Table of Contents

From the Director of Pastoral Counseling Training ................................................................. 3

I. Course Overview
   A. Course Description ........................................................................................................... 4
   B. Rationale .......................................................................................................................... 4
   C. Prerequisites ..................................................................................................................... 4
   D. Course Objectives ......................................................................................................... 4
   E. Course Textbooks .......................................................................................................... 5
   F. Communication with Instructor, Staff, and Director of Pastoral Counseling ............... 5

II. Internship Requirements
   A. Find an Internship Site .................................................................................................. 6
      1. Supervisor Credentials ............................................................................................... 6
      2. Supervisor Responsibilities ......................................................................................... 7
      3. Site Activities ............................................................................................................. 8
      4. Facts to Remember .................................................................................................... 8
   B. Deciding on an Internship Site ...................................................................................... 8

III. Things to do Before the Start of the Internship ................................................................. 8

IV. Grading for Internship ..................................................................................................... 11

V. Professional Behavior Expectations ................................................................................ 12

VI. Site Dismissal or Course Withdrawal ............................................................................. 13

VII. Professional Competency Expectations and Remediation Process ............................. 13

Appendices
   Appendix A: Course Approval Documents ......................................................................... 15
   Appendix B: State Requirements Checklist ......................................................................... 17
   Appendix C: Student Midterm/Final Evaluation Forms ...................................................... 18
   Appendix D: Course Syllabus ............................................................................................ 23
From the Chair of the Pastoral Counseling Department

Dear Student,

Congratulations on attaining this milestone in your pastoral counseling degree program! The Internship is one of the most crucial pastoral counseling preparation activities in your educational journey. It is an introduction to the pastoral counseling milieu that allows you to begin using your pastoral counseling skills, ethics, and professionalism based on observation and exposure to the pastoral counseling field. For the pastoral counselor, these experiences provide an opportunity to begin to synthesize one’s biblical worldview into applied practice.

All prerequisite coursework has been intended to prepare you for your supervised Internship experience. This Internship course involves participation in a planned pastoral counseling experience in an approved site under an approved supervisor. During the Internship experience, you will be actively engaged in the field of pastoral counseling and will contribute to the cooperating organization by assisting its staff in carrying out many of the daily activities of that organization. The purpose of the pastoral counseling Internship is to provide you with a supervised, field-based, work experience.

This manual is designed to help you prepare for and successfully complete the Internship, an integral and indispensable part of Liberty University’s pastoral counseling degree programs. I encourage you to carefully read and review this manual as you progress through the Internship. We trust that the information will be useful in helping create positive learning experiences for you while providing quality services to those we are called to help.

Our faith has profound implications for our work as pastoral counselors by shaping our values, giving us a unique love for others, enlightening our thinking about human problems, and illuminating pathways to healing. We have been called by God to help people redeem their past wounds, transform their present circumstances, and teach them how to live a God-centered life. As the apostle Paul wrote in Colossians 2:28, “And we proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ.”

May God continue to richly bless you through your pastoral counseling internship experience!

Dr. Scott Hawkins

Scott Hawkins, Ph.D.
Chair, Department of Pastoral Counseling
Center for Counseling and Family Studies

(434) 582-2155

Liberty University
Training Champions for Christ since 1971
M.A. in Pastoral Counseling

I. Course Overview

A. Course Description: This course offers student participation in a pastoral counseling experience under supervision in an approved setting along with supervision by a university faculty member. This course can be registered for once a student has completed 21 hours of MAPC coursework.

B. Rationale: This Internship course involves participation in a planned ministry-based experience through an approved organization or other setting under an approved supervisor. During the Internship experience, students are actively engaged in the field of pastoral counseling and they contribute to the cooperating ministry context by assisting its staff in carrying out many of the daily activities of that organization. The purpose of the counseling Internship is to provide a supervised, field-based, experience for students.

