



Practicum in Psychology (PSYC 3901/3902/3905)
The InfoPack
2026-2027

This *InfoPack* includes the following:

- An FAQ for those curious about the practicum and those enrolled in the course.
 - A list of potential placement agencies.

If you have any questions, please contact the Department of Psychology:
practicumpsychology@cunet.carleton.ca



Practicum in Psychology (PSYC 3901/3902/3905)
The FAQ
2026-2027

The *Practicum in Psychology* FAQ includes answers to the following questions:

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Before the Application: Learning More

1. What is the undergraduate Practicum in Community Psychology?

The primary purpose of *Practicum in Psychology* (PSYC 3901/3902/3905) is to provide students with the opportunity to combine their academic studies with experience in an applied environment. Under supervision, students apply psychology in settings such as community agencies, hospitals, government departments, or other organizations. Some placements are research-based, while others are more applied in nature.

The practicum provides students with an opportunity to cultivate the professional skills that are associated with success in the workplace, engage with the discipline outside the classroom, become more involved with the career planning process, and make valuable contacts in the community. The required time commitment is 7 hours per week (84 hours minimum) during either the fall (3901) or winter (3902) term; students earn 0.5 credit along the way. There is also the option to complete a full year practicum (PSYC 3905) but you will need to secure a placement that offers this service before

permission will be entered. You will initially be accepted into a 0.5 credit practicum and permission will change afterwards.

2. How will my learning be assessed?

Student learning will be assessed via the following:

- *Field Evaluation (completed by the Placement Supervisor)*. This is a formal evaluation of student performance at the practicum setting. A blank copy of the *Field Evaluation Form* is available on the [Practicum website](#) PDF format.
- *Practicum Report (completed by the Student)*. This assignment provides an opportunity for students to write about their agency, practicum activities, and personal reflections regarding what has been accomplished and learned.
- *Practicum in Psychology Conference (PRACTICON)*. Students will give a brief overview of their placement, what they learned, and what advice they would give to future practicum students.
- Details on these elements will be made available in the course outline.

3. Are there any classes to attend?

Two classes will be held. The first class is scheduled for the first week of term and will focus on administrative matters and a discussion of professional issues and how to make the most of the Practicum experience. The last class is held during the last week of term and involves students providing a brief overview of their placement to other students in the course. Attendance at all scheduled classes is mandatory.

4. Who is the Course Instructor?

Dr. Cheryl Harasymchuk will be the practicum instructor and for those receiving permission to register in the course, she will be working with you through the end of the Practicum. This involves helping to prepare yourself to succeed in the field, and learn via the course assignments.

5. This all sounds great. How do I participate?

To participate, students must:

- achieve at least 3rd-year standing in Psychology
- achieve a Major CGPA of at least 7.0
- submit [an application](#) to the Department of Psychology
- receive permission from the Department of Psychology

After Receiving Permission: Securing a Placement and Getting Started

1. What should I know about securing a placement?

After receiving permission to register in the course, it's time to secure a placement involving activities that are related to the field of psychology in a meaningful way. Placements typically take place in a community setting, government department, or hospital setting and normally involve publicly supported or non-profit agencies within Ontario providing services to the community.

A list of potential placement agencies appears later in this InfoPack. These sites include some of our community agencies who are currently available to support students through Practicum. You may choose to arrange a placement with an Ontario agency that is not on this list. Please consult with the Department of Psychology if you are interested in an agency not listed to determine suitability as all placements must be approved by the Department of Psychology. Note that we typically expect agency supervisors to hold an advanced degree in psychology or a related discipline. However, in some circumstances, considerable experience in the field can be an acceptable substitute.

2. When should I arrange my placement?

You are encouraged to start approaching agencies as soon as possible **AFTER** receiving permission to register in the course. Ideally you will be contacting agencies as soon as possible because 1) the more popular placements fill-up quickly, and 2) many placements have requirements (e.g., Police Record Check, immunizations, etc.) that must be satisfied prior to the commencement of placement activities. Some of these requirements can take several weeks to satisfy and may result in additional financial costs. Make sure that you communicate with the agency and understand all requirements and costs in advance. Also, make sure you have an up-to-date resume for your placement supervisors. They will often want to review your resume prior to meeting with you.

3. I have several agencies in mind and I'm not sure which to approach first.

Before approaching an agency, consider the following questions:

- What do they do?
- Who are their clients?
- What skills can you bring to the agency and how you can help?
- What skills would you like to acquire and refine while at the placement?
- What are your career plans?
- Why are you approaching this agency?

Addressing these questions will help you more fully consider your preferences and what you're hoping to learn in the Practicum.

4. Any suggestions on how to introduce myself to an agency?

Contacting agencies may place you outside your comfort zone. Here are some suggestions for what to include in your introductory email:

- Make sure to tailor your email to each agency (e.g., when possible, address your email to the correct manager/supervisor).
- Introduce yourself as a 3rd or 4th year Psychology student at Carleton University participating in the Practicum course seeking the opportunity to gain practical experience in the work field.
- Express your interest in completing a placement with the agency incorporating the research you have completed on their agency (e.g., mission, values, priorities). Make sure to highlight what interests you about the agency, why you believe you would be a good fit, what you can offer (your skills and strengths), the type of experience you are hoping to gain, what your personal goals/future aspirations are and how a potential practicum with their agency can fit into this.

