

Practicum Set Up - Getting Started Guide

Introduction

The Practicum year is an exciting time in your Master of Counselling program (maybe even the most exciting time)! We've put together this pre-practicum document to assist you with getting started in the set-up of your: **GCAP 681 Advanced Counselling Practicum I** and **GCAP 682 Advanced Counselling Practicum II** placement.

There likely won't be many other times in your counselling career where you will receive this quantity of mentoring from Preceptors, instructors, and peers - who are all dedicated to supporting your development - as you will in the two semesters you are completing the practicum courses. This time is about putting all the hard work you've done to get here into practice, building confidence in your counselling skills, and exploring the directions you wish to continue to grow in as you move on from this program. We're here to support each other in getting this aspect of your program into place.

This pre-practicum document will address practicum eligibility, how to begin the process of practicum set-up, and it contains a lot of information about logistics of your practicum year that you need to be considering as you move forward.

Some most Frequently Asked Questions (FAQ's) about the placement are included in this Guide, placed in the sections where they have the most relevance. If you have questions after reading this Guide and other links/resources indicated, post your question to the **Q & A about Practicum** (in Moodle under GCAP Student Resources; Q & A Forums with GCAP staff). If the inquiry is more specific to your particular practicum set-up situation, contact the appropriate email alias below.

Practicum Coordinator: gcappracticumcoord@athabascau.ca regarding practicum set-up logistical questions.

Practicum Administrator: gcappracticumadmin@athabascau.ca regarding practicum administrative processes and Typhon questions.

Practicum Eligibility - Logistics

To be eligible to start your Practicum, you must have successfully completed all GCAP core pre-requisite courses by the end of the term before the Semester start date of [GCAP 681](#).

Important Note: You need to ensure your program plan is set up to accommodate this, as there is no provision to take any of these courses concurrently to practicum. Completion of the pre-requisites prior to beginning GCAP 681 is non-negotiable. This isn't about us being inflexible – rather, this is about us have established understandings with practicum sites that you will come into the placement with knowledge and competence in these specific skills.

Pre-requisites for GCAP 681:

- GCAP 631: Models of Counselling and Client Change
- GCAP 632: Professional Ethics
- GCAP 633: Sociocultural and Systemic Influences on Counselling
- GCAP 634: Assessment Processes
- GCAP 635: Responsive Case Conceptualization & Counselling Interventions
- GCAP 671: Responsive Counselling Relationships & Interpersonal Communication

Pre-requisite for GCAP 682:

- Successful completion of GCAP 681: Advanced Counselling Practicum I

If plan change (eg., illness) and you can't complete one of these courses, you will be required to withdraw from the practicum course and revise your program plan.

FAQ: *What if I have to defer my practicum for a year?*

If plans change with your practicum set-up (either in completion of the pre-requisites or difficulty finding a practicum site) and you are required to defer your practicum course for a year, please contact fhdgradadvise@athabascau.ca

Generally, in this circumstance, a student will alter their program plan to complete all other course work, with the practicum course as the last degree requirement.

Although doing practicum a year later is not always the anticipated option, there is something to be said for being able to move from practicum completion straight into the workforce (and graduation).

Practicum Eligibility – Other Considerations

While the logistics of eligibility for practicum are important, there are a few other elements to consider as you prepare for your practicum year. As students have been already balancing course work with other aspects of life such as employment, relationships, family, hobbies, self-care and many other factors, the demands of a practicum placement are important to consider.

During practicum placement, students will be attending synchronous online intensive seminars in Weeks 9 - 11, spending approximately 16 hours each week at the practicum site, participating in the online portion of GCAP 681 & 682, and doing a lot of hard work at the actual site. Learning can be exhausting – and there is a unique

expenditure of energy that comes with working with people (clients, co-workers, preceptors, instructors, classmates) in this way.

