



Student Placements **Information & Application Overview**

The Dave Smith Youth Treatment Centre (DSYTC) commits to providing rewarding clinical student placement opportunities in an effort to promote experiential learning in a social service setting.

All placement decisions are subject to the approval of the Executive Director, Clinical Director or designate, and students will be primarily supervised by a full time employee of the DSYTC.

The DSYTC will consider students requesting a placement or internship from colleges and universities whose programs have counselling as a primary focus. The placement will generally involve a combination of clinical and administrative duties, supervision, program development and training. As the placement is considered a learning opportunity for the prospective candidate, the level of responsibility and the expectations required of the student will be less than those of a paid employee. However, because students will have direct contact with clients, expectations regarding professionalism, conduct, confidentiality and the nature of the relationship with clients are the same as for all employees of the agency.

IMPORTANT DATES:

- For **Fall term** placements (Sept-Dec.), interviews and subsequent placement decisions are usually made in April/May of the same year.
- For **Winter term** placements (Jan-Apr), interviews and subsequent placement decisions are usually made in October/November of the previous year.
- **Spring/Summer term** placements are less frequently provided. In instances where such opportunities do occur, interviews and placement decisions would be made in February/March of the same year.

PLACEMENT EXPECTATIONS & REQUIREMENTS:

- Full-time placements preferred (35-40 hours/week). Placements of a minimum of three (3) days (approx. 24 hours) per week may be considered;
- Placement hours will be flexible in that the internship may include evening/weekend work. However, unless specified otherwise, the bulk of placement time will occur during regular business hours (i.e., 0800-1600 or 0900-1700) and will be agreed upon in advance;

- Students will be required to agree to a placement period that is a minimum of 10-12 weeks in length;
- Placement activities will occur at one or both of our two residential treatment sites (Carp and Carleton Place). Students are responsible for their travel to and from the placement site (Note: bus service is not directly provided to these remote settings therefore access to a vehicle is a must). Placements are not available at our Bronson Avenue location.
- Direct client contact provision is subject to client need and student skill set and experience, therefore, a minimum amount of individual counselling hours cannot be guaranteed;
- Students are expected to demonstrate a positive and friendly demeanour, eagerness to learn, willingness to try new things and actively participate in supervision and training sessions.
- All material created or developed by a student remains the sole property of the DSYTC;
- A satisfactory Criminal Records Check report (vulnerable population) is required in advance of placement start date.

APPLICATION PROCEDURES:

1. School faculty or student applicant will contact the Centre regarding their interest in arranging a placement at the DSYTC. The "*Student Placements - Information & Application Overview*" document will be provided at that time.
2. Along with a current résumé and covering letter, the prospective student will provide a completed application by answering the required application questions (see below). Such information should be submitted via email to mike.b@davesmithcentre.org.
3. An interview with the student applicant will be arranged as necessary (interviews via telephone or videoconference may be arranged for those from out of town). In times of high demand, interview availability will be limited and only those selected for an interview will be contacted.
4. Reference checks will be undertaken by the DSYTC as necessary so prospective placement students should be prepared to offer references upon request.
5. A decision regarding the acceptance of the student will be undertaken by the DSYTC and this decision will be messaged by the relevant manager. The Criminal Records Check report is to be submitted by the accepted student (if not already provided).
6. During the placement, there will be a full orientation to the DSYTC, regular contact between the DSYTC supervisor and school liaison (if any) as well as regular supervision with appropriate documentation;
7. Near the end of the placement period, a placement performance review will be undertaken with the student as well as an exit interview.

APPLICATION QUESTIONS:

Either within a formal covering letter or in a separate document, student placement applicants are asked to respond in as much detail as possible to the following questions:

- Placement start and end dates (desired)
- Available hours (by day and per week – include any evening/weekend availability)
- DSYTC site restrictions:
 - Carp (female residential)
 - Carleton Place (male residential)
 - Stittsville (aftercare and family services)

NOTE: Applicants who are able to access both of our residential sites are prioritized as such flexibility offers the opportunity to experience the diversity of a male and female residential setting. As indicated previously, Bronson campus opportunities are limited.

- Vehicle access or restrictions (e.g., access to a car)
- Supervisory requirements (e.g., educational background, hours per week, etc.)
- Any specific placement requirements outlined by program of study
- Any other information deemed relevant for consideration including special requirements (e.g., dietary or environmental allergies, health conditions, physical restrictions, etc.)

All pre-placement related questions and inquiries can be directed to Mike Beauchesne, Executive Director, by calling: 613-594-8333 ext. 1211 or via email at: mike.b@davesmithcentre.org. Questions arising during or after a placement period can be directed to the designated clinical supervisor.

We thank you for your interest in the DSYTC!