- Share some general information about the practicum (e.g., hours required, no financial compensation is required just a sponsor willing to supervise your work).
- Indicate a willingness to meet and discuss at their earliest convenience.
- It can be helpful to attach your CV, transcript, and/or an example of your writing (e.g., a paper you are proud of).
- Keep in mind that some agencies receive a large number of inquiries and have limited spots – you want to do your best to catch their attention and stand out as a potential practicum student with their agency.

Know that some agencies will respond right away, while others may not respond for several days or more than a week. Please note, it is common for students to complete multiple interviews at different agencies before securing a placement. Securing a placement can require persistence, such as following up to show that you are still interested in the opportunity to complete a placement with the agency.

5. I haven't heard back from an agency. What should I do?

It is common for students to wait a while before hearing back from agencies and there are many reasons why this may be the case. The agency could be in the process of determining if they can support practicum students at this time, they might be reviewing your expression of interest, they could be consulting with colleagues who tend to provide support to practicum students. It is also possible that your email got lost in their inbox. If you have not heard back from an agency, it is acceptable to send a follow up. This shows your dedication and interest in completing a practicum with them. A general guideline for when to follow up can be after 2 weeks from your initial point of contact. If you have begun the interview/onboarding process with an agency, you might want to follow up sooner than this, around a week since last contact is a general guideline.

6. An agency has said no to my request for a placement. What should I do?

First, thank the agency for their time. Second, maintain a positive attitude and move on to another agency. Securing a placement requires time and effort and it's not unusual to approach several agencies along the way.

7. An agency is considering a placement for me. What are they likely to request?

Some agencies will ask for a Resume/CV, a list of references, a copy of your academic audit, samples of writing, an interview, among other requirements. It's also not unusual for a police-check or immunizations to be necessary and fulfilling these requirements can take time. However, it is up to you to learn what is required and to be familiar with any associated costs.

8. How should I conduct myself when dealing with agencies?

Conduct yourself in a professional manner at all times. How you behave will reflect on the course, the Department of Psychology, Carleton University and yourself. It is expected that each student will behave in a manner reflecting the high personal, professional and academic standards set by the University. By participating in the Practicum, you have an opportunity to make a meaningful contribution to the community agency and the people who use its services. Simply, you have the potential to make a positive difference and this is a privilege.

Some things to keep in mind when communicating with agencies:

- Express gratitude to the agency for their time and consideration throughout the process.
- Always respond to the agency in a reasonable time. If you anticipate a delay in response on your end (e.g., you will be on vacation and unable to check email for a week) share this with the agency.
- Communicate with the agency if you are no longer interested in completing a practicum with them or if you have accepted an offer at another agency that feels like a better fit. They might be holding a spot for yourself which could be offered to another student.

Students should use their Carleton email accounts in all email communication with the Department of Psychology, Course Instructor, and Agency Supervisor. In addition, students are expected to agree to abide by the standards and regulations of the agency and to ensure the information they have access to will remain confidential. More information on conduct will be considered during our first class.

9. What should I do if I am offered more than one placement?

Occasionally, students are offered multiple placement opportunities, therefore are left with a big decision to make. In this case, it can be helpful to consider how the placements differ and which one aligns with your goals best. In this scenario, you want to be mindful that the agency is hoping to fill a placement spot with yourself and communicate your decision in a timely manner. Remember to remain professional in communicating your decision and that it is alright to let them know you are proceeding with another opportunity that better aligns with your goals and aspirations.

10. What documents need to be approved by the Department of Psychology before I begin?

Before your activities with the agency may begin, the following documents must be reviewed and approved by the Department of Psychology. As soon as you have completed these documents, please submit – you do not need to wait until the term of your practicum begins.

- **Student-Agency Contract (completed by Student and Placement Supervisor).** This collaborative effort includes details around supervision, scheduling, learning outcomes, and the various duties and tasks to be performed by the student. In completing this document, be mindful of what you are hoping to accomplish via the Practicum. A goal is to make the most of the experience and this should be reflected in the Contract. A blank copy of the *Student-Agency Contract* is available on the [Practicum website](#) in PDF format.
- **Letter to Placement Employers (completed by Placement Supervisor).** This form outlines the process for determining insurance coverage and includes a declaration acknowledging the responsibility to provide a safe environment, adequate supervision, and to report any workplace injuries to the University. To access the form, visit [Risk and Insurance](#). Note that the course deadline for submitting completed documents to the Department of Psychology is earlier than what is specified on the Risk and Insurance site.
- **Student Declaration of Understanding (completed by Student).** This form outlines the insurance coverage that is provided to students and includes a declaration that students understand this coverage and the obligation to report any workplace injuries to the employer and the University. The form is available via [Risk and Insurance](#). Note that the course deadline for submitting completed documents to the Department of Psychology is earlier than what is

specified on the Risk and Insurance site.

