



Faculty of Education  
Educational Counselling

## **INTERNSHIP COMPENDIUM**

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### *Counselling Internship: Basic Requirements*

This compendium is a guide that will assist you in finding an internship placement. The placements listed in this compendium are **not** pre-approved. You may negotiate an internship placement with an agency that is not in this document. Please note, ALL internship placements must be approved by your Faculty Advisor well in advance of the start of the internship. In order for your Faculty Advisor to approve your internship you must have, in writing, the following information:

- An agreement with the site that you will be able to complete your minimum requirements during the given semester.
  - A minimum of 200 total internship hours are required per semester. Within these 200 hours, 60 must be direct client contact hours.
  - Your site supervisor must hold a minimum of a Master’s degree in counselling or related mental health discipline.
  - You must be assured of at least one full hour of supervision on-site per week.

Please note that internship is a two-part arrangement. You must complete approximately 15 hours per week at your internship site. In addition, there is a three hour internship seminar that you must attend every week.

Some conditions that you must consider:

- All internship hours must be completed on-site
- The client contact hours specified must be face-to-face. We will not accept telephone contacts as part of your minimum 60 client contact hours (i.e., at least 60 must be face-to face, you may count telephone counselling only if there are 60 face-to-face contacts).
- Your internship placement must allow you to have ongoing counselling with clients. We will not accept placements that only have single session arrangements with clients.
- You may start at an internship site prior to the first class in the semester (some sites request this for training and orientation), but please note that these are not officially internship hours--the University’s insurance kicks in after the first class and no hours prior to the first class can be logged as internship hours.

For information regarding internships, and to have your placement approved, please contact your Faculty Advisor:

Dr. David Smith (613) 562-5800 x 4344 David.Smith@uottawa.ca	Dr. David Paré (613) 562-5800 x 4039 dpare@uottawa.ca	Dr. Nick Gazzola (613) 562-5800 x 4030 gazzola@uottawa.ca	Dr. Cristelle Audet (613) 562-5800 x 4060 Cristelle.Audet@uottawa.ca
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If you have not been assigned a Faculty Advisor, please consult the Educational Counselling Program Co-ordinator, David Pare.

## *Information for Interns and Supervisors*

### **I. Brief Program Description**

Students admitted to the M.Ed. (Educational Counselling) program typically come from a broad range of backgrounds—the most common being an undergraduate degree in Education or Psychology. They must have at least a “B” standing in their previous education, provide a letter describing their reasons for pursuing graduate education in counselling, and have two letters from former employees or educators documenting their personal and professional suitability for admission to the counselling program. Once enrolled, students may complete the academic requirements either full- or part-time. The course requirements are 36 credits (27 compulsory and 9 electives):

#### 9 Compulsory Courses:

- EDU 5190 – Introduction to Research in Education (taken during the first or second semester of enrolment).
- EDU 5199 – Synthesis Seminar (a major paper written during the final semester).
- EDU 5271 – Counselling Theories and Practice I
- EDU 5270 – Ethical and Legal Dimensions of Counselling
- EDU 5471 – Micro-counselling
- EDU 5473 – Theories of Career Development
- EDU 6473 – Internship in Counselling I
- EDU 6474 – Internship in Counselling II
- One additional counselling course within the concentration

#### Electives - 3 among the following:

- EDU 5274 – Tests and Measurement in Educational Counselling
- EDU 5371 – Selected Topics in Educational Counselling
- EDU 5372 – Models of Consultation and Case Management in Educational Counselling
- EDU 5373 – Education of Marginalized Youth
- EDU 6271 – Counselling Theories and Practice II
- EDU 6472 – Seminar and Practicum in Group Counselling

NOTE: Under new program requirements, students must complete EDU 5271 and 5471 prior to enrolling in their first internship, and the internship courses must be completed in numerical order.

### **II. Internship Description and Requirements**

#### *Internship Description and Minimum Requirements*

Each 3-credit counselling internship course is comprised of two components: The internship placement and the internship seminar. The two components must be

completed concurrently and attendance at the weekly seminar is mandatory. At the internship site students will receive supervision and training that is specific to that placement. It will be largely up to the intern and the on-site supervisor to determine how this will unfold on a day-to-day basis. At the internship seminar students will participate in discussions about cases, professional issues, and counselling events. These discussions are intended to provide the student with a “rounded experience.” Its primary purpose is to expose students to a variety of problems, issues, and perspectives. Internship courses are designed to facilitate the transition from being a student in counselling to an autonomous, ethical, and professional counsellor.

Students in the M.Ed. in Educational Counselling participate in practica at a range of workplaces in the Ottawa area. Please note that all placements must be approved by a Faculty member of the Educational Counselling concentration, and that no internship arrangements are official until this has been done.

Students are expected to log a *minimum* of 200 hours for each of the two internship courses. 60 hours of this total must be spent working directly with clients. After completing the two internship courses, EDU 6373 and EDU 6474, the student will have the minimum internship requirements required by the Canadian Counselling Association for becoming a *Canadian Certified Counsellor*. That is, 400 total internship hours and 120 direct client-contact hours. The *Counselling Log* includes a more detailed list of possible internship activities. Some supervisors prefer that interns spend two consecutive semesters at their site, while others accept interns for one semester at a time. Interns interested in two-term placements should negotiate this with prospective site supervisors.

Counselling Interns are expected to make initial contact with approved field supervisors at least 6-8 weeks prior to commencing the internship. Interns should contact supervisors to introduce themselves and request supervision of their counselling internship. The student and field supervisor typically meet to discuss the student’s goals and academic preparation, the details of the internship placement, and to confirm mutual compatibility. At this meeting, interns should supply an updated resume.

### ***Liability Insurance***

An intern’s practise at the placement is insured by the University of Ottawa. According to the policy, interns are not covered for any counselling-related activities for which they are not being directly supervised by the university supervisor (i.e., the professor responsible for the internship seminar). Students wishing to continue counselling at their internship placement after completing the internship seminars must negotiate liability insurance directly with the agency or purchase their own insurance. The University of Ottawa will not be responsible for the student once the internship courses are completed.

### ***Internship Process***

It is understood that by accepting the intern, the internship agency will provide the intern with the opportunity to complete the minimum requirements (i.e., 60 client contact hours

and 200 total hours) and will guarantee adequate and regular supervision of the intern. ***It is expected that interns receive a minimum of one hour of supervision per week at their internship sites.*** Supervision is a collaborative, interactive process intended to monitor the quality of client care, improve the intern's counselling skills, and facilitate professional growth.

