

Week 1	Chapter 1 – Preparation Chapter 5 - Supervision Meet and Greet Expectations Email Etiquette and expectations Policy and Procedure Manual Roles at the clinic - cheat Sheet Link Intern Manual Email Etiquette
Week 2	Chapter 2 – Getting Started Theoretical Orientation - Do Exercise from Second Text Book – Haliburton - Then read the section that you fall into as to what therapist the test tells you Complete 16 Personalities test for yourself Free Personality Test 16Personalities Your results will come into play when developing case conceptualizations from both personality tests listed above
Week 3	Chapter 3 – Internship and Peer Groups Chapter 7 Clinical Writing, Treatment Records and Case Notes and Appendix A First Session Videos ● How to start a session ● How to end a session ● How to take payment ● How to rebook clients ● Jane Review First session – be present – be you – be attuned – you are not there to solve their problems – they are. Charting – Clinical Records – Subpoenas

	Treatment Plans If not using Jane, where are you keeping your notes – under lock and key not in your car Informed Consent and Confidentiality Interview Intake Sessions – Appendix A and Review Risk Assessment of this document 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. How to use technology appropriately Request for Information - Release of Information - notes or letters – Marianne must approve
Week 4	Resources for Communication How to use Social Media Appropriately Requests to reproduce records
Week 5	Chapter 4 – Ethical and Legal Issues Insurance requirements and why it's needed especially if you are not incorporated Legal Consultation – BCACC or Magellan Law on retainer for us Liability and Risk of being a counselor Booking Vacations Duty to Report
Week 6	First Client Sessions and bringing experiences forward to discuss

Week 7	Duty To Report Booking vacations and not taking too much time off or you will lose clients or fail to build your practice CCPA vs BCCAC Psychological Testing - when to refer and how
Week 8	Dual Relationships Boundaries and Attraction to others Classic BPD Client when you feel too drawn in and connected to their story Post Therapy Relationships
Week 9	Chapter 6 – Working with Diversity Gender Affirming Presentation Neurodiversity Presentation Working with Children and Separated Divorced parents Benefits of virtual vs in person counselling
Week 10	Admin Topics Schema Therapy Open Topics / Case Presentations
Week 11	Chapter 8 – Stress and Self Care Chapter 9 – Assault and Other Risks Additional Training/Specialization Self Care Assault and other risks Rate changes, sliding Scale and going from Associate to RCC rates

Week 12	Confidentiality Facebook, social media, drinking in public – you are regarded as a professional and have a duty to always be professional Confidentiality
Week 13	Chapter 10 – Closing Cases Chapter 11 – Finishing Internship Closing files – referring clients to other counselors in our clinic Next Steps
Week 14	Incorporating Interns Becoming Associates and their process Other Services Offered by Crossroads
Week 15	Marketing Presentations Listen to this recording https://drive.google.com/file/d/1C3hNuxnODLWb0-Qr95ZzSVaUZ7tFxJxV/view?usp=sharing Notes: https://docs.google.com/document/d/1j-QUd3h9nzuagkYku9cUUdN2k-Kg-44f/edit?usp=sharing&oid=106244494786770616050&rtpof=true&sd=true
Week 16	Chapter 12 – Frustrations, Lessons, Discoveries and Joys Open topics and catch up Last session – maybe a zoom coffee or in person in the office – celebration 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?