C. Prerequisites:
   1. THEO 510, PACO 500, 504, 509, 604, 615, and 617
   2. 2.0 cumulative GPA or above
   3. Academically: Good standing
   4. Approved Background Check
   5. Approval from the Internship Coordinator in order to register for the course
   6. Students must submit all of the following required paperwork for approval through PACOInternship@liberty.edu, 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 Internship.

D. Measurable Learning Outcomes:

   Upon successful completion of this course, the student will be able to:
   1. Observe and discuss the practice of self-care in a pastoral counseling setting
   2. Describe and apply foundational skills useful to the advancement of long-term effectiveness in ministry.
   3. Observe and discuss the practice of pastoral counseling.
   4. Collaborate with site supervisor in building a helping relationship with potential care-seekers with appropriate connection to supportive relationships.
   5. Apply appropriate documentation procedures related to pastoral counseling in a way that meets the standards of the site, the Internship course, and the state in which the student is working.
   6. Articulate how rapport is established, effective working relationships with care-seeker(s) are built, and how basic pastoral counseling skills are used.
7. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.

8. Evaluate the effectiveness of the student’s role and function in the setting and in the supervisory relationship during the Internship experience.

9. Support assertions, arguments, and affirmations with appropriate content from the readings according to current APA research and writing guidelines.

E. Course Textbooks:


Disclaimer: The above resource(s) provide(s) information consistent with the latest research regarding the subject area. Liberty University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these(this) resource(s).

F. Communication with Instructor, Support Staff and Director of Pastoral Counseling:

Concerns regarding the course are to be communicated to the course instructor through the course’s Question and Answer Center; use your LU email account for personal concerns. Students may be referred initially to the Internship support staff, and if needed to the Director of Pastoral Counseling. All communication with the Internship Office will be by email only so that both the student and the University have documentation of the outcomes of the communication. Students are expected to be courteous and respectful in all communication with instructors, internship support staff, educators and Director of Pastoral Counseling. Unprofessional, discourteous, communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program.

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

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

**Internship Contact Information:** You may contact the Internship support staff for questions regarding your Internship at: PACOInternship@liberty.edu.

**II. Internship Requirements**

**A. Find an Internship site.** Interview the potential supervisor(s) to see what kind of ministry-based training experiences the organization can offer. The choice of an Internship site should be a mutual one. The student should be satisfied that this would be a good training site, and that professional growth is encouraged under this supervisor. The supervisor should feel comfortable with the Pastoral Counseling Internship student and must meet program requirements for an approved supervisor (see 1 below). The supervisor should also be comfortable with the responsibilities he or she is being asked to assume (see 2 below and the Supervisor Responsibilities Form). It may be wise to have the interview, and then take a day or two for both people to consider the possible Internship before making the final decision. For the Graduate Pastoral Counseling Internship, students are limited to only 1 site and 1 supervisor.

1. **Supervisor Credentials:**
   
   i. Supervisor approval will be made on a case-by-case basis.
   
   ii. Supervisor should have direct supervisory responsibility for the activities of the student.
   
   iii. The ideal supervisory candidate will hold at least a Master’s degree in a pastoral counseling or counseling related field.
   
   iv. Supervisors may be licensed at an independent level of practice, meaning that supervisors are able to practice without being under supervision. Ideally, the supervisor should hold a valid license in the state where the student is accumulating hours for their internship.

**Additional License Information:**

- Licenses that typically qualify include: school counselors, pastoral counselors, limited licensed professional counselor (LLPC), licensed Master Social Worker (LMSW), licensed professional counselors (LPC) and licensed marriage and family therapists (LMFT).
Students who are seeking state licensure are responsible to know and understand the supervision requirements of their state licensure board.

- 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.

2. **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 two written evaluations of the student during the semester. The supervisor has significant influence on the outcome of the planned ministry-based counseling experience. Therefore, the supervisor’s relationship with the student is a matter of vital importance. It should serve as a model, exemplifying professional behavior in daily counseling activities. The supervisor ensures that relevant work experience, on-site feedback, counseling, and consultation are provided for the student counselor.

