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From the Director of Clinical Training

Dear Student,

Congratulations on reaching this milestone in your Ph.D. program! The fieldwork experience is one of the most crucial professional preparation activities in your educational journey. This experience is meant to be the culminating event in your program of study by giving you the opportunity to apply, evaluate, and refine clinical skills and bridging the gap between theory and practice. You will also develop the personal qualities, characteristics, and behaviors of a professional counselor as you transition from “trainee” to “professional practitioner.”

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 your 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 fieldwork experience, which is an integral and indispensable part of Liberty University’s counselor education programs. I encourage you to read and review this manual carefully as you progress through the Practicum and 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 clinical mental health 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.

Finally, as a Ph.D. student, you participate in both site supervision and faculty supervision experiences. This manual provides information concerning procedures associated with site supervision. The information found in the course syllabus will guide you through the faculty supervision experience. While it may seem overwhelming at times, be encouraged that your clinical training will be enhanced by this dual input into your professional development. May God continue to richly bless you through your clinical training experience!

Sincerely,

Melvin Pride, Ph.D., LPC, NCC
Director of Clinical Training, Clinical Mental Health Counseling Associate Professor
Department of Counselor Education and Family Studies
From the Director of Clinical Training

Dear Supervisor,

Thank you for your commitment to invest in Liberty University Ph.D. students. Practicum and Internship students have completed the majority of their coursework and look forward to the opportunity to demonstrate their knowledge through their supervised counseling experiences. As a Site Supervisor, you play a critical role in the development of our students and we sincerely thank you for taking the time to make their supervised clinical experience a positive one.

The purpose of this manual is to introduce both supervisors and students to the requirements of the Practicum/Internship experience and provide clear expectations and guidelines. I encourage you to read this manual to orient yourself with the requirements of the fieldwork experience for both student and supervisor. These requirements include weekly supervision with an approved clinical supervisor, opportunity to complete a total of 700 hours of supervised counseling work (with a percentage of these hours direct and a percentage indirect), evaluations at various checkpoints, and collaboration with faculty supervisors for student evaluations.

We hope you will take some time to become acquainted with this manual for a comprehensive review of the responsibilities and privileges of the Site Supervisor role. We sincerely thank you for investing in the training of our students and providing them with an opportunity and an atmosphere to practice their clinical skills.

Sincerely,

[Signature]

Melvin Pride, Ph.D., LPC, NCC
Director of Clinical Training, Clinical Mental Health Counseling Associate Professor
Department of Counselor Education and Family Studies
(434) 592-3901
Acknowledgement of Ph.D. Practicum/Internship Manual

This manual is provided to students and applicants for their general guidance only. It does not constitute a contract, either expressed or implied, and is subject to change at the discretion of Liberty University or the discretion of the Program Directors.

All students are expected to read this manual and have a thorough understanding of its contents. Students should also be aware that they can discuss this manual and direct questions and concerns regarding any material contained in it to their Faculty Advisor or the Director of Clinical Training. Students agree to abide by all procedures, policies, and guidelines in the manual. Students understand that this manual may be modified from time to time as University or Program policies, procedures, and guidelines are implemented or changed and that it is their responsibility to review the manual from time to time in order to remain current with its contents.
Introduction to Manual

This manual provides students with information related to Practicum and Internship within the Ph.D. Program in Counselor Education and Supervision. It is important for all students to become familiar with the Practicum/Internship requirements prior to enrollment in the program.

The manual also contains the Practicum and Internship required forms. Please feel free to contact the Director of Clinical Training or the Practicum and Internship office with additional questions, concerns, or comments that are not addressed in this manual (please refer to the sections on Forms).

In an effort to continually enhance the process of our Practicum and Internship experience, this manual may undertake revisions periodically so that current and accurate information is provided to the students. When this occurs, students will be notified through appropriate methods (i.e. email announcements, classroom notifications, website notices, etc.).

Mission of Ph.D. Program

Liberty University is a Christian academic community in the tradition of evangelical institutions of higher education. The University’s mission is “to develop Christ-centered men and women with the values, knowledge, and skills essential to impact the world.” This mission is achieved, in significant measure, through offering rigorous academic programs. The terminal Ph.D. in Counselor Education and Supervision allows the University to prepare research-scholar professionals for leadership roles in clinical practice, education, community, and church settings who demonstrate the highest level of competence in their domains of calling. Students who enroll in the Ph.D. in Counselor Education and Supervision Program see their work as a calling to serve God by demonstrating sensitivity to the needs of others and a commitment to the betterment of humanity.
Ph.D. in Counselor Education and Supervision Practicum and Internship Fieldwork Manual

I. Course Overview

A. Course Description: These courses offer student participation in a clinical experience under supervision in an approved agency.
   a. COUC 998 Practicum: Focus is on the skills and development of the counselor under the supervision and guidance of staff in that setting. Students will actively participate in counseling situations with individuals and groups.
   b. COUC 999 Internship: Work with individual or groups in practical situations under the supervision and guidance of staff in that setting. Open only to doctoral students or by consent of the department.

B. Rationale: These Practicum and Internship courses involve participation in a planned clinical experience at an approved agency or other setting under an approved supervisor. During the fieldwork 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, Practicum/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 fieldwork experience 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:
   1. Practicum: Must have completed the Qualifying Exam.
   2. Internship: Completed all coursework other than dissertation.
   3. Must have at least a 3.0 GPA.
   4. Good standing academically.
   5. Approved background check.
   6. Interview with the Director of Clinical Training.
   7. Approval from the Practicum/Internship Coordinator in order to register for the course.
   8. Students must submit all of the required paperwork through SharePoint for approval prior to enrolling in the course.
**Important Note:** The prerequisite courses are non-negotiable and must be successfully completed prior to the start of the Practicum/Internship.

**D. Course Objectives:** Upon successful completion of this course, the student will:

1. Develop a counselor identity as evidenced by:
   a. Active participation in professional development opportunities including: Professional conferences, professional workshops, and/or seminars.
   b. Incorporation of a developmental wellness counseling perspective during interactions with clients and during site and faculty supervision.
   c. Application of professional literature to practice through the synthesis of peer-reviewed counseling literature into case presentations.

2. Gain self-supervision skills through a process of self-evaluation and feedback from faculty and Site Supervisor as evidenced by:
   a. Collaborative discussion with Site Supervisor of midterm evaluations of competencies, in developing an action plan to sustain growth, and addressing any scores that are below competency levels.
   b. Accurate identification of strengths and areas of needed development in knowledge, skills and case conceptualization.
   c. Demonstration of sustained improvement from midterm to final evaluations of competencies with all scores at or above competency levels.
   d. Self-evaluation of a client-counselor interaction and development of more effective interventions in the revised responses on the verbatim transcript.

3. Increase skill levels as evidenced by the following:
   a. Adherence to ethical standards when presenting and obtaining informed consent with clients including: confidentiality, the limitations of confidentiality, process of recording sessions, procedural safeguards to protect the client’s identity in handling and viewing of tapes, and the role and responsibilities of the supervisor.
   b. Application in subsequent sessions of supervisory feedback and recommendations for skill development given while reviewing recorded sessions in supervision.
   c. Development of new counseling skills and interventions that are targeted to meet client needs.
   d. Ability to review recorded counseling sessions and prepare a comprehensive case presentation including a written treatment plan.

4. Demonstrate their ability to apply the ACA Code of Ethics to their fieldwork as evidenced by the following:
   a. Application of ethical guidelines when rendering a DSM-5 diagnosis and information to case conceptualization and treatment planning.
   b. Development of ethically appropriate emergency plans, risk assessments, and other emergency interventions as they are needed.
   c. Application of a working knowledge of the ACA Code of Ethics as demonstrated by the use of appropriate and ethical behaviors and
identification of potential ethical dilemmas when interacting with clients.

d. Demonstration of ethically appropriate conceptualizations and description of professional behaviors in group supervision.

E. Course Materials:

1. LiveText
   a. LiveText is an online subscription that allows students to document their clinical fieldwork throughout the Practicum and Internship. Students will be automatically registered for a 5-year LiveText membership upon enrollment in Practicum/Internship. Students are responsible for a one-time fee of $100 that will be applied to their student account and must pay the fee at the time that it appears on their account regardless of student financial aid disbursement.
   b. LiveText will be used throughout the clinical fieldwork experience and access will be given to Site Supervisors to complete quarterly, mid-term, and final evaluations and approve hours. Students are responsible for logging Practicum/Internship hours earned for each quarter throughout the semester. Exact specifications for logging hours in LiveText are located in Appendix K.
   c. Students will use LiveText as a secure platform to upload videotaped sessions that are required for Practicum and Internship to share with Site Supervisor(s) and faculty supervisor for purposes of supervision.
   d. Students have the opportunity to use LiveText to its fullest potential as members and may use it as an e-Portfolio by uploading work samples and other files to share with potential employers and more. To learn more about what LiveText has to offer, please visit the LiveText website: https://www.livetext.com/overview/student-overview.html

2. For a complete list of Course Materials, including course textbooks, please refer to the course syllabus.

I. Practicum/Internship Requirements

A. Practicum Course Requirements: The program requires completion of a supervised Practicum of 200 clock hours in the student’s designated program area. The Practicum is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area.

Each student’s Practicum includes all of the following:

1. A minimum of 40 hours direct service counseling (i.e. individual/group/family therapy, etc.).
2. A minimum of one hour per week of individual and/or triadic supervision throughout the Practicum with the approved Site Supervisor. In addition, there
must be one hour of supervision for every 10 hours of direct client contact. (A minimum of 10 hours of supervision are required.)

3. An average of one (1) and a half (1/2) hours per week of group supervision provided on a regular schedule throughout the Practicum and performed by a program faculty member.

4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, inservice and staff meetings).

5. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to submit at least three video or audiotaped counseling sessions with verbatim transcripts. (See the syllabus for details.)

6. Evaluation of the student’s counseling performance throughout the Practicum, including documentation of a formal evaluation after the student completes the Practicum by a program faculty member in consultation with the Site Supervisor. Students and site supervisors discuss the Site Supervisors’ evaluation of student performance at four scheduled times throughout the semester. In addition, the faculty supervisor consults with the Site Supervisor bi-weekly and completes one site visit per semester.

B. Internship Course Requirements: The program requires completion of a supervised Internship in the student’s designated program area of 600 clock hours spread over a minimum of two semesters. The Internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area.