Field supervisors must minimally possess a Masters degree in Counselling (or counselling-related discipline, like Social Work or Clinical Psychology) and have several years of relevant counselling experience. Their role is to provide feedback to interns about their counselling-related work in weekly supervision meetings. Supervisors may observe interns directly during counselling sessions and/or review case notes, assessment reports, and audio or video recordings of counselling sessions to facilitate the supervisory process. Interns are expected to actively participate in the supervision process, to arrive on time and prepared for each supervisory meeting, and to complete all required written work in a timely manner.

There are two evaluations that must be completed by the on-site supervisor for each internship placement. The first is a mid-term evaluation of the internship. This evaluation ought to be used as a progress report and to alert the student and Faculty supervisor of any limitations or areas of improvement that must be addressed. Interns are formally evaluated by the on-site supervisor near the end of the placement using the evaluation form provided by the Faculty. The university supervisor uses the information in this evaluation to determine the final grade (i.e., Pass or Fail) for the course. All additional requirements and expectations for the internship course are described in the course syllabus, which is provided to interns by the University supervisor at the first seminar meeting. Supervisors or interns with additional questions should contact the course instructor.

### ***Responsibilities of the Internship Course Instructors***

Instructors teaching EDU 6473, EDU 6474, EDU 6871, EDU 6873 and EDU 6874 must conduct a minimum of one site visit for each student in the Ottawa-Gatineau region and to establish a collaborative relationship with the on-site supervisor. When students are completing internships outside the Ottawa-Gatineau region, the course instructor is expected to contact the site supervisor by telephone to discuss the student's progress.

### ***Ethical and Professional Conduct of Interns***

Students in the Educational Counselling concentration are expected to be familiar with, and to abide by, the guidelines of the Canadian Counselling Association's Code of Ethics and Standards of Practice as well as any laws that may impact their counselling. The student is expected to discuss any conflicts with their Faculty and on-site supervisors. Unethical, unprofessional, or unlawful conduct by the student may result in failure in the internship course and/or expulsion from the Educational Counselling concentration.

*Community Agency Placements*

**Addiction and Problem Gambling Services of Ottawa**

**Contact:**

Yvon Lemier, M.S.W.

**Coordinates:**

221 Nelson St.

Ottawa, Ontario K1N 1C7

Telephone: 244-2826

Fax: 789-3964

E-mail: info@apgso-ftjpo.ca

**Programs Offered:**

Structured relapse prevention services that are geared towards outpatient counselling. Individuals with moderate to severe substance abuse are helped to gain and maintain abstinence from drugs. Full clinical assessment and personalized feedback are offered and a minimum of one individual counselling session is given before group treatment. Eight group sessions are offered to each client. Services available for: youth, parents, adults, family members, and couples. Services provided in: English, French, Cambodian, and Vietnamese. Assessments and referrals are performed.

**Internship Activities:**

The intern can participate in : intake services, facilitation of client information groups, assessment, treatment planning, case management and referrals, individual outpatient counselling, co-facilitating group therapy. Agency requests that internships be at least 2-3 days per week for at least 4 months. Students may be required to work Mon. or Wed. evenings (until 8pm) and will participate in case management meetings. Counselling issues: alcohol and drug abuse, problem gambling. No preference for one term or two term internship participation. Hours are guaranteed.

Language(s) used at the site: English and French, Bilingualism preferred

**Amethyst Women's Addiction Centre**

**Contact:**

Josephine Fitzgerald, M.S.W., R.S.W.

**Coordinates:**

488 Wilbrod St.

Ottawa, Ontario

K1N 6M8

Telephone: 563-0363 Ext. 26

Fax: 565-2175

Website: [www.amethyst-ottawa.org](http://www.amethyst-ottawa.org)

**Programs Offered:**

Confidential day treatment program that is available to women who are concerned about their substance abuse and gambling. Phone assessments and questionnaires during a clinical interview are performed. The pre-treatment session consists of individual counselling while the client detoxifies, following which a ten day intensive treatment program focuses on group therapy and educational sessions. A two year follow-up course maintains weekly support groups and individual counselling to recovering women. Separate support groups for lesbians are available. As well, a sexual abuse program for children 8-12 years of age whose parents are in treatment recovery and a problem gambling program consists of a 12 week educational and group workshop therapy. Women's promotion programs, such as anger management and self-esteem, are offered.

**Internship Activities:**

Individual and group counselling is the focus of this service as well as crisis intervention, assessment and intake. A children's program is open for involvement. Hours are guaranteed and supervision each week varies, depending on the time constraints of the supervisors. Prefer a two semester internship. The student is encouraged to participate in weekly team and staff meetings. Great opportunity for gaining experience in addiction and mental health, specifically related to women.

Language(s) used at the site: English and French, Bilingualism not required

**Carlington Community and Health Services**

**Contact:**

Kim Meechan, M.S.W

**Coordinates:**

900 Merivale Rd.

Ottawa, ON

K1Z 5Z8

Telephone: 722-4000 x. 258

Fax: 761-1805

Email: [kmeechan@carlington.ochc.org](mailto:kmeechan@carlington.ochc.org)

Web: <http://carlingtonchc.ca>

**Programs Offered:**

Health services provided include: information, referrals, counselling and advocacy for individuals and families. As well, crisis support services, short-term counselling, support group for wife assault, incest, health promotion, family support program, multicultural issues, community development, and research projects are administered through this service. These programs are available by telephone, appointment, or drop in.

**Internship Activities:**

Counselling opportunities are open for the intern mostly on individual and family levels; however some couple therapy is also available. No preference for a one or two semester internship and students are encouraged to participate in case management meetings. Students can request an orientation session (call Deb Minette Ext. 260) to learn more about the many internship opportunities at the centre.

Language(s) used at the site: English and French, Bilingualism not required

**Catholic Family Services of Ottawa-Carleton**

**Contact:**

Mark Holmes, M.S.W.

