Pre-Doctoral Internship in Professional Psychology Program

University of British Columbia, Counselling Services
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Accredited by the Canadian Psychological Association
Current Accreditation Term: 2017/2018 – 2022/2023

Canadian Psychological Association
141 Laurier Avenue West, Suite 702
Ottawa, Ontario K1P 5J3
www.cpa.ca/accreditation/cpaaccreditedprograms

Participating Member:
Canadian Council of Professional Psychology Programs (CCPPP) www.ccppp.ca
Association of Counseling Center Training Agencies (ACCTA) www.accta.net
APPIC Internship Matching Program  https://natmatch.com/psychint/
Welcome

The University of British Columbia’s Counselling Services, Student Development & Services, welcomes your interest in the Pre-Doctoral Internship in Professional Psychology Training Program. We are pleased to announce the availability of 4 internship positions for the upcoming training year.

The pre-doctoral internship is a full-time, 12-month program starting and ending in mid-August each year. Interns work a minimum of 40 hours per week to achieve a minimum of 1800 hours of supervised work experience, of which 30% are required to be direct service.

Enclosed in this information packet you will find information about our mission; training philosophy, goals; diversity and inclusiveness; core activities; opportunity to work with student athletes; supervision; feedback and evaluation; core activities; physical facilities; requirements to complete internship; requirements for candidacy; and information about how to apply. University of British Columbia’s Counselling Services staff are committed to providing a personalized and quality training experience based on the unique contributions that each trainee brings to Counselling Services.

Mission of Counselling Services

The mission of Counselling Services is to facilitate and support the broader vision of the University of British Columbia which is “inspiring people, ideas and actions for a better world” (see https://strategicplan.ubc.ca/). Counselling Services collaborates with other student services to directly facilitate and enhance students’ mental health and resilience for a healthy and sustainable workplace and learning environment. These services are integrated into the UBC Student Mental Health Strategy which is a systemic framework that informs intervention at all levels – all students; students wanting/needling skill development; students needing professional intervention/care. UBC has also adopted the Okanagan Charter (Okanagan Charter), an International Charter for Health Promoting Universities, to embed health into all aspects of campus culture and to lead health promotion action and collaboration locally and globally. Services and programs that Counselling Services provide are recognized by staff, faculty, and administration as being essential to the successful implementation of the Mental Health and Wellbeing Strategy as well as the institutions commitment to the Healthy Universities Charter. Counselling Services further extends the educational mission of the University through the training and supervision of graduate students in applied programs such as counselling and clinical psychology.

UBC utilizes a Collaborative, Stepped Care approach to service delivery, providing a broad range of services and resources to a large and highly diverse young adult/adult university student population of approximately 53,000 students. Services we provide within this approach include initial assessment and referral to the most appropriate level of care, crisis intervention, individual and group counselling, consultation to staff and faculty, and outreach and community development activities. Presenting concerns at the center are diverse and include developmental and transition/adjustment issues as well mental health and well-being concerns
that relate to stress, anxiety, depression, relationship and family, traumatic experiences, eating and body image, substance use, identity/transition/adjustment, risk (e.g., self-harming behaviours, suicidality), and severe psychopathology.

The Vancouver campus has a large student body with 42,986 undergraduates and 9,735 graduate students. There are 13,189 international students from 155 countries and approximately 1000 Indigenous students. The campus has 4864 faculty and 9,250 staff and is home to 18 Faculties, 12 Schools and 2 Colleges. UBC collaborates with community, industry, government, and university partners to provide enriched educational experiences for students. 68% of undergraduate students participate in these experiences by the time they graduate. The UBC student population provides an incredibly rich and diverse clinical training experience to meet our training goals and objectives.

The Training Program – Philosophy

The Pre-doctoral Internship Program at the University of British Columbia is committed to providing a Scientist-Practitioner model of training. Training activities and services we provide reflect the interdependent nature in social science and clinical practice. Within this model, focus is on careful assessment of client concerns, the application of critical thinking and conceptualization, drawing on proven treatments, and evaluation of interventions. We embrace a developmental approach to facilitate the transition from graduate student to professional psychologist.

Our training program builds on the knowledge and skills that interns acquire during graduate training and prepares them for entry level positions as generalist practitioners. Interns develop core skills in general assessment, provision of individual and group counselling, crisis intervention, making referrals, and outreach programming. Collaboration with other units and services on and off campus is an important part of the work we do.

