

UNIVERSITY OF MANITOBA
FACULTY OF EDUCATION
COUNSELING PSYCHOLOGY PROGRAM

REQUEST FOR APPROVAL TO REGISTER FOR WINTER 2025

EDUA 5490 Field Placement in Counselling

Please complete and submit to Dr. Grace Ukasoanya (Grace.Ukasoanya@umanitoba.ca) on or before October 20, 2024. Because of the high volume of emails, it is easier to locate and respond to your email when you theme it: **EDUA 5490 2025 Field placement arrangement.**

TO BE COMPLETED BY STUDENT – PLEASE PRINT CLEARLY:

Surname _____ Given Names _____

U of M Student # _____ U of M E-mail _____

Phone: _____ Cell: _____ Other: _____

Note: Any changes to your address, email and/or phone must be updated on Aurora Student – Personal

- **Co-/Prerequisites to EDUA 5490 Field Placement in Counselling**

EDUA 5500 Theories and Issues in School Counselling (Date completed) _____

EDUA 5480 Counselling Skills (Date completed) _____

Signature Date:.....-

- Students who miss more than 3 hours of field training time during the term are required to make it up before grades will be submitted.

- Students are required to accrue seven to eight hours a week in training at the field placement site over the entire term working directly under supervision (co-facilitating sessions or working independently with a supervisor). A total of 100 training hours is required to successfully complete the course.
- The Counseling Psychology program requires that students obtain consent with signature from their workplace/principals for release time in order before they are granted permission to register.
- Please complete the Workplace Release section (if you work in a school) below to confirm that you have made the necessary arrangements.

TO BE COMPLETED BY WORKPLACE/PRINCIPAL – PLEASE PRINT CLEARLY:

Surname _____ Given Names _____

Position: _____

Workplace/School: _____

E-mail: _____ Phone _____

Hours of support provided to the student: _____

I am aware that _____ (Student's Name), a member of my staff, is completing EDUA 5490 Field Placement in Counselling at the University of Manitoba in the Winter 2025 term and that approximately 7 to 8 hours of training/week in the field placement will be required over the duration of 13 weeks. I am supportive of my staff member completing these training hours and will work with her/him and the supervisor to accommodate the necessary changes to scheduling and work responsibilities.

Signature

Date.....

TO BE COMPLETED BY THE SUPERVISOR

To forestall ethical conflicts, the following criteria apply for all field placement supervision:

- Students WILL not be supervised by ANY colleague or administrator in their workplace/school.
- Divisional Student Service Coordinators (administrative position) WILL not serve as supervisors.
- Supervisors must have an undergraduate or Master’s degree in Counselling, Social Work, Child and Youth Care, or Psychology and at least three to five years’ experience as a counselor.

The course instructor will approve all supervision arrangements before they are deemed valid.

Supervisor Name _____

Phone _____ Email _____

Name of School/Community Organization _____

Supervisor signature.....

NOTE: The final decision of all supervision lies with the course instructor.

Additional Comments:

Students are considered for this course ONLY when they have: (a) completed the prerequisite courses; (b) obtained commitment from their administrators regarding release time; and (c) confirmed the availability of a qualified supervisor.

All field placement arrangements are required to be completed by October 25, 2024. The PBDE office will inform students once approval has been received. Registration for the course is completed through Aurora Student.

NOTE: Registration for this course is done on a first-come, first-served basis.

FOR OFFICE USE ONLY:

Date Received PBDE/Grad Office _____

Co-/Prerequisites confirmed: EDUA 5500 EDUA 5480 Eligible Yes or No

Date Forwarded to G. Ukasoanya _____

Release Letter Received: Yes No

Supervisor Approved: Yes No

Field Placement Approved (Date)_____ (By)

Student Informed (Date)_____ (By)

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provided will be used by the University for the purpose

of the academic program. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg MB R3T 2N2

**FREQUENTLY ASKED QUESTION
EDUA 5490 FIELD PLACEMENT IN COUNSELING WINTER 2025**

Due to the high volume of emails regarding this course, the header for all your email inquiries to Dr. Ukasoanya should be EDUA 5490 2024 Field placement arrangement.

SUMMARY OF REQUIREMENTS

Registration in this course is permitted by **instructor approval only**.