Typically, approved supervisors will:

1. Provide a student orientation with the organization and staff unless the supervisor is off-site. This should include such items as organization policies, structure, personnel, and resources.
2. Ensure access to organization manuals, policy statements, and files as needed for the student.
3. Assist the student to refine details of Internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Internship objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student’s self-report of Internship activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the Internship experience with the student.
6. Critique collaborative services. The supervisor shall have access to all student notes and journal activities.
7. Provide evaluations of the student’s counseling skills and progress, review these with the student, and give the original evaluations to the student. The student is responsible for uploading these forms on Blackboard.
8. Initiate immediate contact with the student’s Professor if problems are encountered with the student during the placement.
3. Site Activities: Internship sites need to be able to provide students with a variety of ministry-based experiences that meet the course requirements for PACO 699 Pastoral Counseling Internship. Please see syllabus.

4. Facts to Remember:
   • Students must obtain a minimum of 1 hour of supervision per week, failure to do so will result in the failure of the course and the loss of hours.
   • Most supervisors give their time and expertise with no monetary reimbursement. One way students can help the Internship be a rewarding experience, for supervisors as well, is to lighten their workload through ministry-based activities the student takes on, and by doing related tasks that they might otherwise not be able to do.
   • Students, whose states license pastoral counselors, are encouraged to check their state’s requirements for pastoral counseling supervision during their educational program.

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

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

1. Do the supervisor, activities, and site meet the requirements for PACO 699? (see appropriate sections in this manual for requirements).
2. Is the clientele of the organization 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 organization have enough ministry-based opportunities to complete 225 total hours in a supervised training experience?
5. Are qualified supervisors available and willing to invest the time to provide a quality Internship experience which includes provision for individual supervision? Do they have the appropriate credentials?
6. Is this Internship in the same state in which the student would ultimately like to minister? (Becoming familiar with state laws and insurance practices within the state, where the student ultimately wants to minister, will be very beneficial after the Internship is over.)
7. Is this organization one that the student might be interested in employment after the Internship is completed?

III. Things to do Before the Start of Internship:

Be sure to start early and allow, at minimum, three to four months to complete the process. Also, you should be prepared to travel in order to find a site that fits your internship needs. Because of ethical, legal, and liability precautions that must be taken, the process of registering for this course is more extensive than for other courses.
Please read and follow these steps carefully.

1. Background Check policy

All Graduate Pastoral Counseling students are required to complete the background check prior to Internship approval. Students must submit a copy of the background check receipt as part of the application and approval paperwork process. The background check website can be found here: http://www.liberty.edu/index.cfm?PID=27644.

2. Obtain professional liability insurance. The student is responsible for obtaining insurance in the student’s name and submitting a copy of the policy face sheet as part of the 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 on Blackboard. The university will not provide insurance coverage for students. Some states may require higher amounts of insurance coverage for internship students. Therefore, students are responsible for knowing the liability insurance requirements of their state.

Students may contact the following:
- Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or www.hpsocom
- American Association of Christian Counselors (AACC) 1-800-526-8673
- American Counseling Association (ACA) 1-800-545-2223 (also helpful for Canadian students)
- American Professional Agency, Inc. 1-800-421-6694

Note: Professional liability insurance coverage must start on or before the start of the Internship so that coverage starts on or before the first day on site and remains in effect for the duration of class enrollment. Students must still obtain their own liability insurance even in cases where an Internship student’s fieldwork site provides liability insurance coverage for the student.

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

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

b. International Internship Policy for approval of sites and supervisors abroad.

International students who will be engaging in a paid internship inside of the United States must apply for Curricular Practical Training (CPT). Their email address is mystatus@liberty.edu. As an international student, this is an additional approval required before beginning the Internship. If you have any questions regarding your status while completing your Internship whether inside or outside of the US, please contact your Foreign Student Advisor.

