Frequently Asked Questions (Internship COUN 699)

Please note: Students are responsible for determining the state requirements if they plan to practice in a state other than Virginia post-graduation. Please visit the following website to view NBCC’s state directory: http://nbcc.org/directory.

General Questions

1. What is the time frame for completing the Internship?
   It typically takes a student two full semesters (two 17 week semesters) to complete the Internship. However, the Internship can be completed in one semester and the student is permitted a maximum of three consecutive semesters to complete the Internship. Students are expected to pay for each individual semester of Internship.

   Students enrolled on the 2016-2017 DCP, please note the Internship will be split into 2 required semesters worth 3 credit hours each. Students enrolled in a DCP prior to 2016-2017 will be permitted to enroll in 3 consecutive semesters of internship.

2. What do I need to do to enroll in the Internship?
   Once all the required prerequisites are met the student may submit all approval paperwork to apply for enrollment in Internship. The approval documents can be found on our website: http://www.liberty.edu/index.cfm?PID=6333

   Once all the paperwork is reviewed and approved by the Internship office the student will be automatically notified and enrolled in COUN 699.

3. Does Liberty University place students in their Internship sites?
   No, Liberty does not place students in their Internship sites. Finding a fieldwork placement is up to the student. However, students may email internship@liberty.edu regarding obtaining a list of potential sites.

4. How do I go about finding an Internship site?
   You should begin by talking with the people in your area who are currently doing the type of counseling in which you are interested. The best places to start are local community service boards or mental health agencies. These agencies usually have ample experience with Internship students and usually provide a variety of options and opportunities for individual and group counseling. Additionally, they may provide students with helpful information regarding the services and opportunities in the student’s local areas. Liberty may also have a listing for your state of sites previously used by our students. You may inquire about this list one semester prior to starting the Internship. This list does not guarantee placement for a Liberty University student. If you need a list please email internship@liberty.edu with your request.

   Students are encouraged to approach finding their Internship as a job search and should take advantage of the services provided by the career center to assist students with resume building and interview preparation. Students can find additional information...
5. **May I have more than one site?**
   Yes, if you cannot find one site to provide all of the hours needed, you may request an additional site. You may not begin logging hours at the new site until you have received approval from our office. A student may have no more than two Internship sites at one time. For more information on the procedure to add a second site please reference the instructions on the internship website: [http://www.liberty.edu/index.cfm?PID=6333](http://www.liberty.edu/index.cfm?PID=6333)
   Please email the internship office at internship@liberty.edu to turn in your approval documents for your additional site supervisor.

6. **What are the requirements for a supervisor?**
   A supervisor must have a minimum of a master’s degree and be licensed as a Professional Counselor, Clinical Social Worker, or Psychologist; OR, have earned a doctorate in Counselor Education & Supervision from an accredited university. Supervisors must also hold a valid license in the state where the students are accumulating hours for their Internship. Students planning to seek licensure in a state other than Virginia should check to make sure their supervisor(s) meet state requirements. Students are responsible for researching their state’s requirements, as some have very specific qualifications that need to be met if the Internship is to be accepted for licensure purposes. Students should review the Internship Manual for additional information regarding approved Supervisors.

7. **May I have more than one supervisor?**
   Yes, if you cannot find one supervisor to provide all of the hours needed, you may request an additional supervisor. However, you must first obtain approval before counting any supervision hours with the new supervisor. A student may have no more than two supervisors at one time. For more information on the procedure to add a second supervisor please reference the instructions on the internship website: [http://www.liberty.edu/index.cfm?PID=6333](http://www.liberty.edu/index.cfm?PID=6333)
   Please email the internship office at internship@liberty.edu to turn in your approval documents for your additional supervisor.

8. **What are the different types of supervision?**
   Individual Supervision takes place when a student is in a one-on-one session with the approved supervisor. Triadic Supervision occurs when the supervision session takes place with the supervisor and two counseling students. Group Supervision occurs when there is a supervision session with the supervisor and more than two counseling students. You may not start accumulating hours towards the Internship requirement until the official start date for the COUN 699 course as stated in your approval email.

   During your Internship, your supervisor is responsible for monitoring your activities,
facilitating your learning and skill development experiences. The supervisor not only monitors and evaluates your clinical work, but he/she is also responsible for the quality of services offered to clients. While an ongoing process, you will meet with your supervisor weekly for formal supervision.

9. **How do I count supervision hours?**
   If you meet with your supervisor for individual and/or triadic supervision, then you count the time that the meeting lasts (i.e., 1 hour meeting = 1 hour of Individual Supervision). If you and other counselors meet in a group with your supervisor and are discussing a variety of cases (both yours and those of other counselors), then you may count the full time that the meeting lasts (i.e., 2 hour meeting = 2 hours of Group Supervision).

