

LIBERTY

UNIVERSITY™

CENTER FOR COUNSELING AND FAMILY STUDIES

Internship Fieldwork Manual



Revised February 2013

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From the Director of Clinical Training

Dear Student,

Congratulations on reaching this milestone in your professional counselor educational program! The Practicum and Internship are some of the most crucial professional preparation activities in your educational journey. These experiences are meant to be the culminating experience in your program of study by allowing you the opportunity to apply, evaluate, and refine clinical skills by bridging the gap between theory and practice. For the Christian counselor, these experiences provide an opportunity to synthesize one's biblical worldview into applied practice regardless of whether that setting is explicitly Christian in nature and function.

All prerequisite coursework has been intended to prepare you for your supervised clinical training experiences. By incorporating what you have learned through your coursework, you can become a reflective practitioner who can use critical thinking and sound decision-making skills that are well-grounded in established research and a biblical worldview. Effective counselors must be more than mere technicians. Rather, they must be professionals who have a strong theoretical and ethical foundation, have personal mastery of their own beliefs, values, knowledge, and skills, and have the ability to integrate these aspects into their practice.

This manual is designed to help you prepare for and successfully complete the Internship, an integral and indispensable part of Liberty University's counselor education programs. I encourage you to carefully read and review this manual as you progress through the Internship. We trust that the information will be useful in helping create positive learning experiences between students, supervisors, and faculty while providing quality services to those we are called to help. As the knowledge base in our field rapidly expands, it is clear that students cannot learn everything they need to know about professional counseling during their coursework. Professional growth and development are ongoing processes, and key patterns for this growth are established during your supervised clinical training experiences.

Our faith has profound implications for counseling by shaping our values, giving us a unique love for others, enlightening our thinking about human problems, and illuminating pathways to healing. We have been called by God to help people redeem their past soul-wounds, transform their present circumstances, and teach them how to live a God-centered life. As the apostle Paul wrote in Colossians 2:28, "And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ." May God continue to richly bless you through your clinical training experience!

Dr. Elias Moitinho

Director of MA Counseling Licensure Programs

Director of Clinical Training

Associate Professor

Center for Counseling and Family Studies

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40 Years of Training Champions for Christ: 1971-2011

M.A. in Professional Counseling Internship Fieldwork Manual 2012-2013

I. Course Overview

A. Course Description: This course offers student participation in a clinical experience under supervision in an approved agency.

B. Rationale: This Internship course involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. During the Internship experience, status gradually shifts from that of a student to that of a pre-professional. Since most, if not all, required coursework has been completed by this time, Internship students can contribute to the cooperating agency by assisting its staff in carrying out many of the normal clinical activities of that agency. The purpose of the Counseling Internship is to provide a supervised, field-based, work experience that allows students to:

1. Integrate and synthesize theories and techniques learned in the classroom in a real work setting;
2. Develop more fully the personal qualities, characteristics, and behavior of a professional counselor;
3. Transition from “trainee” to “professional practitioner.”

C. Prerequisites: To be adequately prepared for this course, the student must have completed the following graduate-level courses in counseling with a grade C or above: COUN 501, 502, 503, 504, 505, 506, 507, 510, 512, 521, 601, 646 and 667. Academically, students must be in Good Standing with the University and have a 3.0 cumulative GPA or above in order to be approved for COUN 699 Internship. Additionally students must obtain approval from the Director of Clinical Training prior to registration

Important Note: The prerequisite courses are non-negotiable and must be successfully completed prior to the start of the Internship.

D. Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Establish rapport and effective working relationships with client(s) during the first session.
2. Conduct a psychosocial history that includes client background information, behavioral observations, and current functioning, quality of relationships, and resources and challenges.
3. Develop client case conceptualizations that lead to accurate diagnosis using the DSM-IV- TR.

4. Develop treatment plans that will motivate clients through the use of evidence-based strategies for clients' identified problem(s).
5. Maintain an effective counseling process and relationship until the client(s)' problem(s) have been resolved.
6. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.
7. Document clinical work in a way that meets the standards of the counseling site, insurance companies, and the state in which the student is working.
8. Work cooperatively and effectively within an agency setting and initiate appropriate professional relationships with mental health professionals outside that agency as needed.
9. Demonstrate and apply the American Counseling Association's Code of Ethics. Measured by quiz and supervisor evaluations.

E. Course Textbooks:

Hodges, S. (2011). *The counseling practicum and internship manual: A resource for graduate counseling students*. New York: Springer Publishing. ISBN: 9780826118325

Internship Manual (Available in Blackboard and on the website)

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed. Text Revised). Washington, DC: Author.

Disclaimer: The above texts provide information consistent with that required by state licensing boards in the class subject area. Liberty University does not necessarily endorse specific religious, philosophical, or political positions found in these texts

F. Communication with Instructor, Support Staff and Director of Clinical Training:

All concerns regarding the course are to be communicated to the course instructor through email. Students may be referred initially to the Internship support staff, and if needed to the Director of Clinical Training. All communication with the Internship Office will be by email only so that both the student and the University have documentation of the outcomes of the communication. Students are expected to be courteous and respectful in all communication with instructors, internship support staff, educators and Director of Clinical Training. Unprofessional, discourteous, communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program.

Per the Liberty Way (p. 14), "Liberty student email accounts are the official means of communication for the Liberty University community. Students must check their email account on a regular basis." The Liberty account will be the primary email address where important information and reminders will be sent regarding this course. The staff is unable to include other email addresses in regular communication. Therefore, the student is responsible for checking their account for any relevant information sent to that account.

Per Graduate School Honor Code, students are expected to communicate their concerns, and seek to resolve any conflicts or misunderstandings directly with the person with whom the allegation occurred. When a student in such a position circumvents the process and proceeds to contact the University Administration such as the Dean, the Provost or the Chancellors that constitutes retaliation and will be sanctioned accordingly. For more detailed information please refer to the Graduate Student Honor Code website: <http://www.liberty.edu/academics/graduate/index.cfm?PID=19443>

Internship Contact Information: You may contact a member of the internship support staff for questions regarding your internship at: internship@liberty.edu.