**Coordinates:**

219 Argyle Ave., 3rd Floor

Ottawa, ON

K2P 2H4

Telephone: 233-8478 Ext. 383

Fax: 233-1482

E-mail: [cfsnd@magma.ca](mailto:cfsnd@magma.ca)

Web: <http://www.cfssfc-ottawa.org>

**Programs Offered:**

Programs include: advocacy, counselling program, health program, family violence service, and a new directions/partner outreach service. The client counselling is geared toward individuals, couples, and families as well as therapeutic groups. New Directions is a 16-week Partner Assault Response (PAR) program that provides treatment to men who have abused their female partners. A transitional program works with abused women and their children and counselling to vulnerable and marginalized individuals is offered.

**Internship Activities:**

Placement opportunities include working with men at both the assessment level as well as in therapy groups. This placement is open to both male and female students. Female students may work with the female partners of male clients. Therapy is performed exclusively in a group setting. Some individual intake and assessment is involved. The New Directions program deals with domestic violence and is part of a larger counselling agency. If the student is seeking a wider area of experience, please contact this number and ask to speak with counselling director to determine their preferred placement. No preference for one or two terms. Each group session lasts 16 weeks and individuals will participate in case management meetings. Hours are guaranteed.

Language(s) used at the site: English and French, Bilingualism not required.

**Centre David Smith Centre**

**Contact:**

Mike Beauchesne, M.Ed., CCC

**Coordinates:**

786 Bronson Ave.

Ottawa, Ontario

K1S 4G4

Telephone: 594-8333 Ext. 110

Fax: 594-5623

E-mail: [info@davesmithcentre.org](mailto:info@davesmithcentre.org)

Web: [www.cdsc.on.ca](http://www.cdsc.on.ca)

**Programs Offered:**

Clients are between 13 to 18 years and have drug and alcohol problems. Services for children and youth include: individual, group, and family intensive treatment programs. The aim of this therapy is to create positive lifestyle changes that end all dependency on alcohol and drugs and to facilitate long-term recovery. This program integrates substance abuse treatment services with youth-serving and substance abuse agencies. Service is partnered with schools to provide a holistic and balanced approach to treatment.

**Internship Activities:**

Mainly individual and group therapy is applied to youth and their families. Typical issues include: abuse, mental health problems, family problems, learning disabilities, etc.. Intake phone calls, clinical assessment interviews, and meal program supervision are included in this facility. Time is spent evenly between individual and group sessions. Lesser time is spent with assessment and intake of clients. Case management participation in meetings is encouraged. Depending on the time of year, hours cannot necessarily be guaranteed. Supervision will occur at least once a week by group supervisors as well as the primary supervisor. No preference for one or two term placement.

Language(s) used at the site: English and French, Bilingualism not required.

**Centretown Community Health Centre**

**Contacts:**

**English Supervisor:**

Denise Messier, Ph.D. Clinical Psychology, CCC

**French Supervisor:**

MaryAnn Carmichael, M.S.W., R.S.W.

**Coordinates:**

420 Cooper St.  
Ottawa, Ontario  
K2P 2N6

Denise Messier:

Telephone: 233-2317 Ext. 2190

Fax: 233-2062

E-mail: dmessier@centretownchc.org

MaryAnn Carmichael:

Telephone: 233-2317 Ext. 2189

Fax: 233-2062

E-mail: macarmichael@centretownchc.org

Web: <http://www.centretown.chc.org>

**Programs Offered:**

Offers services to people struggling with poverty, mental health issues, low education and addiction issues. Also serve middle class people and families. Professional activities are the following: individual counselling (majority), advocacy; crisis intervention work in the context of walk-in clinic. Assessment is performed using standardized questionnaires.

**Internship Activities:**

Students must be willing to do two consecutive semesters. Individuals will shadow the supervisor initially and then proceed independently. Mostly opportunity for individual counselling, yet some group work is available. Hours are guaranteed and attendance to monthly case management meetings is encouraged.

Language(s) used at the site: English and French, Bilingualism not required

Note: A criminal background check is required for this placement. As well, English and French supervisors are available to students.

**Crossroads Children Centre**

**Contact:**

Michael Hone, M.Ed.

**Coordinates:**

46 Antares Drive

Suite 205

Ottawa, ON

K2E 2Z8

Telephone: 723-1623 x. 228

Fax: 723-7393

Email: Michael@crossroadschildren.ca

Web: <http://www.crossroads>

**Programs Offered:**

In partnership with M.F. McHugh schools, a day treatment program offers highly structured and therapeutic education. Classes are available for children whose emotional and behavioural problems mean they cannot participate in a regular school setting. The focus of therapy is on helping children to develop skills to function well in school and with peers (for example, behavioural modification, social skills, training, etc.)

**Internship Activities:**

Intern can choose the style of therapy they wish to spend majority of time with (ex group, individual, marital and family counselling services are available). The hours are guaranteed and the supervisors are flexible regarding the commitment the intern makes (can commit to as many hours as able to). Prefer a two semester internship as this allows for continuity with the clients and an optimal experience for the student. Intern is encouraged to participate in weekly case management meetings.

**Family Counselling Centre of Stormont, Dundas, and Glengarry**

**Contact:**

Michelle Gosselin, M.S.W., R.S.W.

**Coordinates:**

26 Montreal Rd. P.O. 305

Cornwall, Ontario

K6H 5T1

Telephone: (613) 932-4610 x. 30

Fax: (613) 932-5765

E-mail: [m.gosselin@familycounsellingcentre.ca](mailto:m.gosselin@familycounsellingcentre.ca)

Web: <http://www.unitedway.ca>

**Programs Offered:**

Counselling is provided for individuals who experience stress due to over-indebtedness or money management problems. Women abuse counselling is also offered in an individual and group capacity for female victims of violence. The employee assistance program provides assistance regarding alcohol and drug abuse, as well as for emotional, personal, family, and financial problems that affect an employee's work and/or personal life. Family services are offered to individuals, couples, parents, and families in general. The changing direction program is an educational group for individuals who are physically, sexually, and/or emotionally abusive towards their parents.

**Internship Activities:**

Student can gain experience with individual, couple and family counselling in a community setting. Family violence groups, community development. No preference for a one or two term placement and hours are guaranteed. The intern will participate in regular case management meetings.