When considering eligibility for practicum, students should consider their current support systems and resources for ensuring that they have what they need for the duration of their placement:

- ❖ Do you plan to work as well as complete practicum hours (and practicum course work)?
- ❖ What is your plan for financial sustainability during this time if you're not working?
- ❖ What support can you count on from family, friends, employer, etc?
- ❖ Does the timing of practicum fit with your life plans and demands (eg., needs of your family, or travel plans for extended adventures)?
- ❖ What plans can you put into place to care for yourself during this demanding time?

Personal Example: *There are many things that are part of life that don't necessarily jive with the timing of a practicum placement or experience. Speaking as someone who had both of my children while in grad school, babies are one such example that comes readily to mind!! I began a practicum placement when my oldest daughter was 10 months old, which meant that I had to be creative about things like breast-feeding and childcare. It was do-able, but it required additional support and negotiation of roles and responsibilities (such as who would stay home when children were sick – me in an unpaid position but needing the hours or my partner who was paid for work?)*

Students should start thinking ahead and toward the roles and responsibilities (and negotiation of these) that will need to take place towards looking to setup their year – each student will have their own unique examples. While we can't anticipate everything that may happen, it certainly helps to begin to address the things we can in advance.

General Expectations during the Placement for Completion of Hours

- Students are required to be on-site for 400 hours and deliver 200 hours of direct client contact.
 - Plan to complete these hours in two consecutive semesters (26 weeks in total), in which case you will be at the practicum site an average of 15-16 hours per week and deliver an average of 7-8 direct client contact hours per week over the duration of the practicum.
 - Enrollment in GCAP 681 will be automatically extended until the start of the next semester, thus you are permitted to see clients in the period between your 681 and 682 semesters, with the permission of your practicum preceptor.
 - 60% of 200 hours of direct client contact is required to be individual counselling, for a total of 120 hours of individual counselling of the 200. The remaining 80 hours of direct client contact can include intakes, assessments, group counselling, and other activities *at the practicum site* where you are face-to-face with clients.
 - For the purposes of GCAP 681 & 682, direct client contact is required to occur face-to-face. Telephone or Skype sessions **are** now considered to be direct client contact in this context in response to accommodations in service provision required due to COVID-19.
 - If unable to complete the full 400 hours by the end of GCAP 682, students may apply to the Practicum Coordinator for a course extension to complete your hours, as long as practicum performance is satisfactory and have *completed all other course requirements* by their respective due dates. **This application opens to students approximately one month before the end of the GCAP 682 practicum course and the process will be posted in the GCAP 682 course - Course Announcements section by the Practicum Course Coordinator.**

FAQ: *Can I work more hours and complete my practicum in one semester instead of two?*

You must have an active caseload for both GCAP 681 and GCAP 682, through all 26 weeks. It is not possible to compress your practicum into a shorter time or start at a time other than the offered course dates.

FAQ: *Can I start my practicum placement early?*

You may see clients as a GCAP practicum student **only** when registered in GCAP 681 or GCAP 682 course (meaning...once the GCAP 681 course starts – and no later than after the GCAP 682 course end (unless you have been approved for a GCAP 682 practicum extension (refer to the above information). If you see clients outside of registration in a GCAP practicum course, you are not considered a GCAP practicum student and are considered a "volunteer" or "intern" of the agency. Under these conditions, you are not covered by Athabasca University's professional liability or WCB coverage. Accordingly, the practicum site is responsible to provide liability insurance coverage to you when you continue to practice under supervision outside of a GCAP practicum, or you are required to purchase your own insurance coverage.

FAQ: *Can I take time off from my practicum during the year?*

Any planned absences from the practicum site must be approved at least one month in advance by the practicum preceptor and the Practicum Coordinator. Participation in the online requirements is ongoing.

Approved Practicum Preceptors and Practicum Sites

As part of your application to the GCAP *Master of Counselling* program, students are advised that they are responsible for establishing their own practicum placements. Over time, we have developed a network of Field Associates (potential practicum preceptors) and practicum sites to support you in this process.

