



Mentored Practicum

C-IAYT Mentor Guide Version 1.1

Mentoring for the IYTh Practicum Trainees

Mentoring an IYTh Trainee is a compassionate service to the profession of Yoga therapy and plays a vital role in the evolution of the Trainee on their path to becoming a Certified Yoga Therapist. Each IYTh student becomes a “Trainee” when enrolled in the Practicum. Students are eligible for the Practicum only after completion of all core modules, program assessments, and successful submission of Practicum “protocol” documents. There are exceptions where a student may begin their Practicum hours under the ‘accelerated’ format with prior Program Director approval. Once Trainees begin their practicum, they work with clients/small groups offering Yoga therapy services under the guidance of a C-IAYT mentor.

This mentorship during the Practicum is an opportunity for the Trainee to check in with a more experienced, Certified Yoga therapist for support and guidance. Unlike a student teacher who would be directly observed by a lead teacher while teaching a class, a Trainee leads the session for each Practicum client. The trainee is then responsible for identifying areas to discuss with their Mentor during check-in meetings. For example, in a follow-up from a client session (recorded for Mentor to review if desired), the Trainee may ask Mentor for confirmation of steps performed well, identify areas where the Trainee might like to expand upon the approach offered, or seek additional ideas and guidance if they were unsure or uneasy of the next step(s).

Practicum Summary:

Overview

The mentored Practicum is an opportunity for IYTh students— who have completed their foundational training in the IYTh core modules and Integration module— to apply and integrate the knowledge and skills of a Yoga therapist in real-world settings with individual clients and small groups under the guidance of a C-IAYT Mentor. Once a student begins the Practicum, they are referred to as “Trainees”.

Student Preparation Prior to the Practicum

Integral Yoga Therapy (IYTh) students prepare for the Practicum experience during each of the IYTh core modules by developing skills to work independently with clients in a clinical setting using a variety of approaches. Upon completion of each module, students seeking Yoga Therapy certification complete a Therapeutic Competency Assessment (TCA). For this assessment, students identify a key teaching from the completed module and – working with a “practice client” – implement the key teaching in a relevant way. The experience is documented and submitted for review and assessment to the Student Advisor.

Once all IYTh core modules and TCAs are successfully completed, students have an in-depth knowledge of various Yoga therapy tools, basic principles of therapeutic relationships, conceptualized skills for educating clients/students, and appropriate framework for working with therapeutic groups. A list of IAYT core competencies per module is available for Mentor review on the IYTh dashboard.

Practicum Experience

In the IYTh Practicum, Trainees (working as a Yoga Therapist-in-Training) participate in a total of 205 hours of client contact providing Yoga therapy sessions, documenting relevant client information, and mentoring time spent with a C-IAYT. This breaks down to 150 hours of individual/ small group client-contact hours of Yoga therapy in addition to approximately 55 hours of client documentation and supervised mentoring (with a maximum of only 30 mentored hours).

The Trainee logs practicum hours under each of the specified categories on the IYTh Student Dashboard Practicum Log --Yoga Therapy Client sessions, Documentation, and Mentoring.

During the minimum 150 hours designated for ‘Practicum Delivery’ of Yoga therapy service, Trainees provide Yoga therapy sessions as private or small group sessions (3-8 clients). In the time with clients, the Trainee utilizes a personalized client intake, assessment, reassessment and ongoing plan refinement process that is reviewed and refined during the Practicum with feedback from the Mentor.

Trainees must log a minimum of 55 hours for ‘Mentorship and Documentation’, as detailed in the section “Practicum Documentation and Mentorship”.

Trainees request their Mentors following a selection process outlined in the IYTh Trainee/Program Practicum agreement after approval to begin Practicum hours. Upon agreement, this Mentor will remain with the Trainee for the duration of the Practicum experience. The Trainee will no longer need to be under the guidance of their Program Student Advisor and relies solely on the interaction with the Mentor and Program Director/Manager to complete the Practicum.

