

Crossroads Collective Educational Institute

Practicum / Internship Curriculum

Clinical Schedule / Weekly Agenda Items

Week 1	<p>Chapter 1 – Preparation Chapter 5 - Supervision</p> <p>Meet and Greet Expectations Email Etiquette and expectations Policy and Procedure Manual Intern Manual</p>
Week 2	<p>Chapter 2 – Getting Started Theoretical Orientation</p> <ul style="list-style-type: none">- Do Exercise from Second Text Book – Haliburton- Discuss your Theoretical Orientation <p>Complete 16 Personalities test for yourself</p> <p>Free Personality Test 16Personalities</p> <p>Your results will come into play when developing case conceptualizations from both personality tests listed above</p>
Week 3	<p>Chapter 3 – Internship and Peer Groups</p> <p>Chapter 7 Clinical Writing, Treatment Records and Case Notes and Appendix A</p> <p>First Session Videos</p> <ul style="list-style-type: none">● How to start a session● How to end a session● How to take payment● How to rebook clients

	<ul style="list-style-type: none"> ● Jane Review <p>First session – be present – be you – be attuned – you are not there to solve their problems – they are.</p> <p>Charting – Clinical Records – Subpoenas</p> <p>Treatment Plans</p> <p>If not using Jane, where are you keeping your notes – under lock and key not in your car</p> <p>Informed Consent and Confidentiality</p> <p>Interview Intake Sessions – Appendix A and Review Risk Assessment of this document</p> <p>How to Write Notes: How to write notes – be brief, insurance companies are not your friends, does your client now want something written in their notes.</p> <p>How to use technology appropriately</p>
Week 4	<p>Resources for Communication</p> <p>How to use Social Media Appropriately</p> <p>Request for Information and Records - Release of Information - How to draft appropriate professional documentation</p>
Week 5	<p>Chapter 4 – Ethical and Legal Issues</p> <p>Insurance requirements and why it's needed especially if you are not incorporated</p> <p>Legal Consultation – BCACC, CCPA, ACCT</p> <p>Liability and Risk of being a counselor</p>

Week 6	First Client Sessions and bringing experiences forward to discuss
Week 7	<p>Duty To Report</p> <p>Booking vacations and not taking too much time off or you will lose clients or fail to build your practice</p> <p>CCPA vs BCCAC and other regulatory bodies</p> <p>Psychological Testing - when to refer and how</p>
Week 8	<p>Dual Relationships</p> <p>Boundaries and Attraction to others</p> <p>Classic BPD Client when you feel too drawn in and connected to their story</p> <p>Post Therapy Relationships</p>
Week 9	<p>Chapter 6 – Working with Diversity</p> <p>Gender Affirming Presentation</p> <p>Neurodiversity Presentation</p> <p>Working with Children and Separated Divorced parents</p> <p>Benefits of virtual vs in person counselling</p>
Week 10	<p>Admin Topics</p> <p>Schema Therapy</p> <p>Open Topics / Case Presentations</p>

Week 11	<p>Chapter 8 – Stress and Self Care Chapter 9 – Assault and Other Risks</p> <p>Additional Training/Specialization</p> <p>Self Care</p> <p>Assault and other risks</p>
Week 12	<p>Confidentiality</p> <p>Facebook, social media, drinking in public – you are regarded as a professional and have a duty to always be professional</p>
Week 13	<p>Chapter 10 – Closing Cases Chapter 11 – Finishing Internship</p> <p>Closing files – referring clients to other counselors in our clinic</p> <p>Next Steps</p>
Week 14	<p>Incorporating vs Sold Proprietor</p> <p>Interns Becoming Associates and their process. Rate changes, sliding Scale and going from Associate to Registered Clinical Counselor rates</p> <p>Referring clients for other paramedical services</p>
Week 15	<p>Marketing Presentations and how to build a private practice quickly</p>
Week 16	<p>Chapter 12 – Frustrations, Lessons, Discoveries and Joys</p>

	<p>Open topics and catch up</p> <p>What are your hopes and dreams? What have you learned about yourself these past 4 months? Do you think you will see different clients than you thought? Less / More? How have you grown and changed through this experience? What could we have done better as internship supervisors and leaders of Crossroads?</p>
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