

COUNSELLING AND SPIRITUALITY

Master of Arts

STUDENT GUIDE

2019-2020

Faculty of Human Sciences/ Saint Paul University
223 Main, Ottawa ON K1S 1C4
(613) 236-1393
www.ustpaul.ca

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Word from the Director

Dear students,

I would like to extend to you a most cordial welcome to the School of Counselling, Psychotherapy and Spirituality, at Saint Paul University. Our graduates are characterized by their specialized knowledge, skills, attitudes and an ongoing commitment to their personal and spiritual development and growth, as well as to the clients' whom they have the privilege to see in counselling. Thanks to the research tools taught in the program, you will be able to evaluate and improve your performance and that of the organizations you will serve. In this way, you can constantly renew your services to society. I trust that your stay with us will live up to and even surpass all your expectations.

We are proud to state that our program is now accredited by College of Registered Psychotherapists of Ontario (CRPO). I would like to highlight one particular principle of CRPO's Code of Ethics which I value greatly, *support for colleagues*. This principle invites us all to work collaboratively and to inspire each other to excellence in order to better serve our clients and society.

To help you in your initial experience in Counselling and Spirituality, we have prepared a student guide. This document contains academic and administrative information. It does not replace the list of regulations which can be found on the University website, which I invite you to read: https://ustpaul.ca/en/about-spu-governance-university-regulations_2415_961.htm

If you need further information, do not hesitate to contact Ms. Francine Quesnel, the academic advisor of the graduate programs, at Saint Paul University.

I wish you every success in your studies.

Cynthia Bilodeau, Ph.D.
Director of the School of Counselling, Psychotherapy and Spirituality
Faculties of Human Sciences and Philosophy

ACADEMIC CALENDAR

https://ustpaul.ca/en/sessional-dates_37_172.htm

ADMINISTRATION AND SENIOR STAFF MEMBERS

		Room	Tel.
STE-MARIE, Lorraine	Dean of the Faculty	G-254	2290
BILODEAU, Cynthia	Director, School of Counselling, Psychotherapy & Spirituality	G-327A	2455
YAMIN, Stephanie	Clinical Training Director	G321	2380
QUESNEL, Francine	Academic Advisor	G-161A	2247
BEAUDOIN, Caroline	Resource Person - Centre for Counselling and Psychotherapy	Residence 215D	2242

PROFESSORS

- ARMSTRONG, Laura
- BELLEHUMEUR, Christian
- BILODEAU, Cynthia
- BLAIS, Martin
- GALL, Terry Lynn
- GRAFANAKI, Sotiria
- JIANG, Yuenyuen
- KILREA, Kelly
- LUSSIER, Chantale
- MAISHA, Buuma
- MALETTE, Judith
- MARTINEZ DE PISON, Ramon
- WEIBE, Stephanie
- YAMIN, Stephanie

WHO YOU SHOULD SEE?

- Office of Research and Ethics
 - **Mohamed Kouachi**
Room G-166
613-236-2323
mkouachi@ustpaul.ca

 - Admission to the program
 - **Office of Admission, Registrar and Student Services**
Room G-150A
613-136-1393
admission@ustpaul.ca

 - Official Transcript, Student Card, Attestation Letters
 - In order to obtain your diploma, you have to fill out the form Registration for Degree and Request for Diploma
 - **Registrarial Services**
Room G-165
613-236-1393, ext. 2318
registraire@ustpaul.ca

 - Equivalences
 - Course Enrolment Information
 - Change in your Course Registration
 - Withdrawal
 - Change in your status
 - Schedules
 - **Francine Quesnel**
Academic Advisor
Room G-161 A
613-236-1393, ext. 2247
Etudes.Sup-Grad.Studies@ustpaul.ca

 - Tuition Fees
 - Payment or Reimbursement
 - Financial Aid
 - Bursaries and Scholarships
 - Government Loan
 - **Daniel Tessier**
Financial Services
Room G - 172
613-236-1393 ext. 2295
finance@ustpaul.ca

 - Reservation of audio and video equipment for pedagogic use only
 - Technical Assistance
 - **Computer and Distance Education Services**
Room G-20
613-236-1393 ext. 2234
- All requests for information or assistance should be submitted using the [online help request form](#)

REGULATIONS AND PROCEDURES OF THE M.A. PROGRAM

In accordance with its objectives and its guidelines, the Faculty offers a program of studies which extends over two years (five terms, including the first summer term) and leads to the degree of Master of Arts in Counselling and Spirituality.