Please note, the San Francisco Integral Yoga Institute and the New York Integral Yoga Institute have Yoga Therapy Clinics where IYTh Trainees are able to hold sessions and see clients. All three Program locations have space for private and group Yoga therapy in-person sessions. Trainees may also see clients in other approved spaces as well as utilizing remote/online/virtual options.

NOTE: Specific details of the Trainee Practicum experience are outlined in the Trainee Practicum Guide, which all mentors are requested to read thoroughly for comprehensive understanding.

Practicum At-a-Glance

Category	Description	Hours	Requirements	Total Hours
Practicum Delivery				150
	Small Groups	Up to 50	3-8 students/ at least one multi-class group series	
	Individual Clients	100 minimum		
	<i>Case Studies</i>		12 different clients—one per month	
	<i>Capstone Project</i>		25 hours with one client	
Documentation & Mentoring				55
	Documentation	25- 35	Intake, Assessment, and client session notes	
	Mentoring	20 to 30	Consultation with Mentor	
Total Practicum Hours				205
Estimated Timeline			*25 hours must be in person	6-12 months

IYTh Practicum Mentors

Roles and Responsibilities

The C-IAYT Mentor plays a crucial role in the development of professional skills for the emerging Yoga Therapist. The Mentor is available to respond to Trainee questions, offer alternative approaches with clients/groups, or intervene in the client's best interest if necessary. The Mentor inspires and educates the Trainee through supportive dialogue and questioning, and holds the Trainee accountable for necessary growth and development during the Practicum.

Mentoring sessions are to be held monthly with each Trainee, except in the case explained in the Accelerated Practicum Format. Mentors approve Trainee hours using the IYTh Dashboard to assist in tracking progress throughout the Practicum.

Additionally, mentors review and assess the 12 Trainee Case Studies over the course of one year using the Case Study Rubric on the IYTh Dashboard. The Mentor also provides feedback and a final assessment for the cumulative Trainee Capstone Project at three intervals throughout the Practicum. Trainees present their final Capstone project at the IYTh School meeting.

Throughout the Practicum, the Mentor is responsible for communicating with the Program Director and Program Manager to track Trainee progress, challenges, and identify if any interventions or special considerations are needed.

NOTE: Time spent reviewing Trainee/Client videos is completed with the Trainee during the mentored session as part of the 20-30 hours.

Getting Started as a Practicum Mentor

Mentors will:

- Submit updated bio and contact information to Program Manager for website (Satya Lynn)
- Create an account with IntegralYogaTherapy.org to access the mentor/staff dashboard
- Review **Mentored Practicum Trainee Guide** for clarification and understanding
- Review **Practicum Mentor Guide** Document (this document)
- Sign contract agreement with IYTh Program outlining expectations, guidelines, and compensation for working with individual Practicum Trainees
- Submit relevant tax documentation for compensation to Program Manager
- Confirm with Program when entering into agreement with Trainee to mentor by submitting individual Trainee/Mentor agreements to Program Manager and Director

- Establish rapport with Trainee starting with introductory email and including the invitation to set up monthly meetings.
- Agree to monthly meeting request with the Trainee

Trainee will:

- Submit protocol documentation through Platform for approval before Practicum begins and once approved, forward to the Mentor
- Officially submit request through IYTh website to work with selected Mentor prior to starting Practicum
- Co-create a working Trainee-Mentor agreement prior to beginning any hours of Practicum delivery
- Take responsibility for scheduling clients and classes for the Practicum hours
- Reach out via email to confirmed Mentor to schedule monthly meetings
- Identify areas to discuss with Mentor prior to the monthly meeting
- Track all hours in the Practicum Log for mentor approval
- Notify Mentor (and/or PD or PM) of any issues that need to be addressed as soon as possible

Trainee Selection of Mentor

- Review biographies on IYTh website
- Select three agreeable Mentors based on their experience and interests
- Submit an official Mentor request form through the website to top candidate and anticipated timeframes shared for completing the practicum.
 - Mentors will respond to Trainees' requests if available and confirm mentoring or suggest Trainee reach out to another Mentor if they are unavailable at that time.
 - If first Mentor choice is not available, Trainees reach out to another of the top three (repeat if necessary)
 - Once Mentor has been confirmed, Trainee and Mentor work out an official agreement and submit it to Program Director and Manager.