Each student’s Internship includes all of the following:

1. A minimum of 240 clock hours of direct service counseling (i.e. individual/group/family therapy, etc.)

2. A minimum of one hour per week of individual and/or triadic supervision throughout the Internship with the approved Site Supervisor. In addition, there must be one hour of supervision for every 10 hours of direct client contact. (A minimum of 25 hours of supervision are required.)

3. An average of one (1) and a half (1/2) hours per week of group supervision provided on a regular schedule throughout the Internship and performed by a program faculty member.

4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, inservice and staff meetings).

5. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to submit at least two video or
audiotaped counseling sessions with verbatim transcripts. (See the syllabus for details.)

6. Evaluation of the student’s counseling performance throughout the Internship, including documentation of a formal evaluation after the student completes the Internship by a program faculty member in consultation with the Site Supervisor. Students and Site Supervisors discuss the Site Supervisors’ evaluation of student performance at four scheduled times throughout the semester. In addition, the faculty supervisor consults with the Site Supervisor bi-weekly and completes one site visit per semester.

C. Faculty Group Supervision: During the Practicum/Internship, students will also participate in regular, scheduled group supervision sessions in an online classroom format (WebEx). Group supervision involves working with a member of the counseling faculty working with two or more students using a more tutorial and mentoring form of instruction. Students meet every week and count one (1) and a half (1/2) hours of class time towards group supervision.

D. Finding a Site and Supervisor: The relationship between the student, the site, and the supervisor is an important one. Therefore, students need to be cautious and prudent in picking a site and supervisor. Remember that as a student, when you interview for a potential placement, you are not only being interviewed, but you are also interviewing the site and supervisor to determine a good fit. The choice of a training site and supervisor should be a mutual one. Practicum and Internship students are allowed a maximum of two sites and two supervisors at any time provided they have been approved by the Practicum/Internship office.

First, make sure the site can offer you enough face-to-face client hours so that you can complete your Practicum/Internship in the required semesters. Second, make sure that the supervisor can meet the requirements for supervision as well as provide you a minimum of one hour of supervision per week. Interview your potential supervisor to determine his/her expectations of you in terms of hours and times you will be available, the duties you will perform, etc. Finally, remember that your relationship with your potential supervisor is a personal, as well as, professional one. You want to select a supervisor with whom you feel you will be able to communicate and work with in a collaborative and professional manner.

A list of currently approved sites may be accessed from the Practicum/Internship office, PhDpracticum@liberty.edu or PhDinternship@liberty.edu. You are not limited to these sites; you may submit a site that is not on the list for approval.

CACREP’s Doctoral Standards state that “the Internship includes most of the activities of a regularly employed professional in the setting.” To this end, your Practicum/Internship site(s) may be your regular counseling-related workplace setting.

Other considerations to keep in mind include:
1. Do the supervisor, activities, and site meet the requirements for Practicum/Internship? (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 the course requirements?
5. Are qualified supervisors available who are willing to invest the time to provide a quality fieldwork experience which includes provision of individual supervision?
6. Do they have the credentials (i.e., doctoral level and licensure)?
7. Is this agency one in which the student might be interested in employment after the Practicum/Internship is completed?

E. Site Supervisor Requirements:

Practicum/Internship Supervisors must meet the following requirements:

1. A doctoral degree in counseling or a related profession with equivalent qualifications including appropriate certifications and/or licenses. (Preferably from a CACREP-accredited counselor education program.)
2. Must have a minimum of two years professional experience.
3. Knowledge with program requirements and procedures for evaluation.
4. Appropriate training in counseling supervision.
5. Must hold a valid state license at an independent level of practice (i.e., supervisors must be able to practice without being under supervision).
6. Must be in good standing in the profession. For any potential supervisors with a listed disciplinary action against their license (past or present), Liberty University reserves the right to approve or deny the potential supervisor based on the nature of the violation and the disciplinary action taken by the board.
7. Must hold a license that qualifies the individual to provide clinical supervision.
   a. The licenses that typically qualify include: Licensed Professional Counselors (LPC), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapists (LMFT), Licensed Clinical Psychologists (LCP), Licensed Clinical Social Workers (LCSW), Psychiatrists, and Ph.D. in Counseling (or closely related field) from an accredited university. Note: Students who plan to seek state licensure in a state other than Virginia upon graduation are responsible to know and understand any unique supervision requirements of their state licensure board.
   b. Licenses that do not qualify include: School Counselor, Certified Teacher, Limited Licensed Professional Counselor (LLPC), Licensed Master Social Worker (LMSW), national licenses or certifications,
Pastoral Counselors, Master of Divinity, licenses related primarily to ministerial/pastoral duties, and doctoral degrees that are not in the counseling field or are not from an accredited university.

F. Site Supervisor Responsibilities: The supervisor assesses the student’s progress, consults with the student regarding strategies and procedures, consults with the student’s professor as needed, 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 Site 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. Ensure access to agency manuals, policy statements, and files as needed for the student.
3. Assist the student to refine details of Practicum/Internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Practicum/Internship objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student’s self-report of Practicum/Internship activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the fieldwork experience with the student.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student.
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 onto Blackboard.
8. Initiate immediate contact with the student’s professor if problems are encountered with the student during the placement.

G. Site Activities: Clinical training sites need to be able to provide students with a variety of clinical activities that meet the course requirements for Practicum/Internship. (Please refer to the syllabus for the required activities.)

H. Facts to Remember:
1. 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.
2. Most supervisors give their time and expertise with no monetary reimbursement. Students can help their supervisors by lightening their workload through the cases the student takes on and doing clinically-related tasks to free up the supervisors’ time.
3. Some supervisors may charge a fee for services rendered. The student is responsible for any financial cost associated with supervision.

4. Students must check their state board’s requirements for supervision if planning to practice in another state after graduation. Some states have different requirements than Virginia for the supervisor and supervision.

I. Please see the table below for detailed information about the different Internship tracks:

Ph.D. Internship Tracks

<table>
<thead>
<tr>
<th>TRACK I: If you are a licensed mental health professional and have been licensed by a state (or states) for a total of three (3) or more years, you have the following option(s) to fulfill your Internship requirement:</th>
<th>TRACK II: If you are a licensed mental health professional but have been licensed by a state (or states) less than three (3) years, you have the following option(s) to fulfill your Internship requirement:</th>
<th>TRACK III*: If you are not a licensed mental health professional (this includes being in a residency or intern status of licensure), you have only the following option to fulfill your Internship requirement:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. 100% (clock hours) providing counseling services to clients (a clinical Internship). OR 2. 100% (600 clock hours) providing supervision to a counselor-in-training or a post-master’s graduate seeking state licensure. 3. You may also choose to do 50% (300 clock hours) in one of the above categories, and 50% (300 clock hours) in one of the other categories, meeting the total 600 clock hour requirement for the Internship. 4. You may also choose to do 25% (150 clock hours) in counseling-related</td>
<td>1. 100% (600 clock hours) providing counseling services to clients (a clinical Internship). OR 2. A mandatory 50% (300 clock hours) providing counseling services to clients (a clinical Internship) AND 50% (300 clock hours) providing supervision to a counselor-in-training or a post-master’s graduate seeking state licensure. 3. A mandatory 50% (300 clock hours) providing counseling services to clients (a clinical Internship) AND 25% (150 clock hours) in counseling-related</td>
<td>1. A mandatory 100% (600 clock hours) providing counseling services to clients (a clinical Internship) NOTE 2. A minimum of 240 direct client contact hours will be required over the course of the 2-3 terms of Internship.</td>
</tr>
</tbody>
</table>
related consultation services and the remaining 75% (450 clock hours) in an approved representation from among the above categories. (e.g., 50% or 300 clock hours providing counseling services to clients and 25% of 150 clock hours providing supervision to a counselor-in-training or a post-master’s graduate seeking state licensure).

**NOTE**

4. A minimum of 240 direct client contact hours will be required over the course of the 2-3 terms of Internship.

| consultation services and the remaining 25% (150 clock hours) providing supervision to a counselor-in-training or a post-master’s graduate seeking licensure. |

| NOTE |

5. A minimum of 240 direct supervision, consulting, and/or client contact hours will be required over the course of 2-3 terms of Internship.

II. **Things to do Before the Start of Practicum/Internship:**

*Please note that in order to complete all of the requirements by the approval deadline, students will need to do several things during the semester prior to the one that they plan to begin their Practicum/Internship. Be sure to start early and allow a minimum of three to four months to complete the process. 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.*

**A. Background Check Policy:**

All Ph.D. students are **required to complete a new** criminal background check prior to Practicum/Internship approval. Students must submit a copy of background check receipt as part of the application and approval paperwork process through SharePoint. The background check website is: [http://www.liberty.edu/index.cfm?PID=27644](http://www.liberty.edu/index.cfm?PID=27644).

**B. Obtain Professional Liability Insurance:**

The student is responsible for obtaining insurance in their name and submitting a copy of the policy face sheet to SharePoint as part of the Practicum/Internship application process. The face sheet should include the student’s name, address, amount of coverage, the effective dates of the policy, and the minimum amounts acceptable. Insurance coverage should be at least $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 as a graded assignment. The university will not provide insurance coverage for students. The following organizations offer professional liability insurance.

Students may contact the following to obtain professional liability insurance:
• Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or www.hpso.com
• American Counseling Association (ACA) 1-800-545-2223
• American Professional Agency, Inc. 1-800-421-6694
• American Association of Christian Counselors (AACC) 1-800-526-8673

NOTE: Professional liability insurance coverage must start on or before the start of the Practicum/Internship and remain in effect for the duration of class enrollment. Students must obtain their own liability insurance even in cases where a student’s fieldwork site provides liability insurance coverage for the student.

C. Complete Required Approval Documents: Once a site and supervisor have been chosen, the student and Site Supervisor complete and sign the Fieldwork Contract found on the Practicum/Internship website and submit it to SharePoint. After the student discusses this contract with the Site Supervisor, both should sign it. The supervisor must also fill out the Supervisor Information Form. The student will also meet with the Director of Clinical Training to have a pre-fieldwork interview, and then complete and sign the Ph.D. Practicum/Internship Acknowledgment Form. The Supervisor and Site Director must complete and sign the Site Information Form. The student should retain copies of all documents for his/her own records.