By virtue of the federation of Saint Paul University with the University of Ottawa, the graduate program leads to a degree conferred jointly by the senates of both universities. The regulations and procedures which apply to the M.A. program in Counselling and Spirituality are shared with those of the University of Ottawa (https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm). These regulations specify the conditions for admission, the procedures and regulations governing the program. An outline of each concentration as well as the list of courses and their descriptions can be found at <https://ustpaul.ca/program-new/counselling-and-spirituality-302.htm>.

The list of regulations and procedures is extensive and for this reason, we felt it would be helpful if we supplied in this guide a more condensed list of regulations and procedures noting in particular those which should be of specific help to you during your studies. Please feel free to contact us should you require additional information.

Language requirements

Courses are offered in both English and French. It is therefore possible to enroll with a working knowledge of only English or French. Students whose first language is neither English nor French are required to attain a sufficient level of knowledge of one of the two languages before admission so that services to clients would not be compromised.

The School of Counselling, Psychotherapy, and Spirituality requires students whose mother tongue is neither French nor English to pass a recognized language proficiency test. Please see “Language Requirements” for international candidates: https://ustpaul.ca/en/international-admission-requirements_6339_1006.htm#2

Exemptions and Advanced Standing

Students who have taken courses at other universities for which the content and level is equivalent to that covered by courses included in the program, may apply to have these recognized for the degree. It is the responsibility of the student to submit an application for recognition of such courses to the Registrar at the time of admission. For more information, consult Regulation II-2.3 Registration, equivalencies and Transfer of Course Units (https://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm)

REGISTRATION

Students must register either at the beginning of each term of study or for the fall **and** winter terms taken together. Retroactive registration is not permitted. Due to financial restrictions, registration in certain concentrations may be limited. The Faculty reserves the right to cancel courses, practica, concentrations or program if there are less than six students registered. Changes of courses, substitutions, additions, deletions, withdrawals, and modification of status must be made by the following dates (https://ustpaul.ca/en/sessional-dates_37_172.htm)

All changes in the students' original registration must be approved by the Director or her representative. The student is primarily responsible for his program of studies. It is the responsibility of the student to register properly via uoCampus in courses before the deadlines, to request in writing the needed authorization (e.g. deferrals, withdrawals), to remit all documents concerning his or her program of study for placement in his or her academic file, to know the regulations governing the program of studies. The Administration will help the student in these matters, but will not discharge these duties for him or her. Students may register for courses which are additional to those normally required for the degree, but must in all cases have the approval of the Director of the School to do so. Once registration for such courses has been approved, students must obtain a passing grade for each one, unless they are registered as auditors. All courses for which students are registered are deemed to be part of their graduate program and count towards the student's degree. Students must obtain a minimum grade of C+ to pass any course at the graduate level, two failed grades will result in the withdrawing the student from the program.

Registration and selection of courses

Students admitted to the M.A. program in Counselling and Spirituality are required to register for their courses via uoCampus at <https://www.uocampus.uottawa.ca/>. The detailed instructions on how to enroll via uoCampus are available on the Intranet at https://ustpaul.ca/intranet/login_e.php. The selection of courses should be made in consultation with the academic advisor, who will inform students of program requirements (room 161A).

The courses time schedule is normally from Monday to Friday. The schedule is subject to changes. Therefore, students are responsible to check if changes have indeed occurred. Periods appearing free on the schedule are reserved for supervision and other meetings.

Courses selected from other academic units

In some cases, students are permitted to follow courses in other academic units of the University. Registration for such courses is to be made with the academic advisor within the prescribed time period and must be first approved by the Director of the School. (Please note: Students are not permitted to replace program courses with correspondence courses.)