11. My placement involves contributing to a research project. What do I need to know?

Some placements may include a research component. Research that is part of a practicum placement must be distinct from other undergraduate research such as honours thesis or independent study, and must be guided by the Placement Supervisor, and not a Carleton faculty member.

12. Does my practicum need to be aligned with my concentration?

As the Practicum in Psychology course is counted towards fulfilment of your concentration, you should be completing a placement with aligns with that area of psychology. Your concentration should be indicated in the appropriate field on the *Student-Agency Contract*. In section 3 Learning Outcomes on the *Student-Agency Contract* there should be a clear connection between the tasks you will accomplish through your placement and your concentration. If you have questions about whether a specific placement typically fulfils a specific concentration, contact the Professor.

13. What if I still have questions?

Your first step is to see if your question is addressed in this InfoPack. After that, you're welcome to contact the Department of Psychology with any questions.

Practicum Contact Information

practicumpsychology@cunet.carleton.ca



Practicum in Community Psychology (PSYC 3901/3902/3905)
List of Potential Placement Agencies
2026-2027

What appears below is a list of potential placement agencies. These sites include some of our community agencies who have expressed an interest in taking on practicum students. This list is updated throughout the year. If you are considering a placement agency that does not appear on this list or know of an agency that would like to be included, please consult the Department of Psychology at practicumpscychology@cunet.carleton.ca.

Career Services - Carleton University

Contact: Natalie Pinto

Email: NataliePinto@cunet.carleton.ca

Web: <https://carleton.ca/career/>

Note: **Both Fall and Winter term (PSYC 3905).** Career Services is seeking a detail-oriented and motivated student to join our team as an **Employment Programs Assistant**. Through a range of programs, services, and employer partnerships, Career Services supports students and alumni in exploring career pathways, building professional transferable skills and connecting with employment opportunities. In this role, the practicum student will gain practical experience contributing to the coordination and delivery of employer partnership initiatives and career development programming, through targeted research, posting job opportunities, conducting employer outreach, and various administrative tasks related to supporting student employment initiatives. This position draws on key organizational psychology principles, such as workplace behavior and communication, to effectively engage employers, coordinate programs, and support student career development. This placement is semi-structured: while direct supervision is provided, we are seeking a student who can work independently, take initiative, and contribute meaningfully to the team!

Responsibilities include:

- Communicating professionally with employers and campus stakeholders to support employer partnerships and recruitment initiatives.
- Identifying and assessing potential employers for career events and recruitment sessions through targeted online research and strategic outreach
- Responding to employer inquiries regarding partnership opportunities and providing relevant information and support
- Sourcing job opportunities suitable for posting on Carleton's mySuccess job board, ensuring relevance for both students and alumni
- Researching labour market, employment, and HR trends to identify emerging patterns and inform the development of career programming and employer engagement strategies
 - o Research projects may include:
 - Employers for the Mental Health event - wellness centres, family social services, research groups, telehealth/crisis lines, therapy groups, workplace wellness etc.

- Post-secondary career centres to benchmark services and employer engagement strategies
- Employers in emerging industries such as green jobs, clean tech, digital sector (AI, cybersecurity), biotech/pharmaceutical, health data/health care, data science, cog sci/education technologies
- Posting job opportunities on behalf of employers to Carleton's mySuccess job board, ensuring accuracy and completeness.
- Creating event calendar entries for employer-led recruitment sessions, maintaining up-to-date and informative listings
- Supporting the coordination and delivery of the Job Shadow Program and the Careers in Mental Health Event, contributing to its smooth operation and helping ensure a meaningful and positive experience for student and employer participants
- Assisting with employer outreach for the Job Shadow Program, including contacting potential mentors via email to secure their participation
- Managing the Job Shadow email inbox, including responding to student and employer inquiries in a timely and professional manner
- Analyze recruitment event and career fair survey data to identify trends, assess student engagement, and inform future career initiatives, including recommending improvements to survey design to enhance response rates and data quality.

Bien-être Counselling

Contact: May-Lissa Affricot (Director, MSW, RSW, Psychotherapist)

Phone: 613-670-6602

Email: info@bienetrecounselling.ca

Web: <https://www.bienetrecounselling.ca>

Note: Bien-Être Counselling is a growing bilingual group psychotherapy practice located in Rockland, Ontario. Our clinic offers in-person and virtual psychotherapy services to children, adolescents, adults, couples, and families.

Our team is committed to providing warm, ethical, and culturally responsive care grounded in evidence-based practices. Therapists draw from approaches such as Cognitive Behavioural Therapy (CBT), Emotion-Focused Therapy (EFT), mindfulness-based interventions, trauma-informed care, and strengths-based approaches.

We support clients presenting with a wide range of concerns including anxiety, depression, trauma, emotional regulation challenges, ADHD, relationship difficulties, life transitions, and family stress. The clinic also works closely with families and schools to support children and youth experiencing emotional or behavioural challenges.

Bien-Être Counselling values professional development, reflective practice, and collaborative care, making it an excellent environment for students interested in gaining exposure to the realities of clinical work within a group private practice.