We have an *Approved Preceptors List/Organizations List* for potential contacts that have previously hosted student practicums. While there are additional approved Preceptors, this list includes those who have given permission for us to post their names. Preceptors may opt to become a GCAP Field Associates at any time. A GCAP Field Associate is an individual who is willing to act as Preceptor on a regular basis within our program.

Although the preceptors and sites on these lists are open to having GCAP practicum placements, they do not guarantee a practicum placement to applicants. Each practicum setting and preceptor may receive a number of applications from students and the process to acquire a placement is very competitive in some locations. Students are encouraged to approach the practicum application process using effective job search strategies.

You can request a copy of this list by contacting the Practicum Administrator at gcappracticumadmin@athabascau.ca. **Ensure this list is for your personal use only as you seek a practicum placement, do not share with anyone, or post it anywhere. Students are to delete/remove/shred the list upon end use.**

Preparing to Apply for your Practicum Placement

For those who have years of experience applying for work in the counselling field, you may already have a current Curriculum Vitae (CV) and draft of a cover letter that is ready to go (and you might wonder why this section is included). However, if you haven't applied for a new job for some time – perhaps you've been in the same position for years or have not been in the work force while you have been a student or while parenting has been your primary responsibility, then your CV and cover letter might be out of date.

There are many resources available to offer support in preparing your CV and an accompanying cover letter. One of the most helpful CV guides I've found online is here:

https://www.mcgill.ca/internships/files/internships/Writing_Guide_for_Internship_CVs.pdf

Here are some other samples and suggestions to work with:

<http://aip.ucsd.edu/files/resume-cover-letter-writing>

<http://www.internships.com/student/resources/search/coverletter/examples>

<http://www.businessinsider.com/resume-for-job-seeker-with-no-experience-2014-7>

<https://www.thebalance.com/internship-cover-letter-sample-and-writing-tips-2060231>

Most guides suggest including an "Objectives" section in your CV, however, as listed they are quite vague (eg., "my objective is to obtain a practicum placement" does not demonstrate your interest in being placed at that particular site). You are encouraged to make this section more impactful by stating your objective in a way that demonstrates you understand the work that is being done at the site you are applying to (eg., "my objective is to be mentored in providing interventions to adult individuals and couples from a CBT framework", matching the approaches taken and populations served by the site).

If you're unsure of the work that happens at a potential practicum site you'd like to apply for, this is time to do your research. If the site has a website, that is often a good place to start. You can also ask for an information meeting with someone at the site, to learn about the services provided.

Sometimes it isn't possible to connect personally with someone at a site – in that case, please follow the application process. The application process can be very competitive and how you present yourself in your CV and cover letter can make an important first impression.

Once you have drafted your CV and cover letter, please connect with at least one peer or colleague to review it together. Typos or spelling mistakes can sneak in as we do revisions, and while we might not notice them, they will stand out to the person who reviews your application package.

Sending a thank-you note (or email) as a follow-up to an interview or information session is also a good professional practice. It expresses appreciation for the time and consideration given to you during an interview, and even if you aren't offered the position, it creates a positive first impression with the interviewers and the agency. As our field can be small, you never know when your professional paths may cross again.

Choosing A Practicum Site - Important Considerations

Aside from the logistical requirements of choosing a Practicum Site, it is important to also consider learning goals, theoretical orientation to practice, and the experience you are hoping to have. What will you be excited about having the opportunity to learn? Who are you hoping to learn this from? What kind of setting would be your best-case scenario?

While you might not always get your first choice for your placement, you can begin your search in the areas in which you'd like to develop your skills – or placements that will support you in the direction you would like to grow. Depending on your location and the available placements, you may have many options, or your options might be quite limited.

Please keep in mind that counselling skills are very largely transferrable. Even if you are not in a site (or working from an orientation) that you have identified as resonating most with, there will still be much opportunity for professional growth and skill development. Keep possibilities open as you begin your search.

It really is a balance between searching for a placement that fits well enough and ensuring you have a placement at all! While you don't want to take just any placement available, you also don't want to limit yourself too strictly and reduce possibilities.