Ph.D. Pre-Practicum/Internship Required Forms/Documents

| 1. Copy of Degree Completion Plan Audit  |
| 2. Background Check Receipt              |
| 3. Liability Insurance Face Sheet        |
| 4. Copy of Potential Supervisor’s License|
| 5. Picture of Student                    |
| 6. Fieldwork Contract: Signed by Student and Site Supervisor |
| 7. Site Information Form: Completed by Supervisor and Site director |
| 8. Supervisor Information Form: Completed by Supervisor |
| 9. Affiliation Agreement: Completed by Student and Site Supervisor |
| 10. Ph.D. Practicum/Internship Acknowledgment Form |

1. All approval documents must be submitted to the Practicum/Internship office through the SharePoint submission portal prior to the deadline listed on the Practicum/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 to ensure an appropriate clinical environment.

2. International students must contact the Office of International Student Services (intlstucenter@liberty.edu) to obtain the Counseling Practicum and Internship Approval Form. All international students are required to fill out this form before beginning the fieldwork experience.

D. Interview with Clinical Director. All Practicum/Internship candidates must complete an interview with the Director of Clinical Training prior to being approved for their fieldwork experience.

III. Documentation for Fieldwork Experience:

Practicum/Internship documentation is not only important for completing this course but equally so in the years ahead as the student will use it to apply for licensure (if the student is not already licensed). The course requirements are designed to meet the requirements of the Virginia State Board of Professional Counseling. **Students who plan to seek licensure in a state other than Virginia after graduation should verify their state’s requirements.**

A. Practicum Hours:

The following hours must be met during a student’s Practicum experience:

- 200 hours of activities related to the Practicum should fall into one of the four categories:
  - Direct client contact (minimum of 40 hours required)
  - Individual supervision (minimum of 1 hour required per week)
  - Group supervision (students will meet with professor for 1.5 hours per week).
    - Some states may require group supervision during the clinical training experience. Students should check their state board’s requirements in regards to group supervision.
    - Related Activities may fill up the remaining hours.

**Description of Practicum Activity Categories:**

*Face-to-Face Client Contact* (minimum 40 hours required):
To qualify as a Practicum, a growing number of states require a minimum of 200 hours of work, with at least 40 hours of that time spent in face-to-face client contact. For the purposes of the Practicum, face-to-face client contact includes time spent:

1. As a **co-therapist**
2. In an individual, marital, family, or group therapy session as a **solo therapist**
3. Conducting intake interviews

In order to be counted as face-to-face client contact, time spent with clients in sessions must occur in appropriate blocks of time based on the following:
1. 90 minute sessions count as a two hour session
2. 45 and 60 minute long sessions may be counted as a one-hour session
3. 20 and 30 minutes counts as a half-hour session
4. Sessions shorter than 20 minutes should be counted as Related Activities
5. More than one session with the same client in the same day must occur as separate sessions with at least one hour between. They must be discrete sessions and not time spent in client observation or monitoring with some scattered therapeutic conversation.

Note: Time spent preparing or writing notes for client sessions should also be included under Related Activities.

While some activities spent on-site may be considered as “therapeutic”, the following is a list of activities that will not be counted towards face-to-face client contact hours:
1. Case management
2. Telephone interviewing or counseling
3. Behavior monitoring
4. Classroom observation
5. Specific treatment modalities that do not allow discrete sessions to occur
6. Going to a movie or watching a movie
7. Playing pool, video games, etc.
8. Driving time spent with client

**Individual Supervision** (minimum 10 hours required):
One of the most important aspects of students’ clinical training is the quality of the individual supervision received. The expected ratio of face-to-face client contact and individual supervision is 10:1 – for every 10 hours of face-to-face client contact, students should receive 1 hour of individual supervision with their approved supervisor. One hour of individual supervision should occur at least weekly. Students will not be permitted to continue their clinical training if regular individual supervision does not occur throughout the duration of the Practicum experience. For the purposes of the Practicum, individual supervision includes time spent in:
1. Individual supervision session with approved supervisor.
   Students must have a minimum of 10 hours of individual supervision in this type of supervision activity.
2. Case consultation at the counseling site. The approved supervisor must be present during case consultation sessions. If the case consultation time is spent discussing the student’s client(s) only although other counselors may be present, this may count as individual supervision time. If it includes time spent on a variety of clients including the student’s own and other counselors’, this should be counted as group supervision.

**Related Activities:**
Many activities performed as part of the Practicum are important to students’ development as counseling professionals. This category of activity may include time spent:
1. Learning the policies and procedures of their site
2. Discussing client or therapy-related issues with any of the site staff
3. Researching effective treatment strategies for clients
4. Reviewing case notes, preparing for sessions, and writing up case notes after sessions
5. Updating intake histories for ongoing clients with whom other therapists are working
6. Learning to use the DSM-5 effectively and accurately and mastering the material in treatment planning books
7. Researching issues or assisting supervisor in clinically related tasks

**Group Supervision** (minimum of 25 hours required):
During the Practicum, students will also participate in regular, scheduled group supervision sessions in an online classroom format (WebEx). Group supervision involves working with a member of the counseling faculty who is working with two or more students using a more tutorial and mentoring form of instruction. Students meet every week via WebEx and count one (1) and a half (1/2) hours of class time towards group supervision.

**Logs:**
Students must keep a log documenting the time spent in various activities at the Practicum/Internship site. Always include totals for the time spent in each activity category on the appropriate sheet in the Excel log. Also, include your cumulative totals in the Summary Sheet.

Keep a separate log sheet for each category and a summary sheet for the total hours acquired during the Practicum. **Logs are to be typed (not handwritten) in Microsoft Excel** and include the date, the specific activity, and the time spent in that activity (in hours or portions of hours expressed in decimals). (Please see **Appendix J** for an example of how to complete logs successfully.)

In addition to a log, students will be required to record hours for each quarter in LiveText (see **Appendix K**).

**Note:** The Practicum course is a full-semester commitment, even if students completed the required hours before the official end date of the semester. Hours accrued in excess of the 200-hour requirement will not rollover to the Internship.

**B. Internship Hours:**

The following hours must be met during a student’s Internship experience:
- The 600 hours of activities related to the Internship should fall into one of four categories:
  - Direct client contact (minimum of 240 hours required.)
Individual supervision (minimum of 25 hours required; must meet at least one hour per week. 1 hour for every 10 hours of direct client contact beyond this.)

Group supervision (minimum of 25 hours recommended; must average 1.5 hours per week; Internship class time/group supervision may be counted towards this requirement.)

- Some states may require group supervision during the clinical training experience. Students should check their state board’s requirements for group supervision.

Related activities: (Minimum of 310 hours recommended but not required.)

Description of Internship Activity Categories:

Note: Please refer to chart on page 14 to identify your specific Internship track and approved direct contact activities.

**Face-to-Face Client Contact** (minimum 240 hours required):

To qualify as an Internship, a growing number of states require a minimum of 600 hours of work with at least 240 hours of that time spent in face-to-face client contact. For the purposes of the Internship, face-to-face client contact includes time spent:

1. As a co-therapist
2. In an individual, marital, family, or group therapy session as a solo therapist
3. Conducting intake interviews
4. If approved, as a supervisor of other counselors’ sessions
5. If approved, as a consultant to clients and/or other counseling professionals

In order to be counted as face-to-face client contact, time spent with clients in sessions must occur in appropriate blocks of time based on the following:

1. 90 minute sessions count as a two hour session.
2. 45 and 60 minute long sessions may be counted as a one-hour session.
3. 20 and 30 minute sessions count as a half-hour session.
4. Sessions shorter than 20 minutes should be counted as Related Activities.
5. More than one session with the same client in the same day must occur as separate sessions with at least one hour between. They must be discrete sessions and not time spent in client observation or monitoring with some scattered therapeutic conversation.
6. Time spent preparing or writing notes for client sessions should also be included under Related Activities.

While some activities spent on-site may be considered as “therapeutic”, the following is a list of activities that **will not** be counted towards face-to-face client contact hours:

1. Case management
2. Telephone interviewing or counseling
3. Behavior monitoring
4. Classroom observation
5. Specific treatment modalities that do not allow discrete sessions to occur
6. Going to a movie or watching a movie
7. Playing pool, video games, etc.
8. Driving time spent with client

**Individual Supervision** (minimum 25 hours required):
One of the most important aspects of students’ clinical training is the quality of the individual supervision received. **The expected ratio of face-to-face client contact and individual supervision is 10:1** – for every 10 hours of face-to-face client contact, students should receive 1 hour of individual supervision with their approved supervisor. One hour of individual supervision should occur at least weekly. Students will not be permitted to continue their clinical training if regular individual supervision does not occur throughout the duration of the Internship experience. For the purposes of the Internship, individual supervision includes time spent in:

1. **Individual supervision session with approved supervisor.**
   Students must have a minimum of 25 hours of individual supervision in this type of supervision activity.
2. **Case consultation** at the counseling site. The approved supervisor must be present during case consultation sessions. If the case consultation time is spent discussing the student’s client(s) only although other counselors may be present, this may count as individual supervision time. If it includes time spent on a variety of clients including the student’s own and other counselors’, this should be counted as group supervision.

**Related Activities** (minimum 310 hours recommended, but not required):
Many activities performed as part of the Internship are important to students’ development as counseling professionals. This category of activity may include time spent:

1. Learning the policies and procedures of their site
2. Discussing client or therapy-related issues with any of the site staff
3. Researching effective treatment strategies for clients
4. Reviewing case notes, preparing for sessions, and writing up case notes after sessions
5. Updating intake histories for ongoing clients with whom other therapists are working
6. Learning to use the DSM-5 effectively and accurately and mastering the material in treatment planning books
7. Researching issues or assisting supervisor in clinically related tasks

**Group Supervision** (minimum of 25 hours required):
During the Internship, students will also participate in regular, scheduled group supervision sessions in an online classroom format (WebEx). Group supervision involves working with a member of the counseling faculty who is working with two or more students using a more tutorial and mentoring form of instruction.
Students meet every week via WebEx and count one (1) and a half (1/2) hours of class time towards group supervision.

**Logs:**
Students must keep a log documenting the time spent in various activities at the Practicum/Internship site. Always include totals for the time spent in each activity category on the appropriate sheet in the Excel log. Also, include your cumulative totals in the Summary Sheet.

Keep a separate log sheet for each category and a summary sheet for the total hours acquired during the Internship. **Logs are to be typed (not handwritten) in Microsoft Excel** and include the date, the specific activity, and the time spent in that activity (in hours or portions of hours expressed in decimals). (Please see Appendix J for an example of how to complete logs successfully.)