Important information for Students intending to take EDUA 5490. Please ensure you complete A and B by the stated deadlines:

Apply, interview, and secure a placement (starting immediately through October 25, 2024).

- a. Complete the [request form](#) and submit it to the course instructor (forms will be accepted June 15 – October 10, 2024, space permitting).
- b. Course registration is done on a first-come-first-serve basis.

You will be notified once you have received instructor approval, and at that point, registration will be permitted.

FREQUENTLY ASKED QUESTIONS

FAQ 1. How can I apply for a field placement in the University of Manitoba PBDE counseling program for the winter of 2025?

To apply, please follow these procedures:

- Carefully review the FAQs provided below.
- Please refer to the table below, which includes information about the sites that have offered placement experiences for students in the EDUA 5490 course over the past three years. This information should be used as a guide and not a guarantee of a placement opportunity.
- Choose a site that best fits your learning needs and convenience.
 - You will need to contact the agency to find out who the current counseling supervisors are as personnel may change often.
 - Submit a fully developed resume that demonstrates your qualifications and experience for the field placement to the school or community-based agency.
 - Include the information about "What Do I Expect From My Supervisor?" provided below (see FAQ 7).
 - Expect the supervisors to review your application and determine if there is a fit between your experience and their activities. If they see a fit, they will invite you for an interview. Please remember to copy me on all interview emails.
 - Note that the Counseling Psychology program does not influence how the site supervisors select candidates for acceptance. Therefore, it is crucial to be well-prepared for the application and interview processes.

- If you are not accepted by any of the supervisors listed in the table below, please contact the course instructor, Dr. Grace Ukasoanya, by August 1st, 2024.

Please Note: Due to the high volume of emails regarding this course, the header for all your email inquiries to Dr. Ukasoanya should be: EDUA 5490 2024 Field placement arrangement.

FAQ 2. Is a student permitted, under any circumstance, to complete their field placement experience at their primary place of employment?

- To avoid ethical conflicts, students cannot complete the placement at their primary place of employment under any circumstances.

Frequently Asked Question 3: How should students proceed after they have arranged a field placement?

- Complete the application form attached once you have secured a placement. This will require signatures from your school administrators (if you are working in a school) and your prospective supervisor.
- Send the form to Dr. Grace Ukasoanya with the subject line "EDUA 5490 2024 Field Placement Arrangement."
- Dr. Ukasoanya will conduct ongoing placement verification meetings with prospective supervisors starting July 1st through October 10, 2024. These meetings may take place over the phone or on Zoom.
- Once verification is done, Dr. Ukasoanya will send you and your supervisor the field placement manual, including the Placement Agreement Form, Ethics Agreement Form, Weekly Logs, and Learning Goal Form.
- Students will be required to meet with their supervisor(s) to review and sign the above-listed forms at this point.
- The Faculty of Education will also send a practicum insurance form to verified supervisors.
- The Faculty of Education requires you to submit police criminal and child abuse reports.
- To register for the course, all forms must be submitted by October 25. This deadline could be extended when you submit proof that you have submitted your request to the police.

FAQ 4: How does the Counseling Psychology program ensure that student participation in the course is determined on a first-come, first-served basis?

- All correspondence regarding the field placement course is conducted through email only. Email records serve as proof of the first-come-first-served course enrollment policy.

FAQ 5. What happens if a student provides false information about their placement site or supervisor?

- Students should be aware that it is considered academic dishonesty to obtain a qualified supervisor's signature while working under a different supervisor. If this is discovered, the student will be deregistered and the case will be reported as academic dishonesty in accordance with the University of Manitoba's Academic Integrity Regulations.
- Information about supervisor qualification is on page 12
- Information about explaining your supervision request is in Item G.

FAQ 6. Who is a qualified supervisor and what is a qualified field placement site?

- To prevent ethical conflicts, the following criteria apply to all field placement supervision:

- Students cannot be supervised by any colleague in their workplace or school.

- Divisional Student Service Coordinators are not allowed to serve as supervisors.

- Supervisors must have a Bachelor's or Master's degree in Counseling, Social Work, Child and Youth Care, or Psychology, and at least three to five years of experience as a counselor.