***Example:** I'm drawn to social constructionist approaches to therapy, including narrative therapy and systemic family therapy. That said, I chose to spend the two semesters being mentored in Cognitive Behavioural Therapy (CBT). Not only is this approach to therapy a dominant discourse in the counselling field, but it was also a challenge for me to look (and practice) through another lens. I took all my working alliance skills with me and had a great two semesters of learning. While I've gone back to practicing and researching in my preferred approach to working with people, that practicum experience was just as formative (and valuable!) in my identity as a counsellor as anything else I've done.*

Choosing A Practicum Site – Logistics

All Preceptors and sites need to be screened by the **Practicum Coordinator** to increase the probability that the practicum placement is suitable for all parties involved. The application process for Practicum Preceptors can be found here: <http://fhd.athabasca.ca/join/counselling/practicum.php>

Please note that student **CANNOT** complete nor apply on behalf of their proposed preceptor or practicum organization(site).

Choosing A Practicum Preceptor – Considerations and Logistics

To be approved, practicum Preceptors must possess:

- A Preceptor is required to have a minimum of Master's degree, 4 years post-masters work experience, and professional designation that permits her/him to practice counselling in the jurisdiction. The Master's degree needs to be a **counselling related degree** (including, but not limited to, social work, psychology, counselling, and education)
- A recognized professional designation that permits them to practice counselling or psychotherapy in their jurisdiction, including, but not limited to:

- Registered Psychologist (provincial College of Psychologists) (Note: In some provinces, Provisional Psychologists [or the equivalent registration status] are permitted by law to supervise students, if supervised by a qualified psychologist);
- Certified Canadian Counsellor (Canadian Counselling and Psychotherapy Association);
- Registered Clinical Counsellor (BC Association of Clinical Counsellors);
- Clinical Membership (American Association for Marriage and Family Therapy);
- Authorization for the Restricted Activity of Psychosocial Interventions or Membership on the Clinical Register (Alberta College of Social Workers);
- An equivalent provincial or state professional designation/license approved by the Practicum Coordinator.
- You have 50 hours of supervision required – 1 hour of supervision for every 4 hours of direct client contact.
- Half of this supervision MUST be individual (between yourself and your Preceptor) for a total of 25 hours of individual supervision across the two semesters.
- Half of your supervision must be based on direct observation of your counselling work (e.g., behind the mirror, watching video, in the room with you). That means your Preceptor is required to directly observe a minimum of 25 hours of your work with clients across the two semesters.
- You must be permitted by the site and Preceptor to video-record your counselling work for the purposes of showing it during the online intensive seminars

Because of the distributed delivery format of the GCAP program, practicum preceptors must also meet the following criteria:

- Access to a computer meeting Hardware and Software Requirements
- Regular access to email and the Internet (i.e., during practicum, preceptors will be approving your submitted practicum site activities in Case and Time logs in Typhon (information regarding Typhon is provided further down in this guide).

Important note: Not all approved preceptors or sites agree to appear on the approved list. Please check with the potential preceptor to see if previous approvals are in place for themselves and the site. If unsure contact the Practicum Administrator at gcappracticumadmin@athabascau.ca to check. If a site and/or practicum is already approved on our database, they do not need to be reapply.

FAQ: *Can I work with more than one Preceptor in my placement?*

You may work with different professionals in the practicum site. However, the primary responsibility for your development and for ensuring your competence, will rest with one preceptor. Under the direction of the preceptor, you may observe or work with other members of the setting who do not meet the qualifications of the primary preceptor.

As discussed regarding working across two practicum sites, there needs to be a coherence in your rationale for working with two preceptors; it is not advisable to propose learning two different modalities of therapy from two different preceptors, as this will be sacrificing the depth of experience expected. Exposure to different modalities and ways of working is great (do it whenever you can!) – but your primary activities need to be more focused than this.

You will only require approval of a second preceptor if he or she will be supervising a large portion of your work at the site. Cases where secondary approval is not required would include providing interim supervision while your primary preceptor is away on a vacation or due to a short-term illness, or supervision that is additional to the minimum requirements provided by your primary preceptor.