Practicum Placement Overview: This placement is ideal for students seeking hands-on experience in a supportive clinical environment within a community-focused private practice.

Practicum students will have the opportunity to:

- Observe psychotherapy sessions (with supervision and client consent)
- Learn about the intake, referral, and case-matching process
- Gain exposure to clinical documentation, confidentiality, and ethical practice
- Participate in case discussions, team meetings, and clinical supervision
- Assist with program development (e.g., child and youth emotional regulation programming)
- Contribute to community outreach initiatives and psychoeducational resources
- Learn about the operational aspects of running a group private practice

Students will work closely with supervising clinicians and receive guidance on professional conduct, therapeutic presence, and ethical decision-making.

Requirements:

- Strong organizational and time-management skills
- Excellent interpersonal and communication abilities
- Interest in psychotherapy and client-centered care
- **Comfort working in both French and English is required**
- Ability to work both independently and collaboratively
- Availability for **in-person work at our Rockland office** (574 Edwards St, Rockland, ON) **2–3 days per week**, with some flexibility for virtual observation when appropriate

Application Process:

Students interested in this placement must submit:

- Resume
- Formal interview
- References
- Recent Criminal Record Check

Bruyere Research Institute

Web: <https://www.bruyere.org/en/investigators>

Note: Please contact individual researchers to determine their availability

Canadian Mental Health Association – Cornwall

Web: www.cmha-east.on.ca

Note: Students interested in a placement should submit their interest through our website. All students are required to submit a cover letter and resume, conduct a formal interview, provide references that can be contacted following the interview, and provide a recent Police Record Check prior to practicum. Students are encouraged to view our website and to be informed about the programs and services that we offer. It would be beneficial if students possess some expertise in statistics and experimental design. Last minute requests are usually not accepted.

Canadian Mental Health Association – Ottawa

Web: <https://ottawa.cmha.ca/student-placement-opportunities/>

Note: Students will be given the opportunity to work with three to four clients on their own during their placement. Activities include supporting clients in working on their identified goals in the various life domains (mental health, physical health, substance use, housing, financial, activities of daily living, social support, etc.). Students will learn proper documentation practices, assessment skills, navigation of the mental health and other systems or community agencies and how to support clients with active symptoms of mental illness. Students may also partake in high-quality training offered by CMHA Ottawa, including Concurrent Disorders, Motivational Interviewing, ASIST, Case Management Training and Multnomah. To apply for a student placement opportunity, please send an expression of interest via cover letter and resume to studentplacements@cmhaottawa.ca. A Police Record Check is required.

Career Services - Carleton University

Contact: Robert Wharram

Email: RobertWharram@cunet.carleton.ca

Web: <https://carleton.ca/career/>

Note: **Both Fall and Winter term (PSYC 3905).** Psychology practicum students who choose to work at Career Services will have the opportunity to develop one-on-one coaching and advising skills. Practicum students will be required to effectively assess student needs in person, over the phone and via email in accordance with the Career Services triage process. They will also conduct preliminary interactions with students wherein they may speak to resume and cover letters, job searching and networking strategies, and interview skill development. The practicum student will also provide introductions to resources to support students in exploring career and program options. Taking accurate, and detailed notes to document the service provided will be essential. Further, the practicum student will refer and book appointments with the career counselling staff as required. This placement will require strong time management and exceptional interpersonal skills to support students one-on-one within a busy office. The placement is semi-structured: While direct supervision is provided, we are looking for independent workers who can take initiative, demonstrate professionalism, and maintain student confidentiality.

Children's Hospital of Eastern Ontario - Centre for Healthy Active Living (CHAL)

Contact: Mikaelia Miller, Program Associate

Email: mmiller@cheo.on.ca

Web: <http://www.cheo.on.ca/en/centrehealthyactiveliving>

Note: This is a psychometry and data management focused placement at a pediatric clinic for severe complex obesity. Students will gain experience in scale administration, scoring, data entry and clinical database management. Students are expected to commit to at least 7.5 hours per week, and must be available either Monday or Tuesday afternoon, in addition to half days on Thursday mornings for the duration of their placement. All placements require a Police Record Check (a volunteer letter can be provided) and a mandatory health surveillance (proof of up to date vaccinations) per CHEO policy.

Children's Hospital of Eastern Ontario - Ottawa Children's Treatment Centre – Neurodevelopmental Health Program

Contact: Jessica Remedios
 Email: jremedios@cheo.on.ca
 Web: <https://www.cheo.on.ca/en/clinics-services-programs/development-and-rehabilitation.aspx>
 Note: This placement provides an opportunity for 4th year students to observe the principle of Applied Behavior Analysis (ABA) being implemented with a variety of individuals. Clients consist of children, youth and adults in both center based and community settings. Placement will offer an opportunity to observe assessment, treatment development and implementation of ABA principles to support clients with a variety of developmental and medical concerns. Students interested in this placement should have an awareness of ABA.