II. Internship Requirements

A. Find an Internship site. Interview the potential supervisor(s) to see what kind of training experiences the agency can offer. The choice of an Internship site should be a mutual one. The student should be satisfied that this would be a good training site, and that professional growth is encouraged under this supervisor. The supervisor should feel comfortable with the clinical Internship student and must meet program requirements for an approved supervisor (see a. below). The supervisor should also be comfortable with the responsibilities he or she is being asked to assume (see b. below and the Clinical Supervisor Responsibilities Form). It may be wise to have the interview, and then take a day or two for both people to consider the possible Internship before making the final decision.

1. Supervisor Requirements: Supervisors must meet either of requirement i. or ii. or both.

i. Must hold a valid state license in counseling, marriage and family therapy, or clinical social work and have a master's degree in Counseling, Psychology, or Social Work.

ii. Must hold a Ph.D. or Ed.D. in Counseling, Psychology, or a closely related field from a regionally accredited university

Additional Supervisor Requirements:

1. Supervisors must be licensed at an independent level of practice, meaning that supervisors are able to practice without being under supervision. Also, supervisors must hold a valid license in the state where the students are accumulating hours for their practicum or internship.

2. Licenses that typically qualify include licensed professional counselors, licensed marriage and family therapists, licensed clinical social workers, and licensed psychologists.

Note: Licenses that typically *do not* qualify include those of school counselors and

teachers, social workers not licensed at an independent clinical level (i.e. LMSW), “national” licenses, and licenses related primarily to ministerial/pastoral duties.

2. Supervisor Responsibilities: The supervisor assesses the student’s progress, consults with the student regarding strategies and procedures consults with the University Director of Clinical Training, and completes four written evaluations of the student during the semester. The supervisor has significant influence on the outcome of the clinical counseling experience. Therefore, the supervisor’s relationship with the student is a matter of vital importance. It should serve as a model, exemplifying professional behavior in daily counseling activities. The supervisor ensures that relevant work experience, on-site feedback, counseling, and consultation are provided for the student counselor. Typically, approved supervisors will:

1. Provide an orientation with the agency and staff for the student unless the supervisor is off-site. This should include such items as agency policies, structure, personnel, and resources.
2. Insures access to agency manuals, policy statements, and files as needed for the student.
3. Assist the student in refining details of Internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Internship objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the Internship experience with the student.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student (if they choose to have them recorded).
7. Provide evaluations of the student’s counseling skills and progress, review these with the student, and give the original evaluations to the student. The student is responsible for uploading these forms on Blackboard.
8. Initiate immediate contact with the Director of Clinical Training if problems are encountered with the student during the placement.

3. Site Activities:

Internship sites need to be able to provide students with a variety of clinical activities that meet the course requirements for COUN 699 Internship. Please see syllabus.

4. Facts to Remember:

- i. Students must obtain a *minimum of 1 hour of supervision a week*, failure to do so will result in the failure of the course and the loss of hours.
- ii. Most supervisors give their time and expertise with no monetary reimbursement. One way students can help the Internship be a rewarding experience for supervisors as well is to lighten their workload through the cases the student takes on, and by doing clinically-related tasks that they might otherwise not be able to do.
- iii. Students are encouraged to *check their state board’s requirements for supervision* during their educational program. Some states will allow credit toward post-degree licensure residency requirements for supervised experience obtained during their degree program if the supervisor/supervision meets the board’s requirements.

B. Deciding on an Internship Site to Submit for Approval:

When deciding on an Internship site, keep the following considerations in mind:

1. Do the supervisor, activities, and site meet the requirements for COUN 699? (see appropriate sections in this manual for requirements)
2. Is the clientele of the agency similar to the clientele whom the student wishes to work with during his/her professional career?
3. Is there enough diversity in the clientele to provide a wide range of experiences (e.g., adults, adolescents, children, married couples, singles, group therapy, etc.)?
4. Does the agency have a large enough client base to have adequate face-to-face client hours to meet Liberty University requirements and to meet state licensure requirements?
5. Are qualified supervisors available who are willing to invest the time to provide a quality Internship experience which includes provision of individual supervision? Do they have the credentials (i.e., doctoral level or master's level and licensure) so that a licensing board will accept clinical work completed under their supervision?
6. Is this Internship in the same state in which the student would ultimately like to practice? (Becoming familiar with state laws and insurance practices within the state where the student ultimately wants to practice will be very beneficial after the Internship is over.)
7. Is this agency one in which the student might be interested in employment after the Internship is completed?

III. Things to do Before the Start of Internship:

Please note that to complete a semester of Internship requirements within the time limit, students will need to do several things during the semester prior to the one that they plan to begin their Internship. Because of ethical, legal, and liability precautions that must be taken, the process of registering for this course is more extensive than for other courses.

Please read and follow these steps carefully.

- 1. Obtain professional liability insurance.** *The student is responsible for obtaining insurance in the student's name and sending a copy of the policy face sheet to the university supervisor before beginning the Internship experience. The face sheet should include the amount of coverage, the effective dates of the policy, and the minimum amounts acceptable. The insurance coverage should be \$1 million per occurrence and \$3 million aggregate. In addition, students will need to submit this proof of insurance at the end of the semester on Blackboard as a graded assignment. The university will not provide insurance coverage for students.*

- Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or hpsoc.com
- American Association of Christian Counselors (AACC) 1-800-526-8673
- American Counseling Association (ACA) 1-800-545-2223 (also helpful for Canadian students)
- American Professional Agency, Inc. 1-800-421-6694

Note: Professional liability insurance coverage must start on or before the start of the Internship so that coverage starts on or before the first day on site and remains in effect for the duration of class enrollment.