In addition to a log, students will be required to record hours for each quarter in LiveText (see Appendix K).

**Note:** The Internship course is a two-semester commitment, even if students completed the required hours before the official end date of the semester.

**C. Important Notes:**
- Although the program allows students to use employment settings to obtain the required hours for Practicum/Internship, not all “on-the-job” activities may qualify as face-to-face contact. Issues of this nature related to employment settings should be negotiated with the site and supervisor prior to formally beginning the Practicum/Internship. If there is a question of whether a job-related activity will count as face-to-face client contact, then students are responsible for getting the activity approved by the University.
- The Practicum/Internship course is a full-semester commitment, even if students complete the required hours before the official end date of the semester.
- If the student fails to complete the Practicum/Internship, they will also receive a failing grade for the course. The course must be retaken and the hours completed.
- 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 upon reenrollment.

**D. Audio/Video Requirement:** Students are required to submit taped sessions (3 for Practicum and 2 per semester for Internship) for use in supervision or live supervision of the student’s session with clients. These videos will be uploaded to LiveText (see Course Materials). At points throughout the semester, students submit a recording of a session. This will involve getting informed consent from their site and client, recording and submitting a session to the professor, and transcribing and analyzing a 5-8 minute portion of the session. The due dates are
in the syllabus. The transcription form is available in the appendix of the syllabus and the appendix of this manual. If students are at a site where live supervision is required, students should include a three-page reflection with five revised responses in lieu of the verbatim transcription form.

IV. Grading of Fieldwork Experience

A. Grading for Practicum: In order to pass Practicum, students must complete the following:
   1. Earn a passing grade for all course assignments.
   2. Obtain at least 100 hours of clinical experience according to the categories listed above (direct client contact, individual supervision, etc.).
   3. Receive passing evaluations by the supervisor.
   4. Adhere to the ACA Code of Ethics at all times.
   5. Complete a minimum of 3 video or audio recorded sessions with verbatim transcripts submitted in class/faculty supervision.
   6. Meet the class attendance policy.

B. Grading for Internship: In order to pass Internship, students must complete the following:
   1. Earn a passing grade for all course assignments.
   2. Obtain at least 600 hours of clinical experience according to the categories listed above (direct client contact, individual supervision, etc.).
   3. Receive passing evaluations by the supervisor.
   4. Adhere to the ACA Code of Ethics at all times.
   5. Complete a minimum of 2 video or audio recorded sessions with verbatim transcripts submitted in class/faculty supervision.
   6. Meet the class attendance policy.

C. Important Note: 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.

D. Late Assignments: Penalties will follow the late assignment policy as stated in the course syllabus.

V. Students Needing More Than Two Semesters to Complete Internship:

Students requesting an additional semester of Internship must submit a copy of their Liability Insurance Face Sheet and an updated Fieldwork Contract. Students seeking a new site or supervisor will need to submit the Internship Site or Supervisor approval paperwork to the Practicum/Internship office (PhDpracticum@liberty.edu or PhDinternship@liberty.edu). This contact must be made at least two weeks prior to the semester end date. The student is responsible for then contacting Academic Advising to enroll in the additional term after receiving approval. The Internship may
only be taken for a maximum of 3 terms (9 credit hours). Students must pay tuition costs for each semester.

**Important Note:**

1. Students must be continuously enrolled in Internship once they begin. If the student fails to enroll in the second and/or additional term, then the consecutive enrollment cycle is broken. Thus, 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.

**VI. Professional Behavior Expectations**

While at the Practicum/Internship site and in all interactions with clients, supervisors, peers and Liberty University 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 (i.e., 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.
- Be teachable and receptive of feedback given by the supervisor.
- Students must receive passing evaluations on professionalism on the CCS.

Students should conduct themselves in a way that is consistent with the ACA code of ethics and the Graduate School Honor Code as counselors in training. As such, students are expected to communicate their concerns and seek to resolve any conflicts or misunderstandings directly with the person with whom the allegation occurred.

Per the Liberty Way, “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 the 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.

**VII. Communication With Instructor, Support Staff, and Clinical Director:**
All concerns regarding the course are to be communicated to the course instructor. Students may then be referred to the Practicum/Internship support staff and/or the Director of Clinical Training. All communication with the Practicum/Internship Office will be by email so 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, Practicum/Internship support staff, and the Director of Clinical Training. Unprofessional and discourteous communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program.

As counselors in training, students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code. Thus 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 circumvents the process and contacts the University administration (e.g., Dean, Provost, or Chancellor), this action constitutes retaliation and will be sanctioned accordingly. For more detailed information please refer to the Graduate School Honor Code:
http://www.liberty.edu/academics/graduate/index.cfm?PID=19443

Per the Liberty Way, “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 the 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.

VIII. Site Dismissal or Course Withdrawal

If, during the Practicum/Internship, a student fails to successfully demonstrate the required skills in this course and consequently receives failing evaluations or if a student is dismissed from the site, the supervisor will also notify the student’s professor. The professor will write an incident report and send it to the Program Director and the Practicum/Internship office of the Department of Counselor Education and Family Studies. The Director of Clinical Training and the Leadership Team will examine the nature and reason for the skills deficit and/or dismissal and refer to the remediation committee if warranted. At that point, the student may receive a grade of “F” for the skills deficit and/or dismissal and be placed on hold in the program in order to fulfill remediation procedures aimed to address and resolve the verifiable deficits. The Remediation Committee will determine whether the student is eligible to retake the Practicum/Internship course.

If the dismissal involves a violation of the University’s Honor Code, the professor will fill out an Honor Code Violation form, which will be investigated by the Program Director and Graduate Student Affairs. These remediation procedures can
include such things as requiring the student to retake certain courses and/or seek personal counseling, etc. If, after remediation, the student is unable to correct the deficits, the Remediation Committee and the Leadership Team will meet to decide the best course of action for the student, up to and including removal from the program. The student has an opportunity to appeal. The final decision regarding a student’s hours accrued in the Practicum/Internship are at the discretion of the Remediation and Leadership Teams based on a thorough evaluation of the incident.

Practicum/Internship students are required to fulfill their semester-long contract with the site. If a student makes the decision to withdraw from the Practicum/Internship course, then the student will forfeit all hours earned for the semester. The student will need to re-apply for the Practicum/Internship in a future semester.

IX. 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
- Professional behaviors
- Personal and professional dispositions
- Ethical competency

As such, the faculty of Liberty University will not automatically approve program completion for students who demonstrate deficits that may interfere with future professional competence. Students enrolled in the Practicum/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 Practicum/Internship site or the interaction with Liberty University faculty and staff.
- Any verifiable complaints about the student from the Site Supervisor or the site director.
- 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 Practicum/Internship experience or potentially places the student, or others, in harm’s way or an unduly vulnerable position.

The abovementioned behaviors constitute violation of the University’s Honor Code, and the student’s professor will fill out an Honor Code Violation form. This will be investigated by the Clinical Director. If warranted, the Director of Clinical Training will bring the issue to the Department of Counselor Education and Family Studies (DCEFS) core faculty. A remediation plan will be formulated in
conjunction with the DCEFS, 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 DCEFS or Liberty University. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the DCEFS will meet to decide if the student is ready to continue. In cases involving Honor Code violation, students will have an opportunity to appeal.

X. Frequently Asked Questions - Ph.D. Practicum/Internship

*Please note students are responsible for determining 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://www.nbcc.org/directory](http://www.nbcc.org/directory).

1. **What is the time frame for completing the Practicum?**
   Students have one full semester (approximately 16 weeks) to complete the Practicum. Only under special circumstances will the student be permitted an additional consecutive semester to complete the Practicum. Permission must be obtained by the Director of Clinical Training to extend the Practicum into a second semester. Students are expected to pay for the attentional semester of Practicum.

2. **What is the time frame for completing the Internship?**
   A student is required to take two full semesters (two 16-week semesters) to complete the Internship. However, the student is permitted a maximum of three consecutive semesters to complete the Internship. Students are expected to pay tuition costs for each semester of Internship.

3. **What do I need to do to enroll in the Practicum/Internship?**
   During the semester that you are completing your final prerequisites, the student will submit all final documentation and any necessary paperwork outlined in the syllabus for the Practicum/Internship. This information is also available on the Practicum/Internship website. Once received, the student’s paperwork will go through the approval process (which includes an interview with the Director of Clinical Training). Once the site and supervisor have been approved, the student will be given permission to enroll in the Practicum/Internship course. Please note: You may not start accumulating hours towards fieldwork experience until the start date for the course.
4. Does Liberty University place students in their Practicum/Internship sites?
No, Liberty does not place students in their Practicum/Internship sites. Finding a fieldwork placement is up to the student. However, students may email PhDpracticum@liberty.edu or PhDinternship@liberty.edu regarding obtaining a list of possible sites.

5. How do I go about finding a Practicum/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 fieldwork students and usually provide a variety of options and opportunities for individual and group counseling. Additionally, they can provide students with a plethora of information regarding the services and opportunities in the students’ local areas. Liberty may also have a listing for your state of sites previously used by our students. You can inquire about this list one semester prior to starting the Practicum/Internship. This list does not guarantee placement for a Liberty University student.

Students are encouraged to approach finding their Practicum/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 about services offered at the career center: http://www.liberty.edu/academics/general/career/index.cfm?PID=153

6. May I have more than one site for Practicum?
Yes. If you cannot find one site to supply all the hours needed, you may request an additional site. Before adding the additional site, you must first obtain approval. You may not have more than two Practicum or Internship sites at one time. Please seek approval beforehand by emailing the Practicum/Internship office at PhDinternship@liberty.edu.

7. May I have more than one site for Internship?
Yes. If you cannot find one site to supply all the hours needed, you may request an additional site. Before adding the additional site, you must first obtain approval. You may not have more than two Practicum or Internship sites at one time. Please seek approval beforehand by emailing the Internship office at PhDinternship@liberty.edu.

8. What are the requirements for a supervisor?
A supervisor must have an earned doctorate in Counseling, Psychology, or a closely related field from a regionally accredited university and be licensed as a professional Counselor, Clinical Social Worker, or Psychologist. Please review the manual for additional information regarding approved supervision. Supervisors must also hold a
valid license in the state where the students are accumulating hours for their Practicum. 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 Practicum/Internship is to be accepted for licensure purposes.