FAQ 7. What should I expect from my supervisor? Please share this information with the supervisors to help them determine if they would have time and logistics to fulfill the demands below:

Your supervisor will support you in four significant ways: Clinical, Supportive, Evaluative, and Administrative. Supervisors have unique supervisory styles depending on their theoretical and clinical orientations, practice experience, and organizational regulations.

- **Clinical:** You will learn by watching your supervisors do their counseling work. They serve as models for how to perform counseling and guidance roles.
 - Evaluate how you interact in all situations and capacities.
 - Identify and give feedback when you play the counseling roles assigned by the supervisor.
 - Teach and demonstrate counseling strategies.
 - Explain the rationale of strategies and interventions.
 - Debrief significant events in the counseling process with you.
 - Constructively challenge you.
- **Supportive:** Help you grow professionally by offering support and encouragement.
 - Assist you in recognizing your limitations to protect both your welfare and your clients' welfare.
 - Provide a non-threatening atmosphere for self-exploration and problem-solving to grow in confidence.

- Support your well-being by helping you deal with stressful events, role ambiguity, career development, and skill use.
- **Evaluative:** Provide feedback about your performance.
- Observe and provide feedback on skills and strategies in counseling and guidance during weekly discussions.
- Hold you accountable for bringing in a well-written weekly summary.
- Inform you of the standards of work expected in your placement agency/community/school.
- Revise and reinforce training objectives.
- Address areas needing improvement.
- Teach and model ethical behavior.
- **Administrative:**
- Assist in developing a learning plan.
- Commit to weekly one-on-one supervisory meetings.
- Be available for guidance and questions.
- Report issues to the faculty supervisor before the university.
- Review and sign weekly timesheets.
- Ensure weekly time at placement does not exceed eight hours.

FAQ 8: What are the expectations of me during field-based training?

- Students are required to complete 7 to 8 hours of practical learning weekly under the supervision of a mentor. The field training can be done in one day or split into two 3-4 hour days. Students who are unable to commit to at least two uninterrupted blocks of 3-4 hours per week will not be allowed to register. Falsely stating that you have the necessary time release when you do not will be considered academic dishonesty and will be reported to the Head of Department and Dean.
- Dress, behave, and arrive promptly in a professional manner.
- Participate in a one-hour debrief session with your supervisor weekly for 13 weeks.
- Submit your weekly summary/log for your supervisor's review during your supervision meetings.
- Proactively seek guidance and feedback from your supervisor to enhance your development.
- Prioritize the direct and indirect counseling experiences. Hours obtained through both experiences are equally weighted components of the Field Placement course. Therefore, all learning opportunities provided by your supervisor should be embraced.

FAQ 9: What are the expectations of me during in-class weekly training?

- **Time requirement:**
Students must dedicate three hours per week for 13 weeks to participate in in-class learning at the Faculty of Education Building. The curriculum includes instruction on

assessing and understanding the developmental needs of children, adolescents, and their surroundings, as well as developing and implementing appropriate counseling and guidance interventions based on relevant theoretical knowledge. Through readings, lectures, and hands-on exercises, students will focus on improving their process and communication skills, conceptualization skills, personalization skills, and professional skills. By practicing various counseling techniques in both classroom settings and field placement sites, students will gain confidence in offering direct and indirect counseling and guidance services by the end of the course. Reflections emphasize counselor growth.

- **Learning Objectives:** Students will be able to:

- Apply process and communication skills ranging from simple (restatement) to sophisticated (paradoxical intervention) skills to enhance counseling.

- Evaluate case conceptualization processes in counseling by engaging in deliberate thinking and case analysis both in the session and between sessions while conducting direct, indirect services and class.

- Develop personalization skills, including the ability to evaluate your attributes, which you use in the counseling relationship and reflect on the degree to which you are adapted to the role of helper.

- Develop and demonstrate the professional behaviors that will support the ethical practice of counseling and guidance in schools and the community.

- **Course Schedule:**

- It is the students' responsibility to continually check Aurora for information on when the course calendar or registration date will be released.

- **Course Requirements:**

- Complete assigned readings, post your weekly reflections, and interact with your assigned group on UM Learn.

- Participate in all aspects of the class.

- Class attendance is mandatory. There is only one three-hour excused absence without a medical note. There can only be two excused absences when a student presents a medical note twenty-four hours ahead of class.