Registration of courses taken at the University of Ottawa

Saint Paul and Ottawa universities are federated. In certain cases, students admitted to the M.A.

program may follow courses at the University of Ottawa and have these courses counted as part of their program of studies or as “out of program” courses. The following procedure is to be followed:

- a written authorization from the Academic Advisor and Director of Counselling and Spirituality
- include the authorized course in the official registration form at Saint Paul University
- Submit official registration form to Francine Quesnel

This procedure only applies to students who are registered on a full-time basis.

If approval is given, students may register in courses that are part of the M.A. program of study or that are “out of program”. Unless they are registered as auditors, students must successfully complete these courses.

Regulations Governing the Classification of Students

Full-time Status

Full-time students must normally register each term for a minimum of three course units or equivalent. Students enrolled in Counselling practica or CPE units are automatically considered full time. Full time and supervision fees will apply.

Practicum students must reside in Ottawa (or surrounding areas) during the week (in order to be available to meet their clients at the Center, in a timely manner in the event of an emergency).

Part-time Status

All graduate students registered in a degree who do not meet the requirements of full-time status as defined above are part-time graduate students. **Part-time students cannot be registered in less than six course units per term . Students may not register in any practica or CPE unit on part-time basis.**

Selection Criteria / Process for the Couple and Family Program, Year 2

- Student spaces in the couples/family program are limited and determined by our ability to obtain sufficient couple and family clients. As such, it is a competitive process.
- Students are asked to express interest in the couple/family program early as possible (In their original application to the MA program; in the admissions interview for the MA program; or in September, of Year 1 via email to Dr. Maisha (bmaisha@ustpaul.ca). An expression of early interest will be a factor in the selection process.
- In March, Year 1, the couple/family program will advertise admissions interviews for the couple / family program by posting a sign-up sheet in the Counselling and Psychotherapy Centre, along with the application forms.

- Students must submit their application form, along with a photocopy of a recent picture to Dr. Wiebe (English) or Dr. Maisha (French) at least two days prior to the interview time slot they selected on the sign-up sheet.
- Students must provide a photocopy of their year-end practicum evaluation to Dr. Wiebe or Dr. Maisha as soon as it becomes available. Interviews are conducted at the end of March or early April.
- Students are selected for the program based upon the following criteria:
 - The answer to the essay question in the application form;
 - The outcome of the interview (students are assessed independently by each interviewer);
 - The results of their year-end performance evaluation;
 - Consultation with other professors, supervisors and trainers;
 - Their overall ranking compared with the other applicants and the number of spots available for the program.
 - Note: When students are equally ranked, priority will be given to students who made an early expression of interest in the couple and family program, as described above.
- The selection decisions will be communicated to candidates via email by end April, year 1

COURSES AVAILABLE:

See website (ustpaul.ca) at <https://ustpaul.ca/timetablesNewEn.php>

COURSE ATTENDANCE

1. All students admitted to the M.A. in Counselling and Spirituality program are required to attend all courses in which they are enrolled. Students who miss more than 20% of classes in a theoretical course will automatically fail the course in question.
2. Students cannot miss more than **four practicum classes (i.e., four 3 hour sessions for a total of 12 hours) and two supervision sessions per term**. In the case of supervision, if the client is at risk, the student must contact their respective supervisor and/or the Director of the Centre to advise of their absence. If a student exceeds the allowable absences, he/she is required to repeat the entire practicum.

Attendance is taken in all courses, including supervision.

Withdrawals and changes in registration

Courses and practica are offered according to the rules and regulations of the University and the Faculty.

Students wishing to withdraw from courses can do so through uoCampus (<https://www.uocampus.uottawa.ca/>). Instructions for how to drop a course through uoCampus can be found at https://ustpaul.ca/en/currentstudentsregistrationforms_1047_713.htm. Closing dates for withdrawals, registration, and refund of fees are indicated in the General Calendar of the university (https://ustpaul.ca/en/sessional-dates_37_172.htm). If a student must withdraw from a course taken in another academic unit, written notification must be given to the academic advisor, who in turn will advise the proper authorities. If a student withdraws without proper notice, the course remains registered in the academic record of the student with the notation ABS (absent) which is equivalent to a failure grade.