Language(s) used at the site: English and French, Bilingualism not required

**House of Hope**

**Contact:**

Carole Mallows, M.A

**Coordinates:**

32 Gilmour St.

Ottawa, ON

K2P 0N3

Telephone: 230-7676

Fax: 238-5952

Email: Karen.morehouse@houseofhope.ca

Web:[http://ohaonline.ca/house\\_of\\_hope.htm](http://ohaonline.ca/house_of_hope.htm)

**Programs Offered:**

This service promotes social justice by offering clients at risk of becoming involved with the Criminal Justice System, or for those who are involved, opportunity for self-empowerment, integration, choice and change. Services are provided in French and English. Clients are given employment assistance, basic life skills, and financial planning. The focus is on individual and group counselling and clients can be referred to many other programs upon personal need. This is a male facility.

**Internship Activities:**

Student will work with federal offenders in the capacity of individual counselling. There is no preference for a one or two semester placement and the intern will participate in bi-weekly case management meetings. Once a month resident meetings are held. This is an excellent opportunity to learn all aspects of dealing with federal offenders. Student will gain much experience in terms of case management. Hours are guaranteed.

## **Jewish Family Services**

### **Contact:**

Marlene Cherun, M.S.W., R.S.W.

### **Coordinates:**

2255 Carling Ave., Suite 301

Ottawa, Ontario

K2B 7Z5

Telephone: 722-2225

Fax: 722-7570

E-mail: [mcherun@jfsottawa.com](mailto:mcherun@jfsottawa.com)

Web: <http://www.jfsottawa.com>

### **Programs Offered:**

Typically clients are middle or low income and seeking assistance with issues of anger management, grief, abuse, parenting, marital problems or poverty. Couple and family counselling is available and counselling is situation-focused. Advocacy and community development are essential element of the service. Phone assessments are performed followed by interview assessments. For children and teens, individual therapy, mentoring, and crisis intervention programs are offered. Senior services aid the elderly in maintaining the highest possible degree of autonomy.

### **Internship Activities:**

Student can choose whether to spend majority of hours with individual or family sessions (very flexible). Counselling is of a brief focused style in which goals are negotiated and evaluated as the therapy progresses (up to 12 sessions are offered to clients). Intern will not be shadowed and should be prepared to take initiative. No preference for one or two term placement. Participation in case management meetings is strongly encouraged.

Language(s) used at the site: English

Note: students are not accepted for summer session. All interested students should call at least 4 months

**Leeds & Grenville Rehabilitation and Counselling Service**

**Contact:**

Time Mack, M.S.W, CCC

**Coordinates:**

2685 Concession Rd.

PO Box 1582

Kemptville, ON

K0G 1J0

Telephone: 1-800-267-4406 X. 324

Fax: (613)-342-0884

Email: [mackt@lgrcs.on.ca](mailto:mackt@lgrcs.on.ca)

Web: <http://www.lgrcs.on.ca/>

**Programs Offered:**

The case management services utilizes a multidisciplinary team approach, comprehensive individual assessment, supportive counselling, links to services and resources, service coordination, and family support and education. The psychosocial rehabilitation/life skills program offers individual support, coping strategies, interpersonal skills, stress management, and community resource information. The counselling component gives priority to persons with severe mental illness and persons experiencing situational distress and other mental health problems. The STOP program is available as a group education program for men who are physically and/or emotionally abusive towards their wives/partners.

**Internship Activities:**

There are five offices accepting interns including: Brockville, Kemptville, Delta, Prescott, and Gananoque. Counselling is performed on both an individual and group basis and the focus is around serious mental health issues. Often a family member, such as the significant other, participates in therapy sessions. Hours are guaranteed, and a two semester placement is preferred. Case management and counselor meetings (for example in-service workshops and support and team building) must be attended. Mature student interns with relevant counselling experience are preferred. Student must be comfortable dealing with clients with severe mental health problems.

**Nepean Community Resource Centre**

**Contact:**

Howard Karavitz, M.S.W

**Coordinates:**

3730 Richmond Rd., Suite 106

Ottawa, Ontario

K2H 5B9

Telephone: 596-5626

Fax: 596-1870

Email: [hkaravitz@ncrc.ca](mailto:hkaravitz@ncrc.ca)

Web: <http://www.ncrc.ca/>

**Programs Offered:**

Short-term crisis counselling is offered as well as information and referral services. The rural outreach program administers to individuals and families with financial and marital concerns, families dealing with conflict, and mental health problems. Other services include: parenting and women's group, seniors programs, and goal setting assistance.

**Internship Activities:**

This facility provides: crisis intervention, short-term individual, couple and family counselling, group co-facilitation and community development services. The intern can gain experience in any of the aforementioned areas according to their preference. Hours are guaranteed and there is no preference for a one or two term placement. Students will participate in regular case management meetings.

Language(s) used at the site: English and French, Bilingualism not required

## **Open Doors**

### **Contact:**

Nikki Collins, PhD Clinical Psychology, CCC

### **Coordinates:**

Unit A1

81 Cornelia Street, W.

Smiths Falls

K7A 5K9

Telephone: 283-8260

Fax: 257-5038

Email: [ncollins@opendoors.on.ca](mailto:ncollins@opendoors.on.ca)

Web : [www.opendoors.on.ca](http://www.opendoors.on.ca)

### **Programs Offered:**

Counselling is offered to children and youth aged 0 to 18 years and their families. The goal of this facility is to solve problems at a young age to prevent them from becoming more serious. A variety of personal problems are common including: depression, anxiety, withdrawal, anxiety, loss, violence, sexual abuse or parent-child conflict. The counselling team provides individual, group and family therapy.

### **Internship Activities:**

The intern can choose where to spend the majority of their counselling time; however a maximum of one group session per week is standard. A two semester placement is preferred and the intern will participate in case management meetings. Meeting the requirement of 60 direct client contact hours has been a challenge in the past as youth often cancel sessions or fail to attend. This is a great opportunity to gain experience with a variety of youth and family problems.

**Ottawa Community Immigrant Services Organization**

**Contact :**

Carmen Gloria Urbina, M.Ed.

**Coordinates:**

959 Wellington St.

Ottawa, ON

K1Y 4W1

Telephone: 725-0202 x. 322

Fax: 725-9054

Email: [curbina@ociso.org](mailto:curbina@ociso.org)

Web: <http://www.ociso.org>

**Programs Offered:**

This service is geared towards immigrant and refugee populations, specifically psychotherapy for clients suffering from migration and culture-related issues. The specialization of the service is in assisting survivors of war, trauma, political persecution, imprisonment, and torture. Styles of therapy include: couple, individual, family, short and long-term. The programs correspond to the cultural needs of the clients and are offered in a multitude of languages.