Secondary preceptor approval would be required if the second preceptor is regularly responsible for supervising a large portion of your work, or over extended periods of time.

If you apply for approval to work with officially two preceptors at your site, please proceed through set up and set the stage for a collaborative learning partnership between your preceptors. It may take some extra coordinating, but evaluations should be completed collaboratively, as should your Learning Plan and other aspects of your placement (as you can only submit one Learning Plan and one Evaluation – not one per preceptor). As the student, the responsibility for this coordination will fall to you.

FAQ: *I found a site that is willing to work with me, but they don't have any eligible preceptors to be approved on staff. Can I work with a preceptor external to the practicum setting?*

You may be supervised by a qualified preceptor who is not an employee of the practicum site. This arrangement must be approved by the preceptor, practicum site, the practicum Coordinator, and you. In this situation, you and the preceptor must clearly describe how and when supervision will be provided, the parameters for information sharing, and provisions for emergency supervision. The practicum site must and/or the external preceptor must verify that the preceptor's supervision practice is subject to professional liability insurance coverage.

GCAP Minimum Placement Requirements

Each approved site agrees to meet the following minimum requirements for completion of practicum:

- 400 hours of clock time at a community site, such as:
 - K-12 schools
 - College or university counselling centers
 - Mental health programs (inpatient and outpatient)
 - Substance abuse treatment centers
 - Domestic violence services
 - Children's treatment centers
 - Family service agencies
 - Private practices
- 200 hours of direct client contact (60% or 120 of which are required to be individual counselling)

The site or agency must meet the following criteria:

- Provide counselling services to individuals and couples, families or groups. Individual counselling is the primary service that will be emphasized in the practicum. However, services such as assessment, family and couples' counselling, and group counselling are also appropriate.
- Employ professional staff who hold a minimum of a Masters' degree in a counselling-related discipline and professional credentials/designations that permit them to practice within their jurisdiction.
- Make available an appropriate physical environment (counselling space, workspace for administrative duties, secure storage of client records).
- Provide necessary administrative infrastructure to process referrals and manage client data.
- Have a policy (or agree to GCAP policy) that supports the videorecording of students' counselling for supervision purposes of presenting them at the online intensive seminars.

Potential Additional Individual Site Requirements of Students

There are also placements that require you to commit more time than what is required by GCAP. For example, many schools will ask that you commit to remain at your site until the end of the school year (June), or in the case of colleges or universities, until the end of exams (beginning of May).

Other sites may require you complete pre-requisites (e.g., CPR or First Aid, Suicide Prevention, Criminal Records Check, specific Immunizations), or ongoing education (for example, the Calgary Family Therapy Center requires you to enroll in a graduate course concurrent to your placement and additional to your program). Some sites require you to pay for your own supervision. You will be required to negotiate and honor these types of commitments with your site.

Please remember that you will be a team member at your site, and part of your preceptor and site being able to accept you for your placement and provide your support and supervision is knowing that they can count on you to be part of their team (which may go above and beyond what we require from you as a practicum student).

FAQ: *Can I do my placement at more than one site?*

Often students ask if they can complete the placements across more than one site, in the hopes of increasing the presenting issues and potential interventions they are exposed to. The nature of the Advanced Counselling Practicum, however, is to gain depth of experience and competence, thus it is not the time to be spreading your experience wide at the expense of depth.

For a proposed placement to be approved it needs to be a coherent experience; generally, this means working with the same preceptor across both locations and towards the same learning goals.

FAQ: *I found a site, but they don't want me to show videos as part of the seminars – can I still do my placement there?*

Videos of your work to be shown at the intensive seminars in both GCAP 681 and GCAP 682 are a **non-negotiable** piece of your evaluation by your instructor. Unfortunately, if the site is unable to support this requirement, we won't be able to approve them. Please see the information about the practicum course for further discussion about this.