We recommend that all changes made to the student's original registration be approved by the Academic Advisor.

EXAMINATIONS AND GRADE REPORTS

Work must be submitted to the professor by the due date. Professors are not required to accept late work, and they may impose penalties for late work. Professors are also not required to accept work sent electronically. After one year, unclaimed work will be destroyed.

Examinations (oral and/or written) are required at regular intervals. The pass mark is C+ (66%) for theory courses and the research seminar. For the M.A. theses and for the practicum, the grade is: S= Satisfactory; NS = Non-Satisfactory.

A student who fails in a course has no right to a supplemental examination. The student can repeat the course or take another course specified by the Faculty. In exceptional cases, the privilege of writing a supplemental examination may be granted. Students whose progress is unsatisfactory, or who do not meet the requirements of their program, will be withdrawn from the program.

A grade given for successful completion of a course cannot be upgraded by repetition of the course or by a supplemental exam.

Grades are given according to the official grading system in use at Saint Paul University. All registered students can access their grades and an unofficial transcript free of charge through uoCampus.

Deferred evaluation

Students are expected to complete course requirements within the deadlines specified in the course syllabus. The final grade must be submitted to the academic unit on the date set by the Registrar.

Students may request a deferral of course requirements if they are unable to meet the requirements before the deadlines set in the course syllabus, but only for reasons clearly beyond their control (such as illness/psychological problems confirmed by a medical certificate or exceptional personal circumstances)

With a permission of the Dean, the submission of a final grade may be deferred, but **only for one term**. Until a final grade has been submitted, a mark of DFR will appear on the transcript. If the final grade is not submitted by the end of the extension period, the DFR notation will be changed to EFN, the equivalent of a failing grade. **This deadline cannot be extended**, except for rare situations when the Vice-Rector, Academic and Research grants an exception from the academic regulation.

Revision of Grades and Appeal Process

The University recognizes the right of every student to see, on request after grading, all documents that have been used to establish their grade for courses in which they are duly registered; the documents include those produced by the students themselves or evaluations written by supervisors (as part of work terms, clinical placements or internships).

The University also recognizes students' right to ask for a grade review and to appeal grades. Students who are not satisfied with their grade after discussing the matter with their professor can ask for a grade review.

When grade reviews can take place during the term, students must submit their request within five (5) working days of receiving the contested grade. For grades received on final exams or in cases when grade reviews take place only at the end of the term, the request must be submitted within ten (10) working days after the grade in question becomes official ([see the University calendar for the exact date](#)).

For all relevant procedure please see Academic Regulation I-10 - Grading system available here: http://ustpaul.ca/en/registrar-s-services-academic-regulations-undergraduate-studies_469_741.htm#ar10

As stipulated in the Academic Regulation I-9 - Evaluation of student learning, all unclaimed student assignments and examinations are retained by the University for one year from the date the final grade is official, unless the student concerned consents to their earlier disposal.

MARKING CRITERIA (WRITTEN ASSIGNMENTS)

- A+ Exceptional presentation: content very well stated, clear, exact, concise, interesting excellent subject organization with headings; in excellent English (paragraphs and sentences structure, choice of vocabulary); no grammatical errors; excellent format presentation
- A,A- Excellent presentation: content very well stated, clear, exact, concise; excellent subject organization with headings; in an excellent English (paragraphs and sentences structure, choice of vocabulary); few grammatical errors; very good format presentation.
- B+,B Very good presentation: content covers all listed points, but occasionally lacks clear thinking and conciseness; some errors in subject organization (some errors in paragraphs or sentences structures, some inaccuracies in vocabulary); few grammatical errors; good format

presentation.

- C+ Good presentation: content often lacks clear thinking and conciseness in expressing major ideas or some of them are not dealt with; subject organization not clear; paragraphs or sentences structure and inaccuracies in vocabulary make reading difficult even if reader can extract meaning with re-reading; many serious grammatical errors; weak format presentation.
- C, D+ Unsatisfactory presentation: not clear: content does not include major points;
- D subject not organized; text difficult to understand because of errors in paragraphs and sentences structure, and inaccuracies in vocabulary; serious grammatical errors rendering the text incomprehensible; poor style in format presentation.