Note: *Students must still obtain their own liability insurance (ACA recommendation & Liberty standards) even in cases where an Internship student's fieldwork site provides liability insurance coverage for the student.*

2. **Complete required approval documents.** If the student, supervisor, and other site leadership agree to proceed, the student should develop the Fieldwork Contract using the template available in the approval course. After discussing this contract with the on-site supervisor and revising it if necessary, both should sign it. The supervisor must complete the Supervisor Information Form and the Internship Site Information Form. All of these forms must be scanned and submitted through the SharePoint submission portal. The student should retain copies of all documents for his/her own records.

a. All approval documents must be submitted to the Practicum/Internship office through the SharePoint submission portal prior to the deadline listed on the Practicum and Internship website. No late documents will be accepted. Submission of the above forms does not mean automatic acceptance of the proposed site and/or supervisor: they must be approved first. The University wants to make sure the student's proposed site will provide a good educational experience and that it has adequate oversight and safeguards built in.

b. International students must contact the Office of International Student Services to obtain a Counseling Practicum and Internship Approval Form. Their email address is: intlstucenter@liberty.edu. As an international student, this is an additional approval required before beginning the Practicum/Internship.

3. **Internship Documentation for Fieldwork Experience:** Internship documentation will be very important for the purposes of this course, but equally so in the years ahead as the student uses to apply for certification, licensure, and/or employment. The course requirements for COUN 699 are intended to help structure the Internship so that it will be acceptable to state licensure boards. **Students should be sure to verify their state's requirements.** The following hours must be met during a student's fieldwork experience.
 - 600 hours of activities related to the Internship should fall into one of four categories:
 - Face-to-face client contact (minimum of 240 hours required)
 - Individual supervision (minimum of 25 hours required)
 - Group supervision (minimum of 25 hours required)
 - Related activities (310 hours)

IV. Grading for Internship

In order to pass COUN 699, students must complete the following:

- Earn a passing grade for all Course Assignments.

- Obtain at least 600 hours of clinical experience according to the categories listed above (face-to-face, individual supervision, etc.), or more based on state licensure requirements.
- Receive passing evaluations by the supervisor.
- Adhere to the ACA Code of Ethics at all times.

Though the supervisor's evaluation of the student weighs heavily on students' final grade, students must also *successfully complete the other assignments* in the class as outlined in the course syllabus.

Late assignments will be penalized as follows: 5% point deduction per day. No assignment will be accepted seven (7) days after original due date without written approval from the professor.

V. Professional Behavior Expectations

While at the internship site and in all interactions with clients, supervisors, peers and LU faculty and staff, students are expected to exhibit attitudes and behaviors consistent with professionalism. This includes, but is not limited to, the following:

- Punctuality and promptness to all appointments.
- Appropriate dress and grooming (Business attire).
- Professional written communication.
- Professional oral communication (this includes correct verb usage and the avoidance of inappropriate language including informal language or slang)
- Adherence to the American Counseling Association's Code of Ethics

VI. Professional Competency Expectations and Remediation Process

Supervisors and Liberty University faculty have a professional and ethical responsibility to evaluate students on the following:

- counseling skills competency
- interpersonal competency
- emotional well-being
- professional and ethical competency

As such, the faculty of Liberty will not automatically approve program completion for students who demonstrate deficits that may interfere with future professional competence. Students enrolled in internship class may be given a failing grade and/or placed on hold and a plan of remediation implemented if any of the following apply:

- Unprofessional or unethical conduct either at the Internship site or in the interaction with Liberty University faculty and staff.
- Any complaints about the student from the site supervisor.

- Threat of lawsuits toward the site, supervisor, Liberty University or any employee of Liberty University.
- If the supervisor and/or Liberty University faculty determines that the student's current emotional, mental or physical well-being compromises the integrity of the internship experience or potentially places the student, or others, in harm's way or an unduly vulnerable position.
- If a student receives a failing evaluation by the site supervisor.

In any of these cases, the faculty member and/or coordinator of clinical training will bring the issue to the weekly meeting of the Center for Counseling and Family Studies (CCFS) Leadership Team. The student and/or supervisor may be contacted. A remediation plan will be formulated in conjunction with the CCFS, the student, and supervisor. The purpose of the remediation plan is to assist the student in correcting any deficits in counseling skills or personal, interpersonal, or ethical problems so that the student may successfully continue in the program. Remediation procedures can include such actions as repeating particular courses, obtaining personal counseling, completing additional assignments, academic dismissal from the CCFS or Liberty University. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the CCFS will meet to decide if the student is ready to continue.

VII. Students Needing More than One Semester to Complete Internship:

In the Week 15 Module, all students will complete the required "Internship Documentation Quiz". The purpose of this quiz is for the student to inform the Internship Office of his/her intent to complete the internship during the current semester OR to request an additional semester of the COUN 699 internship in the next consecutive semester. In addition to completing the quiz, students requesting an additional semester of the COUN 699 internship course must also submit their internship site/supervisor paperwork and a copy of their liability insurance face sheet through the corresponding assignment links of the Week 15 Module.

The Internship may only be taken for a maximum of 3 terms (9 credit hours). Students must pay for each additional semester. A grade of 'I' (Incomplete) will be posted until all hours and course requirements have been met.

Important Note:

1. If the student fails to enroll in the additional term and therefore the consecutive enrollment cycle is broken, the previous hours accumulated towards the Internship will *not* count. The student will also receive a failing grade for the course, until it is retaken and the hours are completed.
2. If a student fails or withdraws from the course at any point during the semester, all earned hours will be lost and the student will have to start earning hours from the beginning.

VIII. For questions regarding the Comprehensive Exam, please email:
counselingcompexam@liberty.edu

Appendix A
Course Approval Documents

CHECKLIST FOR FIELDWORK APPROVAL
COUN 698 & COUN 699*

(To be completed prior to course registration. Approval documents must be submitted prior to approval deadline. Please see course webpage for semester deadlines. All documents must be fully completed and submitted on time in order to be approved. No late work is accepted.)