The Center for Pastoral Counseling is aware of the many challenges that students living abroad face regarding the completion of the internship requirements. Therefore, the Internship Office has created the following policy in order to help our students living abroad succeed in completing their internship experience. In addition to the standard application process, students looking to complete an international internship must also meet the following criteria:

- Students seeking pastoral counseling-licensure and/or a ministry-based position in the United States will be handled on a case-by-case basis:
  - Ideally, a Site should be recognized/sponsored by an American Organization
    - Site approval will be reviewed on a case-by-case basis.
  - Site must follow the general guidelines established by the counseling profession in the United States (e.g., AACC Codes of Ethics, ACA Code of Ethics, state board regulations, etc.).
    - Informed consent
    - Treatment plans
    - Record keeping
  - Supervisor must have similar credentials required in the United States
    - Supervisor approval will be reviewed on a case-by-case basis. (Review II. A. 1. Supervisor Credentials)

- Students seeking pastoral counseling licensure and/or a ministry-based position outside the United States will be handled on a case-by-case basis:
Students must provide Internship Office with a written statement describing intent and context of internship.

In some instances, Students may need to be enrolled in an independent study course.

4. Internship Documentation for Fieldwork Experience: Internship documentation will be very important for the purposes of this course, but equally so in the years ahead as the student uses it to apply for certification, licensure, and/or employment. The course requirements for PACO 699 are intended to help structure the Internship so that it will be acceptable in the field of pastoral counseling, ministry-based organizations, and possibly, state pastoral counseling licensure. Students should be sure to verify their state’s requirements.

The following hours must be met during a student’s fieldwork experience.

- 225 hours of activities related to the Internship should fall into one of three categories:
  - Direct collaborative services (minimum of 50 face-to-face hours required)
  - Individual supervision (minimum 1 hour per week required)
  - Related activities (175 hours outside of direct client contact and individual supervision that students earn toward the 225 total hours required in the internship)

Note: The Internship course is a full-semester commitment, even if students complete the required hours before the official end date of the semester. Hours accrued in excess of the 225-hour requirement will not roll over to another internship or count as extra credit.

IV. Grading for Internship

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

- Earn a passing grade for all Course Assignments.
- Obtain at least 225 hours of supervised training experience according to the categories listed above (direct client contact with actual clients, individual supervision, etc.), or more based on state licensure requirements.
- Receive passing evaluations by the supervisor.
- Adhere to the AACC Code of Ethics at all times.

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

Late assignments will be penalized as follows:

1. Late assignments submitted within one week of the due date will receive a 10% deduction.
2. Assignments submitted more than one week late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the class will not be accepted.
4. Late Discussion Board threads or replies will not be accepted.

Tests/Exams
1. For timed tests/exams students are required to complete the exam within the assigned time. For students who exceed this time limit a penalty of 1 point may be deducted for each minute they exceed the assigned time limit.
2. Students must take the exam during the assigned module/week. Late submissions will be penalized at 5% per day, cumulative, with no test/exam being accepted seven (7) days after the original due date without written approval from the professor. Whenever possible, this approval must be sought prior to the test/exam due date.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

PACO 699 FN Policy

The U.S. Department of Education requires that every university monitor the attendance of their students. Liberty University uses the following definition in determining student attendance:

Attendance Definition for Online Students:
- Submission of an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or communication with the professor regarding academic content or an assignment.

However, with the internship course, the internship office can factor both the academic (Blackboard) and fieldwork (presence at the site) aspects of internship into students' academic progress. In order to post an FN for internship, the student would need to be lacking in attendance for 21 consecutive days both in Blackboard and on-site.

A student who does not show attendance in Blackboard but does regularly attend his/her internship site would not receive an FN. The student's internship professor will need to email the site director/supervisor to confirm that the student has been attending the site. Once the professor receives confirmation back from the site of the student's attendance on-site, the professor then needs to forward that email documentation to luoacademicprogress@liberty.edu.

As a reminder, the late assignment policy has not changed; the professor will continue to follow the late assignment policy as noted above and in the syllabus.

