




**Master of Education in Counselling
 Practicum Task and Assignment Checklist**

Task Completed 	Task	Responsibility	Timeline
	Declaration of Ethical Commitment	Practicum intern reads, signs, and submits via e-mail	Prior to commencement of practicum
	Practicum Placement Record	Practicum intern completes, submits via email to Clinical Coordinator	Prior to practicum start date
	Criminal Record Check, Vulnerable Sector Search, and Child Abuse Register Search	Practicum intern submits reports to Clinical Coordinator, School of Education	Prior to commencement of practicum
	Acadia Release of Information Permission form	Practicum intern submits form to Clinical Coordinator, School of Education	Prior to commencement of practicum
	Practicum Agreement	Practicum intern and site supervisor prepare collaboratively; copy sent to instructor via e-mail	By end of first week of practicum
	Tele-Counselling Checklist	Practicum intern and site supervisor prepare collaboratively, when needed; copy sent to instructor via email	By end of first week of practicum
	Consent to Audio or Video Record	Practicum intern obtains signed consent from each client, where possible, to record sessions	As soon as possible in counselling relationship
	Daily Practicum Activity Log	Practicum intern maintains	Reviewed regularly during site supervision
	Weekly Practicum Activity Log	Practicum intern maintains and submits to EDUC 5066 instructor via e-mail	Reviewed during site supervision; signed by site supervisor; sent weekly to instructor
	Minimum 1 hour weekly of planned, formal site supervision	Scheduled by site supervisor and practicum intern	Held at least once weekly

	Site meeting with EDUC 5066 instructor	Scheduled among practicum intern, site supervisor, instructor	By mid-practicum
	Three examples of de-identified session notes	Practicum intern submits to EDUC 5066 instructor via e-mail	Note #1 submitted by <i>date</i> Note #2 submitted by <i>date</i> Note #3 submitted by <i>date</i>
	Minimum of three session recordings	Practicum intern presents two during seminar class/group supervision, submits other to instructor	Commence sharing as early as possible in seminar class/group supervision
	Two case presentations	Practicum intern presents	As scheduled during seminar class/group supervision
	Critical Incident Reflection and Analysis (CIRA)	Practicum intern submits to EDUC 5066 instructor via e-mail	Step 1 submitted by <i>date</i> Step 2 submitted by <i>date</i> Step 3 submitted by <i>date</i>
	Mid-practicum self-evaluation	Practicum intern submits to EDUC 5066 instructor via e-mail	By end of second month
	Mid-practicum site supervisor evaluation	Site supervisor e-mails to EDUC 5066 instructor	By end of second month
	Ethical Dilemma Reflection and Analysis	Practicum intern submits to EDUC 5066 instructor via e-mail	At end of practicum
	Oral Final Evaluation	EDUC 5066 instructor schedules oral final evaluation with site supervisor, student and additional core counselling faculty	During the first week following the end of practicum
	End-of-practicum assessment of supervisory relationship and process	Practicum intern submits to EDUC 5066 instructor via e-mail	At end of practicum
	Practicum Placement Record	Practicum intern submits to EDUC 5066 instructor via e-mail	At end of practicum