Suggested Grading

- | | |
|--|-----|
| ✓ Content: | 60% |
| ✓ Organization (originality, organization of thoughts, etc.): | 20% |
| ✓ Grammar and syntax (paragraphs and sentences structure, vocabulary): | 15% |
| ✓ Format presentation: | 5% |

GRADUATE GRADING SYSTEM

This grading system is to be for theory courses.

Definition	Letter Grade	Percentage
Exceptional	A+	90-100
Excellent	A	85-89
	A-	80-84
Very Good	B+	75-79
	B	70-74
Passable	C+	65-69
Failure	C and less	64-

- Students get a S (Satisfactory) grade or an NS (Non-Satisfactory/Fail) grade for the research seminar, thesis and practica attended from September to April in the first and second year of the M.A. Students must also obtain a passing grade in all compulsory practica in Counselling

and Spirituality. Evaluation grids is used to evaluate students.

- To complete the Master of Arts, students must successfully complete their courses, the practica and a research seminar. Failure to pass any of the required practica will mean dismissal from the program.
- Students must obtain authorization from the Faculty if they wish to be absent for any part of a course. A student who misses more than 20% of an academic activity (course, seminars, practica) even with justifiable reasons, will get a failing grade (F, incomplete). This regulation is also applied to the personal development and integrative seminar albeit no credit is associated to these seminars.
- All grades below C+ (65%) are failing grades for graduate studies.

CLINICAL EVALUATION

Counselling and Spirituality Graduate Programs Student Progress Review Committee (CSSRC)

Mandate

The Counselling and Spirituality Graduate Programs Student Review Committee (CSSRC) operates under the delegated authority of the School of Counselling, Psychotherapy and Spirituality's forum.

The CSSRC has the responsibility to evaluate students in regards to professional activities and all other academic aspects.

The CSSRC will be guided by the current version of the *Canadian Code of Ethics for Psychologists* of the Canadian Psychological Association, by pertinent standards of the College of Psychologists of Ontario, by standards of the Canadian Counselling and Psychotherapy Association as well as by the code of ethics for the College of Registered Psychotherapists of Ontario, and the code of ethics of the American Association of Marriage and Family Therapists.

Students and trainees in master and doctoral professional programs in counselling and spirituality should know, prior to program entry and at the outset of training, that faculty, training staff, supervisors, and administrators have a professional, ethical, and potentially legal obligation to:

- i) establish criteria and methods through which aspects of competence other than, and in addition to, a student-trainee's knowledge or skills may be assessed (including, but not limited to, emotional stability and well-being, interpersonal skills, professional development, and personal fitness for practice);
- ii) ensure insofar as possible that the student-trainees who complete their programs are competent to manage future relationships (e.g., client, collegial, professional, public, scholarly, supervisory, teaching) in an effective and appropriate manner.

Because of this commitment, and within the parameters of their administrative authority, professional counselling and spirituality education and training graduate programs, faculty, training staff, supervisors, and administrators strive not to advance, recommend, or graduate students or trainees

with demonstrable problems (e.g., cognitive, emotional, psychological, interpersonal, technical, and ethical) that may interfere with professional competence to other programs, the profession, employers, or the public at large, and/or students experiencing significant difficulties completing academic hurdles such as comps, course work and dissertation work.

As such, within a developmental framework, students and trainees should know that their faculty, training staff, and supervisors will evaluate their competence in areas other than, and in addition to, coursework, seminars, scholarship, comprehensive examinations, or related program requirements.

These evaluative areas include, but are not limited to, demonstration of sufficient:

- i) interpersonal and professional competence (e.g., the ways in which student-trainees relate to clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories);
- ii) self-awareness, self-reflection, and self-evaluation (e.g., knowledge of the content and potential impact of one's own beliefs and values on clients, peers, faculty, allied professionals, the public, and individuals from diverse backgrounds or histories);
- iii) openness to processes of supervision (e.g., the ability and willingness to explore issues that either interfere with the appropriate provision of care or impede professional development or functioning);
- iv) resolution of issues or problems that interfere with professional development or functioning in a satisfactory manner (e.g., by responding constructively to feedback from supervisors or program faculty; by the successful completion of remediation plans; by participating in personal therapy in order to resolve issues or problems).