Our internship program begins with a structured 3-week training orientation, with the focus of acquainting interns with UBC’s service delivery model, policies and procedures of the Counselling Services, expectations of the internship, and the development of intern goals. In collaboration with staff and supervisors, interns identify initial strengths and growing edges. As the internship unfolds, new goals are set and interns assume increasing levels of responsibility and autonomy.

We expect that practicum counsellors will make developmental transitions throughout the program including enhancing confidence in their skills, consolidating their professional identity, and increasing their ability to function autonomously. By the end of the internship, interns are prepared for entry-level practice and commonly achieve employment as practitioners in independent practice or community mental health center or a health maintenance organization, as staff members in university/college counselling centers, and as adjunct/faculty members in academic departments.
Goal of our Internship Program

Integral to the educational mission of The University of British Columbia, Counselling Services provides professional counselling services for the purpose of assisting students in achieving their educational, career and personal goals.

The goal of our Internship Program at Counselling Services is to provide a training environment that will prepare interns to become competent and versatile generalists in the practice of professional psychology. The Pre-doctoral Internship at the University of British Columbia has six overarching goals, which reflect our training philosophy. They are:

1. To facilitate clinical competence in assessment and case conceptualization

2. To develop effective clinical intervention skills, and demonstrate these skills with a variety of presenting concerns and in different modalities (e.g., individual and group counselling).

3. To enhance awareness and knowledge of cultural and individual diversity, and integrate this understanding into all forms of service delivery.

4. To develop knowledge and skill in consultation and collaborative care.

5. To acquire skills in providing supervision to practicum counsellors.

6. To facilitate the acquisition of skills and competencies in self-awareness/reflective practice, professional behaviour, and professional identity development.

Diversity and Inclusiveness

Counselling Services is committed to pluralism, the creation of an inclusive campus community in which students, staff, and faculty feel respected, valued and celebrated for their unique identity and experience as well as empowered to contribute fully as active participants in our campus community. In keeping with this commitment, Counselling Services provides services and programs which are sensitive and responsive to the broad range of diversity within the student population including but not limited to gender, race, culture, ability, and sexual orientation.

Core Activities

Our intern training program is primarily experiential in nature. Below is a description of the core activities that interns are engaged in throughout the training year. These experiential activities are supplemented with didactic training (e.g., professional development seminars, case conference) and supervision. The type of service activity and the amount of time spent in each of these areas are carefully developed to provide a balance between acquiring experience and the opportunity to receive training, and well as meeting academic and licensure requirements.
across Canada. Further, the activities are consistent with the typical duties of a counsellor/psychologist in a university counseling center setting. These activities include:

**Individual Counselling**
Within our Collaborative, Stepped Care approach, students who are seeking mental health and wellbeing support for the first time are scheduled for an initial assessment and consultation session and may be referred to an intern for individual counselling. During their initial individual counselling appointment with a student, interns further assess the nature of the presenting problem(s), begin a process of goals setting, and determine a treatment plan. As clinically indicated, an intern may make recommendations to augment care by facilitating other referrals within our centre and/or elsewhere on campus or in the community. Interns are scheduled for 2 new client appointments per week depending on their availability to incorporate new clients into their case load.

Follow-up individual counselling support is provided within a brief, intentional framework tailored to the nature and urgency of a student’s presenting concerns, goals for change, circumstances, schedule, as well as their readiness to engage in the change process. Interns balance providing ongoing care to clients and incorporating new clients into their case-loads. Interns have opportunities to work longer-term with several clients during the internship year. Interns deepen their clinical experience through supervised experience with all dimensions of diversity within the student population including but not limited to cultural diversity as well as a wide variety of presenting concerns ranging from developmental issues such as adjustment to university and relationship difficulties to more complex clinical issues such as mood, anxiety, and eating disorders, trauma, substance use, and psychiatric symptoms.

Interns provide 12-14.5 hours of individual counselling per week. Interns may provide counselling to couples based on the availability of such clients along with their specific interest and training. In general, couples needing intensive or long-term counselling support are referred to community practitioners.