FAQ: *Can I do my placement where I work?*

Your practicum position will need to be distinct and separate from your employment position. While it is possible to be supported by your employer to complete a paid practicum position, it will not be approved as a practicum placement to do the same work you are already doing and get credit for having completed an advanced counselling practicum. This is most easily managed by working with separate programs, with separate Preceptors, and without overlap in your current position.

Even if it is a new position, you will be starting, your practicum and employment role must be distinct and separate from each other.

FAQ: What is Direct Client Contact?

Direct client contact is defined as an activity in which the student interacts face-to-face and in person with the client(s) and includes:

- Individual counselling (see minimum hours below).
- Family or couples' counselling.
- Group counselling.
- Active participation in reflecting teams with the client; students may count the time that they spend in the view of the client(s) when they are interacting with them, *not the time they spend observing without interacting with the client(s)*.
- Face-to-face interviewing and/or testing as part of a formal assessment.
- Face-to-face intake sessions provided the tasks are clinical in nature.
- Case conferences when the client is present.
- Co-counselling, if the student's role is to interact with the client(s), and not simply observe. Generally, co-counselling is a more appropriate activity at the beginning of a placement.

PLEASE NOTE: Due to COVID-19, online and telephone counselling sessions can be counted as direct client contact. Emails are not considered direct client contact for this purpose.

Sixty percent of direct client contact (120 hours) is required to consist of individual counselling. The remaining 80 hours of your direct client contact can include intakes, assessments, group counselling, and other activities *at your site where you are face-to-face with clients*.

Please Note: Case preparation/treatment planning, psychological test interpretation, writing case notes and reports, case conferences and case management activities without the client(s) present, client no-shows or cancellations, and observing others perform counselling are **not** considered direct client contact.

FAQ: How do I navigate practicum placements containing multiple relationships?

Multiple relationships occur when the parties in the relationship have multiple roles. In communities with limited counselling resources, and even more limited resources for clinical supervision, this may not be possible. A multiple relationship could be one where the student is already employed in the practicum site, where the student has a pre-existing personal relationship with a potential practicum Preceptor or placement, or where the student is being paid for practicum duties.

Such arrangements may have many potential advantages to you. You can maintain income, develop a career path within an organization, build on and expand collegial relationships in small communities, etc. These arrangements may also benefit the preceptor or agency. An agency might appreciate dealing with you as a "known quantity." If you already know the site, or even work there, it will not take as much time and effort for the agency to orient you, and your employer could develop and retain you as a valued employee. However, as a student, you would be dependent on the agency for both income and educational support, and therefore doubly vulnerable. Furthermore, the needs of the agency and/or pre-existing personal relationships may reduce the Preceptors' ability to evaluate you objectively. Finally, the potential for multiple relationships between practicum students and clients increases. If you propose a practicum where a pre-existing relationship exists, your preceptor, the site, GCAP, and you must carefully consider the implications of multiple relationships in the workplace.

Accordingly, in such situations, in consultation with the proposed preceptor, you are also required to submit an analysis of the potential for problematic multiple relationships and a plan for managing them. This will include, at minimum:

- A description of the pre-existing relationship. When you propose a practicum in your workplace, this must include your current job description, program, or work site, reporting relationships, and the reporting relationships of your immediate workplace Preceptor.
- Proposed duties of the practicum.
- In the case of proposed workplace placements, the proposed relationship between the practicum and the pre-existing work assignment. This must include the specific hours during the week dedicated to practicum.
- Reporting relationships of the proposed practicum preceptor.
- Pre-existing relationship between you and the proposed practicum preceptor.
- Potential for client overlap/multiple relationships with clients.
- Potential factors that could affect your vulnerability and the agency's objectivity; and
- Options for reducing the effect of potential multiple relationships.

The ethical decision-making process in the Canadian Code of Ethics for Psychologists is recommended as a template for this analysis.

Intensive Seminars

Students participating in GCAP 681: Advanced Counselling Practicum I and GCAP 682: Advanced Counselling Practicum II are required to attend two online **Intensive Seminars**, one in each semester of the practicum. They are held via synchronous online video meeting in Weeks 9 through 11 in GCAP 681, and weeks 22 through 24 in GCAP 682, with two, four- hour meetings each week (for a total of 24 hours). The online seminars are replacing the previous in-person intensive four-day seminar.