This policy is applicable to settings and contexts in which evaluation appropriately occurs (e.g., coursework, practica, supervision), rather than settings and contexts that are unrelated to the formal process of education and training (e.g., non-academic, social contexts). However, irrespective of setting or context, when a student-trainee's conduct clearly and demonstrably (a) impacts the performance, development, or functioning of the student-trainee, (b) raises questions of an ethical nature, (c) represents a risk to public safety, or (d) damages the representation of psychotherapist to the profession or public, appropriate representatives of the program may review such conduct within the context of the program's evaluation processes.

Composition

C1) The CSSRC is a committee designated by the School of Counselling, Psychotherapy and Spirituality, and does not include any student from the school.

C2) In the event that a regular member is unable to serve because of potential conflict of interest, the Chair will appoint an ad hoc replacement member.

The replacement member will be appointed to serve on the CSSRC only for the review which occasioned the regular member's conflict of interest. The regular member will continue to serve on the committee for all other reviews.

C3) The CSSRC consists of four members, including the coordinators of practica (IPA6160, IPA6161, IPA6221, IPA6321, IPA7128, IPA7162, IPA7205, IPA7221, IPA8201 and IPA8202), as

well as two full time faculty members.

C4) The Chair of the CSSRC is appointed by the Director of the School of Counselling, Psychotherapy and Spirituality from amongst the members of the committee.

Jurisdiction

J1) The CSSRC conducts periodic reviews of the clinical training and academic progress of all students in the Counselling and Spirituality master and doctoral programs, i.e. at least once in the fall and once in the winter terms.

NUMBER OF HOURS REQUIRED TO GRADUATE FROM THE M.A.

The number of hours required to graduate from the M.A. in Counselling & Spirituality is 125 supervised direct client contact hours. However, we strongly recommend that students work towards 150 supervised direct client contact hours.

RESEARCH SEMINAR

Most students will write a research essay to complete their Master's degree. This is an intensive essay of 35-40 pages (double-space) in length which is written within the research seminar course, and which will be graded by the instructor responsible for the seminar.

The research paper (or report), [is] shorter than a thesis, and consists of extensive research and a strict methodology. The student must show the ability to work independently in a scholarly manner, just as with a thesis.

THESIS

A thesis is an extensive research project of 100 to 150 pages in length prepared by a student working under the supervision of a thesis director. The Master's Thesis should reveal that the candidate is able to work in a scholarly manner and is acquainted with the principal works published on the subject of the thesis. The thesis should be an original contribution to knowledge.

Permission to write a thesis will be granted under certain conditions. The approval of the director of graduate studies and the director of the School of Counselling, Psychotherapy and Spirituality is required. For further information on theses, see the General Regulations of the Faculty of Graduate and Post-doctoral Studies of Ottawa University. (<https://www.uottawa.ca/administration-and-governance/academic-regulation-II-7-theses>)

Registration for degree

Once students have successfully completed the requirements of the M.A. program, they must fill in a "Registration for Degree" form indicating their intention to receive their diploma. This form is available online and will be emailed the form via the student's @uottawa.ca email. It is the student's responsibility to see that this form is sent to the Registrar's Office of Saint Paul University within the

prescribed time limits.

Advertising of degree

In order to conform to the requirements of the Ontario Council on Graduate Studies, we kindly ask graduate students to mention on different types of publicity, pamphlets and business cards, that their degree is a Master of Arts in Counselling and Spirituality with the concentration in brackets.

It is explicitly forbidden for students to advertise their degree as a Master of Arts in Counselling or in Psychology.

PROFESSIONAL PRACTICE

There is a practicum in each concentration of the program. Its goal is to form students in the skills and attitudes required to attain professional competency in a particular field of work. This training is highly individualized and involves the participation of clinical professors and clinical supervisors.