All students must offer the following:

- 2 COVID vaccines
- Vulnerable sector police record check - at least within the last 6 months
- Immunization record (tb test / measles /rubella vaccines for example)
- Updated resume
- Ability to work flexible schedule. Our staff support families during the day and evenings and possible Saturdays therefore 8-4 only is not an option.
- Travel could be required. Staff travel across cheo sites in Ottawa and family homes, therefore access to a vehicle on some days is required.
- Students need to be able to take initiative and plan their schedule accordingly.
- To note: We are not a centre where clients come in all day for a day program. We have patients/clients who have different levels of needs and different services throughout the day. This includes levels of aggression and neurodiverse diagnosis.
- Students should be aware that there could be exposure to bodily fluids potentially, as we are a hospital setting, yet may not be providing service in the hospital.

Children's Hospital of Eastern Ontario - Research Institute

Contact: Paula Cloutier, MA, Research Associate
 Phone: (613) 737-7600, ext. 3672
 Email: pcloutier@cheo.on.ca
 Web: <http://www.cheori.org/en/mentalhealthresearchOverview>
 Note: All placements require a police record check and up to date immunizations.

Christie Lake Kids

Contact: Geisel Portales, Volunteer Coordinator
 Email: gportales@christielakekids.com
 Website: <https://www.christielakekids.com/>
 Note: **Both Fall and Winter Term (PSYC 3905).** Christie Lake Kids is a local charity that has been supporting children and youth from low-income households for over 100 years. We deliver free recreational and leadership programs year-round at no cost and barrier-free so that all children and youth have fair and equitable opportunities to thrive! Our goal is to build skills and empower minds through safe and inclusive programming.

Through this practicum position, psychology students can gain hands-on experience mentoring at-risk youth. Our programs focus on helping youth develop their social and emotional skills in a safe and caring environment. Responsibilities include: creating strong connections with mentees; creating a safe and welcoming environment; and being a positive influence for the youth as a caring role model to inspire them to express themselves in healthy ways, create healthy relationships, expand their self-awareness, and prepare for successful futures.

Here you'll find a fun dedicated community where you can share your passion and help empower youth to achieve their full potential.

Volunteers must be 19+, have a weekly availability of minimum 7 hours from September to April, and a clear Vulnerable Sector Check under three years old (if you don't have one, we can help you get it without cost).

Department of Psychology – Introduction to Psychology Mentoring Program – Carleton University

Contact: [Matthew Sorley](#)

Email: matthew.sorley@carleton.ca

Note: This placement involves supporting students enrolled in the Psychology-majors only sections of Introduction to Psychology. Mentors will be helping to facilitate the transition of students from high school to a large university program. Through all work, mentors will be using a student perspective and assisting others with the personal and academic skills associated with success, enhancing awareness of program-specific opportunities, considering strategies for gaining experience outside the classroom, and identifying strategies for connecting with the discipline and colleagues. Essentially, their efforts will help students to make the most of their program. Mentors should expect to be developing strategies for connecting with students, creating videos and infographics, participating in class activities including brief presentations, and working directly with the course instructor. Applicants must have achieved 4th-year standing in a Psychology Honours program and be available for both fall and winter terms.

GentleWays for OurPlanet

Contact: Aida Warah, Ph.D.

Email: info@gentleways.org

Website: <https://www.gentlewaysforourplanet.org/>

Note: **Practicum Opportunity in Environmental Psychology.**

Join us for a practicum placement where psychology students can apply their knowledge in the dynamic and growing field of Environmental Psychology. You'll have the chance to design and develop activities that motivate individuals to adopt sustainable habits and lifestyles. Tasks include recommending personalized engagement tools based on the latest research in goal-setting, habit formation, and behavior change; creating compelling content for our social media channels; developing website materials to improve user experience and engagement; and contributing to collaboratively led, real-world environmental projects. Students will gain insight into how we work alongside other local and national environmental organizations, as well as with the City of Ottawa.

Our current projects include:

- **The Right to Repair** – encouraging a culture of reuse and repair
- **Tree Equity** – promoting tree planting in under-served neighborhoods
- **Championing the Green Bin** – supporting composting in multi-unit buildings
- **Expanding PAWS** – advocating for the inclusion of crustaceans under Ontario’s animal welfare legislation

We work with diverse communities across Ottawa, including youth from a variety of cultural backgrounds, We’re passionate about what we do and strive to make local climate action easy, meaningful, and even fun for the people we support.

To apply, please submit your CV and a brief cover letter.

Good Companions – Senior Centre Without Walls Department

Contact: Stephane Gauthier
 Email: sgauthier@thegoodcompanions.ca
 Web: <http://www.thegoodcompanions.ca>
 Note: Can take up to two students.

Ottawa Catholic School Board – Special Education and Student Services

Contact: Dr. Richard Bolduc, Psychologist, Mental Health and Well-Being Lead
 Email: richard.bolduc@ocsb.ca
 Note: Please email expression of interest with resume attached. Students interested in completing a placement in the Fall term should express interest before the end of June and those interested in the Winter term should express interest before the end of November.