9. May I have more than one supervisor for Practicum or Internship?
Yes. If you cannot find one supervisor to supply all 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 not have more than two supervisors at one time. Please seek approval beforehand by emailing the Practicum/Internship office at PhDinternship@liberty.edu.

10. What are the different types of supervision?
During your Practicum/Internship, your supervisor is responsible for monitoring your activities and 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. Individual Supervision occurs when this supervision session involves a supervisor and a counseling student. 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.

11. 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 if you 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).

You must meet with your supervisor a minimum of once a week, even if you have less than 10 hours of client contact that week. However, individual supervision must be maintained at a 1:10 ratio. In other words, a student must engage in at least one hour of individual supervision for every ten hours of face-to-face client contact. (See the manual for more details.)

12. How many hours are required for the Practicum?
The student must complete 100 total hours of a supervised clinical training experience over a minimum of 10 weeks. The one hundred (100) hours required for Practicum must include at minimum the following:
   1. 40 hours of actual Face-to-Face counseling
2. 10 hours of Individual or Triadic Supervision OR one hour per week for *every week* you work at your site, whichever is greater.
3. 15 hours of Group Supervision (during class time)
4. 35 hours of Related Activities

If a student fails to earn the required 100 hours, he/she will not receive a passing grade and must retake the course. *For licensure, some states require more than a 100 hour Practicum. Students still seeking licensure and planning to practice in another state must know that state’s requirements and meet whichever is greater.*

**13. 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:
1. 240 hours of Face-to-Face counseling
2. 25 hours of Individual Supervision
3. 25 hours of Group Supervision
4. 310 hours of Related Activities

Note: *For the purpose 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.

**14. May I count any counseling hours before enrolling in the Internship?**
No, hours that take place prior to the beginning of the course may not be counted. It should also be noted that hours earned during the Practicum do not count towards Internship.

**15. What types of counseling count as Direct (Face-to-Face) counseling hours?**
Face-to-Face counseling hours include individual, group, family, co-therapy, marital, and pre-marital counseling sessions. To qualify as face-to-face hours, counseling sessions must be a minimum of 20 minutes in length.

**16. What is the difference between observation and co-therapy?**
Co-therapy means that you are actively doing counseling with another therapist, participating in the therapy process, and collaborating on the treatment plan. 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.
17. **How many hours of observation may I count towards my Face-to-Face Client Contact hours?**
Observation hours will not count towards Direct Client contact hours. Any observation hours are reported as a Related Activity.

18. **How many hours of co-therapy may I count towards my Face-to-Face Client Contact hours?**
You may count up to all 240 hours as co-therapy if this is approved by your Practicum/Internship site.

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

20. **When I do group counseling, how do I count my hours?**
If you conduct a one-hour session with seven group members, the session counts as one hour of face-to-face contact, not seven.

21. **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. Related Activities can also include observation of counseling and other counseling-related activities, staff meetings, counseling-related administrative work, writing progress notes, and filing counseling-related files/documents. This category does not include hours spent doing coursework for the Practicum/Internship class.

22. **Can I request an additional semester of Practicum?**
No, students must find a site that will allow them to obtain the required 100 hours for Practicum. Students having trouble getting hours should proactively address the situation with the site representative, approved supervisor, and/or faculty supervisor. Do not wait until the last minute to deal with any hour shortages. It takes time to approve another site so be careful to monitor your hours.

23. **How do I request a third semester of Internship?**
Students requesting a third semester of the Internship course must submit a copy of their *Liability Insurance Face Sheet* and an updated *Fieldwork Contract*; students who are adding or changing their site or supervisor for the next semester must also submit Internship Site/Supervisor paperwork.

The Internship may only be taken for a maximum of 3 terms (9 credit hours). Students must pay for each semester. A grade of ‘I’ (Incomplete) will be posted until all hours and course requirements have been met.
24. What do I do if I complete my hours early?
If you finish your hours early, you must still fulfill your obligations to your site, attend the faculty supervision, and complete all required course work. You will receive a final grade no longer than three weeks after the course has ended. You may then work with registrar in conferring your degree.

25. What if I still have more questions?
For questions or concerns, contact the Practicum/Internship office at either PhDpracticum@liberty.edu or PhDinternship@liberty.edu. Make sure to include your full name, student ID, and your course section if currently enrolled in the course. Please send all emails from your Liberty University email account.

XI. Contact Information

Students and supervisors are expected to contact university personnel with comments, questions, and/or concerns that arise during the Practicum or Internship. Generally, it is best to contact us sooner rather than later in the event that challenges arise during the course of your clinical training.

For questions, comments, and concerns regarding the Ph.D. Practicum and/or Internship, please contact:

Ph.D. Practicum Office: PhDpracticum@liberty.edu
Ph.D. Internship Office: PhDinternship@liberty.edu

For questions not addressed in this manual, please contact:

Lisa Sosin, Ph.D., LPC, LLP
Director, Ph.D. in Counselor Education and Supervision, Associate Professor
Department of Counselor Education and Family Studies
lssosin@liberty.edu

Melvin Pride, Ph.D., LPC, NCC
Director of Clinical Training
Clinical Mental Health Counseling Associate Professor
Department of Counselor Education and Family Studies
mpride2@liberty.edu

Department of Counselor Education and Family Studies
Liberty University
1971 University Blvd
Lynchburg, VA 24515
Fax: 434-522-0477
http://www.liberty.edu/academics/healthsciences/counseling/index.cfm?PID=673

Graduate Student Affairs Office, Honor Codes, Handbooks & Appeal Policies
http://www.liberty.edu/index.cfm?PID=19155
Appendices:

Forms to Complete for Ph.D. Practicum and Internship
Appendix A:

CHECKLIST FOR FIELDWORK APPROVAL

Must 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 Practicum/Internship, 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.

- Fieldwork Contract
- Supervisor & Site Form
- Digital Photo of Student
- Copy of Student Liability Insurance
- Affiliation Agreement
- Copy of DCP Audit from ASIST
- Copy of Background Check Receipt from American Databank
- Copy of Supervisor License Verification from State Board website

IMPORTANT APPROVAL INFORMATION:

- Students should begin prepping approval documents for submission at least a semester in advance.

- Students must check the PhD 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.

- 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 time commitment per week/per semester by the student
- The supervision commitment by the supervisor

Sample Fieldwork Contract
(Use as a template)

STUDENT:
John Q. Student
123 Main St
Lynchburg, VA 12345
Home: (111) 222-3333
Work: (111) 222-4444

AGENCY:
Community Counseling Center
45 Shady Ln
Lynchburg, VA 12345
(111) 222-5555
Contact person: Jane Smith, LPC, ACS

I, John Student, agree to provide approximately hours of counseling-related services as a Master’s-level fieldwork student at the Community Counseling Center during the four-month period between and . During this time, I agree to become familiar with the policies and procedures of the Community 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 Smith. I also agree to be available to help with any other therapy-related or educationally relevant experiences that would be helpful within the constraints of the hours. In all of my work, I will observe the established policies and procedures of the Community Counseling Center.

I, Jane Smith, agree to supervise John Student approximately 1 hour of individual supervision per week during the period between and . I will meet the responsibilities of a clinical supervisor as outlined in the “Clinical Supervisor Responsibilities” form. This includes meeting one hour per week, 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 co-therapy, individual, group, and/or family therapy done by John. In addition, I will support John in conducting two (Internship)/three (Practicum) taped sessions or provide & document live supervision. I will complete periodic evaluations of John and, after discussing it with him, will submit the original into LiveText. I am aware that I will meet with the faculty supervisor on site at least once per term. I understand that the faculty member will provide John with group supervision an average of 1.5 hours per week.

Supervisor Name __________________ Date __________ Student Name __________________ Date __________
SUPERVISOR INFORMATION FORM*

*This form must be completely filled in before our office will process and review your paperwork for Practicum or Internship approval. Any missing blanks will prevent students from being approved in the course.

Name of Student: ___________________________ Student Number: ___________________________

Student’s Full Address: ___________________________

Student’s tel. #: (home or cell): ___________________________ (work): ___________________________

Student’s Liberty email address: ___________________________

Agency/Site Name: ___________________________

Agency/Site Address: ___________________________

Group Supervision is provided at this site: ☐ Yes ☐ No*

*Group supervision is a requirement of the Practicum/Internship course. The group supervision requirement is met by faculty group supervision; however, students are encouraged to find sites that provide a group supervision experience.

Name of Supervisor: ☐ Mr. ☐ Ms./Mrs. ☐ Dr. ___________________________

Position (title) _______________________________________________________________________

Supervisor’s tel. #: (work): ___________________________ Supervisor’s Email: ______________________ (Required)

Academic Background of Supervisor:

<table>
<thead>
<tr>
<th>Degree</th>
<th>Major</th>
<th>Year Received</th>
<th>Educational Institution</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Licenses and Certifications Currently Held by Supervisor:

<table>
<thead>
<tr>
<th>Type</th>
<th>Number</th>
<th>State Where Valid</th>
<th>Expiration Date</th>
</tr>
</thead>
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</tbody>
</table>

Clinical Experience & Other Relevant Information

____________________________________________________________________________________

____________________________________________________________________________________

I certify that I have at least 2 years of clinical experience in the area I am supervising: Yes ☐ No ☐

____________________________________________________________________________________

Director’s Signature ___________________________ Date _______________ Student’s Signature ___________________________ Date _______________
SITE INFORMATION FORM*

*This form must be completely filled in before our office will process and review your paperwork for Practicum or Internship approval. Any missing blanks will prevent students from being approved in the course.

Name of Student: ___________________________ Student Number: ___________________________

Please circle the course that you are applying for: Practicum  Internship

Student’s Full Address: ________________________________________________________________

Student’s tel. #: (home or cell): ___________________________ (work): ___________________________

Agency/Site Name: ________________________________________________________________

Agency/Site Address: ________________________________________________________________

Name of Director: __________________________________ Position (title) ___________________________

Agency/Site’s tel. #: ___________________________ Fax #: ___________________________

Usual Business Hours: ________________________________________________________________

Please check all services that apply:

- Agency
- Private Practice
- Faith-Based Center
- University Counseling Center
- In-Home
- Inpatient
- Outpatient
- Day treatment
- Non-profit
- Other: ___________________________
- Individual Adult
- Group
- Child
- Adolescent
- Marriage & Family
- Psycho-educational groups
- Substance Abuse
- Rehabilitation
- Other: ___________________________

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

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

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

_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

Director’s Signature __________________ Date ___________________________  Student’s Signature __________________ Date ___________________________
Appendix B:

STATE REQUIREMENT CHECKLIST

If you are still seeking licensure, go to your state board’s website to review their Rules and Regulations regarding the practice of professional counseling or marriage and family therapy (depending on which degree you are getting) and complete the information needed. Each state requires different coursework and different amounts and types of student Practicum and Internship hours. **It is the student’s responsibility to know what is required by his/her state.** To access your state board for professional counseling, go to: [http://www.nbcc.org/directory/Default.aspx](http://www.nbcc.org/directory/Default.aspx). If you are unsure as to which state you will be seeking licensure from, pick any state to complete this assignment.