**Internship Activities:**

Mostly individual counselling is performed; however there is some opportunity for couple and family therapy. The intake is over the phone and in an interview setting. Hours are guaranteed and the students are encouraged to attend case management meetings as well as case conferences. Prefer a two term placement and interested in mature students who have had some form of cultural experience or expertise.

Languages used on site: bilingualism is preferred

## **Ottawa Rape Crisis Centre**

### **Contact:**

Caroline Johnston, M.S.W.

### **Coordinates:**

P.O. Box 20206

Ottawa, Ontario

K1N 9P4

Telephone: 562-2334 Ext. 29

Fax: 562-2291

E-mail: [orcc@ottawa.com](mailto:orcc@ottawa.com)

Web: <http://orcc.net>

### **Programs Offered:**

The following services are provided to clients: 24 hour crisis line, accompaniment (to hospital, court, and police), counselling (individual and group) and public education. Women incarcerated in the Ottawa-Carleton Detention Centre are also offered a support group with weekly access to crisis counselling. Any woman who has experienced sexual violence can participate in the group workshops. This is a proactive, anti-racist, feminist organization working to end all forms of sexual violence.

### **Internship Activities:**

Students generally work on the crisis line, and perform face-to-face counselling and group work with survivors of sexual violence. They receive training (40 hrs.) for work on the crisis line, attend staff and counselling meetings and can also get involved with public education and volunteer training. Tasks are negotiated depending on prior experience. Two semester placements are preferred. Hours are guaranteed and the student is encouraged to participate in case management meetings.

Language(s) used at the site: English and French, Bilingualism not required

Note: Before placement, a training course must be taken which is offered on three occasions each year.

**Overbrook-Forbes Community Resource Centre**

**Contact:**

Nancy Poirier, M.S.W

**Coordinates:**

120-225 Donald St.

Ottawa, Ontario

K1N 1N1

Telephone: 745-0073

Fax: 741-9292

Email: [nancy.poirier@ofcrc.org](mailto:nancy.poirier@ofcrc.org)

Web: <http://www.ofcrc.org>

**Programs Offered:**

Support services include: intake and crisis intervention, counselling, youth counselling, home support service for Francophone seniors, etc. The intake and crisis intervention service deals questions and offers support regarding: housing, bill payment, and crisis situations. The counselling program provides individual, couple, family therapy as well as therapeutic groups, educational and problem solving groups, mediation and support groups are offered. The youth counselling portion is administered through the Youth Services Bureau.

**Internship Activities:**

Intake, assessment, evaluation, referral, crisis intervention and short-term counselling are offered at the facility. Intake is performed by phone and couple, family and group workshops (ie on self-esteem) are provided to clients. Hours are guaranteed, and a one term placement is preferred. No case management meetings are held as majority of counselling is offered through Catholic Family Services.

Language(s) used at the site: English and French, Bilingualism required

**Phoenix Network**

**Contact:**

Glennis Easey, M.Ed.,CCC

**Coordinates:**

2450 Lancaster Rd.

Ottawa, Ontario

K1B 5N3

Telephone: 733-6313

Fax: 733-7093

E-mail: [glenniseasey@netscape.net](mailto:glenniseasey@netscape.net)

Web: [http://thephoenixnetwork.com/about\\_us.htm](http://thephoenixnetwork.com/about_us.htm).

**Programs Offered:**

Neurobehavioural services for persons with brain trauma. Programs offered to brain damaged clients with regards to individual and family trauma counselling. Community reintegration programs include: The Lighthouse: Supported Independent Living, The Clinic: Team Based Treatment, and Country Retreat: Country Retreat Facility.

**Internship Activities:**

Student can gain experience with assessment, treatment, cognitive communication therapy, trauma management, post-trauma counselling, individual and group counselling. Hours are guaranteed. No preference for one or two term placement and student is encouraged to attend case management meetings.

Language(s) used at the site: English and French, Bilingualism preferred

**Pinecrest-Queensway Health and Community Services**

**Contact:**

Kevin Bisback, M.S.W., R.S.W.

**Coordinates:**

1365 Richmond Rd., 2nd Floor

Ottawa, Ontario

K2B 6R7

Telephone: 820-4922 x. 417

Fax: 820-2006

E-mail: kbisback@pqhcs.com

Web: <http://www.pqhcs.com>

**Programs Offered:**

This is a community based and multi-disciplinary service centre administering to the most vulnerable and at risk individuals. Counselling programs include: Adult Drop-In (recreational service for adults interested in meeting new people), Assertive Community Treatment Team (client-centered individual treatment, support and rehabilitation to persons with serious and persistent mental illnesses), Case Management (support, services, and referrals), Intake Counselling (information, support, crisis intervention, and referrals), and Program Against Abuse (available to women who have been abused by spouse/partner), etc.

**Internship Activities:**

Student can anticipate working in an individual counselling setting for 4 to 5 hours each day, and in group settings for 4 to 6 hours each week. Other areas of involvement include: intake, crisis intervention, short-term individual, couple and family counselling, and group co-facilitation. The hours are guaranteed and a two term placement is preferred. Student is encouraged to participate in bi-weekly case management meetings

Language(s) used at the site: English and French, Bilingualism not required

**Rideauwood Addiction and Family Services**

**Contact:**

Lynn Atterbury, M.S.W.

**Coordinates:**

312 Parkdale Ave.

Ottawa, Ontario

K1Y 4X5

Telephone: 724-4881 Ext. 207

Fax: 724-4873

E-mail: [rideauwood@rideauwood.org](mailto:rideauwood@rideauwood.org)

Web: <http://www.rideauwood.org/>

**Programs Offered:**

Support offered to adults, adolescents, and family members who are/have been affected by addictions, substance abuse, or problem gambling. Treatment is non-residential and individual. Programs available include: adult addiction treatment, family member, teen/young adult substance abuse, parent, problem gambling treatment, family member gambling, and educational sessions.

**Internship Activities:**

Interns can work with individuals who are substance abusers, or with family members of substance abusers. Students can gain experience with assessments, individual (minimal) and group counselling. Preference that students commit to two consecutive placements (8 months total) and make a one-year commitment if they choose to work with a group. Student is limited with amount of individual counselling opportunity they can perform.

Note: please apply at least 6 months in advance

Language(s) used at the site: English

## **The Men's Project**

### **Contact:**

Rick Goodwin, M.S.W., R.S.W.