- Please note that the syllabus will always have the most current information. It is your responsibility to review and keep track of all course requirements stated in the syllabus.

- This is a pass or fail course, but assignments and their weights are provided to determine the grades.

FAQ 10. Can you provide examples of sites where students have been accepted for field placement exercises in the past three years?

Please note that the list below consists of sites that have previously hosted our students.

Counseling Psychology does not have a permanent placement agreement with these sites.

If the sites listed below are unavailable or reject your request, you are responsible for finding alternative placement options.

#	NAME OF SUPERVISOR	SCHOOL/AGENCY	CONTACT INFORMATION
1.	Paula Neill	Ecole Crescent View	pneill@plpsd.mb.ca 1-204-857-3475
2.	Katherine Barclay Principal	Pembina Trails Alternative High School 315 Chancellor Matheson Rd., Winnipeg, MB R3T 1Z2	kbarclay@pembinatrails.ca 204.488.7357
3.	Tracey Kinkead Social Worker	Ashern Central School/ Student Services Lakeshore School Division	kinkeat@lakeshoresd.mb.ca 12047682571
4.	Michelle Bevan Guidance Counsellor	Ecole Waterford Springs School VOIP 112-516	mbevan@wsd1.org (204) 694-9690
5.	Dr. Maria Phelps Psychologist,	Educational Support Services St. James-Assiniboia School Division	maria.phelps@sjasd.ca Ph. 885-1334 ext. #2335
6.	Jill Thordarson School Social Worker	Educational Support Services St. James-Assiniboia School Division 1 Braintree Crescent Winnipeg, Manitoba R3J 1C7	jill.thordarson@sjasd.ca (204) 885-1334 ext # 2322
7.	Susan Hocken- Attwell Department Head Counselling, Career Development & EAL	Kildonan East Collegiate	shockenattwell@retsd.mb.ca 204.667.2960 ext. 2415
8.	Anna-Maria Coniglio- Paolucci Guidance Counsellor	Argyle Alternative High School	Phone: 204-942-4326 Fax: 204-943-1759 Email: aconiglio@wsd1.org
9.	Tony Paukovic	Acadia Junior High,	tpaukovic@pembinatrails.ca

	Guidance Counselor	Pembina Trail Division	2044532474
10.	Liz Standing	Acadia Junior High School	estanding@pembinatrails.ca 204.269.6210
11.	Lori Rudniski	Bravestone center	ed@bravestonecenter.ca
12.	Tanissa Martindale 4313033616	Brave Canvas	info@bravecanvastherapy.com
13.	Angela Taylor Inspire	Community Outreach	angela.taylor.inspire@gmail.com 4315546248
14.	Melissa Decelles	Agape House Eastman Crisis Center Steinbach	P: 204-326-6062 F: 204-326-2359 undefined programs@agapehouse.ca
15.	Lori Irwin	The Link Youth and Family Supports Services	lori.irwin@thelinkmb.ca Office 204-949-4842 Mobile 204-250-1820 Office 204-949-4772 Mobile 204-794-7058 Fax 204-949-4776
16.		Bruce Oak Recovery Center 2048944833	
17.	Al Benarroch, BA (Hons), MA (Psych.) Executive Director	Jewish Child and Family Service	C-200 123 Doncaster Street, Winnipeg, MB R3N 2B2 204-477-7430 I
18.	Jane Marion Interim Executive Director Director of Service Delivery and Community Connections	Big Brothers Big Sisters of Winnipeg	jane.marion@bigbrothersbigsisters.ca 204-988-9213 I 204-795-6466 (cell)

19.	Kara Abrahams Divisional Social Worker WSD Winnipeg	Growing Roots Therapy	kara.abraham@gmail.com Kara@growingrootstherapy.ca 204479-2199
20	Jahna Hardy MSW, RSW, RPT Therapist/Clinical Supervisor	Elements CTS LTD. Box 38 Riverton, MB R0C 2R0 www.elementscts.com	P: 204-641-4494 F: 204-378-2852 jhardy@elementscts.com
21	Trevi Freeze, M.Ed., C.C.C., Ph.D. Director and Sessional Instructor	Campus Life Program	P: 204-474-7946 trevi.freeze@umanitoba.ca