Ottawa Centre for Cognitive Therapy

Contact: Lescia Kanuit, Business Operations Coordinator
 Email: lescia_kanuit@ocbt.ca
admin@ocbt.ca
 Web: <https://ocbt.ca/>
 Note: The program offered at CCT is not a clinical practicum, but rather a practicum in psychology practice. Practicum students have the opportunity to learn and see first-hand how a busy psychology office operates on a day-to-day basis. By the end of the practicum program, students will have gained valuable experience in the field and would be well-suited for a role as a Psychology Administrative Assistant. Please send resume to the clinical intake coordinator.

Ottawa Institute of Cognitive Behavioural Therapy

Contact: Lisa Dalton (Operations Manager)
 Phone: 613-820-9931 x:225
 Email: l_dalton@live.com
 Web: www.ottawacbt.ca

Note: **Both Fall and Winter term (PSYC 3905).** Are you looking to gain invaluable hands-on experience in the mental health field beyond direct client care? A placement at the Ottawa Institute of Cognitive Behavioural Therapy offers you the unique opportunity to explore the vital operational side of the profession. From managing referrals and understanding the onboarding process to assisting with offboarding, you'll gain insight into the essential operations that keep a practice running smoothly. This experience will allow you to see how mental health professionals connect with clients, how essential electronic files are handled, and how the practice ensures seamless transitions for clients. By immersing yourself in the day-to-day logistics, you'll develop a comprehensive understanding of what it takes to manage a successful mental health practice while enhancing your skills in communication, organization, and client management. Don't miss out on this chance to complement your academic learning with real-world operational experience!

Thank you for your interest in OICBT. Please note that this is not a clinical practicum. Applicants are required to submit a cover letter and resume, along with two (2) references. Selected candidates will be invited for an interview. If accepted for the placement, students will be required to provide a recent criminal record check (Vulnerable Sector). Please note, OICBT has a preference for students completing their practicum over both the fall and winter terms. If you have any questions, please don't hesitate to contact us.

Ottawa Police Service (OPS) – Policy Development Office

Contact: Laura Fraser, Senior Policy Development Specialist, Policy Development Office, Strategy & Communications Directorate

Email: fraserl@ottawapolice.ca

Note: The Policy Development Office (PDO) at Ottawa Police Services offers a dynamic practicum opportunity for students keen on policy development, review, and consultation processes. As a vital hub for updating the Policy and Procedure Manual, PDO provides a range of engaging tasks that promise a rewarding experience. Possible tasks include: implementing and reviewing satisfaction surveys for PDO involving data collection and policy instrument updates, developing and reviewing operational and administrative policies, including literature reviews and environmental scans, writing and reviewing Board reports/meetings, contributing to presentations for the Senior Leadership Team, collaboration with various units at OPS, and the chance to explore other policing departments and attend special workshops based on individual interests. Due to time constraints for security clearances, interested students should start gathering character references, transcripts, previous addresses, and employer information. Applicants must demonstrate good character, possessing qualities such as integrity, honesty, professionalism, compassion, respect, and accountability. The commitment involves 15 hours per week. Applicants will undergo security and personal suitability interviews or tests tailored to identify the most suitable candidates for this unique practicum opportunity. Don't miss the chance to be part of the exciting world of policy development in a policing environment!

Paul Menton Centre for Students with Disabilities (Learning Strategies Program)

Contact: Amanda Blais
 Email: amanda.blais@carleton.ca
 Web: <https://carleton.ca/pmc/>
 Note: **Both Fall and Winter term (PSYC 3905).** Psychology practicum students at the Paul Menton Centre (PMC) have the opportunity to develop applied skills in one-on-one academic support for students with disabilities. Practicum students help students build individualized and compensatory learning strategies aligned with university level expectations. This may include coaching in areas such as time management, organization, study strategies, reading and note-taking techniques, and building consistent academic routines.

Practicum students will **not** have access to disability documentation or diagnostic information. Instead, they will rely on student self-report, discussion, and academic presentation to understand functional challenges and collaboratively develop effective learning strategies. Practicum students learn to use psychological principles such as executive functioning, motivation, behaviour change, metacognition, and cognitive learning processes to support students in identifying strengths and addressing barriers. A major goal of this placement is to help students increase independence, confidence, and self-advocacy within their academic environment, while also strengthening the practicum student's applied helping-skills and evidence-informed strategy development.

The placement is semi-structured: direct supervision, case consultation, and training are provided, but practicum students are expected to work independently, demonstrate initiative, uphold professional boundaries, and maintain confidentiality in accordance with PMC and university policies.

Mandatory training takes place during the **final week of August**, with practicum responsibilities beginning in the fall term.

Portage Therapy Group

Contact: Kate Higgison
 Email: kate@portagetherapygroup.com
 Web: www.portagetherapygroup.com
 Note: **About Portage Therapy Group:** Portage Therapy Group is a growing private group psychotherapy practice offering in-person and virtual mental health services to adults, couples, children, and families. The clinic operates within a structured, systems-based environment, emphasizing professionalism, confidentiality, and high standards of administrative practice.

Practicum Overview: This administrative practicum provides hands-on experience in the operations of a mental health private practice. This is a non-clinical role and does not include therapy observation. The student will support day-to-day clinic operations and work closely with the clinic director and administrative team.