### **Coordinates:**

180 Argyle Ave., Suite 321

Ottawa, Ontario

K2P 1B7

Telephone: 230-6179 Ext. 400

Fax: 230-6173

E-mail: [rgoodwin@themensproject.ca](mailto:rgoodwin@themensproject.ca)

Web: <http://www.malesurvivor.on.ca>

### **Programs Offered:**

Individual, couple, and family counselling is offered. More specifically services include: group sessions for gay male survivors of childhood abuse, emotional wellness sessions for gay and bisexual men (ie depression, life transition, separation, addiction recovery, and chronic anxiety), support for men experiencing a divorce or separation, etc. These services are offered both in French and English.

### **Internship Activities:**

Crisis intervention, telephone support, co-facilitation of trauma recovery program, facilitation of educational workshops, individual counselling opportunities are available for internship experience. The specific client population is male survivors of sexual abuse and family members of male clientele. Counselling issues of focus include: PTSD, depression, addiction, abuse/violence. Some evening work may be required for groups. Only student interns willing to commit to two consecutive placements (8 months total) will be considered for this placement. Hours are guaranteed and participation in case management meetings is required.

Language(s) used at the site: English

*Educational Placements*

**Carleton University-Career Services**

**Contact:**

Grant Pell, M.Ed.

**Coordinates:**

1125 Colonel By Dr.

Ottawa, Ontario

K2P 5B6

Telephone: 520-2600 Ext. 1757

Fax: 520-5695

E-mail: [grant\\_pell@carleton.ca](mailto:grant_pell@carleton.ca)

Web: <http://www.carleton.ca/career/>

**Programs Offered:**

Career Services provides career counselling for undergraduate and graduate students. The counselor also does employment advising (job search strategies, resumes, the interview, etc.), workshops, presentations and assists in the administration and interpretation of psychometric inventories (such as the Strong and MBTI).

**Internship Activities:**

Two supervisors are available to accept students. Counselling is performed both on an individual and a group level. Student can focus on either according to their preference. However, group work is encouraged. A two term placement is preferred as the content of the workshops require continuity for a longer time period. Hours are guaranteed and student will participate in case management meetings.

Language(s) used at the site: English

## **Counselling and Personal Development Service**

**Contact:**

Donald Martin, M.P.S.

**Coordinates:**

100 Marie Curie

4<sup>th</sup> Floor

Ottawa, ON

K1N 6N5

Telephone: 562-5200

Fax: 562-5964

Email: [dmartin@uottawa.ca](mailto:dmartin@uottawa.ca)

Web: <http://www.sass.uottawa.ca/en/personal>

**Program Offered:**

Personal assistance is made available to students during difficult life events and transitions. Program facilitates healthy coping strategies and decision-making skills through caring support and active listening.

**Internship Activities:**

Mainly individual counselling occurs with some opportunity to participate in group settings. Hours are guaranteed, often exceed requirements, and at least one hour of supervision is performed each week. Students participate in case conferences and peer supervision exercises. This is a combined program with the University of Ottawa Career Services Department (please see “University of Ottawa-Career Services”). The required hours between the two services are 600 over the span of two semesters.

**Hillcrest Highschool**

**Contact:**

Hope Wojcik, M.Ed., CCC, OSCA

**Coordinates:**

1900 Dauphin Rd.

Ottawa, Ontario

K2G 2L7

Telephone: 733-1755 x.231

Fax: 733-6126

E-mail: hope\_wojcik@ocdsb.edu.on.ca

Web: <http://www.hhs.jordan.k12.ut.us/main.html>

**Programs Offered:**

Career, personal, and academic counselling is administered to high school individuals. Services include: help with accessing applications and scholarships, identifying talents and learning about corresponding careers, assisting with organizational skills and learning to adapt to change. The primary goal of this program is to enhance students' learning and achievement opportunity.

**Internship Activities:**

Guidance placement in a public high school. Educational, academic (post-secondary information), career and personal counselling is administered to individuals and groups. Student will have the opportunity to give workshops and presentations. Preference for a two semester placement and hours of total internship, client contact, and supervision are guaranteed. Student will participate in case management meetings.

Language(s) used at the site: English

**Nepean High School**

**Contact:**

Dan Refausse, M.Ed., OSCA

**Coordinates:**

574 Broadview Ave.

Ottawa, Ontario

K2A 3V8

Telephone: 722-0936 Ext. 2414

Fax: 722-5983

E-mail: dan\_refausse@ocdsb.edu.on.ca

Web: <http://www.nepeanhighschool.com>

**Programs Offered:**

Career, academic, and personal counselling are available to the students. Individual counselling service deals with issues including: normal concerns of teenage life, crisis situations, confidential discussions of personal situations, discussion of choices to deal with problems, conflict resolution techniques, prioritizing and setting personal goals, and referral to school and community resources.

**Internship Activities:**

This is a guidance placement in a public high school which offers counselling in the areas of educational, career, and personal issues. Internship consists of individual and group therapy including students and family members. Students are referred by teachers, parents, administration, special education and on their own accord. Hours are guaranteed as well as supervision time. Participation in case management meetings is strongly encouraged. A two semester placement is preferred. Internship mostly focuses on counselling teens during brief therapy sessions. Student will deal mostly with a small and regular case load.

Language(s) used at the site: English

**Paul Menton Centre for Persons with Disabilities**

**Contact:**

Larry McCloskey, M.Ed.

**Coordinates:**

500 University Centre, 1125 Colonel By Dr.

Carleton University

Ottawa, Ontario

K1S 5B6

Telephone: 520-6609

Fax: 520-3995

Email: [larry\\_mccloskey@carleton.ca](mailto:larry_mccloskey@carleton.ca)

Web: [http://www.carleton.ca/pms/about\\_us.html](http://www.carleton.ca/pms/about_us.html)

**Programs Offered:**

This service promotes equal access to education for students who have one of the following: acquired brain injury, attention deficit/hyperactivity disorder, blind/visual impairment/chronic medical condition, deaf/hard of hearing, learning disability, physical/mobility impairment, or psychological/psychiatric disorder. A case assessment is performed to determine the students' individual needs and accommodation will be made. The focus of this service is on individuation, independence, and integration.