**Emergency Appointments/Crisis Intervention**
Our counselling center provides same day emergency appointments and crisis intervention. Emergency appointments are provided to help determine risk, urgency, and to provide timely referral options. Interns provide crisis intervention in responding to clinically urgent and complex client situations. Clinical decisions may range from a single-session consultation with the student, a lengthier crisis management session, referral for ongoing counselling and/or to another campus service, or referral to an off-campus resource. Interns are scheduled for 2 emergency appointments each week. Our centre does not provide after-hours emergency services.

**Group Counselling**
Our Counselling Center offers a variety of group counselling programs throughout the year. Core group programs that we offer provide support and treatment for depression, various types of anxiety, relationship and stress difficulties, nutrition and eating concerns, and trauma including sexual violence/abuse. Our group programs are open, and semi-structured in nature
drawing from evidenced based practice including cognitive behavioural therapy, mindfulness, and dialectical behavioural therapy. Interns are scheduled to provide 2 hours of group counselling per week.

**Practicum Supervision**
UBC Counseling Services provides practicum experience for graduate students enrolled in counselling psychology, and social work programs from a variety of universities. Each intern provides weekly clinical supervision to one master’s practicum counsellor for a minimum of one semester. Interns co-supervise with a staff counsellor who is ultimately responsible for the care of the practicum student’s clients. As part of their supervisory duties, interns provide support and feedback, review notes, and review video recorded counselling sessions. Interns collaborate with the staff supervisor and complete evaluations of the practicum counsellor. Interns participate in supervision of supervision meetings to provide updates about practicum counsellor’s progress toward learning goals and enlist support of the group to assist in the achievement of trainee goals.

**Didactic Experiences**
Interns participate in three hours of didactic training per week. These activities include training orientation (e.g., risk assessment); professional development seminars (e.g., child abuse reporting, termination, diversity, etc.); in-service training that Counselling Services provides (e.g., Positive Space, Single Session Therapy, Changeways, etc.); case conference (with larger team); supervisors meetings; and peer consultation. Interns are provided five days to attend workshops/conferences and receive $500 toward educational expenses.

**Supervision**
Interns receive 4 hours per week of regularly scheduled individual supervision from registered psychologists. Typically, interns will have a minimum of 3 supervisors throughout the year—a primary supervisor and two secondary supervisors. This model allows for continuity and also exposes interns to a range of quality supervisors who vary in their demographics, style, and orientation. Intern supervisors are doctoral prepared, have been licensed in British Columbia for a minimum of 2 years, and are in good standing with CPBC licensing body. Supervision we provide is on-site and face-to-face. Throughout the training year, additional unscheduled supervision and consultation with a supervisor is provided as needed.

Interns also receive an hour of weekly supervision when co-facilitating a personal development groups. During Training Case Conference, interns take turns presenting clinical cases and receive group supervision from their peers and a registered psychologist. These case conferences serve as a forum for the discussion and exploration of personal issues relevant to counselling process and outcome, as well as serving to model for the interns a variety of approaches to conceptualize and treat a wide variety of mental health difficulties.

**Research and Program Evaluation**
Science and practice are integrated within the programme and interns are afforded research opportunities in either program evaluation or research during the internship year, typically from May to August.
Feedback and Evaluation

Counselling Services provides an open, collegial atmosphere promoting skills training, professional development, and collegiality. Interns are provided with feedback as to their progress on a regular, ongoing basis. Progress is monitored in relationship to the intern’s own goals and objectives along with the center’s established training objectives and competencies. Supervisory feedback is documented, reviewed over time, and forms the basis for formal evaluation. Supervisors provide ongoing feedback during weekly supervision meetings, weekly didactic group supervision, weekly case conference meetings, monthly supervision meetings, and informal (unscheduled) individual supervision meetings.

Formal evaluations occur at the mid-point and end of the intern program, February and August, respectively. The evaluation points are scheduled in advance. Evaluation is a collaborative process that involves the intern, the internship supervisors, and, as appropriate, the intern’s institutional training coordinator.

During evaluations, supervisors recognize inherent strengths and the achievement of goals that have been met and those than are in progress. In this process, new goals are identified and carried forward. All trainees are expected to provide a tally of their respective clock, supervisory, and direct service hours to ensure that they are on a trajectory of meeting these requirements. Once the evaluation is completed, copies are made for each supervisor and trainee and a cover letter and copy is forwarded to the trainee’s academic program. A copy is also kept as part of the trainee’s file.