10. **How many hours are required for the Internship?**
    Six hundred (600) total hours of counseling related work are required for the Internship. These hourly requirements are divided into the following categories:
    - 240 hours of Direct Client Contact
    - 25 hours of Individual Supervision (one hour per week for every week you are work at your site)
    - 25 hours of Group Supervision
    - 310 hours of Related Activities (research, case notes, treatment plans, workshops, etc.)

    **Note:** For the purposes of licensure, some states require more than 600 Internship hours. Therefore, it is imperative that students intending to seek licensure in a state other than Virginia are aware of their own state’s requirements and meet whichever are greater. Liberty does not accept responsibility for knowing state licensure board requirements. This is the sole responsibility of the student to research.

11. **May I begin counting internship hours before my start date?**
    No, hours earned during the Practicum do not count towards Internship.

12. **What types of counseling count as Direct Client Contact hours?**
    Direct Client Contact hours include individual, group, family, co-therapy, marital, and pre-marital counseling sessions. To qualify as Direct Client Contact hours, counseling sessions must be a minimum of 20 minutes in length. Please see the Internship Manual for additional information.

13. **What is the difference between observation and co-therapy?**
    Observation implies that you are silently observing another therapist while they are counseling. Observation may occur in the counseling room with the client and therapist, watching a videotaped session, or from behind a one-way mirror.
    
    Co-therapy means that you are actively doing counseling with another therapist, participating in the therapy process and collaborating on the treatment plan.

14. **How many hours of observation may I count towards my Direct Client Contact**
15. How many hours of co-therapy may I count towards my Direct Client Contact hours?
You may count all 240 hours as co-therapy, if this is approved by your Internship site.

16. When I do co-therapy, how do I document the session and my hours?
Document co-therapy as you would document solo therapy.

17. When I do group counseling, how do I count my hours?
If you conduct a 1-hour session with 7 group members, the session counts as 1 hour of Direct Client Contact, not 7 hours.

18. What are Related Activities hours?
Related Activities include time spent doing paperwork, research into counseling issues, seminars, workshops, phone calls to clients, consultation with colleagues, and counseling sessions that last less than 20 minutes. This category does not include hours spent doing coursework for the COUN 699 class or driving time.

19. How do I request an additional semester of Internship?
Once you are approved for your first semester of internship, you can continue to enroll in up to 3 consecutive semesters of the COUN 699 internship course in order to complete all hours and requirements of the internship course. You will submit your request for an additional semester of the COUN 699 internship course by completing a set of assignments in your COUN 699 internship course in Blackboard. The 3 assignments that you will need to complete are:

- Internship Documentation Quiz
- Internship Site/Supervisor Paperwork
- Liability Insurance Face Sheet

If you plan to continue with your current, approved site(s) and supervisor(s), then you will need to submit an updated fieldwork contract for each approved supervisor through the “Internship Site/Supervisor Paperwork” assignment link. Please send our office an email at internship@liberty.edu after you have completed the 3 assignments to let us know that you have submitted your request for an additional semester.
WebEx Group Supervision for Practicum/Internship FAQ’s

This information has been compiled to help answer and clarify questions pertaining to the new WebEx Faculty Group Supervision requirement.

20. What is “WebEx”?
‘WebEx’ is a program similar to Skype. In order to utilize WebEx, students will need to have a computer with a webcam as you will be required to log in through WebEx to attend and participate in weekly group supervision with your assigned faculty for practicum/internship.

21. How do I log into/access WebEx?
Your faculty supervisor will provide you with the WebEx link each week, which will allow you to log in in order to attend supervision.

22. How will I know when to attend WebEx Faculty Group Supervision each week?
Your faculty supervisor (professor) will set the day and time for WebEx Faculty Group Supervision the first week of class.

23. Will I have the ability to request a specific time preference?
As part of the approval process, you will be required to indicate two time preferences when you submit your Practicum/Internship application and approval documents for our office to review. As noted in our email, our office will do its best to meet the requested preferences of both faculty and students when matching them. However, you must remain flexible as not all preferences will be able to be met.

24. Will my WebEx Faculty Group Supervision hours count toward the required Group Supervision hours?
The hours you earn via WebEx Faculty Group Supervision will count towards the Group Supervision hours for Practicum and Internship, however you will still be required to receive Individual Supervision from your approved supervisor.

For those students who intend to complete Internship in one semester, you will need to ensure you earn the minimum 25 hours to meet the Group Supervision requirement. This means you will need to ensure you earn group supervision at your approved site in addition to attending weekly WebEx Faculty Group Supervision, as you will not be able to meet the 25 hours for Group Supervision through WebEx Faculty Group Supervision alone.
25. If I am enrolled in the Marriage and Family Therapy 60 hour program or the Professional Counseling 48 hour program, will I be required to attend WebEx Faculty Group Supervision?

For students enrolled in the Marriage and Family Therapy 60 hour online program and the 48 hour Professional Counseling online program, WebEx Faculty Group Supervision is not a requirement as the department is not currently seeking CACREP accreditation for these programs.

Students enrolled in one of these programs will be placed in a non-WebEx section of Practicum and Internship.