1. From which state will you be seeking licensure? __________
2. What license will you be seeking from your state? __________
3. List your state course requirements, the projected LU equivalent course (or indicate “needed” if you need to find this course and complete it somewhere else) and the number of hours for each course, required by your state below:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Projected LU Equivalent Course (or indicated “needed”)</th>
<th>Hours Required</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

4. List the type and number of student Internship hours required by your state below: Total # of hours required by state: ________
   Total # of hours that must be direct client contact: ________________
   Total # of hours of individual supervision: __________
   Total # of hours of group supervision: __________
   **PLEASE NOTE: IF THE TOTAL NUMBER OF HOURS REQUIRED BY YOUR STATE IS LESS THAN THAT REQUIRED OF THE INTERNSHIP COURSE, YOU MUST STILL COMPLETE THE HOURS REQUIRED BY THE INTERNSHIP COURSE.**
Appendix C:
Quarterly Evaluation

Practicum or Internship Student Evaluation by Site Supervisor

☐ First Quarter Evaluation  ☐ Third Quarter Evaluation

Student Name (print): _______________________________  Date: __________________
Student ID: _______________________________  Course & Section No.: _______________________________
Site Supervisor Name (print): _______________________________  Phone Number: _______________________________

Dear Site Supervisor: This informal evaluation is to be completed at the first and third quarter marks of the student’s Practicum/Internship. The purpose of this evaluation is to provide the Liberty University Practicum and Internship faculty with feedback as to the student’s progress. Please complete the questions below by checking the appropriate box:

1. The student is performing at the expected levels.  Yes ☐  No ☐
2. The student is attending to clients, staff meetings, and supervision as scheduled.  Yes ☐  No ☐
3. I would like a phone call from the Faculty Instructor to discuss this student at the number above, Yes ☐  No ☐ or at this alternate phone number: _______________________________ or email address: _______________________________

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

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

1. Direct Client Contact (co-therapist, solo therapist, through intake interviews, assessments, etc.)
2. Individual Supervision (includes one hour per week of individual and/or triadic supervision)
3. Group Supervision (meeting with approved supervisor and two or more supervisees at the same time)
4. Related Activities (learning site’s policies and procedures, researching treatment strategies, reviewing case notes, etc.)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Quarter Hours</th>
<th>Total Hours to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Direct Client Contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Individual Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Group Supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Related Activities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

TOTAL HOURS ___________________  ___________________

Comments (please use the back of this page as necessary):

Site Supervisor: _______________________________  Date: __________________

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Appendix D:

Midterm/Final Evaluation Forms

Counseling Competencies Scale (CCS)

The Counseling Competencies Scale (CCS) assesses counseling students’ skills development and professional competencies. Additionally, the CCS provides counseling students with direct feedback regarding their counseling skills and professional dispositions (dominant qualities), offering the students practical areas for improvement to support their development as effective and ethical professional counselors.

Scales Evaluation Guidelines:

- **Exceeds Expectations / Demonstrates Competencies (8)** = the counseling student demonstrates strong (i.e., exceeding the expectations of a beginning professional counselor) knowledge, skills, and dispositions in the specified counseling skill(s) and professional disposition(s).
- **Meets Expectations / Demonstrates Competencies (6)** = the counseling student demonstrates consistent and proficient knowledge, skills, and dispositions in the specified counseling skill(s) and professional disposition(s). A beginning professional counselor should be at this level at the conclusion of his/her Practicum and/or Internship.

| Counseling students NOT scoring at level Six (6) or Above will NOT be eligible to progress to their next stage of clinical experience. |

- **Near Expectations / Developing towards Competencies (4)** = the counseling student demonstrates inconsistent and limited knowledge, skills, and dispositions in the specified counseling skill(s) and professional disposition(s). Students scoring at this level during their final evaluation (be it Practicum or Internship) have not demonstrated the professional competencies needed to progress to the next level of clinical experience. Remediation may be necessary in these areas.

- **Below Expectations / Insufficient / Unacceptable (2)** = the counseling student demonstrates limited or no evidence of the knowledge, skills, and dispositions in the specified counseling skill(s) and professional disposition(s). Students scoring at this level during their final evaluation (Practicum or Internship) have not demonstrated the professional competencies needed to progress to the next level of clinical experience. Remediation may be necessary in the areas identified as deficient by the clinical supervisor.

**Directions:** Evaluate intern’s counseling skills, professional dispositions, & professional behaviors using the rubric evaluation descriptions. Record the rating in the “score” column on the left. Totals are then calculated for each competency area.
# CACREP STANDARDS MATRIX FOR DOCTORAL INTERNSHIP

<table>
<thead>
<tr>
<th>Comments</th>
<th>Exceeds Expectations (4)</th>
<th>Meets Expectations (3)</th>
<th>Near Expectations (2)</th>
<th>Below Expectations (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUPERVISION (Knowledge)</strong></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Demonstrates an understanding of the purposes of Clinical Supervision, IV. A.1</td>
<td></td>
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<tr>
<td>Demonstrates an understanding of theoretical frameworks and models of clinical supervision. IV.A.2</td>
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<tr>
<td>Demonstrates an understanding of the roles and relationships related to clinical supervision. IV.A.3</td>
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<tr>
<td>Demonstrates an understanding of legal, ethical, and multicultural issues associated with clinical supervision. IVA.4</td>
<td></td>
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<tr>
<td><strong>SUPERVISION (Skill/Practices)</strong></td>
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<tr>
<td>Demonstrates the application of theory and skills of clinical supervision. IV.B.1.</td>
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<tr>
<td>Develops and demonstrates a personal style of supervision. IV.B.2.</td>
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<tr>
<td>SUBTOTAL</td>
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<tr>
<td>TEACHING (Knowledge)</td>
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<tr>
<td>Demonstrates and can articulate the major roles, responsibilities, and activities of counselor educators. IV 4.C.1</td>
<td></td>
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<tr>
<td>Knows instructional theory and methods relevant to counselor education. IV.C.2</td>
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<tr>
<td>Understands ethical, legal, and multicultural issues associated with counselor preparation training. IV.C.3</td>
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<tr>
<td>TEACHING (Skill/Practice)</td>
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<tr>
<td>Develops and demonstrates a personal philosophy of teaching and learning. IV.D.1.</td>
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<tr>
<td>Demonstrates course design, delivery, and evaluation methods appropriate to course needs of counselors in training and develop techniques to help students develop into competent counselors. IV.D.3.</td>
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<tr>
<td>SUBTOTAL</td>
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<tr>
<td>COUNSELING (Knowledge)</td>
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<td>----------------------------------------------------------------------------------------</td>
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<tr>
<td>Knows the major counseling theories, including their strengths and weaknesses,</td>
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<tr>
<td>theoretical basis for efficacy, applicability to multicultural populations and</td>
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<tr>
<td>ethical/legal considerations. IV.G.1</td>
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<tr>
<td>Understands various methods for evaluating counselor effectiveness. IV.G.2</td>
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<tr>
<td>Understands the research base for existing counseling theories. IV.G.3</td>
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</table>

<table>
<thead>
<tr>
<th>COUNSELING (Skill/Practice)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrates a personal theoretical counseling orientation that is based on a</td>
</tr>
<tr>
<td>critical review of existing counseling theories. IV.H.1.</td>
</tr>
<tr>
<td>Demonstrates effective application of multiple counseling theories. IV.H.2.</td>
</tr>
<tr>
<td>Demonstrates an understanding of case conceptualization and effective interventions</td>
</tr>
<tr>
<td>across diverse populations and settings. IV.H.3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBTOTAL</th>
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<tbody>
<tr>
<td>TOTAL (ALL SECTIONS)</td>
</tr>
</tbody>
</table>
To Be Filled Out By The Student and Approved By The Supervisor:

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

1. **Direct Client Contact** (co-therapist, solo therapist, through intake interviews, assessments, etc.)
2. **Individual Supervision** (includes one hour per week of individual and/or triadic supervision)
3. **Group Supervision** (meeting with approved supervisor and two or more supervisees at the same time)
4. **Related Activities** (learning site’s policies and procedures, researching treatment strategies, reviewing case notes, etc.)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Quarter Hours</th>
<th>Total Hours to Date</th>
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</thead>
<tbody>
<tr>
<td>1. Direct Client Contact</td>
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<tr>
<td>2. Individual Supervision</td>
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<tr>
<td>3. Group Supervision</td>
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<td></td>
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<tr>
<td>4. Related Activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUPERVISOR/INSTRUCTOR’S COMMENTS:**
Student’s strengths:

Student’s growth areas:

Other comments: (Please comment on general overall performance)

Supervisor/Instructor signature ____________________________ Date ________________

Student’s Signature ____________________________ Date ________________
Appendix E:
Informed Consent for Video Recording of Counseling Session

For Agency Use

Note: This is a sample informed consent. All content here must be used in your informed consent, in addition please add the relevant information regarding your specific site. See Baird Pg. 39 for a list of 17 items that should be included in the informed consent.

CLIENT CONFIDENTIALITY AGREEMENT

It is my understanding that my counselor, a graduate student in counseling at Liberty University, in the Ph.D. in Counselor Education and Supervision program is providing my counseling sessions as a part of his or her Practicum or Internship course requirements.

I give my permission for my Counselor (who is a student intern) to video record all or part of the counseling session. I understand that the purpose of the recording is to improve the quality of counseling that I receive. This video will be used only for the purposes of professional training, consultation and/or improving service in individual supervision (between the counselor and his/her supervisor) and/or group supervision (between the counselor, the supervisor, and other student counselor trainees). Put another way, these digital video recordings are used for the training and the development of the counseling skills of the counseling student. Recordings are erased after the supervision takes place, unless the recordings are needed for ongoing training. The recording will be erased by ________________ (fill in date for erasing session).