Key Responsibilities Responsibilities: may include professional phone and email communication with clients, supporting intake, scheduling, and referral processes, maintaining accurate records, and following established workflows. Students will assist with calendar coordination, internal communication, billing-related systems, documentation, and supporting the organization and upkeep of shared clinic spaces. The role requires managing competing priorities, time-sensitive tasks, and working both collaboratively and independently. All tasks must uphold PIPEDA and PHIPA standards for privacy and confidentiality.

Skills and Qualities: Successful candidates will demonstrate strong organizational and multitasking skills, attention to detail, professionalism in written and verbal communication, discretion, and respect for confidentiality. Candidates should be tech-savvy, calm under pressure, and sensitive to the needs of clients. Reliability and accountability are essential. Bilingualism in English and French and prior administrative or customer service experience are assets.

Location and Logistics: Placement is in-person at the Ottawa clinic. No on-site parking is available; students must arrange their own parking or not require parking.

Application Requirements: Applicants must submit a resume, participate in a formal interview, provide references, and complete a recent Criminal Record Check.

Relational Harmony Therapy

Contact: Jessica Ng (Director, Registered Psychotherapist)

Phone: 343-883-1372

Email: info@relationalharmonytherapy.com

Website: <https://www.relationalharmonytherapy.com/>

Note: Relational Harmony Therapy is a growing private psychotherapy practice offering virtual, and in-person services. Located in Barrhaven (south Ottawa), we provide compassionate, client-centred care to individuals, couples, and families.

We are seeking practicum for students interested in gaining hands-on experience within a supportive mental health team, with opportunities for direct client exposure.

Practicum Experience Includes:

- Exposure to intake, referral, privacy, and security processes
- Participation in occasional team gatherings
- Involvement in projects such as community outreach, resource development, or content creation
- Experience with private-practice operations (scheduling, client communication, clinic maintenance)

Student Requirements:

- Strong organizational and communication skills
- Interest in evidence-based, client-centred psychotherapy
- Ability to work independently and collaboratively
- Availability 2–3 days per week (some in-person, virtual flexibility available)
- English required; French is an asset

Application Requirements:

- Résumé
- Formal interview (including a working interview)
- References
- Recent Criminal Record Check

If you're passionate about mental health, excited to deepen your skills, and looking for a practicum placement where you're learning and contributing, we would love to connect with you!

Prenatal Screening Ontario

Contact: Elisabeth Vesnaver, embedded implementation scientist

Email: evesnaver@cheo.on.ca

Website: <https://www.prenatalscreeningontario.ca/en/psso/index.aspx>

Note: Prenatal Screening Ontario coordinates publicly funded prenatal genetic screening across the province of Ontario. This placement involves contributing to a research program that applies psychological theory to support equitable implementation of new prenatal screening practices. Tasks may involve literature reviews, qualitative and quantitative data collection and analysis, environmental scans, drafting parts of reports, manuscripts, or presentations and administrative tasks related to projects. This opportunity is suited to a student who is interested in the intersection of research policy, and implementation.

All placements require a police record check and up to date immunizations.

Royal Canadian Mounted Police (RCMP) – Operational Research Unit

Contact: Dr. Simon Baldwin, Operational Research Unit, Indigenous, Provincial, Territorial, Municipal Policing

Email: simon.baldwin@rcmp-grc.gc.ca

Note: The Operational Research Unit (ORU) provides horizontal research, methodological and statistical support, and advice to all business lines in Indigenous, Provincial, Territorial, Municipal Policing (IPTMP), which supports frontline policing across the country. The unit proactively identifies areas of risk, produces strategic recommendations, and develops best practices for Senior Management. Through the use of mixed methods (i.e., quantitative and qualitative) research designs, race-, gender-, and other demographically-based analyses (GBA+), and experimental/quasi-experimental studies, the ORU produces operationally-relevant research products. This includes evaluations, literature reviews, environmental scans, file reviews, research

papers, conference presentations, peer-reviewed journal articles, and statistical/trends analyses. This provides an evidence-base for sound decision-making and allows for improvements to operational policies, training, equipment, processes, and standards. The ORU is responsible for developing sustainable academic partnerships, to ensure high-quality and innovative research. The unit also supports various community initiatives and programs. The team's work supports excellence in operations, enhances public and police safety, and helps improve public trust and confidence in the police.

Students are expected to commit 15 hours (2 days) per week to this placement. Due to time constraints in completing security clearances, students interested in placement with the RCMP should begin assembling sources for character references, student transcript, previous addresses, employer information. Applying students must be of good character and act with integrity, show respect, take responsibility, demonstrate compassion, and serve with excellence. Applicants will be required to undergo security and personal suitability interviews to assist in the selection of the most suitable candidates. As part of the security interview, applicants must be comfortable and prepared to accurately and honestly respond to questions such as those in this [questionnaire](#).

South Simcoe Police Service

Contact: Tori Semple, Ph.D.