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

- Punctuality and promptness to all appointments.
- Appropriate dress and grooming (Business attire).
- Professional written communication.
- Professional oral communication (this includes correct verb usage and the avoidance of inappropriate language including informal language or slang).
- Adherence to the American Association of Christian Counselor’s Code of Ethics.
- Be teachable and receptive to feedback given by the supervisor

VI. Site Dismissal or Course Withdrawal

If, during the 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 site, the supervisor will also notify the student’s professor. The professor will write an incident report and send it to his/her Instructor Mentor and the Internship office of the Center for Pastoral Counseling. The director of pastoral counselor training and the Leadership Team will examine the nature and reason for the skills deficit and/or dismissal. At that point, the student may receive a grade F for the course and be placed on hold in the program in order to fulfill remediation procedures aimed to address and resolve the verifiable deficits.

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 Director, LU Online 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 team 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 Internship are at the discretion of the Remediation and Leadership Teams based on a thorough evaluation of the incident.

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

VII. Professional Competency Expectations and the Remediation Process

Supervisors and Liberty University faculty have a professional and ethical responsibility to evaluate students on the following:
counseling skills competency
interpersonal competency
emotional well-being
professional and ethical competency

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

- Unprofessional or unethical conduct either at the Internship site or in the interaction with Liberty University faculty and staff.
- Any verifiable complaints about the student from the site supervisor or 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 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, which will be investigated by the Director, LU Online and Graduate Student Affairs.

In any of these cases, the faculty member and/or director of pastoral counseling will bring the issue to the Center for Pastoral Counseling (CPC) Leadership Team. A remediation plan will be formulated in conjunction with the CPC, 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 CPC or Liberty University/Seminary. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the CPC will meet to decide if the student is ready to continue. In cases involving the code of honor violation, students will have an opportunity to appeal.
Appendix A
Course Approval Documents

CHECKLIST FOR FIELDWORK APPROVAL
PACO 699
(To be completed prior to course registration. Approval documents must be submitted prior to approval deadline. Please see course webpage for semester deadlines. All documents must be fully completed and submitted on time in order to be approved. No late work is accepted.)

As students near completion of the prerequisites for 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.
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 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
- ☐ In-home
- ☐ Non-profit
- ☐ Pastoral Counseling
- ☐ Discipleship/Lay Counseling
- ☐ Marriage & Family Counseling
- ☐ Child & Adolescent Counseling
- ☐ Individual
- ☐ Group
- ☐ Substance Abuse
- ☐ Rehabilitation
- ☐ Life Coaching

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

1. ________________________________________________________________________________

2. ________________________________________________________________________________

3. ________________________________________________________________________________

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

Director’s Signature __________________ Date ____________

Student’s Signature __________________ Date ____________
Appendix B
State Requirement Checklist

STATE REQUIREMENT CHECKLIST

Go to your state board’s website to review their Rules and Regulations regarding the practice of professional pastoral counseling 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. If you are unsure as to which state you will be seeking licensure from, pick any state to complete this assignment. If your state does not license pastoral counselors, find a state that does to complete this assignment.

1. Does your state license pastoral counselors? ______
2. From which state will you be seeking licensure? ______
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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. List the type and number of student practicum & internship hours required by your state below:

<table>
<thead>
<tr>
<th>Practicum</th>
<th>Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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
Internship Midterm/Final Student Evaluation Form

Student Name: ___________________________________________ Date: ____________________
Course and section number: ________________________________        Student ID: _______________
Site Supervisor Name: ________________________________
Check one:
[ ] Midterm Evaluation
[ ] Final Evaluation

Dear Site Supervisor:

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

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

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

Sincerely,

The Internship Team
Center for Pastoral Counseling
Liberty University/Baptist Theological Seminary

Supervisor’s initials: _______
SECTION I: PROFESSIONAL WORK SKILLS
In rating the student on these skills consider how well and consistently the student:

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

<table>
<thead>
<tr>
<th>IB</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient basis for evaluation</td>
<td>Clearly</td>
<td>deficient</td>
<td></td>
<td>clearly excellent</td>
</tr>
</tbody>
</table>

Comments:

SECTION II: COUNSELING SKILLS (Note: In some Internship sites, students may not be directly involved in developing a treatment plan or making a pastoral counseling diagnosis)
In rating the student on these skills consider how well and consistently the student:

- Demonstrates basic counseling skills
- Demonstrates joining and empathy with clients
- Is able to identify presenting problems
- Demonstrate understanding of how to develop and initiate a treatment plan
- Demonstrate understanding of pastoral counseling diagnoses
- Is aware of his/her impact on the client

<table>
<thead>
<tr>
<th>IB</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient basis for evaluation</td>
<td>Clearly</td>
<td>deficient</td>
<td></td>
<td>clearly excellent</td>
</tr>
</tbody>
</table>

Comments:

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

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

<table>
<thead>
<tr>
<th>IB</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient basis for evaluation</td>
<td>Clearly</td>
<td>deficient</td>
<td></td>
<td>clearly excellent</td>
</tr>
</tbody>
</table>

Comments:

Supervisor’s initials: ________
SECTION IV: RESPONSE TO SUPERVISION
In rating the student on these skills consider how well and consistently the student:

- Attends supervision on a regular basis
- Is open and willing to learn from supervision
- Is non-defensive when confronted with concerns
- Follows the directives of the supervisor
- Takes the initiative to resolve any misunderstanding or conflict with the supervisor
- Takes the initiative to seek professional counseling when personal issues affect professional performance

<table>
<thead>
<tr>
<th>IB</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insufficient basis</td>
<td>Clearly</td>
<td>Insufficient basis</td>
<td>Clearly</td>
<td></td>
</tr>
<tr>
<td>for evaluation</td>
<td>deficient</td>
<td>for evaluation</td>
<td>excellent</td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Please note that while the supervision evaluation is taken into consideration and weighted heavily, this evaluation is not the student’s final grade. Other factors, including timeliness and the completion of all assignments, also play a determining factor in a student’s final grade in the course.

Suggested grade: ______ Pass ______ No Pass

In comparison to other students at this stage in their training, how would you evaluate this student’s performance?

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clearly</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>deficient</td>
<td>Clearly</td>
<td>deficient</td>
<td>4</td>
</tr>
</tbody>
</table>

Comment:

Supervisor’s initials: ________
SUMMARY OF TIME SPENT IN PLACEMENT ACTIVITIES

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

In the following section the student is asked to calculate the amount of time spent in each of 3 types of activities:

1. **Direct Client Contact** (Direct client services include: doing individual, couple, and family counseling, group counseling, co-therapy, co-leading groups, and conducting intakes)
2. **Individual Supervision** (includes one hour per week of individual and/or triadic supervision)
3. **Related Activities** (observation of counseling, and other counseling-related activities, staff meeting, counseling related administrative work, writing progress notes, filing counseling-related files/documents, telephone calls to clients, and billing insurance companies)

The categories that are provided are guidelines only. What is important is that the student and the supervisor achieve a description that most fairly reflects the activities of the student. Please indicate the number of hours for each of the following:

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

<table>
<thead>
<tr>
<th>Type of Activity</th>
<th>Midterm (Formal Eval)</th>
<th>Final (Formal Eval)</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Direct Client Contact Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Individual Supervision Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Related Activities Hours</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Each Column</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total All</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signatures:

____________________________  ______________________  
Site Supervisor                Date

____________________________  ______________________  
Student                         Date

TO INTERNSHIP SUPERVISOR:

Please discuss this evaluation with the student. After you have discussed this evaluation with the student please make a copy for your records as the student will be submitting a copy through their Blackboard course. If you have any concerns regarding the student please contact the student’s professor. Your supervisory help has been a significant contribution to the training and education of this student. Thank you for supervising the student’s Internship and for completing this evaluation.

Supervisor’s initials: ________
APPENDIX D
SYLLABUS

DISCLAIMER: THIS SYLLABUS’ TEMPLATE IS SUBJECT TO CHANGE. A FINAL DRAFT WILL BE RELEASED ON THE FIRST DAY OF SEMESTER.