I understand that my counselor is a student at Liberty University and is operating under the supervision of a faculty supervisor (Dr. __________ ; fill in faculty member’s name). I understand that the content of my counseling sessions and/or video may be discussed with my counselor’s supervisor and other counseling graduate students only for the purposes of supervision and ongoing training in counseling skills.

The identifying data will be modified to protect confidentiality during case discussions and the name, DOB or other identifying information will not be used in discussion of the case. Although, the content of these sessions is kept confidential there are several exceptions to confidentiality such: if I report potential harm to self, harm to others, abuse of a minor, abuse of an elder, and/or abuse of an impaired person, and/or if there is a court order.

Client or Guardian Signature ____________________________

Date ______________________________

Counselor’s signature ____________________________

Date ______________________________
Appendix F:
Case Presentation Instructions

To protect the confidentiality of your client please refer to them by a pseudo-name in your case presentation. The case presentation is an opportunity to integrate all learning from the counseling curriculum and will include the following sections/sub-headings:

**Demographic Information** - this includes family, age, ethnicity, gender, work history, health history.

**Presenting Problem** - this section includes the problem the client brought to the first session or the problem reported in the intake (sometimes the problem changes or is modified as therapy progresses, however what is reported here is the original presenting problem).

**History of the Presenting Problem** - this section includes other pertinent information about the client and the problems presented. This will include previous counseling and/or solutions attempted to resolve the issues.

**Diagnosis** - this section should include a diagnosis consistent with the DSM-5 criteria and should include primary, secondary and tertiary diagnoses (and all other components as appropriate, see the DSM-5 for more information).

**Treatment Planning** - This section should be integrated with the research/evidence based treatments section. This should include short term, mid-range, and long-term goals and interventions and should be in the format of a chart (see sample form). This is a comprehensive form that includes the presenting problems, diagnosis, goals, and interventions in one form.

**Ethics Section** - What ethical considerations were addressed or considered in this client’s case?

**Multi-cultural Section** - this section should include multi-cultural considerations. Discuss cautions or perspectives that this culture might have. Provide information that indicates that you recognize the cultural diversity.

**Research/Evidence based treatments Section** - this section should naturally support the treatment plan with citations from the literature regarding effective treatments and interventions. This section should include 5-10 citations from the peer-reviewed literature regarding evidence based treatments.

**Assessment Section**: This should include baseline data from scaling during session one on the presenting problem and a chart including the level on the scale in subsequent sessions, clients attributions of improvements and/or and the various treatment interventions used and content from assessments (such as a genogram, Beck Depression Inventory, etc.) if they are used.
<table>
<thead>
<tr>
<th>Category/Points</th>
<th>Description</th>
<th>Feedback</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Confidentiality 4 points</td>
<td>• Protected clients confidentiality • Referred to the client by a pseudo-name</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demographic Information 6 points</td>
<td>• Family • Age • Ethnicity • Gender • Work history • Health history</td>
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<td></td>
</tr>
<tr>
<td>Presenting Problem 10 points</td>
<td>• Included original problem reported in the intake</td>
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<tr>
<td>History of Presenting the Problem 10 points</td>
<td>• Discussed prior counseling • Solutions attempted to resolve this issue.</td>
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<tr>
<td>Diagnosis 15 points</td>
<td>• Diagnosis Consistent with DSM-5 criteria • Primary, Secondary, Tertiary Diagnosis provided</td>
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<tr>
<td>Treatment Planning 20 points</td>
<td>• Short term goals • Mid-range goals • Long-term goals • Adequate Interventions corresponding to each of the listed goals.</td>
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</tr>
<tr>
<td>Ethics 5 points</td>
<td>• Discusses ethical considerations.</td>
<td></td>
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<tr>
<td>Multicultural 5 points</td>
<td>• Provides information indicating recognition of cultural diversity. • Discusses cautions and perspectives regarding client's culture.</td>
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</tr>
<tr>
<td>Research/Evidence based Treatments 15 points</td>
<td>• 5-10 citations from peer-reviewed literature that support the interventions.</td>
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<td></td>
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<tr>
<td>Assessment 10 points</td>
<td>• Student used baseline data from scaling. • Student reported client's attributions of improvements.</td>
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Appendix G:

Video Recording Instructions

For the purposes of faculty supervision and site supervision interns must record two or three (depending on the course - three for Practicum and two for Internship) counseling sessions to submit to site supervisors and faculty supervisors for review. The session due dates correspond with the student presentation date. The session is due the week of the students’ case presentation (see the case presentation schedule/course chart for exact dates; the schedule will be in alphabetical order). Students will submit a verbatim form with a five to eight minute segment of the recorded session. Faculty will provide feedback on this portion of the session.

Check and make sure the sound quality is acceptable prior to submitting the sessions to your instructor.

1. Describe the assignment and obtain signed informed consent from the pseudo-client.
2. Student counselor will be required during this session to explain the informed consent (including confidentiality and the limits to confidentiality) and the release of information/video-taping form. This should be seen at the beginning of the video-taped session. Please note, the client will take cues from the counselor regarding their attitude towards being recorded. Please indicate the purpose of recording is for counselor training and to insure that clients obtain the best support possible.
   For example, interns may introduce this with a statement similar to the following, "As you know, I am an intern and doctoral student at Liberty University completing my training to earn a PhD in Counselor Education and Supervision, as a part of this training my professors would need to review my counseling skills in session via video recording to give me feedback and to assist me in providing the best care and support possible, therefore I need for you to acknowledge you have been informed about how these recordings will be used and provide your permission and consent..."
3. The verbatim form should be submitted, through Blackboard by the date indicated on the presentation schedule and a hard copy should also be submitted in the envelope with the DVD, please remember to de-identify client information in all written documentation and indicate on the outside of the sealed envelope that the contents are confidential and are to be opened only by the recipient/professor.
4. The sessions should evidence the demonstration of strong basic skills and when appropriate an advanced technique (e.g. empty chair, use of REBT (using chart), etc.). The technique must be appropriate to the treatment goals described in the case conceptualization treatment plan section.
5. Each session must be submitted in the form of a DVD or flash drive. The session must be able to be heard easily (free from background noises, loud enough, clear enough).
6. Faces of both client and counselor must be easily seen. Seating for these recordings should be in an L or V shape rather than the normal facing each other.
7. Student’s name, DVD number, and section # must be written on the DVD.
8. Be sure to mark envelop as CONFIDENTIAL: MUST BE OPENED ONLY BY THE PERSON TO WHOM IT IS ADDRESSED.

Any recording that does not meet the above criterion must be redone. DVDs must be readable by standard PC. Check DVD before mailing to afternoon instructor, maintaining confidentiality.
Appendix H:
Sample Verbatim Form

Student Counselor’s Name: ______________
Student Client’s Name: ______________

Start Time of Clip: ____________
End Time of Clip: ____________

Directions:
Select a five to eight minute clip of the video. Type a verbatim transcript of that session (recall verbatim means word for word and includes “um,” “err” and other filler words. Provide a revised response in the column titled “Rework Counselor’s Statements” for all counselor statements, with the exception of paralanguage. Also, include comments regarding counselor self-awareness and conceptualization throughout for the “Conceptualization and Comments” section.

<table>
<thead>
<tr>
<th>Client’s Statements</th>
<th>Counselor’s Statements</th>
<th>Rework Counselor’s Statements</th>
<th>Conceptualization Thoughts and Comments</th>
<th>Grader’s Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>What I think is that this is very hard to do. I think that being a good person is almost impossible.</td>
<td>Why do you think it is impossible?</td>
<td>You use the term good person. I am wondering if you could tell me how a good person acts?</td>
<td>I am wondering who has defined for him, a good person and why he doesn’t think he is one.</td>
<td></td>
</tr>
<tr>
<td>Because I always screw up.</td>
<td>Always, you don’t do anything right ever?</td>
<td>You seem pretty disappointed in yourself, can you explain more about that.?</td>
<td>I am really wondering why is he upset and feeling hopeless about. His face seems so sad too.</td>
<td></td>
</tr>
<tr>
<td>It doesn’t feel like it. I do the same thing, over and over. I just can’t get my life right.</td>
<td>You sound pretty frustrated.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I am. I do the same things all the time.</td>
<td>What’s an example of something you’re doing ‘over and over’ that is frustrating you?</td>
<td>Here I wanted to tie the sense of frustration to a concrete example. I need to have a better idea about what behaviors/situations are generating this affect.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Appendix I:

Treatment Plan Worksheet (Add spacing as needed)

Counselor
Name: Client
Name: Case #:

Problem 1:
  Goal 1:
    Objective 1:
      Intervention 1:
      Intervention 2:
    Objective 2:
      Intervention 1:
      Intervention 2:
  Goal 2:
    Objective 1:
      Intervention 1:
      Intervention 2:
    Objective 2:
      Intervention 1:
      Intervention 2:

Problem 2:
  Goal 1:
    Objective 1:
      Intervention 1:
      Intervention 2:
    Objective 2:
      Intervention 1:
      Intervention 2:
  Goal 2:
    Objective 1:
      Intervention 1:
      Intervention 2:
    Objective 2:
      Intervention 1:
      Intervention 2:
Appendix J: Hour Log Sheet

Practicum/Internship Log Sheets

- Supervisor signature is not required on logs but the signature may be added for student’s record keeping purposes.
- Please log your hours exactly as the examples show (log your time in hours)
- No rounding of hours is permitted.
- You must log the exact amount of time that you spend on a particular activity

If you have any questions, please refer first to the Practicum and/or Internship syllabi and manual. Any questions can be sent to phdpracticum@liberty.edu or phdinternship@liberty.edu.
Face-to-Face Client Contact Hours

Direct Client Contact (minimum 40 or 240 hours required)

**Direct Client Contact category may**
- a. As a co-therapist in individual, marital, family, or group therapy
- b. Conducting intake interviews

**Information to include in all entries:**
- a. Date and amount of time properly entered
- b. Type of session is listed in each entry from only one of the following: Co-therapy: Individual therapy, Marital therapy, Family therapy, Group therapy, or Intake interview,
- c. Client number or initials is listed with no identifying information
- d. Diagnosis or specific issue is listed

The following is a list of activities that **cannot** be counted towards your Direct Client Contact hours:
- • Any driving time
- • Playing pool, video games
- • Behavior monitoring/Observation
- • Going to a movie or watching a movie