Phone: 705-436-2141 or 905-775-331 ext. 2035

Email: tori.semple@southsimcoepolice.ca

Web: www.southsimcoepolice.on.ca

Note: The South Simcoe Police Service offers a remote or in-person practicum that provides students with experience supporting the service's strategic operations through research, data analysis, and reporting. Students will assist with a variety of tasks, including preparing grant applications and related reporting, developing tools for data collection such as community surveys and database structures, and analyzing both qualitative and quantitative data to uncover trends and insights that inform operational decisions. Additionally, students will contribute to producing accessible reports that summarize findings for senior leadership, helping to guide evidence-based decision-making within the service. This practicum provides a unique opportunity to apply the research skills they learn in the classroom to real-world problems that help inform decision-making. Students are expected to commit 15 hours (2 days) per week. The ideal candidate will possess integrity, professionalism, strong communication skills, and the ability to work independently and as part of a team. Students will be required to undergo a background investigation.

St. Paul Catholic High School

Contact: Frank Bastianelli, Inclusion/Classroom/Co-op Teacher

Email: frank.bastianelli@ocsb.ca

Note: Involves working with students with various disabilities.

Sorted Mind, Psychology Private Practice

Contact: Dr. Rana Pishvam C, Psych.
 Email: DrRana@Sorted-Mind.com
 Web: Sorted-Mind.com
 Note: Sorted Mind is a private practice in Ottawa, offering psychotherapy, assessment, and professional development to clinician (consultation, supervision, workshops).

An interest in the topics of trauma, dissociation, parenting, separation/divorce, and attachment is highly recommended, as these topics are generally the focus of the work.

The volunteer role involves:

- Conducting literatures reviews and synthesizing the information for resource development (e.g., worksheets), workshops, and social media.
- Creating informational materials intended for clients and the wider community
- Administrative tasks associated with running a private practice.
- Is remote, although meetings can occasionally be in person.

The Ottawa Hospital Research Institute (General Campus)

Contact: Stefanie Linklater, Research Program Manager (working alongside Dr. Justin Pesseau, PhD)
 Email: slinklater@ohri.ca
 Note: Students on placement at the OHRI will have an opportunity to be embedded in on-going research focused on health behaviour change in patients and members of the public, and/or in ongoing research in implementation science / knowledge translation to improve healthcare quality. Placement students are provided with desk space and IT support and access to educational sessions at the Ottawa Hospital, within the Methodological and Implementation Research Program, the Centre for Implementation Research (www.ohri.ca/cir), and the Psychology and Health Research Group at the Ottawa Hospital (<https://ohri.ca/pahrg/>). Placement students will be mentored by Dr. Pesseau, and work collaboratively alongside other clinical and research colleagues. The topic of focus of the placement depends on the projects on-going and is decided upon with the placement student as per their interests. A typical placement may include being involved in a systematic review, an interview (qualitative) study or a survey-based quantitative study. This placement aims to provide an experience demonstrating the potential application of psychology to health and healthcare improvement. This placement would therefore suit a student interested in applying and extending theoretical, methodological and analytical principles learned in undergraduate psychology, to an applied healthcare context.

Vista Centre Brain Injury Services

Contact: Stephane Hebert, Program Manager
 Phone: (613) 729-9379
 Email: shebert@vistacentre.ca
 Web: <http://www.vistacentre.ca/>

Note: Provides support to individuals living with effects of brain injury. This placement is relatively unstructured.

Vistas Wellness and Psychotherapy

Contact: Amanda Carver

Phone: 613-552-1842

Email: acarvercounselling@gmail.com

Web: <https://www.acarverpsychotherapy.com/>

Note: Vistas Psychotherapy and Wellness is a small, client-focused clinic offering services in Toronto, Ottawa, and virtually across Ontario. Our work centers on supporting individuals with stress, anxiety, and trauma, while also fostering the growth of emerging therapists through mentorship and collaboration.

This practicum placement is designed to give students a meaningful look into the inner workings of private practice. You will spend one-on-one time with an established psychotherapist, gaining insight into the realities of clinical work and the delivery of mental health services in the community. Depending on the projects assigned, you may also collaborate with teammates at Vistas Wellness, expanding your exposure to different perspectives and approaches.

Students will have the opportunity to take on creative and impactful projects such as writing evidence-based blog posts, designing social media content, developing workshops from start to finish, and preparing presentations for speaking engagements. You may also contribute to educational materials that support both clients and newer therapists under supervision. This role is well-suited for students who are self-directed, enthusiastic, and collaborative, with strong research and writing skills and comfort using platforms like Canva.

The placement is primarily online, with occasional in-person supervision meetings at 317 Catherine Street in Ottawa. Ongoing training and weekly check-ins will ensure you feel supported, while the emphasis remains on independent research and material development—similar to a research assistant role.

Most importantly, this placement is intended to be mutually beneficial. While you contribute to the growth of the clinic, you will also be supported in your own professional development. You'll leave with tangible outcomes—such as published materials on our website (vistaswellness.ca) or workshop resources—as well as mentorship that continues to guide you beyond the practicum. The hope is that this experience helps you deepen your understanding of therapy in the community, explore whether private practice is a path you'd like to pursue, and carry forward meaningful skills and opportunities into your academic and professional journey.

Western Ottawa Community Resource Centre

Web: <https://wocrc.ca/student-placements/>