Requirements to Complete Internship

In order to complete the internship satisfactorily, interns must:

• Meet core competency requirements
• Complete a minimum of 1,800 hours of internship, with at least 30% (540 hours) of that time spent in direct service.
• Present an aspect of their dissertation (literature review, methodology, findings)
• Complete all written records and reports (including progress notes, assessment reports, intern logs, intern project summary, etc.)
• Complete all required evaluations of the training program

Due Process

Due process ensures that decisions made by the training program about trainees and/or supervisors are fair and transparent. Due process requires training programs to identify specific evaluative procedures that are applied to both Trainees and their supervisors, and have appropriate appeal procedures available. Trainees and supervisors may challenge any action of the training program. All steps need to be appropriately implemented, followed, and documented.

These general principles include:
1. During the orientation period, Trainees receive in writing the program’s expectations related to professional functioning (see training objectives; evaluation form/competency areas; minimum expectations). These are discussed in group and individual settings with the Trainees.

2. The procedures for evaluation, including when and how evaluation will be conducted, are described to the Trainees.

3. The various procedures and actions involved in making decisions regarding inadequate performance or problematic behaviour are described.

4. The Training Program communicates early and often with the academic program about any difficulties with Trainees and when necessary, seeks input about how to address the difficulties.

5. The Training Program institutes, when appropriate, a remediation plan for identified difficulties, including a time frame for expected remediation and consequences of not rectifying the difficulty.

6. The Training Program provides a written procedure to the Trainee which describes how the Trainee may appeal the programs decision and/or action, and initiate a grievance.

7. The program ensures that Trainees have sufficient opportunity and time to respond to the centre’s decision and/or action.

8. The Training Program uses input from multiple professional sources when making decisions or recommendations regarding a Trainee’s performance.

9. The rationale for any decision and/or action taken by the program are documented in writing and shared with all relevant parties.

### Summary of Core Activities

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<thead>
<tr>
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<th>Hours/Week</th>
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<tbody>
<tr>
<td><strong>I. Direct counselling service</strong></td>
<td>18.5</td>
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<tr>
<td>• Initial &amp; emergency assessment/consultations</td>
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<tr>
<td>• Individual counselling</td>
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<td>• Group counselling</td>
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<td><strong>II. Providing supervision</strong></td>
<td>1/min. 1 term</td>
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<tr>
<td>• Providing supervision to masters-level trainees</td>
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<tr>
<td><strong>IV. Indirect service</strong></td>
<td>8.5 – 9.5</td>
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<td>• Report writing</td>
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<tr>
<td>• Consultation with other professionals</td>
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<tr>
<td>• Video recording review</td>
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<td>• Planning interventions and reading</td>
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<tr>
<td>• Group preparation</td>
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<tr>
<td><strong>V. Supervision received</strong></td>
<td>4+</td>
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<tr>
<td>• Individual supervision</td>
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<tr>
<td>• Supervision of group counselling</td>
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• Group supervision (TCC)

VI. Didactic training activities 3+
• Training orientation
• Training seminars
• In-service professional development
• Case conference with larger group
• Supervisors meeting
• Peer consultation

VII. Administrative responsibilities 0-1
- Staff meetings
- Research and program evaluation

VIII. Professional development and education up to 5 days

Physical Facilities

Hours of Operation
Our centre is open 8:30 a.m. to 4:30 p.m. Monday to Friday with extended hours on Wednesday evening (open until 7:00 pm September-April, 6:00 pm May-August.).

Counselling Facilities
Each intern is provided with a private office that they use for counselling, supervision, and administrative activities. Each office contains furnishings (e.g., desk, chairs, lighting, etc.), telephone (with voice mail), printer, and computer equipped with the hardware and software necessary for access to the counselling centres scheduling program (Titanium), email, the Internet, and the UBC Library and other resources. Each office is equipped with a secure webcam and encrypted jump drives to record counselling sessions for training and supervision purposes. Each office is sound proofed which combines sound proofing striping along the doorframe and ceiling, and white noise.

Clinical records are kept electronically using Titanium. All client forms, assessment measures, and clinical notes are automatically integrated into the client record.