These activities may be seen as "establishing rapport" with your client and you may be paid by your site to do these activities, but Liberty does not accept these activities

<table>
<thead>
<tr>
<th>Date</th>
<th>Description/Client</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/2014</td>
<td>Co-therapy: Intake Interview with Client #1 - Borderline Personality Disorder</td>
<td>1</td>
</tr>
<tr>
<td>1/13/2014</td>
<td>Co-therapy: Individual therapy with Client #2 - Stress Management</td>
<td>2</td>
</tr>
<tr>
<td>1/14/2014</td>
<td>Co-therapy: Group Therapy #1 - Grief &amp; Loss (8 members)</td>
<td>1</td>
</tr>
</tbody>
</table>

First Quarter:

Midterm:

Third Quarter:

Final Term:

Supervisor Signature: _____________________________
Individual Supervision Hours

Individual Supervision (minimum 17 hours required)

<table>
<thead>
<tr>
<th>Date</th>
<th>Individual Supervision</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/15/2014</td>
<td>Individual supervision re: site procedures, rules, &amp; regulations with Dr. ______________</td>
<td>1</td>
</tr>
<tr>
<td>1/22/2014</td>
<td>Individual supervision focusing on Clients #1 &amp; #2 with Dr. __________________________</td>
<td>1</td>
</tr>
<tr>
<td>1/29/2014</td>
<td>Individual supervision discussing first quarter evaluation with Dr. __________________</td>
<td>1</td>
</tr>
</tbody>
</table>

**Note**: Supervision by phone or by email does not count for this category and is properly logged under Related Activities.

First Quarter:

Midterm:

Third Quarter:

Final Term:

Supervisor Signature: ________________________________
Group Supervision

In addition to faculty group supervision, students are encouraged to find a site that will provide group supervision to enhance the learning experience.

Group Supervision includes weekly group supervision with an approved supervisor meeting with two or more supervisees at the same time. This time will count as full time (e.g., 2 hour session = 2 hours towards group supervision)

Information required in all entries:

a. Date and amount of time properly entered
b. Description of activity is appropriate for this category (Case discussion, Counseling theories, Counseling techniques, Ethical issues, Training for the therapy, Student evaluation.)
c. Indication of the presence of an “Approved supervisor” or supervisor’s name is listed

<table>
<thead>
<tr>
<th>Date</th>
<th>Group Supervision</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/1/2010</td>
<td>Group supervision discussing Client #4 with staff and Dr.__________ (approved supervisor)</td>
<td>1</td>
</tr>
<tr>
<td>1/2/2010</td>
<td>Case discussions with clinical staff and Dr.__________ (approved supervisor)</td>
<td>2</td>
</tr>
<tr>
<td>1/3/2010</td>
<td>Group supervision discussing diagnosis of Client #20 with Dr.____________ (approved supervisor)</td>
<td>1</td>
</tr>
</tbody>
</table>

First Quarter:

Midterm:

Third Quarter:

Final Term:

Supervisor Signature: _____________________________
Related Activities Hours

**Related Activities**

Related Activities category may include time spent:

- observing counseling sessions conducted by experienced therapists at your site,
- informal therapeutic interactions with clients,
- staff meetings,
- counseling related administrative work,
- writing progress notes,
- filing counseling-related files & documents,
- telephone calls to clients,
- billing insurance companies

The following is a list of activities that cannot be counted towards Related Activity hours:

-- Filling out logs
-- Reading course textbooks (unless assigned by supervisor)
-- Any activity not directly related to supervision or in support of the site

a. Date and amount of time properly entered
b. Description of activity is appropriate for this category

Remember that most supervisors give their time with no monetary reimbursement. One way you can repay them is to lighten their workload through the cases you take on and by doing clinically related tasks that they might otherwise not be able to do.

<table>
<thead>
<tr>
<th>Date</th>
<th>Related Activities Hours</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/13/2014</td>
<td>Observing group therapy session</td>
<td>0.5</td>
</tr>
<tr>
<td>1/14/2014</td>
<td>Updating client progress notes</td>
<td>1</td>
</tr>
<tr>
<td>1/15/2014</td>
<td>Telephone calls to clients</td>
<td>1</td>
</tr>
</tbody>
</table>

**First Quarter:**

**Midterm:**

**Third Quarter:**

**Final Term:**

**Supervisor Signature:** _____________________________
Summary Log Sheet

<table>
<thead>
<tr>
<th></th>
<th>1st Quarter Hours</th>
<th>Mid-term Hours</th>
<th>3rd Quarter Hours</th>
<th>Final Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Client Contact Hours:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Individual Supervision Hours:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Group Supervision Hours:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Related Activities Hours:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Total Hours:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Supervisor Signature: _____________________________
Appendix K:  
**LiveText Verification of Hours Procedure**

In the past, supervisors verified the number of hours that you earned in a quarter by signing the page of the evaluation that contained the cumulative chart of your total hours per quarter. The purpose of the LiveText Verification of Hours is to allow your supervisor to approve your hours online rather than on a paper evaluation. Below is the format you will use to report your hours. 

Five Categories of Hours:
- Direct Hours (Face to face with a client)
- Faculty Supervision (Group supervision in the classroom setting)
- Individual Supervision (Approved site supervisor – can be triadic)
- Site Group Supervision (Group supervision at your clinical setting)
- Indirect Hours (Related activities associated with your clinical duties)

Activity and Time: Select one of the following: Only use the below descriptors:
- **Carryover** (Total Hours from prior semesters of internship in each category)
- **First Q**  (Total hours accumulated in a category during the first quarter)
- **Midterm** (Total hours accumulated in a category during the second quarter)
- **Third Q**  (Total hours accumulated in a category during the third quarter)
- **Final**    (Total hours accumulated in a category during the fourth quarter)

### Required Hours:

<table>
<thead>
<tr>
<th>Date</th>
<th>Category</th>
<th>Activity</th>
<th>Add'l Info</th>
<th>Hrs:Mn</th>
<th>Appr</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/10/15</td>
<td>Direct Hours</td>
<td>Carryover</td>
<td>(Leave Blank)</td>
<td>125:00</td>
<td></td>
</tr>
<tr>
<td>01/10/15</td>
<td>Individual Supervision</td>
<td>Carryover</td>
<td></td>
<td>13:30</td>
<td></td>
</tr>
<tr>
<td>01/10/15</td>
<td>Faculty Supervision</td>
<td>Carryover</td>
<td></td>
<td>27:30</td>
<td></td>
</tr>
<tr>
<td>01/10/15</td>
<td>Indirect Hours</td>
<td>Carryover</td>
<td></td>
<td>259:00</td>
<td></td>
</tr>
<tr>
<td>01/10/15</td>
<td>Site Group Supervision</td>
<td>Carryover</td>
<td></td>
<td>2:0</td>
<td></td>
</tr>
<tr>
<td>03/07/15</td>
<td>Direct Hours</td>
<td>First Q</td>
<td></td>
<td>34:30</td>
<td></td>
</tr>
<tr>
<td>03/07/15</td>
<td>Individual Supervision</td>
<td>First Q</td>
<td></td>
<td>04:00</td>
<td></td>
</tr>
<tr>
<td>03/07/15</td>
<td>Faculty Supervision</td>
<td>First Q</td>
<td></td>
<td>03:30</td>
<td></td>
</tr>
<tr>
<td>03/07/15</td>
<td>Indirect Hours</td>
<td>First Q</td>
<td></td>
<td>25:00</td>
<td></td>
</tr>
<tr>
<td>03/30/15</td>
<td>Direct Hours</td>
<td>Midterm</td>
<td></td>
<td>34:30</td>
<td></td>
</tr>
<tr>
<td>03/30/15</td>
<td>Individual Supervision</td>
<td>Midterm</td>
<td></td>
<td>04:00</td>
<td></td>
</tr>
<tr>
<td>03/30/15</td>
<td>Faculty Supervision</td>
<td>Midterm</td>
<td></td>
<td>03:30</td>
<td></td>
</tr>
<tr>
<td>03/30/15</td>
<td>Indirect Hours</td>
<td>Midterm</td>
<td></td>
<td>25:00</td>
<td></td>
</tr>
<tr>
<td>03/30/15</td>
<td>Site Group Supervision</td>
<td>Midterm</td>
<td></td>
<td>0:0</td>
<td></td>
</tr>
<tr>
<td>04/21/15</td>
<td>Direct Hours</td>
<td>Third Q</td>
<td></td>
<td>34:30</td>
<td></td>
</tr>
<tr>
<td>04/21/15</td>
<td>Individual Supervision</td>
<td>Third Q</td>
<td></td>
<td>04:00</td>
<td></td>
</tr>
<tr>
<td>04/21/15</td>
<td>Faculty Supervision</td>
<td>Third Q</td>
<td></td>
<td>03:30</td>
<td></td>
</tr>
<tr>
<td>04/21/15</td>
<td>Indirect Hours</td>
<td>Third Q</td>
<td></td>
<td>25:00</td>
<td></td>
</tr>
<tr>
<td>04/21/15</td>
<td>Site Group Supervision</td>
<td>Third Q</td>
<td></td>
<td>0:0</td>
<td></td>
</tr>
<tr>
<td>05/12/15</td>
<td>Direct Hours</td>
<td>Final</td>
<td></td>
<td>34:30</td>
<td></td>
</tr>
<tr>
<td>05/12/15</td>
<td>Individual Supervision</td>
<td>Final</td>
<td></td>
<td>04:00</td>
<td></td>
</tr>
<tr>
<td>05/12/15</td>
<td>Faculty Supervision</td>
<td>Final</td>
<td></td>
<td>03:30</td>
<td></td>
</tr>
<tr>
<td>05/12/15</td>
<td>Indirect Hours</td>
<td>Final</td>
<td></td>
<td>25:00</td>
<td></td>
</tr>
<tr>
<td>05/12/15</td>
<td>Site Group Supervision</td>
<td>Final</td>
<td></td>
<td>0:0</td>
<td></td>
</tr>
</tbody>
</table>
Appendix L:

Ph.D. Practicum/Internship Interview Acknowledgement Form

Student's Name:

Date of Student's Interview:

Student's Past Counseling Experience:

Student's Counseling Goals:

Dr. Pride's Recommendations for Student's Practicum/Internship Experience:

Student's Signature & Date: _____________________________________

Director of Clinical Training Signature & Date: _________________________