As students near completion of the prerequisites for COUN 698/COUN 699, students should submit paperwork for approval. Prerequisites for this course are listed in the syllabus. Also, students must hold a 3.0 GPA or higher and be in Good Standing with the University in order to be approved.

- | | |
|--|--|
| <input type="checkbox"/> Fieldwork Contract | <input type="checkbox"/> Copy of Student Liability Insurance |
| <input type="checkbox"/> Supervisor & Site Form | <input type="checkbox"/> Affiliation Agreement |
| <input type="checkbox"/> Digital Photo of Student | <input type="checkbox"/> Copy of DCP Audit from ASIST |
| <input type="checkbox"/> Copy of Supervisor License Verification
from State Board website | |

IMPORTANT APPROVAL INFORMATION:

- Once enrolled in COUN 646 and COUN 667, students will need to begin preparing the approval documents for submission.
- Students must check the Graduate Counseling Practicum/Internship webpage for instructions on how to submit the approval documents. The approval documents will only be submitted through electronic submission. You may not fax, e-mail, or mail the approval documents to our office.
- An approval e-mail will be sent to the student with the date that the student can begin earning hours. The student cannot earn hours prior to this point.
- Students may use the same site(s) and supervisor(s) for COUN 699 Internship as for the COUN 698 Practicum; students are only required to submit an updated *fieldwork contract* and *liability insurance* when transitioning from Practicum to Internship with the same site and supervisor in the next consecutive semester.
- In addition, students must keep *student liability insurance* up-to-date for the duration of course enrollment.

PRACTICUM & INTERNSHIP FIELDWORK CONTRACT

Draw up a typed contract that explicitly describes the agreement between you the student, the supervisor, and the site, including:

- student's name, address, and telephone number
- the name, address and telephone number of the site
- the clinical supervisor's name and credentials
- the contact person for the site, if different from the supervisor
- the fieldwork position
- the time commitment per week/per semester by the student
- the supervision commitment by the supervisor
- any other pertinent information
- student's signature and the signature of the clinical supervisor (and his/her supervisor if required).

If necessary, revise the first draft of the proposed contract until both student and supervisor can comfortably sign it. Make three copies of an acceptable contract and get the necessary signatures.

Sample Fieldwork Contract

(Use as a template)

STUDENT:

John Q. Student

123 Main St

My Town, NM 12345

Home: (111) 222-3333

Work: (111) 222-4444

AGENCY:

Abundant Counseling Center

45 Shady Ln

Pleasantville, NM 12345

(111) 222-5555

Contact person: *Jane Wisdom*, MSW, ACSW

I, *John Student*, agree to provide approximately ____ hours of counseling-related services as a Master's-level fieldwork student at the *Abundant Counseling Center* during the four-month period between January 14, 2013 and May 14, 2013. During this time, I agree to become familiar with the policies and procedures of the *Abundant Counseling Center*. I will observe therapy, do co-therapy, and do individual, group, and family therapy on my own as directed by my supervisor, *Jane Wisdom*. I also agree to be available to help with any other therapy-related or educationally relevant experiences that would be helpful to the *Abundant Counseling Center* within the constraints of the ____ hours. In all of my work, I will observe the established policies and procedures of the *Abundant Counseling Center*.

I, *Jane Wisdom*, agree to supervise *John Student* at the rate of 1 hour of individual supervision for every 10 hours of face-to-face client contact in his work at the *Abundant Counseling Center* during the period between August 15, 2012 and December 15, 2012 and to meet the responsibilities of a clinical supervisor as outlined in the "Clinical Supervisor Responsibilities" form. This includes meeting at least once weekly for individual supervision, regardless of hours *John* has spent with clients. *To the degree that I am able*, I will try to structure *John's* time so that he will have a minimum of ____ hours of face-to-face contact with clients. I understand that this contact can include up to a maximum of 15 hours of observation of counseling done by myself and other therapists, with the remaining hours being co-therapy, individual, group, and/or family therapy done by *John*. I will complete periodic evaluations of *John* and, after discussing it with *John*, will give him the original to be uploaded to Blackboard.

Supervisor Name

Date

Student Name

Date

SUPERVISOR & SITE INFORMATION FORM*

**This form must be completely filled out in order for the student's application to be reviewed by the practicum/internship office.*

Name of Student: _____ Student Number: _____

Agency/Site Name: _____

Agency/Site Address: _____

Name of Director: _____ Position (title) _____

Agency/Site's tel. #: _____ Fax #: _____

Group Supervision is provided at this site: Yes No*

***Group supervision is a requirement of the COUN 699 internship course.** If student is unable to receive group supervision at this site, then the student will need to find an additional site and/or supervisor that could provide group supervision.

Name of Supervisor: Mr. Ms./Mrs. Dr. _____

Position (title) _____

Supervisor's tel. #: (work): _____ Supervisor's Email: _____

(Required)

(Required)

Academic Background of Supervisor:

Degree	Major	Year Received	Educational Institution
Master's			
Doctorate			

License(s) Currently Held by Supervisor:

Type	Number	State Where Valid

Supervisor's Signature Date

Student's Signature Date

Please check all settings that apply to your site:

- Agency
- Private Practice
- Hospital
- University counseling center
- In-home
- Non-profit
- Other: _____

Please check all services that apply to your site:

- Marriage & Family
- Child & Adolescent
- Individual
- Group
- Substance Abuse
- Rehabilitation
- Other: _____

Please list at least three examples of the weekly fieldwork duties that the student will be performing:

1. _____
2. _____
3. _____

Will the student be paid at this site? _____ If so, what are the conditions? _____

Director's Signature Date

Student's Signature Date

Appendix C Practicum/Internship Student Quarterly Evaluation Form

Student Name: _____

Date: _____

Site Supervisor Name: _____

Check one:

Week 4 Evaluation

Week 12 Evaluation

To the Site Supervisor:

This informal evaluation is to be completed at 4 and 12 weeks into the student's practicum/internship. A formal evaluation will be provided to you by the student at mid-point and end of the practicum/internship. The purpose of this evaluation is to provide the Liberty University internship and practicum faculty/staff with feedback as to the student's progress. Please complete the questions below by checking the appropriate box.

