, and alternative perspectives</th>
<th>/5</th>
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</thead>
<tbody>
<tr>
<td>Discussion questions and monitoring of discussion</td>
<td>/5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>/10</td>
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</table>

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<thead>
<tr>
<th>Active participation in other on-line professional issues presentations (must participate in 10)</th>
<th>/10</th>
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Comments:

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**UNIVERSITY OF LETHBRIDGE**  
**FACULTY OF HEALTH SCIENCES**  
Addictions Counselling Program  
**HLSC 4050 - Internship in Addictions Counselling II**  
**Fall 2010**  

**Case Analysis Marking Sheet**  
**Due Date: December 3, 2010**

<table>
<thead>
<tr>
<th>Item</th>
<th>Score</th>
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</thead>
<tbody>
<tr>
<td>Client Demographics and Presenting Problem</td>
<td>/2</td>
</tr>
<tr>
<td>Client History (family, school, career, relationship, medical, mental health, current living situation, addictions)</td>
<td>/3</td>
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<tr>
<td>Initial Assessment and Diagnosis (as appropriate)</td>
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<tr>
<td>Initial Goals of Counselling</td>
<td>/3</td>
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<tr>
<td>Summary of Sessions, including Counselling Theory and Interventions used</td>
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<tr>
<td>Client Progress and Counselling Outcomes</td>
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<tr>
<td>Reflections on Significant Personal and Professional Learning, as a Counsellor</td>
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<td><strong>Total</strong></td>
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**Comments:**

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UNIVERSITY OF LETHBRIDGE
FACULTY OF HEALTH SCIENCES
Addictions Counselling Program
HLSC 4050 - Internship in Addictions Counselling II
Fall 2010
Documentation of Hours

(This must be signed by your supervisor and faxed to 403-329-2668 in week 13)

Student: ______________________________________________________________

Internship Site: _______________________________________________________

Supervisor: __________________________________________________________

(Please note: The student generally works 32 hours per week for 13 weeks up to a total of 416 hours)

<table>
<thead>
<tr>
<th>Week</th>
<th># of Hours Worked</th>
<th>Supervisor's Signature</th>
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<tbody>
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Total Hours Worked: ___________________________