Brock Hall has a larger room used for meetings and didactic training. This room is outfitted with modern audio-visual systems including a computer, internet, video access, and a 60” TV.

Professional Library
Interns are provided a library card and have access to the 21 library branches and divisions, including on- and off-campus locations and UBC Okanagan Library. The library collections are large and diverse, and include 5.8 million volumes, 5.3 million microforms, more than 833,000 maps, audio, video and graphic materials, and more than 80,000 serial titles. The Library’s online services and electronic resources complement more traditional formats and are growing.
tremendously. Many Library services can be accessed online and thousands of full-text e-journals, e-books, indexes and databases are available.

The Counselling Centre also maintains a small library of relevant and up-to-date psychology books which interns can use.

**Accessibility**
Counselling Services facilities are wheelchair accessible. Prospective applicants are encouraged to contact the Training Director early in the application process to address any questions about the accessibility of our program, services, and facilities.

**Stipend and Benefits**

**Stipend**
The stipend for each intern position is $35,000.00 CAD.

**Benefits**
1. Vacation: interns receive 3 weeks (15 days) vacation.
2. University holidays: interns are entitled to all university holidays.
3. Professional development: up to five days may be approved for professional development and education to attend conferences, workshops, and/or for dissertation work/defense. Interns are refunded for conference/workshop costs up to $500.00. All requests must be pre-approved.
4. Sick leave: interns are entitled to the same sick leave benefits as beginning full-time university staff members.

**Application Process**

**Prerequisites**
Internship positions are open to doctoral students who are formally enrolled in a CPA counselling or clinical psychology program. Applicants from the APA and non-accredited programs that are CPA eligible will also be considered. In the selection process, priority is given to Canadian citizens and permanent residents of Canada. Applicants must have received formal approval from their Director of Training to apply for internship.

As per CPA guidelines, eligibility for internship requires that applicants must have completed the following prior to the start of internship:

1. All requisite coursework
2. A minimum of 600 hours of practicum experience (direct and indirect)
3. Completion and approval of the doctoral thesis proposal prior to application for internship
4. Completion of data collection and analysis prior to the beginning of the internship year.
Opportunity to Work with Student Athletes
For applicants with training/experience in sport psychology, we provide an opportunity to work with varsity student-athletes. As a portion of their core activities, interns could provide individual counselling and mental performance training to athletes; develop and lead team workshops; provide consultation to coaches; and conduct other related outreach activities. Supervision is provided by our staff psychologists who have specialized training and experience in sport psychology. Interested applicants should contact: Dr. Whitney Sedgwick, R. Psych., at whitney.sedgwick@ubc.ca.

Application Procedure
To apply for an internship position, please include the following:

(1) A completed APPIC Application for Psychology Internships (AAPI) [www.appic.org](http://www.appic.org) (UBC Counselling Services is participating in the APPIC Internship Matching Program [https://natmatch.com/psychint/](https://natmatch.com/psychint/) and our NMS Code Number is 184011)

(2) A completed AAPI application includes:

   a. APPIC Application
   b. Verification of internship eligibility and readiness from your Training Director
   c. Letter of application describing the applicant’s reasons for selecting UBC Counselling Services as an internship setting together with their outline of theory of change, therapeutic orientation, and professional goals
   d. APPIC essays (Autobiographical Statement; Theoretical Orientation; Experience and Training in Work with Diverse Populations; Research Experience and Interests)
   e. Current curriculum vitae to include professional activities and experiences in supervised settings
   f. Three (3) letters of recommendation from three persons familiar with the applicant’s counselling competencies. Each letter of reference should abide by standardized reference form as per the Association of Psychology Postdoctoral Internship Centers (APPIC) available at: [http://appic.org/AAPI-APPA](http://appic.org/AAPI-APPA)
   g. Official transcripts of graduate work

Please note that we require no additional supplemental material to be uploaded to APPIC. This internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant. A criminal records check is required for applicants matched with our program.
Thursday, November 1, 2018 - Applications Deadline

Friday, December 7, 2018 - Universal NOTIFICATION Date: all applicants will be informed of their interview status on this day but no interviews will be booked until the following Monday.

Monday, December 10, 2018 - Universal BOOKING date: short-listed applicants can call Counselling Services to schedule an interview. Interviews will be one-hour long and conducted either in-person, phone, or using Skype.