Item	Yes	No
1. The student is performing at the expected levels		
2. The student is attending supervision on a regular basis		
3. I would like a phone call from the faculty instructor to discuss this student at this phone # _____		

SUMMARY OF TIME SPENT IN PLACEMENT ACTIVITIES

To Be Filled Out By The Student & Approved By The Supervisor:

In the following section the student is asked to calculate the amount of time spent in each of three types of activities:

1. **Face to face** (direct client contact as a co-therapist, solo therapist, or through intake interviews)
2. **Individual Supervision** (student meeting one-on-one with approved supervisor)
3. **Group Supervision** (meeting with approved supervisor and two or more supervisees at the same time)
4. **Related Activities** (learning the agency's policies and procedures, researching treatment strategies, reviewing case notes, etc...)

The categories that are provided are guidelines only. What is important is that the student and the supervisor achieve a description that most fairly reflects the activities of the student. In some cases a clinical activity might fit into either of two categories. For example, the supervisor might sit in with both the student intern and the client. This could be classified either as face to face supervision or direct service. In cases such as this, score in one category only. Please indicate the number of hours for each of the following:

	Quarter Hours	Total Hours To Date
1. Face to face	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
2. Individual Supervision	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
3. Group Supervision	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
4. Related Activities	<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 100%; height: 20px;" type="text"/>
TOTAL HOURS	<input style="width: 100%; height: 20px; border: 2px solid black;" type="text"/>	<input style="width: 100%; height: 20px; border: 2px solid black;" type="text"/>

Comments:

Supervisor Signature _____

Date: _____

Appendix D
Practicum/Internship
Midterm/Final Student Evaluation Form

Student Name: _____

Date: _____

Course and section number: _____

Student ID: _____

Site Supervisor Name: _____

Check one:

 Midterm Evaluation Final Evaluation

Dear Site Supervisor:

Thank you for supervising the student named above during either their counseling practicum and/or internship. This formal evaluation is to be completed in collaboration with the student, at both the midpoint and final deadlines of each semester the student is enrolled in the practicum/internship. (Students can find these deadlines listed in their Blackboard course.) Please complete this evaluation as thoroughly and accurately as possible to provide a clear picture of the student's progress-to-date. The purpose of this evaluation is two-fold: to provide a structured format for you to give feedback to your student and to assist the university instructor in assigning a course grade.

The student is to be evaluated on these areas: professional work skills, counseling skills, ethics, and response to supervision using the rubric provided below. Consider each statement in reference to your knowledge and observations of the supervisee's performance in relation to their level of training.

Please don't hesitate to contact our office directly at practicum@liberty.edu or internship@liberty.edu if you have any questions or concerns.

Sincerely,

The Practicum/Internship Team
 Center for Counseling and Family Studies
 Liberty University

Supervisor's initials: _____

SECTION I: PROFESSIONAL WORK SKILLS

In rating the student on these skills consider how well and consistently the student:

- Manages time effectively
- Interacts with others in a positive, professional manner
- Presents a professional demeanor in appearance and behavior
- Adheres to your agency policies and procedures
- Completes all documentation in an accurate and timely manner

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

SECTION II: COUNSELING SKILLS

In rating the student on these skills consider how well and consistently the student:

- Demonstrates basic counseling skills
- Demonstrates joining and empathy with clients
- Is able to identify presenting problems
- Can develop, organize and initiate a treatment plan
- Can make accurate diagnoses
- Is aware of his/her impact on the client

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

SECTION III: ETHICS

In rating the student on these skills consider how well and consistently the student:

- Can articulate and apply the ACA Code of Ethics
- Maintains appropriate boundaries with clients
- Able to identify potential ethical dilemmas and seeks supervisory consultation

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

Supervisor's initials: _____

SUMMARY OF TIME SPENT IN PLACEMENT ACTIVITIES

To Be Filled Out By The Student & Approved By The Supervisor:

In the following section the student is asked to calculate the amount of time spent in each of three types of activities:

1. **Face to face** (direct client contact as a co-therapist, solo therapist, or through intake interviews)
2. **Individual Supervision** (student meeting one-on-one with approved supervisor)
3. **Group Supervision** (meeting with approved supervisor and two or more supervisees at the same time)
4. **Related Activities** (learning the agency’s policies and procedures, researching treatment strategies, reviewing case notes, etc...)

The categories that are provided are guidelines only. What is important is that the student and the supervisor achieve a description that most fairly reflects the activities of the student. In some cases a clinical activity might fit into either of two categories. For example, the supervisor might sit in with both the student intern and the client. This could be classified either as face to face supervision or direct service. In cases such as this, score in one category only.

Please indicate the number of hours for each of the following:

Type of Activity	First Quarter (Informal Eval)	Midterm (Formal Eval)	Third Quarter (Informal Eval)	Final (Formal Eval)	Previous Semester Hours*	Total Hours
1. Face to Face Hrs						
2. Individual Supervision Hrs						
3. Group Supervision Hrs						
4. Related Activities Hrs						
Total Each Column						

*The column "Previous Semester Hours" is for second or third semester students' use only (both 698 and 699). Students who are currently in Internship (COUN 699) may **NOT** enter hours accumulated during their Practicum (COUN 698). Students may only enter the hours accumulated during a previous semester of the same course.

Total All

Signatures:

Site Supervisor

Date

Student

Date

TO INTERNSHIP SUPERVISOR:

You may want to exercise your option of discussing this evaluation with the student. If you are comfortable sharing this with the student, then the student needs to submit the evaluation through their BlackBoard COUN 698/699 course. However, if you would like to send this directly to the Practicum/Internship staff you may do so via email at practicum@liberty.edu or internship@liberty.edu. Your supervisory help has been a significant contribution to the training and education of this student. Thank you for supervising the student’s Practicum or Internship and for completing this evaluation.