Please note that 1st and 2nd year practica consist in 6 hours/week of in class courses. Students must plan for additional hours when it comes to practica, as the latter involve: role plays, meetings with clients, looking at DVDs of clients' sessions, supervision, feedback of clinical work in real time, etc.

The clinical professor has three main functions:

1. within the parameters of a particular concentration, the clinical professor will specify the goals and objectives of the practicum. He/she will outline the skills and attitudes required for the preparation and formation of students in a specific area of Counselling and Spirituality. You will find this information in the practicum syllabus.
2. implementation: appropriate teaching techniques are used to instruct students in the practice of intervention.
3. evaluation: clinical professors prepare and inform students of the criteria whereby they will be assessed periodically and the conditions they will need to fulfill in order to be pass. Oral and written evaluations provide feedback to students concerning their progress and identify areas that need particular attention.

The supervisor:

The supervisors are responsible for the students' work with client cases. Ultimately, the supervisor is legally responsible for each of the cases under his or her supervision and students must comply with all instructions regarding work with clients. The supervisor is responsible for the quality of students' counselling skills and attitudes, and oversees the professional development of students when they

are actively engaged in counselling practice.

Placements in Counselling

Students are strongly recommended to complete a community placements during the first summer and second year of study in Counselling.

In the first year (September to April), the placement will be limited to an internship in the Counselling Centre. In May, aside from the internal practicum (practicum II), students can start an external placement if their evaluation is deemed satisfactory, by the School, in April. From September to April of the second year, students are in individual counselling (practicum III) or couple counselling and they either continue or start an external placement, if this is indeed the case.

All students are registered in individual counselling for practica I and II.

Three general objectives guide the placement: 1) to initiate the students to work in a practical counselling setting; 2) to put into practice the knowledge, skills and attitudes learned in the courses and establish links between theory and practice; 3) to strengthen aptitudes and interests in counselling and to promote the acknowledgement of personal and professional limits.

Academic Integrity

Academic integrity is a fundamental value at the core of all academic activities. The regulation on academic fraud defines the acts that can compromise academic integrity, and outlines the consequences of such acts and the formal disciplinary procedures in place.

The Academic Regulation on Academic Fraud is available here: http://ustpaul.ca/en/registrar-services-academic-regulations_469_741.htm#ar14

Further information on academic integrity is available on the [University of Ottawa's website dedicated to academic integrity](#).

Some examples of plagiarism are shown and explained in this [University of Ottawa's Guide](#). It also includes some tips on how to avoid plagiarism.

Definition

Academic fraud refers to “an act by a student that may result in a false academic evaluation of that student or of another student” ([Regulation 14 - Academic Fraud](#)). Here are some examples:

- Submitting work prepared by someone else or for someone else
- Using work you have previously submitted for another course, without your professor's permission
- Falsifying or making up information or data

- Falsifying an academic evaluation
- Submitting work you have purchased on the Internet
- Plagiarizing (see below) ideas or facts from others

Plagiarism

Plagiarism means using words, sentences, ideas and facts you have gotten from others and passing them off as yours, by failing to quote or reference them correctly. Plagiarism comes in many forms, including the following:

- Failing to place words or sentences you have taken from other authors in quotation marks (“...”)
- “Copying and pasting” information found on the Internet without providing a reference
- Translating texts without providing a reference for their sources
- Not providing a reference for a paraphrase or a summary

Cases of fraud

Allegations of academic fraud are submitted by a professor to the Dean of the Faculty of Human Sciences. The process outlined in the academic regulation I-14 will be followed (https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_741.htm#ar14).

Sanctions

Students who commit or attempt to commit academic fraud, or who are a party to academic fraud, are subject to one or more of the sanctions below. All sanctions are effective immediately, notwithstanding an appeal. If a student withdraws from a course following an allegation of fraud filed against the student, the University may re-register the student in the course in question.