Interviews are scheduled January 16-30, 2019.

UBC hires on the basis of merit and is strongly committed to equity and diversity within its community. The University welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to productively engage with diverse communities.

For Inquiries, please contact:
Kirk Beck, Ph.D., R.Psych.
Associate Director, Director of Training
Kirk.beck@ubc.ca
604-822-4310
Setting

Set beside the sparkling waters of the Pacific Ocean on Canada’s west coast, the University of British Columbia’s 403-hectare campus is located a few kilometers from downtown Vancouver, a thriving port city of nearly two million people. Vancouver is Canada’s third-largest city and offers all the excitement of a major international business centre, along with pleasant outdoor cafes, clean streets and safe, friendly neighbourhoods.

Surrounded by the majestic coastal mountains and ringed with broad, sunny beaches, Vancouver is a city of parks and gardens, which provide numerous sports and recreational opportunities year-round.

Cultural amenities abound in Vancouver, whether they are world-class art galleries and museums like UBC’s Museum of Anthropology, or the major sports, film, theatre, and music festivals that take place in the city throughout the year.

Situated halfway between Europe and Asia, Vancouver is home to many people from different ethnic backgrounds who are encouraged, as are all Canadians, to maintain their own cultural lifestyles and religious beliefs. The city’s numerous specialty food stores and restaurants cater to every taste.

Vancouver is 55 kilometers from the Canada–United States border, and an easy two-and-a-half-hour drive from Seattle, Washington. Vancouver International Airport is a major connecting point to North America as well as to Asia, Australia, Latin America, and continental Europe.

Getting around Vancouver is relatively easy, thanks to a reliable public transit system. Cycling is a popular mode of transportation for UBC students and faculty who live in residential areas close by the Point Grey campus.

Due to the moderating effects of warm Pacific currents, Vancouver’s winters (December to February) are milder than other regions in Canada and spring comes early. In winter, the average temperature rarely dips below freezing. Summers (from late May to August) are warm but pleasant, with average temperatures of about 23 degrees Celsius. Regular rainfall during the late fall and early spring is a fact of life in Vancouver, but these gentle rains keep the city’s gardens green and the air fresh.

(Adapted from “Your Gateway to Knowledge,” UBC 1997.)
The University

Incorporated in 1908, the University of British Columbia is a global centre of research and learning, offering a comprehensive range of undergraduate, graduate (post-graduate), and professional programs. With more than 35,000 full-time students, UBC is the third-largest university in Canada. Students choose UBC because of our:

- International reputation for leading-edge research;
- Wide range of degree programs and specialized courses;
- Tradition of excellence and innovation in teaching and learning;
- Modern, high-tech facilities;
- Extensive international linkages and student exchange programs; and
- Commitment to student success.

UBC is one of the most influential research institutions in Canada. UBC faculty members attract millions of dollars in research grants and contracts annually, and 80 percent of all university research in British Columbia is conducted at UBC. UBC researchers participate in each of the 14 networks funded by the Canadian government’s Networks of Excellence Program.

The University’s motto, *Tuum Est* – It’s Yours, reflects the wealth of opportunities available at UBC. The University offers instruction in 12 faculties and 10 schools, providing studies in all the major disciplines and professions. UBC’s Faculty of Graduate Studies offers masters’ and doctoral level studies and administers a number of interdisciplinary research centres and institutes. Diploma programs are also offered in certain specialized courses of study.

Over 700 non-credit courses to enhance personal and career development are offered through UBC’s division of Continuing Studies. The English Language Institute in Continuing Studies offers short-term academic preparation and communication courses for speakers of English as a second language.

UBC’s more than 5,100 faculty are leaders in their fields, dedicated to continuing UBC’s tradition of excellence in teaching and learning in laboratories, lectures, and seminars.

UBC has one of the largest research libraries in Canada with extensive print and electronic collections of our over nine million items, including non-book items such as CD-ROM and online databases. The library operates twenty branches and service divisions including the brand new state-of-the-art Walter C. Koerner Library that focuses on the humanities and social sciences collections.

UBC has established an extensive network of international linkages with overseas universities through student and faculty exchange programs, research collaborations, and program development. UBC welcomes visiting students at both the undergraduate and graduate level.