Supervisor’s initials: _____

COURSE SYLLABUS

COUN 699-1ST SEMESTER

COUNSELING INTERNSHIP

I. COURSE DESCRIPTION

This course offers student participation in a clinical experience under supervision in an approved agency.

II. RATIONALE

This Counseling Internship course involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. The internship is the culminating experience of the MA licensure programs. The purpose of the Counseling Internship is to provide a supervised, field-based, work experience that allows students to:

- Further continue to integrate and synthesize counseling theories and techniques
- Develop more fully the personal qualities, characteristics, and behavior of a professional counselor;
- Develop more advanced clinical reasoning and conceptualization skills.

III. PREREQUISITES

A. COUN 501, 502, 503, 504, 505, 506, 507, 510, 512, 521, 601, 646, 667, and 698*.

(*For students in the 60 hour LPC, COUN 698 is not required. For these students, in order to be approved to register for the Internship, all documents must be submitted prior to the start date of the semester the student plans to begin the Internship).

B. 3.0 cumulative GPA or above

C. Good standing academically

D. Approval from the Director of Clinical Training in order to register for the course.

E. Students must submit all of the following required paperwork for approval:

- Fieldwork contract
- Site information form
- Supervisor information form
- Copy of student liability insurance
- Student photo
- Affiliation agreement

IV. REQUIRED RESOURCE PURCHASE(S)

Hodges, S. (2011). The counseling practicum and internship manual: A resource for graduate counseling students. New York: Springer Publishing. ISBN: 9780826118325

American Psychiatric Association. (2000). *Diagnostic and statistical manual of mental disorders* (4th ed. Text Revised). Washington, DC: Author.

Internship Manual (Available in Blackboard)

Disclaimer: The above texts provide information consistent with that required by state licensing boards in the class subject area. Liberty University does not necessarily endorse specific religious, philosophical, or political positions found in these texts.

V. REQUIRED MATERIALS FOR LEARNING

- A. Microsoft Office Word (preferred; Microsoft Office is available at a special discount to Liberty University students)

VI. MEASURABLE LEARNING OUTCOMES

Upon successful completion of this course, the student should be able to:

- A. Demonstrate the skill of establishing rapport and effective working relationships with client(s). Measured by supervisor evaluations.
- B. Demonstrate the ability to conduct a psychosocial history that includes client background information, behavioral observations, and current functioning, quality of relationships, and resources and challenges. Measured by supervisor evaluations.
- C. Develop client case conceptualizations that lead to accurate diagnosis using the DSM. Measured by supervisor evaluations.
- D. Develop treatment plans that will motivate clients through the use of evidence-based strategies for clients' identified problem(s). Measured by supervisor evaluations.
- E. Maintain an effective counseling process and relationship until the client(s)' problem(s) have been resolved. Measured by supervisor evaluations.
- F. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling. Measured by supervisor evaluations.
- G. Document clinical work in a way that meets the standards of the counseling site, third-party payers, and the state in which the student is working. Measured by supervisor evaluations.
- H. Demonstrate and apply the American Counseling Association's Code of Ethics. Measured by quiz and supervisor evaluations.

VII. COURSE REQUIREMENTS AND ASSIGNMENTS

A. *Meet Hour Requirements:*

Complete 600 total hours of a supervised clinical training experience, with a minimum of 240 hours required for face-to-face (F2F) client contact; 25 hours required for individual supervision (IS); 25 hours required for group supervision (GS) experience of internship and 310 hours are required for Related Activities (RA).

- a. Individual Supervision is a time for students to meet and go over clients directly with their supervisor and only their approved supervisor.
- b. Group supervision will be when a student meets with their approved supervisor and other colleagues at their site discussing clients.
- c. Related Activities can be office work, telephone calls to clients, writing progress notes, and billing insurance companies. (L.O.: A-G).

- d. Students can keep track of their hours each week using the Liberty University Internship Log provided in Blackboard and on the Practicum/Internship website. Students will provide the logs to the onsite supervisor in order for the supervisor to fill out the number of hours completed on the evaluations due at the 4 quarter marks of the semester. It is highly recommended that students keep a personal copy of their logs in their home records so they are available if requested in the future by the internship office or a state licensure board.
- B. *Pass 2 Quarter Student Evaluations:*
(L.O.: A-G). The student will download the “Quarter Student Evaluation” Forms found in Course Content. The student will give this form to his/her supervisor(s) to complete. The student then scans and downloads the completed evaluation to Bb under the “Assignments” section. Students who do not receive passing evaluations during the course will work with the supervisor and the Liberty University Internship faculty to develop a plan to correct any deficits. (See “Deadlines” tab in Blackboard for due dates).
- C. *Pass one Midterm and one Final evaluation:*
Students will download the “Midterm/Final Evaluation” forms found in Course Content and give them to his/her supervisor(s) to complete. Students then scan the evaluation forms and submit them via the “Assignments” link. Students who do not receive passing evaluations during the course will work with the supervisor and Liberty University internship faculty to develop a plan to correct any deficits. An “F” in the practicum/internship due to unethical or improper behavior at a site results in expulsion from the Center for Counseling and Family Studies. (See “Deadlines” tab in Blackboard for due dates).
- D. *Pass two open book/note quizzes with a grade of 42 or above:*
The purpose of the quizzes is to test the student’s knowledge of the Internship Manual and the American Counseling Association’s Code of Ethics. The exams are multiple-choice, true-false, open-book, timed exams.
- E. *Participate in assigned discussion board forums.* (L.O. A-H). (For more specific instructions, see Bb>Course Content >Course Syllabus, Schedule and Important Documents>Assignment Instruction Documents).
- F. *Complete Course Requirements checklist located in Week 1 Module.*
- G. *Complete State Requirement checklist.*
- H. *Complete Student Evaluation of Site and Supervisor Form.*
- I. *Submit Copy of liability insurance at the end of the semester.*
- J. *Complete an Interview with your supervisor (LPC or LMFT):*
(L.O.:A-H). Students will conduct an interview with their licensed supervisor, a licensed individual at their site or any licensed individual in their community (must be licensed in the respective field the student is seeking his or her degree; LPC or LMFT). This interview will consist of questions regarding the profession of counseling and explore the perspective of their

supervisor. Students are encouraged to be creative and professional with their questions to gain the most information for this project. Please review the Grading Rubric and Interview Guide for details.