PACO 699
PASTORAL COUNSELING INTERNSHIP

II. COURSE DESCRIPTION
This course offers student participation in a pastoral counseling experience under supervision in an approved setting along with supervision by a university faculty member. This course can be registered for once a student has completed 21 hours of MAPC coursework.

III. RATIONALE
This Internship course involves participation in a planned ministry-based experience through an approved organization or other setting under an approved supervisor. During the Internship experience, students are actively engaged in the field of pastoral counseling and they contribute to the cooperating ministry context by assisting its staff in carrying out many of the daily activities of that organization. The purpose of the counseling Internship is to provide a supervised, field-based, experience for students.

IV. PREREQUISITES
THEO 510, PACO 500, 504, 509, 604, 615, and 617.

V. REQUIRED RESOURCE PURCHASE(S)


Disclaimer: The above resource(s) provide(s) information consistent with the latest research regarding the subject area. Liberty University does not necessarily endorse specific personal, religious, philosophical, or political positions found in these (this) resource(s).

VI. ADDITIONAL MATERIALS FOR LEARNING
1. Computer with basic audio and video output equipment
2. Internet access (broadband recommended)
3. Microsoft Word
(Microsoft Office is available at a special discount to Liberty University students.)

VII. **Measurable Learning Outcomes**

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

1. Observe and discuss the practice of self-care in a pastoral counseling setting.
2. Describe and apply foundational skills useful to the advancement of long-term effectiveness in ministry.
3. Observe and discuss the practice of pastoral counseling.
4. Collaborate with site supervisor in building a helping relationship with potential care-seekers with appropriate connection to supportive relationships.
5. Apply appropriate documentation procedures related to pastoral counseling in a way that meets the standards of the site, the Internship course, and the state in which the student is working.
6. Articulate how rapport is established, effective working relationships with care-seeker(s) are built, and how basic pastoral counseling skills are used.
7. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.
8. Evaluate the effectiveness of the student’s role and function in the setting and in the supervisory relationship during the Internship experience.
9. Support assertions, arguments, and affirmations with appropriate content from the readings according to current APA research and writing guidelines.

VIII. **Course Requirements and Assignments (Number of Assignments May Vary)**

1. Textbook readings and lecture presentations/notes
2. Course Requirements Checklist

   After reading the Syllabus, Course Schedule, Student Expectations, and subscribing to the Question and Answer Center, the student will complete the related checklist found in Module/Week 1.
3. Discussion Board forums (7)

   The student is required to provide a thread in response to the provided prompt for each forum. Each thread must be at least 150 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 1 other classmate’s threads. Each reply must be at least 75 words.
4. Supervised Training

   The student must complete 225 total hours in a supervised training experience, with a minimum of 50 hours spent in collaborative services (face-to-face contact). Collaborative services may include working with site supervisor and/or an assigned staff member in the following areas: spiritual direction, discipleship, lay counseling, life-coaching, individual, couple, and family counseling, group counseling, and conducting intakes. The remaining 175 hours are dedicated to supervision and related activities. Supervision (S) includes 1 hour per week of individual and/or triadic supervision. Related Activities (RA) may
include additional collaboration in the above activities and/or observation/participation in staff meetings, counseling/discipleship-related administrative work, writing progress notes, filing counseling-related files/documents, and telephone calls. In the event that the student fails to earn the required 225 hours, then he/she may register for a second semester with the approval of the chair/director of the MAPC. Review the Internship Fieldwork Manual for additional requirements.

5. Student Evaluations (2)

The student’s supervisor(s) will complete a midterm evaluation and final evaluation. The student will download the evaluation forms located with the assignment instructions. The student must give the forms to their supervisor(s) to complete. Once the supervisor has completed the evaluations, the student must scan and submit the evaluations in Blackboard. If the student does not receive passing evaluations during the course, they will work with the supervisor and Liberty University Practicum faculty to develop a plan to correct any deficits.

6. Self-Reflections (2)

The student will complete a mid-term and final self-reflection paper.