PLEASE NOTE: The Trainee's Mentor is unable to be changed once this agreement has been made. It is possible in some circumstances to have a "substitute" Mentor for a short period of time should an emergency arise in the selected Mentor's ability to be present for the Trainee.

Trainee Agreement

Upon Mentor selection, Trainees and Mentor create and sign an informal agreement that outlines anticipated time frame for completing hours, check in monthly meeting times, extra hour compensation, communication guidelines for responding to emails, and other relevant expectations and guidelines.

The IYTh Program receives a copy of the Trainee/Mentor agreement—send to:
admin@integrallyogatherapy.org

Mentor Compensation and Contract

All Mentors must complete a contract to be saved on file prior to beginning Practicum mentorship and submit appropriate tax information to receive payment.

Mentors are compensated at a rate of **\$1008** for each Trainee. This payment includes the time spent in direct contact mentoring with Trainees plus assessing, reviewing materials, approving hours on website, and evaluation of case study and capstone reports. Mentors should aim to keep the Trainee meetings to 20 hours, unless it is clear the Trainee will need additional hours of mentoring. In this case, the Mentor will notify the Program Director and Manager. A Mentor may meet with multiple mentees at the same time during monthly meetings.

Mentors will be paid upon entering into contract with the Trainee and as such, must complete all responsibilities related to mentoring the Trainee as fulfillment of the agreement. Therefore, the Trainee's Mentor is unable to be changed once this agreement has been made.

Additional requirements for the Mentor:

- Attend quarterly meetings with IYTh Program on Monday evenings
- Participate in monthly Practicum Cohort meetings—Mentors rotate and sign up for available spots on the calendar for the Monday evening meetings

Each Mentor will spend a minimum of 15 mentored hours and a maximum of 20 hours together in meetings with the Trainee. Those Trainees who require additional hours can spend up to 30 hours with the Mentor. The maximum number of hours is firm. Those Trainees expecting to exceed the 30 hour maximum are required to compensate the Mentor directly at up to \$50US/hour and transactions are handled directly between mentor and mentee—advising the Program when an agreement has been reached.

Timeline for working with Trainee

Trainees must complete 150 hours of one on one time with client(s) where they are the lead therapist. In addition, trainees have 55 hours of “documentation and mentoring” - a maximum of that is 30 hours with the mentor. The 15-30 hours with the mentor is intended to be spent discussing the content of the time the Trainee/Mentee has spent with their client as well as Trainee Practicum projects.

Trainees complete written case studies—one per month over the course of one year— for Mentor assessment. The Mentors use the Case Study Rubric located on the IYTh dashboard to provide their

evaluation.

Trainees also complete a cumulative project– “Capstone Project” which involves working with the same client for 25 hours over 3-12 months. The Trainees use the IYTh dashboard to submit two drafts and a final version of their capstone projects and work together with their Mentor to revise and prepare for the final submission. Mentors evaluate the final submission using a rubric found on the IYTh dashboard.

Due to the time involved in working through the required hours and projects, Mentors can expect to spend approximately one year working with the Trainee. The Trainee may demonstrate the ability to complete the requirements at an accelerated pace, but should be monitored closely to ensure quality and comprehension of client care is upheld.

Using the Website

All Mentors are registered on the IYTh website Staff/Mentor dashboard to access the Trainee Practicum log, case studies, capstone projects and assessment rubrics. If anyone has trouble accessing their dashboard, please contact Satya Lynn at yogatherapy@integralyoga.org for support.