**Internship Activities:**

Counselling will mostly take place in an individual setting, however there is some opportunity for participation in group workshops (at most, 10-12 hours total). Student's who are interested in a two term placement are preferred and they will be attending weekly case management meetings. In the past this facility has provided mainly academic counselling, however currently there is much opportunity to participate in personal therapy for a variety of disorders including: anxiety, depression, obsessive-compulsive disorder, schizophrenia, etc. The hours are guaranteed.

Language(s) used at the site: English

**Philemon Wright High School**

**Contact:**

Ms. B. Starkman, BA

**Coordinates:**

80m boul. Daniel-Johnson

Gatineau, QC

J8Z 1S3

Telephone: 819-776-3158 x. 144

Fax: 819-776-1107

Email: [bstarkman@wqsb.qc.cq/philemon](mailto:bstarkman@wqsb.qc.cq/philemon)

Web: <http://www.wqsb.qc.cq>

**Programs Offered:**

Guidance counselors assist with educational planning and evaluating academic achievement and occupational interests. They also aid students in terms of personal, family, and school problems. The youth counselor works with students referred by administration and develops a plan to improve social, academic, behavioural or attendance goals. Student workshop groups cover topics including: assertiveness, anger management, drugs and alcohol, etc.

**Internship Activities:**

Individual counselling, classroom workshops and group sessions are the primary forms of therapy in this internship. Hours are guaranteed, including supervision. Issues dealt with range in severity from academic concerns and problem behaviour to major family issues and pregnancy. Intern must commit to two semesters and weekly participation in resource meetings is strongly recommended.

**St. Nicholas Adult High School**

**Contact:**

Jane Foster, M.Ed., CCC, OTC

**Coordinates:**

893 Admiral Ave.

Ottawa, Ontario

K1Z 6L6

Telephone: 228-8888

Fax: 228-9967

E-mail: jane\_foster@ocdsb.on.ca

Web: <http://adulths.ocdsb.on.ca>

**Programs Offered:**

Personal counselling is of a short-term nature in which students are offered such individual help as: stress management, increasing self-confidence, and effective time management as an adult student. The career counselling focuses on interests and values of the student and skills are examined to determine possible career interest. Group counselling deals with issues including: body image, job search workshops, stress management, and self-esteem enhancement.

**Internship Activities:**

Student will be working with generally high risk adults seeking educational upgrading as part of their change in life goals. A wide variety of backgrounds and on-going struggles can be noted. Educational component offers grade 9-12 in all subjects. Intern will participate with both individual and group counselling. Individual counselling is generally short-term and solution-focused. Issues: addictions, mental health, stress management, lifestyle balance, self-esteem, awareness and goal setting. No preference for one or two term placement. Student will participate in daily informal case management meetings. Hours are guaranteed.

Language(s) used at the site: English

**Contact:**

Yolaine Ruel, M.Ed., Career Services Manager

**Coordinates:**

University Centre, room 312  
85 University,  
Ottawa, ON  
K1N 6N5

Telephone: (613) 562-5946

Fax: 562-5154

Email: [yruel@uottawa.ca](mailto:yruel@uottawa.ca)

Web: <http://www.careers.uottawa.ca/en/students/>

**Internship Activities:**

The major emphasis in this internship is on providing supervised experience in individual and group career guidance and assessment. The practicum is a combined practicum within the University's Student Academic Success Service, being offered jointly between Career Services and Counselling and Personal Development Service. The practicum will include the following activities:

- individual and group career counselling
- administering, scoring and interpreting psychometric tests (career interests, values, personality)
- educating students about various job search strategies
- conducting resume and cover letters critiques
- preparing students for job interviews through mock interviews and skills coaching
- employment advising (i.e. information on study programs, career options, job opportunities and potential employers)
- planning and facilitating workshops on career planning, job search tools and techniques
- Using computerized and web-based resources in providing career planning services.

Supervision is provided regularly by professional staff. In addition to supervision, the trainees participate in case conferences and in professional development activities. The practicum will require approximately 600 hours, i.e. 3 days a week from September to April. Applicants must give a letter of application, a curriculum vitae, and transcripts

**Qualifications of Candidates:**

- Bilingualism (English/French) is preferred.
- Undergraduate Degree in Honors Psychology is required.
- Must have completed the following courses:
  - o EDU 5271 Counselling: Theories and Practice I
  - o EDU 5471 Micro-counselling
  - o The completion of EDU 5274 Tests and Measurements in Educational Counselling is also highly recommended as well as EDU 5473 Theories of Career Development.

*Employment Assistant Program Placements*

**Canadian International Developmental Agency**

**Contact:**

Alain Caron, M. Ed.

**Coordinates:**

200 Promenade du Portage

Gatineau, Quebec

K2A 3V8

Telephone: 953-4348

Fax: 956-0633

Email : [alain\\_caron@pch.gc.ca](mailto:alain_caron@pch.gc.ca)

Website: [www.ACDI-CIDA.gc.ca](http://www.ACDI-CIDA.gc.ca)

**Programs Offered:**

Counselling services available concerning personal issues, conflict management, and organizational development. Employee assistance program in place as well as internal affairs support, conflict resolution programs, and individual guidance offered.

**Internship activities:**

Individual and group counselling with employees. Student will work with a part time counselor. Mostly individual counselling and services open to families are offered. No couple or group counselling at present. Deal mainly with intakes and assessment and offer short-term support (5-6 sessions per client). Hours are not necessarily guaranteed (depends time of year during placement and activity level of the agency). Management meetings are held every two weeks and students are encouraged to attend. Supervisors are Canadian Certified Counselors. No preference for one or two term internship participation.

Language(s) used at the site: English and French, Bilingualism required

**City of Ottawa**

**Contact:**

Lily Cox, M.Ed., CCC

**Coordinates:**

495 Richmond Rd. or 1743 St. Laurent Blvd.

Ottawa, Ontario

K2A 4A4 or K1G 3V4

Telephone: 580-2424 x. 23804

Fax: 248-3469

Email: [Lily.cox@ottawa.ca](mailto:Lily.cox@ottawa.ca)

Web: [www.cityofottawa.ca](http://www.cityofottawa.ca)

**Program Offered:**

Counselling issues addressed through this service include: Stress, family or marital tensions, parenting, aging family member, organizational changes, co-worker relationships, financial and legal concerns, drug and alcohol problems, bereavement, critical incidents, etc.