It is mandatory to attend ALL seminars in their entirety. No absences will be approved by the Course Instructor or Practicum Coordinator. Your Course Instructor will be posting the scheduled Intensive Seminar meeting times for your section at the beginning of the semester.

The purpose of these seminars is to provide an opportunity for consultation, supervision, and feedback from your peers and practicum instructors on your work with clients. You will each be responsible for posting a detailed case analysis of a specific client situation to the discussion forums in the weeks leading up to each seminar. You are required to present a video recording that is audible and in a format that is supported at the seminar site, showing your counselling work with the client featured in your case analysis. You are required to have your client(s) sign a Video-recording Consent Form, to show your instructor before you can show your recording during the seminar(s). Your fellow students and practicum instructor will follow professional standards of behaviour in giving you feedback on your presentation. This process can provide you with a very rich learning experience that will enhance your work with your client(s). More details will be provided within the GCAP 681 and GCAP 682 practicum courses.

To maximize the effectiveness of the practicum discussion forums and intensive seminars, we are restricting the class sizes to 10 students. You will remain with the same cohort group and instructor throughout your practicum.

FAQ: Can I leave the seminar after my presentation?

No – you are required to attend and participate in the seminars in their entirety. This answer will remain consistent regarding questions related to time differences, etc. Your work is being evaluated individually as well in group process.

Typhon Access for Practicum Set-up

Approximately 9 months before you plan to take the GCAP 681 Practicum I course, email gcappacticumadmin@athabascau.ca and provide following information to acquire Typhon access:

- First and Last Name, AU ID #
- *AU Email Address (personal email addresses are not used in Typhon)
- Anticipated graduation: month & year (give your best estimate – this can be updated later)

A welcome email will be sent to your AU email address that includes Typhon login information (temporary password is valid for 7 days), and next steps for practicum set-up. Students are responsible to “get to know” Typhon, by accessing this portal and referring to available information and documents within, well in advance of practicum commencing.

Typhon has been selected by Athabasca University to assist in managing and tracking student and practicum Supervisor (referred to as “Preceptor” in Typhon) information.

This is the portal to commence practicum set-up processes including submission of your Practicum Placement Request Form for each practicum course, upload and share documents, as well as track practicum experiences once the course commences by entering daily Case and Time logs for all activities at the practicum site. Your practicum supervisor (Preceptor) will be required to approve your submitted Case and Time logs, and the practicum course instructor will have access to view your logs as well.

Practicum set-up is a process, and it will take time for you to be able to get all pieces in place prior to the course commencing – please do not leave this until the last minute. It is critical for students to follow defined deadlines for form/document submission and all related processes to ensure you will be eligible to start your practicum, as failure to complete the set up by the stated deadlines will impact your ability to begin to start practicum and may require you to withdrawal from the course.

To help you organize your practicum set-up, please refer to [Practicum Set-Up Checklist](#) located in Moodle under Practicum Announcements.

Suggested Activities:

Have you:

- Thought through the type of experience you are hoping to gain through your practicum placement?
- Made a list of the sites you will be applying to, and researched the services they provide and theoretical orientation you would be learning from there?
- Reviewed effective job search strategies that can be applied to seeking a practicum experience?

- Updated your CV to include your work experience and completed course work?
- Personalized your cover letters for the sites you will be applying to?
- Connected with a peer or colleague to review your CV and cover letter to get feedback?
- Connected with your support system (and if applicable, your employer) to discuss how your participation in the 15-16 hours of practice each week and attendance of the Intensive Seminars can be accommodated?
- Requested Typhon access?

Also, please consult/subscribe to the Moodle forums located on the GCAP Student Resources page:

Q & A about Practicum
Practicum Announcements

If you have any questions regarding information contained in this Guide
or provided links to consult, please refer to page 1.