Documentation and File sharing

Trainees upload files and videos directly through the IYTh Practicum Workspace for easy Mentor access and viewing. Mentors are notified via email of any Trainee submission through the dashboard, and can reply directly to the email to communicate with the Trainee. All submissions can be found on the Mentor IYTh Dashboard Practicum workspace.

Trainees document their hours using the Practicum Log on the IYTh Practicum workspace—categorizing each submission according to its category and type. Mentors can filter the submissions according to the category, type, by student, or view all submissions. The hours are automatically tallied for both the Trainee and Mentor.

After the Mentors have completed their review of the Trainee submissions, the Mentor will mark all submissions as “Approved” to notify the Trainee of a passing/completed submission. The Mentor can mark “Disapproved” and provide feedback to the Trainee if there is a correction or update needed to the submission. Any submission marked “Unapproved” means the Mentor has not yet reviewed the submission.

Communication with Trainee

Approval/disapproval of practicum log entries handled via the dashboard log. All follow-up communication to the Trainee with explanations takes place via email. All exchanges must cc:

admin@integrallyogatherapy.org so that the Program has a record of communications from its representatives. We encourage Mentors to speak in a positive voice, and “sandwich” improvements between points the Trainee did well. If the Mentor needs support in communicating with the Trainee, they are encouraged to reach out to Satya Lynn. Additionally, the Trainee’s Student Advisor can be consulted to provide an additional perspective on working with the Trainee.

Monthly Trainee/Mentor Meetings

As the Trainee serves individual clients and small groups, they are expected to document areas for feedback and discuss them with the Mentor during the monthly check-in meetings. All Practicum sessions are videotaped, and the Trainee will identify the timestamp on the video that would be helpful for review to discuss during scheduled monthly Mentor meetings. Mentors may meet with Trainees more frequently if needed, and there is no set amount of time required for each meeting so long as the total number of hours of mentoring do not exceed 30 total hours.

If a Trainee needs to place the Practicum on hold for any reason, they should communicate with the Program Director, Manager and the Mentor.

Monthly Practicum Cohort Meetings

Each month, all Trainees engaged in the Practicum will attend an hour long meeting with the Program Director/Manager and at least one Mentor. There will be a sign up sheet for Mentors to choose meetings that work best for their schedule. These meetings allow for idea exchange between peers, feedback and support from Mentors, general discussion, time for questions, as well as serving as a forum for professional growth. Meetings are held on Monday evenings.

Support Tools on the IYTh Website:

- Video tutorial on using the IYTh Practicum workspace
- Client liability release form for Trainee use
- Trainee Case Study form
- Case study rubric & assessment form
- Case study client feedback form
- Capstone project description
- Capstone Project rubric and assessment form
- Capstone client feedback form

Assessing Trainee Work

Mentors are responsible for timely and accurate completion Trainee feedback and assessments. This includes the following:

- Monthly meeting feedback
- Case Study Rubrics
- Capstone Project Feedback and Rubric
- Final Practicum Assessment

Trainees must achieve at least a 70% or better on all assessments to move forward and graduate.

Communication with IYTh Program

Active Mentors are expected to attend (and inactive Mentors are encouraged to attend) the scheduled quarterly meeting with the IYTh Program Director/Manager (Mondays) to check-in with the Program and share Trainee progress. This is also an opportunity for Mentors to connect and share their experience. A calendar of meetings will be provided upon entering into an agreement with a Trainee.

Finalizing Practicum

The culmination of the Practicum is presented as the Trainee Capstone Project. This project is monitored by the Mentor over the course of a year and is evaluated upon completion of the project. Trainees must achieve a 70% or better to pass this project and graduate from the Practicum.

Upon successful completion of the Capstone project, the Trainee is invited to create and share a presentation with Program leadership, Mentor, Student Advisors and IYTh cohort at the Whole School meeting.

Preparing for Graduation

Trainees' final grades will be calculated by the Program and all Trainees who achieve graduation status after completion of the Practicum will be honored at the next Whole School meeting— which occurs twice a year.