VIII. COURSE GRADING AND POLICIES

A. Scale:

Grades will be assigned according to the following scale:

A = 940–1000 A- = 920–939 B+ = 900–919 B = 860–899 B- = 840–859 C+ = 820–839 C = 780–819 C- = 760–779 D+ = 740–759 D = 700–739 D- = 680–699 F = 679 and below

B. Weight:

Course Requirement Checklist	0 Points
Discussion Board Forum (4@ 50 points each)	200 Points
Quiz (2 @ 50 points each)	100 Points
Student Eval of Site & Supervisor	50 Points
*2 Quarter Student Evaluation (@ 100 points each)	200 Points
Liability Insurance submission	50 Points
*Midterm/Final Evaluations (2 @ 125 points each)	250 Points
State Requirement Checklist	50 Points
Interview Project with LPC/LMFT	100 Points
Total Points	1000

IX. Class Policies

A. Academic Misconduct :

Academic misconduct is strictly prohibited. See the Graduate Catalog for specific definitions, penalties, and processes for reporting.

B. Disability Statement :

Online students with a documented disability may contact the LUO Office of Disability Academic Support (ODAS) at dlpodas@liberty.edu to make arrangements for academic accommodations.

C. Drop/Add Policy :

Consult the Graduate Catalog for drop/add policies.

D. FN Policy :

Students who begin a course, but at some point in the semester cease attending, and do not provide official notification to withdraw, will be assigned a grade of “FN” at the discretion of the instructor, dated to the student’s last date of academic activity. A grade of “FN” will be assigned when a student stops attending and/or participating in a class for a period of 21 consecutive days or longer. “FN” indicates that the student ceased attendance and failed to complete the course objectives. The last date of attendance will be based upon the last date that

a student submitted an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event).

E. *Scheduling policy:*

Internship students may not take more than one week off during the semester.

F. *Honor Code Policy :*

Students are expected to adhere to the Graduate Student Honor Code

G. *Late Policy:*

Please note: All evaluations must be submitted to pass course. Late assignments will be penalized 5% per day. No late assignments will be accepted after 7 days of the due date and will result in an automatic 0 for the assignment).

H. If students do not finish the required hours, students must seek approval to register (and pay) for an additional semester of the course. Students may register for the course for up to three semesters.

X. *Other Policies*

A. *Conflict Resolution:*

Periodically, students may develop a concern regarding the class, an individual in the class, or the instructor. Students are expected to behave in a respectful and professional manner in their interactions with fellow students, and the professor. If a concern arises, you are encouraged to first address the concern with the individual involved. If this does not resolve the issue, then you are expected to voice your concerns to your instructor. If this does not resolve the concern, you will be given the name and email of the appropriate program director.

B. *Email Netiquette:*

During this final phase of your graduate program, you are training to become a professional in the field and are seeing clients in a clinical setting. You are expected to communicate in a professional manner at all times whenever emailing your classmates, professor, or any employee of Liberty University. Because there is no accompanying tone of voice, facial expressions, or body language, email communication is more easily misinterpreted than face-to-face. Your emails should be courteous and well thought out to avoid knee-jerk responses that will be interpreted as “flaming” or sarcasm. Communicate complaints directly to the individual involved. Do not send a blanket email to everyone in the class or to administrative personnel until you have communicated your concerns directly to the person involved and allowed them time to respond. Do not post a message to the class on BB that is more appropriate for an individual. Avoid offensive language of any kind. It is important that you adopt a demeanor consistent with a professional counselor—using full sentences, proper grammar, and giving thought to your communication before writing, speaking, or sending an email. This means that text messaging shortcuts, typing in all caps or all lower letters, abbreviations, and unprofessional tones are inappropriate.

C. *Dual Relationships and Limits of Confidentiality:*

The faculty is responsible to interact with counseling students in an instructor/supervisory capacity/role. As such, faculty may provide students professional principles, guidance, and

recommendations as it relates to the academic matters and student-client setting. The faculty is responsible to avoid dual relationships with students such as entering the student-professional counselor or student-pastoral counselor role. Thus, the faculty does not provide personal counseling addressing students' personal problems. If a faculty member perceives that a student is in need of professional or pastoral counseling, then the faculty member will recommend that the student pursue either pastoral or professional assistance from a professional counselor or pastor from their community. In the event of a student's disclosure, either verbally, or in writing, of either a threat of serious or foreseeable harm to self or others, abuse or neglect of a minor, elderly or disabled person, or current involvement in criminal activity, the faculty member will take immediate action. This action may include, but is not limited to, immediate notification of appropriate law enforcement or social services personnel, emergency contacts, and notification of the appropriate program chair or distance learning dean. The incident and resultant action will become a part of the student's permanent record.

XI. BIBLIOGRAPHY

- Johnson, S.L. (2004). *Therapist's guide to clinical intervention: The 1-2-3s of treatment planning* (2 ed.). San Diego, CA: Academic Press. ISBN-13: 978-0-1238-6588-5.
- Reid, W.H., & Balis, G. U. (1998). *The treatment of psychiatric disorders: Third edition revised for DSM IV* (3 ed.). New York: Brunner-Mazel. ISBN-13: 978-0-8763-0765-6.
- Seligman, L., & Reichenberg, L. W. (2007). *Selecting effective treatments: A comprehensive, systematic guide for treating mental disorders* (3 ed.). San Francisco: John Wiley & Sons. ISBN: 978-0-7879-8868-5.

