As students near completion of the prerequisites for PACO 699, students should submit paperwork for approval. Prerequisites for this course are listed in the syllabus. Also, students must hold a 2.0 GPA or higher and be in Good Standing with the university in order to be approved.

- Fieldwork Contract
- Copy of Student Liability Insurance
- Supervisor & Site Form
- Affiliation Agreement
- Digital Photo of Student
- Copy of DCP Audit from ASIST
- Copy of Supervisor’s Credentials
- Copy of Background Check receipt from American Databank

**IMPORTANT APPROVAL INFORMATION:**

- Once enrolled in PACO 509 or PACO 617 and having completed PACO 500, 504, 604, and 625, students will need to begin preparing the approval documents for submission.

- Students must check the Graduate Pastoral Counseling Internship webpage for instructions on how to submit the approval documents. The approval documents will only be accepted through LU approved email: PACOinternship@liberty.edu

- 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.

- A background check will also be required as part of the application process for internship.

- Note: The internship office will accept an existing background check if it is no more than 1 year old.
INTERNERNSHIP 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 supervisor’s name and credentials
- the contact person for the site, if different from the supervisor
- the fieldwork position
- the time commitment per week/per semester by the student
- the supervision commitment by the supervisor
- any other pertinent information
- student’s signature and the signature of the supervisor (and his or her supervisor, if required).

Sample Fieldwork Contract
(Use as a template)

STUDENT: ORGANIZATION:
John Q. Student Soul Care Community Church
123 Main St 45 Shady Ln
My Town, NM 12345 Pleasantville, NM 12345
Home: (111) 222-3333 (111) 222-5555
Work: (111) 222-4444 Contact person: Jim Wisdom, PhD., AAPC

I, John Student, agree to provide approximately 225 hours of supervised training experience as a Master’s-level fieldwork student at the Soul Care Community Church during the four-month period between _________ and _________. During this time, I agree to become familiar with the policies and procedures of the Soul Care Community Church. I will engage collaborative services (face-to-face contact) as directed by my supervisor, Jim Wisdom. Collaborative services may include spiritual direction, discipleship, lay counseling, life-coaching, individual, couple, family counseling, group counseling, and conducting intakes. I also agree to be available to help with any additional activities and/observational/participation in staff meetings, counseling/discipleship-related administrative work, writing progress notes, filing counseling-related documents, telephone calls, and educationally relevant experiences that would be helpful to the Soul Care Community Church within the constraints of the 225 hours. In all of my work, I will observe the established policies and procedures of the Soul Care Community Church.

I, Jim Wisdom, agree to supervise John Student in his work at the Soul Care Community Church during the period between _________ and ________, and to meet the responsibilities of a supervisor as outlined in the “Supervisor Responsibilities” form. This includes meeting at least once weekly for individual supervision, regardless of hours John has spent with care-seekers. To the degree that I am able, I will try to structure John’s time so that he will have a minimum of 50 hours of direct careseeker contact. I understand that this contact may include spiritual direction, discipleship, lay counseling, life-coaching, individual, couple, family counseling, group counseling, and conducting intakes done by John. I will complete periodic evaluations of John and, after discussing it with John, will give him the original to be uploaded to Blackboard.

________________________      ____________     __________________________         ___________
Supervisor Signature    Date      Student Signature    Date
SUPERVISOR & SITE INFORMATION FORM*
*This form must be completely filled out in order for the student’s application to be reviewed by the internship office.

Name of Student: _______________________________________ Student Number: _________________________

Organization/Site Name: _________________________________________________________________________

Organization/Site Address: _______________________________________________________________________

Name of Organization/Site Director: ___________________________ Position (title) ________________________

Organization/Site’s tel. #: _____________________  Site Director’s Email: ________________________________

Name of Supervisor: □ Mr.  □ Ms./Mrs.  □ Dr. ____________________________________________________

Position (title) ________________________________________________________________________________

Supervisor’s tel. #: (work): _________________  Supervisor’s Email: _________________________________

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>
<td>Master’s</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doctorate</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Certification(s)/License(s) Currently Held by Supervisor:

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

Supervisor’s Signature      Date   Student’s Signature           Date

Please check all settings that apply to your site:

□ Agency
□ Church/Para-Church
□ Hospital
□ University counseling center
□ In-home
□ Non-profit
□ Pastoral Counseling
□ Discipleship/Lay Counseling
□ Marriage & Family Counseling
□ Child & Adolescent Counseling
□ Group
□ Substance Abuse Counseling
□ Life Coaching
□ Individual Counseling
□ Other:____________  ___________________

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

1. _____________________________________________

2. _____________________________________________

3. _____________________________________________

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

Director’s Signature       Date   Student’s Signature        Date