Sanctions stipulated in sections 2(a) to 2(f) inclusively, are imposed by the faculty offering the course. Sanctions should be accompanied by a follow-up mechanism, such as mandatory meetings with appropriate persons or services, e.g. the mentoring centre, the Academic Writing Help Centre (AWHC), etc.

- a) a written warning;
- b) zero for part of the work in question;

- c) zero for the work in question;
- d) zero for the work in question and the loss of additional marks for the course in question;
- e) zero for the work in question, with a final grade no higher than the passing grade for the course in question;
- f) an F grade for the course in question.

Sanctions stipulated in sections 2(g) to 2(i) inclusively are imposed by the faculty offering the course, after consulting with the student's home faculty.

- g) the addition of another 3 to 30 units to the student's program requirements or to the requirements of any program at the same level in which the student subsequently registers.
- h) suspension of a University of Ottawa or faculty scholarship for a specified period;
- i) the loss of any faculty or University scholarship opportunity;

Sanctions stipulated in sections 2(j) to 2(n) inclusively are imposed by the Senate Appeals Committee upon recommendation of the student's home faculty. The decision of the Senate Appeals Committee takes effect immediately.

- j) suspension from the University for a maximum of two years. No course taken at the University of Ottawa or elsewhere during the suspension period will be recognized by the University and no tuition fees will be refunded. Once the suspension ends, the student can re-register in the program and is subject to the program requirements in place at that time.
- k) inclusion of a permanent statement on the student's official transcript: Sanction pursuant to contravention of the University regulation on fraud.
- l) expulsion from the University of Ottawa and permanent statement on the student's official transcript indicating the student was expelled from the University for committing academic fraud. Three years following the date of expulsion, the student is eligible to make a request to the Senate Appeals Committee to have the expulsion set aside, including the possibility, where applicable, of having the mention removed from the student's transcript. If the student reapplies to the University of Ottawa, the regular admission process applies.
- m) cancellation or revocation of a degree, diploma or certificate conferred prior to the University becoming aware of academic fraud;
- n) any other sanction considered appropriate for the circumstances.

OTHER INFORMATION

Concerning Religious accommodations, please refer to <https://www.uottawa.ca/administration-and-governance/academic-regulation-15-religious-accommodations>

Time limits

A student registered in the M.A. program must complete all degree requirements in the four years following their admission.

The syllabus

Syllabi are documents prepared by professors and distributed to students at the beginning of each course. It is recommended that students keep all syllabi as they may be required if you choose to apply to a professional college. They normally contain the following items:

- the official description of the course as approved by the Senate; (found on USP website)
- the general learning and specific course outcomes
- the calendar of learning and assessment activities
- teaching methods
- assessment methods and the breakdown of grades
- the list of required and recommended readings
- professor contact information and office hours
- other specific requirements (e.g. specific faculty rules.)
- information about academic regulations and student rights and obligations prepared by the faculty

Grades

To access your marks please go to uoCampus; <https://www.uocampus.uottawa.ca>

Photocopying of course papers

It is recommended students keep copies of papers they hand in to professors to fulfill course requirements.

Election of student representatives

The students' union of Saint Paul University is composed of students of all academic units. It has its own Council and members are elected by their peers.

The Senate of Saint Paul University includes four students elected by their peers.

For full regulations see:
https://ustpaul.ca/en/registrar-s-services-academic-regulations_469_1034.htm

TUITION FEES

For more information please refer to: https://ustpaul.ca/en/financial-services-tuition-fees_472_268.htm

OTHER SERVICES

Saint Paul University Library

The university library is a reference library. contains numerous periodicals and books in pastoral theology and social sciences of interest to students in Counselling.

University of Ottawa Library

The University of Ottawa allows SPU students to use its library services upon presentation of their student card. A shuttle bus free of charge goes to the main University of Ottawa campus at every hour. Check the exact schedule with the Saint Paul University reception desk.

Counselling Centre (Saint Paul University Residence, Dale Schlitt, OMI,. Second floor)

In 1974, a Centre for Counselling was established. The Centre has a three-fold functions: to serve as a training centre for the students, to be an instrument of research for both staff members and students, and to offer individual counselling to the local community. Students need to have a valid student card to access the Counselling Centre.