**Internship Activities:**

The focus is on individual and family counselling in terms of crisis intervention, training and workshops, group debriefing, outreach (EAP awareness sessions) and referrals. Some couple therapy is available. After the student observes the supervisor for some time they can give the intake worker their availability and build their own clientele base. Hours are usually met, although not guaranteed, and spring and summer tend to be slower in terms of client volume. Participation in case management meetings to review problem cases is strongly encouraged. No preference for a one or two term placement.

Language(s) used at the site: English and French, Bilingualism preferred

*Government Agency Placements*

## **Canadian Mental Health Association**

### **Contact:**

Karen Shipman, BA  
(supervisors have M.S.W)

### **Coordinates:**

1355 Bank Street, Suite 301  
Ottawa, ON  
K1H 8K7  
Telephone: 737-7791 x.117  
Fax: 737-7644  
Email: [kshipman@cmhaottawa.ca](mailto:kshipman@cmhaottawa.ca)  
Web: <http://www.cmhaottawa.ca>

### **Programs Offered:**

This service provides support to individuals with severe mental health problems who are homeless or are at serious risk of becoming homeless. The distinct services include: housing outreach, which aids clients in resolving their homelessness situation, and community support, which offers long-term support to a small caseload and works under an intensive case management model. Individual, client-centered support is offered to persons who need significant ongoing therapy and access to services. Other programs provided are: information on mental health services, referrals, needs assessment, education, advocacy, and consultation to Ottawa residents.

### **Internship Activities:**

Students can gain experience in dealing with mental health issues on an individual, client-centered approach. A variety of mental health areas within this organization are accepting interns including: outreach section (housing, hospital and court environments), community support (intensive case management), mental health and addiction, and intake and assessment. Counselling within the outreach and community support is done on an individual basis. Counselling within the mental health and addiction area is group work and family therapy and assessment is often the focus for the intake and assessment program. A one semester placement is preferred for all services except for the intake and assessment program which prefers an internship of two semesters. Case management meetings are available on a regular basis for the intern to take part in, and a weekly case conference can be attended. Hours are guaranteed.

Note: Must apply a minimum of 2 months prior to placement.

**Children's Aid Society of Ottawa**

**Contact:**

Michael Mulroney, M.S.W, R.S.W.

**Coordinates:**

1602 Telesat Ct.

Ottawa, Ontario

K1G 1B1

Telephone: 747-7800 Ext. 2665

Fax: 747-4456

E-mail: [mmulroney@casott.on.ca](mailto:mmulroney@casott.on.ca)

Web: <http://www.casott.on.ca>

**Programs Offered:**

This is a child welfare organization that is mandated under the Ontario Child and Family Services Act. CAS works with families who request services and with court mandated families. Counselling is centered on children and youth. There is opportunity to work with the Crown Ward Team and to observe Child Protection Workers.

**Internship Activities:**

Students are placed within an individual counselling setting. Family and couple work, concerning marital and violence issues, are open for student involvement. Participation in case management meetings is highly recommended and also opportunity to sit in on case conferences. Hours and supervision are guaranteed and student must commit to three days a week.

Language(s) used at the site: English and French, Bilingualism required

Note: a valid driver's license and a current criminal records check are required for this placement in the event of client transportation.

**Immigrant Women's Services Ottawa**

**Contact:**

Vivian Chow, M.S.W.

**Coordinates:**

219 Argyle Ave, Suite 400

Ottawa, ON

K2P 2H4

Telephone: 729-3145

Fax: 729-9308

Email: [Vivian@immigrantwomenservices.com](mailto:Vivian@immigrantwomenservices.com)

Web: <http://www.immigrantwomenservices.com/>

**Programs Offered:**

Culturally responsive counselling and support services are open to immigrant and visible minority women who have suffered abuse. Long-term individual counselling and support groups are available. Other services offered include: cultural interpretation service, cultural interpretation training, public education concerning violence against women, cross-cultural education and training. Information and referral services to other community resources are provided.

**Internship Activities:**

Mainly an individual counselling experience is open to students, with some group work sessions. This service administers to mothers and children from abusive situations. These women have been referred by police services, lawyers, doctors, ect. Hours are guaranteed. A two semester placement is preferred in order to maintain a sense of continuity with the clients. Participation in case management meetings is strongly encouraged.

**Place du Portage III 2B1**

**Contact:**

Heni Nadel, M.Ed., M.S.W., R.S.W.

**Coordinates:**

11 Laurier St.

Gatineau, Québec

K1A 0S5

Telephone: (819) 956-1953

Fax: (819) 956-9540

E-mail: [heni.nadel@pwgsc.gc.ca](mailto:heni.nadel@pwgsc.gc.ca)

**Programs Offered:**

Employee Assistance Program (EAP) is utilized with a focus on organizational wellness. Issues include: addiction, violence in the workplace, work stress, family and parenting issues, etc. There is opportunity to give EAP awareness sessions and presentations to managers on employee wellness. Crisis intervention is available to clients as required.

**Internship Activities:**

Majority of counselling is done on an individual basis, although there is opportunity for some group experience. A wide range of issues are addressed and the student will receive a great range of experiences and depths of supervision from the eight counselors on site. Case management meetings are ongoing and the intern is encouraged to attend. The student will work closely with all the counselors and becomes part of the team immediately. There is no preference for a one or two term placement and hours are guaranteed.

Language(s) used at the site: English and French, Bilingualism required

**Youth Services Bureau of Ottawa-Carleton**

**Contact:**

Nora Gonzalez, M.S.W.

**Coordinates:**

71 Bank St., 5th Floor

Ottawa, Ontario

K1P 5N2

Telephone: 236-8244

Fax: 236-4640

E-mail: [employment@ysb.on.ca](mailto:employment@ysb.on.ca)

Web: <http://www.ysb.on.ca>

**Programs Offered:**

This division of the Youth Services Bureau handles guidance and academic needs of students of all educational levels (ranging from grade ten to bachelor degrees). This facility deals mainly with 15 to 24 year old clients and offers individual therapy as well as some workshops.

**Internship Activities:**

Individual employment and career counselling with youth (including assisting students with job search, resumes and job interview skills). Group co-facilitation, workshops, and vocational presentations in high schools are the main features offered. Mainly individual counselling is provided, however there is some opportunity for group workshops. This facility prefers interns for one semester and hours are guaranteed. Case management meetings are held weekly and the student should be prepared to work with new Canadians.