26. When will the department receive CACREP accreditation?

The department does not have a time frame for when the Professional Counseling 60 hour online program will receive CACREP accreditation, as the department is just beginning the process of seeking CACREP accreditation.

LiveText for Practicum/Internship FAQ’S

27. What is LiveText?

LiveText is a tool that the Department of Counselor Education and Family Studies uses to log all of our students Practicum and Internship hours, as well as fulfill all of the assessment requirements for faculty, site supervisor, and students. This product will be used by the student, faculty supervisor and site supervisor (referred to as the mentor by LiveText). Mentors will fill out quarterly evaluations of students using the LiveText site. These evaluations were previously paper evaluations that the student turned in via Blackboard. With the use of LiveText students will also input all of their Practicum/Internship hours using the hours log and will have two summary log assignments throughout the semester.

28. How do I purchase LiveText?

You may purchase LiveText through Liberty University’s [online] bookstore, MBS, or directly from the LiveText website.

29. Which version of LiveText should I purchase?

You must purchase the Fieldwork Experience edition.

30. How much will LiveText cost?

The price for LiveText changes semester to semester. Please refer to our website for up to date pricing.

31. What do I do after I purchase LiveText?

Go to the LiveText website and register your account. Once you have registered our office will be notified to place you at a site. NOTE: When you register your account please be sure to select “LIBERTY UNIVERSIT” as your school. If you select a different institution (or no institution) our university will not be made aware that you purchased LiveText and will be unable to place you.
32. If I purchased LiveText last semester do I need to purchase it again?
   No, once you purchase a LiveText account it is good for five years.

33. What email address should I use to register for LiveText?
   Please register with your Liberty University email address. If you would like to use an
   alternate email address you will have the option to do so.

34. What is a LiveText placement?
   Your placement assigns you to your Practicum or Internship site, as well as assigns
   you to your site supervisor.

35. What is a mentor?
   Your mentor is LiveText’s way of referencing your site supervisor.

36. What is a supervisor?
   Your supervisor is LiveText’s way of referencing your Liberty University professor.

37. How does my mentor access LiveText?
   Your mentor will receive an email once you have registered and been placed in LiveText.

38. How will my mentor be notified of my registration and placement?
   Your mentor will be notified through the email address that you provided during your
   Practicum or Internship application process. Please ensure that the email that you
   submitted for your mentor is up to date with our department.

39. Will my mentor have to pay for LiveText?
   No, this is a service provided to the mentors by Liberty University.

40. How do I log my hours in LiveText?
   To add an entry to your time log, click on your placement and then on the left-hand side
   you will see “add hours”. Click the “add hours” button and you will be able to input
   your information. Select the date of the entry, the number of hours spent, and a
   description of the class and activity. Please use the log to input all hours completed per
   quarter. (You will find that the end of each quarter matches up with the due date of each
   assessment/evaluation.) You will need to keep a personal log of all hours earned as you
   move throughout the semester. You can total these hours (per type of hour) and input
   them into LiveText. At the midterm point and at the end of the semester, you will be
   required to complete the Summary Log Sheet assignment located in LiveText. This log
   sheet shows a total of your hours and at the end of the semester it will act as our
   department’s way of verifying your hours for grading and licensure purposes.

41. Can I edit and delete hours that I already added to LiveText?
   If your mentor has not yet approved the hours you may edit & delete hours. However,
   once hours have been approved by the mentor, no edits may be made.
42. What are the assignments in LiveText?

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<thead>
<tr>
<th>TYPE OF ASSIGNMENT</th>
<th>NAME OF ASSIGNMENT</th>
<th>WHO IT’S ASSIGNED TO</th>
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<td>Faculty Supervisor</td>
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<td>Assessment</td>
<td>Counseling Competencies Scale-R</td>
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<td>Assessment</td>
<td>Counseling Competencies Scale-R</td>
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<td>Hours Log</td>
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<td>Hours Log</td>
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<td>Student</td>
</tr>
<tr>
<td>Assignment</td>
<td>Approval and grading of Summary Log Sheet</td>
<td>Site Supervisor</td>
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43. How do I change my site and/or my site supervisor?

Please contact the Practicum/Internship office. Also please refer to the Practicum or Internship manual regarding the procedure to add or change a site and/or site supervisor. Once paperwork has been submitted and approval has been authorized, the Practicum/Internship office will update your site and/or site supervisor in LiveText.
44. How long will I have access to LiveText?
   You will have access to LiveText for five years from the date purchased.

45. How long will my mentor have access to LiveText?
   Your mentor (site supervisor) will have access to LiveText 60 days after the Practicum or Internship has ended.

46. Who do I contact if I am experiencing difficulty using LiveText?
   You may contact our office at counlivetext@liberty.edu. You may also contact LiveText at support@livetext.com. The following sites also provide LiveText support: https://www.livetext.com/c1_help/for_students/ https://www.livetext.com/c1_help/glossary/