Appendix F
CPCE Information

***Study Guidelines When Preparing for the
M.A. Comprehensive Examination in Professional Counseling
Residential and LUO Students***

Revised 9/9/2011

GENERAL PREPARATORY INSTRUCTIONS

All counseling students (except for those in the 30-hour Human Services degree program) must pass a comprehensive examination before graduation. Students must have 30 hours completed in the program, have completed COUN 667, and hold a 3.0 GPA.

The comprehensive examination is administered the third Saturday of February, July, and October. Additionally, this exam may be offered at the end of COUN 667 Intensives scheduled throughout the year. Students need to register with the Comprehensive Examination Coordinator at least four weeks prior to the date of the examination. Please contact the Comprehensive Exam Coordinator at counselingcompexam@liberty.edu to confirm the dates the exam is being offered and to register.

1. Liberty University Graduate Department of Counseling is utilizing the Counselor Preparation Comprehensive Examination® (CPCE®), published by the Center for Credentialing and Education, Inc., which is an affiliate of the National Board for Certified Counselors, Inc. (NBCC®), for the majority of the examination.
2. **Important:** Due to the limitations put on us by the CCE®, we are no longer able to mail out this exam to test proctors, and must offer the exam on campus here at Liberty University. Therefore, effective immediately students will be required to travel to Lynchburg to take this test. We understand this poses a great inconvenience to our students, and we offer an option to take the CPCE® exam at an accredited school in your state that offers this exam to their students. Since this exam is nationally recognized a number of graduate schools offer this exam.
3. The Center for Credentialing & Education (CCE) provides information for possible alternative testing locations to Liberty University students as a special favor, not as a requirement. Please be aware the Universities you contact may not be testing during your needed time frame and/or they may choose not to allow you to test with their students. Should either of these be the case, you will be required to test at Liberty University.

Additionally, the Universities establish their own test dates throughout the year and are only required to give CCE a 30-day notice. To find out what schools offer CPCE® in your state, please contact CCE representative Deena Perdicho at cce@cce-global.org Once you locate the school that is willing to administer the CPCE® to you please contact the Comprehensive Exam Coordinator at Liberty University via email (counselingcompexam@liberty.edu).

4. The CPCE® covers the eight common-core areas of the Council for the Accreditation of Counseling and Related Educational Programs (CACREP®) as defined by their Standards for

Preparation:

- **Human Growth and Development** – studies that provide an understanding of the nature and needs of individuals at all developmental levels.
 - **Social and Cultural Foundations** – studies that provide an understanding of issues and trends in a multicultural and diverse society.
 - **Helping Relationships** – studies that provide an understanding of counseling and consultation processes.
 - **Group Work** – studies that provide an understanding of group development, dynamics, counseling theories, group counseling methods and skills, and other group work approaches.
 - **Career and Lifestyle Development** – studies that provide an understanding of career development and related life factors.
 - **Appraisal** – studies that provide an understanding of individual and group approaches to assessment and evaluation.
 - **Research and Program Evaluation** – studies that provide an understanding of types of research methods, basic statistics, and ethical and legal considerations in research.
 - **Professional Orientation and Ethics** – studies that provide an understanding of all aspects of professional functioning including history, roles, organizational structures, ethics, standards, and credentialing.
5. The comprehensive examination given by Liberty University will include the CPCE®, consisting of 160 items. In addition, each Liberty University Master of Arts in Counseling student will be required to answer an additional ninth area:
- **Integration** – studies that provide an understanding of the integration of theology and psychology.
6. You must complete at least 30 hours in the program, including COUN 667, of graduate coursework before attempting to take the comprehensive examination. All course work in the **required areas of study** must be completed before taking the exam and students must also hold a 3.0 cumulative GPA.
7. Students must be aware that it takes up to four hours to complete the exam, which is made up of the CPCE® portion of the comprehensive examination and the integration content area.
8. Students will be registered for either COUN 670 or COUN 671 and will have a class fee in the amount of \$45 charged to their student account. The fee pays for the CPCE® examination, grading, and postage and handling. Students taking this exam at another location will need to contact the testing site for information regarding the fee.

9. A student must pass both the CPCE® and the Integration section in order to meet this requirement for graduation.
10. Students may take both the CPCE® and Integration section up to three times. If after three tries a student has not been able to pass the comprehensive examination, they will need to transfer into the 30 hour degree program to attain their Master's degree.
11. The best way to prepare for the comprehensive examination is to develop a study schedule that allows you to spend some time preparing in each of the different areas of study. Divide your study time so that you spend equal time preparing for each area. Study consistently. Do something relaxing and get a good night's rest the night before the examination.
12. Please allow two weeks for the exam results. Once these exams are processed, a notice will be sent to you immediately notifying you of the results.

Please contact the Comprehensive Examination Coordinator at counselingcompexam@liberty.edu to sign up for the examination. If you are testing at another location, please notify us of the location and the date of your administration.

The Integration part **will not** be offered when you sit for the CPCE exam off-site, therefore make sure to have a proctor administer Integration part to you within 2 weeks of taking the CPCE. Anyone at your church or work administration can become your proctor (ex. your clinical supervisor, testing center at a college) and there are no forms to be filled out. Please notify the Comprehensive Examination Coordinator about the mailing address of your proctor via email.

CPCE® Study Tips

There is no official study guide for the CPCE®. Since the CPCE® and the National Counselor Examination for Licensure and Certification (NCE®) are based on the same eight knowledge areas; *any study materials* developed for the NCE® should be useful for the CPCE®.

A good source to prepare for the CPCE part of the exam is a book called *Encyclopedia of Counseling* by Howard Rosenthal.

Study Questions for the Integration Part

As you prepare for the Integration part please refer to the following sources:

McMinn, M. R. (1996). *Psychology, theology, and spirituality in Christian counseling*. Carol Stream, IL: Tyndale House Publishers. ISBN: 0-8423-5252-X.

Entwistle, D. N. (2004). *Integrative approaches to psychology and Christianity*. Eugene, OR: Wipf and Stock Publishers. ISBN: 1-59244-799-6

These books were required for your COUN 506 course and most questions will be drawn from them.