The midterm self-reflection is intended to engage the student in the process of reflective learning while demonstrating self-awareness, self-evaluation, and the ability to develop a specific action plan that will aid the student in improving his/her knowledge and understanding of the pastoral counseling profession and his/her own personal counselor identity. The required length of the midterm reflection is 3–4 pages.

The final self-reflection is intended to engage the student in the process of reflective learning while demonstrating self-awareness, self-evaluation, and the ability to develop a specific action plan that will aid them in improving his/her counseling skills. The required length of the final reflection is 5 pages.

7. Site and Supervisor Evaluation

The student will evaluate their site and supervisor near the conclusion of the course, using the form provided with the assignment instructions.

8. Liability Insurance Face Sheet

The student must submit a copy of liability insurance in order to prove that he/she has maintained liability insurance throughout the Internship.

9. What’s Best Next Reflective Journal

The student will write eight summations and at least one related journal entry from each assigned section in What’s Best Next. The summations will be taken from the following: summation 1 from Preface, Introduction, & Recap; summations 2-7 from Parts 1-7. The paper will include a cover sheet, table of contents, introduction, summations/journal entries, conclusion, References page, Rubric, and be typed in 12 pt Times New Roman font, double-spaced, and cited according to current APA Guidelines. Chapter synthesis should be within the scope of 150 words; each journal entry must have at least 1 in-text citation and be within the scope of 200 words. For further instructions, see Course Content>Assignment Instructions.

IX. COURSE GRADING AND POLICIES
A. Points

| Course Requirements Checklist | 10 |
| Discussion Board Forums (7 at 25 pts ea) | 350 |
| Student Evaluations | |
| Midterm | 100 |
| Final | 100 |
| Reflective Journal | 200 |
| Self-Reflections (2 @ 100 pts) | 200 |
| Site and Supervisor Evaluation | 50 |
| Total | 1010 |

B. Scale

- A = 940–1010
- A- = 920–939
- B+ = 900–919
- B = 860–899
- B- = 840–859
- C+ = 820–839
- C = 780–819
- C- = 760–779
- D+ = 740–759
- D = 700–739
- D- = 680–699
- F = 679 and below

C. Late Assignment Policy

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email. Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

5. Late assignments submitted within one week of the due date will receive a 10% deduction.

6. Assignments submitted more than one week late will receive a 20% deduction.

7. Assignments submitted two weeks late or after the final date of the class will not be accepted.

8. Late Discussion Board threads or replies will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

Tests/Exams

1. For timed tests/exams students are required to complete the exam within the assigned time. For students who exceed this time limit a penalty of 1 point may be deducted for each minute they exceed the assigned time limit.

2. Students must take the exam during the assigned module/week. Late submissions will be penalized at 5% per day, cumulative, with no test/exam being accepted seven (7) days after the original due date without written approval from the professor. Whenever possible, this approval must be sought prior to the test/exam due date.

E. Dual Relationship

The faculty is responsible to interact with counseling students in a supervisory capacity/role. As such, faculty may provide students professional principles, guidance, and recommendations as it relates to the context of the student-client setting. The faculty
is responsible to avoid dual relationships with students such as entering a student-counselor or student-pastor relationship. Thus, the faculty does not provide personal counseling addressing student personal problems. If a faculty member perceives that a student is in need of personal or professional counseling, then that faculty member will recommend that the student pursue either pastoral or professional assistance from a counselor in their community.

F. Limits of Confidentiality

In the event of a student’s disclosure, either verbally or in writing, of threat of serious or foreseeable harm to self or others, abuse or neglect of a minor, elderly or disabled person, or current involvement in criminal activity, the faculty, staff, administrator, or supervisor will take immediate action. This action may include, but is not limited to, immediate notification of appropriate state law enforcement or social services personnel, emergency contacts, and notification of the appropriate program chair or online dean. The incident and action taken will become part of the student’s permanent record.

G. Disability Assistance

Students with a documented disability may contact Liberty University Online Office of Disability Academic Support (ODAS) at LUOODAS@liberty.edu to make arrangements for academic accommodations. Further information can be found at www.liberty.edu/disabilitysupport.