

# LIBERTY UNIVERSITY



## MASTER OF ARTS in *Pastoral Counseling*

## HANDBOOK & INTERNSHIP SUPPLEMENTAL GUIDE

School of Behavioral Science  
Department of Community Care & Counseling

2022-23

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## **MAPC HANDBOOK & INTERNSHIP SUPPLEMENTARY GUIDE**

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## From the Pastoral Counseling Internship Team

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 handbook/guide 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 resource as you progress through the Internship. We trust that its 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."

As you move through the Internship application process, a brief overview of the MAPC program follows. The intent of that information is to ground the degree further in your mind as you navigate the internship and eventually become a freshly minted representative (i.e., graduate) of the Masters in Pastoral Counseling

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

*Dr. Dwight C. Rice*

*Associate Professor/Department Chair/MAPC Director*

*Internship Team*

**Department of Community Care & Counseling**

**School of Behavioral Sciences**

[PACOinternship@liberty.edu](mailto:PACOinternship@liberty.edu)

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**Training Champions for Christ since 1971**

Liberty University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools  
(1866 Southern Lane, Decatur, Georgia 30033-4097; 404-679-4501)  
to award Associate, Bachelors, Masters, and Doctoral degrees

### **Contacts for the School of Behavioral Sciences and Community Care & Counseling**

To view our faculty and staff positions and their contact information, please go to our Faculty & Staff webpage at

<https://www.liberty.edu/academics/behavioralsciences/communitycare/index.cfm?PID=32580>

Become acquainted with the Department of Community Care & Counseling at the following link:  
<https://www.liberty.edu/behavioral-sciences/community-care-counseling/>

### **A Brief Overview of the Masters in Pastoral Counseling Program**

#### **A Life-Changing Degree**

The Master of Arts in Pastoral Counseling is a degree that will travel far in an imperfect world. Our non-licensure pastoral counseling degree is a great option for professionals just entering the field with a desire to help people work through life's challenges. The School of Behavioral Sciences' Department of Community Care and Counseling seeks to offer life-changing degrees to prepare people-helpers to better serve care seekers who struggle with the basic challenges of life in a way that addresses the physical, psychological, spiritual, and relational needs.

#### **A Future-Oriented Degree**

As a result of being involved in the MAPC degree, especially its pastoral counseling internship, students often find ways to advance in ministry as well as agency-based settings. By virtue of completing this degree, students are postured to enter the trenches of people-needs. This reality is demonstrated as 40% of the US population seek out pastoral counseling when needs present. Current research indicates that this percentage significantly increases when communities learn that ministry-based staff know how to triage and provide an effective people-helping network. Today's church and para-church organizations are becoming more attentive to its mental health climate and seeking ways to meaningfully interface with the presenting needs of believers and non-believers. As a result of this climate change, ministry-based leaders are identifying gaps in their respective ministry structure, which create opportunities for MAPC graduates to enter the soul-care arena. What's the bottom line? This degree will equip future people helpers with knowledge, skills, and the eternal perspective to effectively navigate ministry's need-filled context and highly relational network.

#### **Well-Trained Faculty**

Department of Community Care & Counseling professors are chosen with your future in mind. As you pursue a degree in pastoral counseling, you will learn from professors who began with the same passion as you. All faculty members hold terminal degrees, and many also hold professional positions in ministry and agency-based settings. You will learn from their vast years of experience and knowledge to grow in practice and leadership. We desire to help you become more effective and efficient in shaping lives around the world. Additionally, the masters in pastoral counseling is offered completely online, allowing you to remain active in your job, with your family, and in your community without the worry of having to take courses on campus.

### **Let the Learning Adventure Begin!**

Our courses in the pastoral counseling degree seek to help meet the needs of a hurting world by equipping you to assist individuals asking for biblical guidance. Every course in our pastoral counseling degree program provides meaningful insight for contemporary ministry engagement. As a whole, this degree helps students become more biblically responsible, relationally wise, and ministry savvy.

The Master of Arts in Pastoral Counseling degree allows students to focus on areas of interest with specialization courses taken beyond the foundational courses. Numerous specializations are available to address broad needs in ministry and agency-based fields.

### ***Featured Courses***

As a student in the M.A. in Pastoral Counseling program, you will take foundational courses designed to equip you with a biblical worldview as you study human behavior and the application of helping skills. The foundational courses are outlined on the Degree Completion Plans (DCP), located at the following link: <http://www.liberty.edu/index.cfm?PID=41931>

Three foundational courses play an important role in grounding this degree:

- PACO 509 Spiritual Formation in Pastoral Counseling\*
- PACO 617 Theories & Techniques in Pastoral Counseling\*
- PACO 699 Counseling Internship (see Pastoral Counseling Internship Supplemental Guide p. 8)

\*PACO 509 Spiritual Formation in Pastoral Counseling and PACO 617 Theories and Techniques in Pastoral Counseling are also offered in the 16 week/intensive format. These two courses were originally designed for a face-to-face learning experience. Though some students find it more expedient to take PACO 509 & 617 in the 8 week format, many continue to report the efficacy of the intensive delivery.

So what's the difference?! Face-to-face conversations are replete with meaning-making moments, especially for social learners. These one-week campus experiences serve as a powerful catalyst for these hybrid-learning adventures. If you want something like a residential course's rich and paced learning process, consider registering for one of these intensives right away!

How do intensives work? Engagement commences on the first day of the semester and continues to the end of semester. Our intensives, especially PACO 509, are designed to foster a connected, collaborative, and cumulative learning adventure beginning in Week 1. Readings and assignments prepare for the one-week campus experience. Timely lectures, meaningful conversations, and hands-on work with “Fellow-PACOneers” define the intensive engagement. Further readings and assignments continue to the end of term.

### **13 Specializations are offered in the M.A. in Pastoral Counseling**

When you choose to pursue Liberty’s pastoral counseling degree online, you will also be choosing a specialization. These unique cognates will allow you to personalize your degree to your unique professional needs. The specializations are outlined in the following link:  
<https://www.liberty.edu/online/behavioral-sciences/masters/pastoral-counseling/>

### **Important Resources and Policies**

- Admissions Process may be engaged at the following link:  
<https://www.liberty.edu/admissions/>
- Professional Academic Advising is available at the following link:  
<https://www.liberty.edu/online/academic-advisors/>
- Liberty University’s Tuition information and timely Student Financial Student Services are available at the following link: <https://www.liberty.edu/online/student-financial-services/>
- All official policies may be found at the Liberty University Policy Directory: <https://wiki.os.liberty.edu/display/IE/Policy+Directory+Home>. For example, if you want to learn about our official late assignment policy, enter Late Assignment in the Search Policies box. See also information at Student Expectations: <https://www.liberty.edu/institutional-effectiveness/student-expectations/>.
- The following link provides the Appeal Procedure and Guidelines for Graduate Students as well as General Complaint Policies: <https://www.liberty.edu/online/graduate-and-doctoral-academic-policies/>
- Students are required to thoroughly read and study the Liberty University Code of Honor at <https://www.liberty.edu/studentaffairs/communitylife/index.cfm?PID=19155>.
- Sexual Harassment and Title IX information can be found at <http://www.liberty.edu/studentaffairs/>

## The Pastoral Counseling Internship Supplemental Guide

This guide is designed to be a supplementary, supportive document to the primary source of information about the PACO Internship which is posted online at <https://www.liberty.edu/behavioral-sciences/community-care-counseling/pastoral-counseling-internship-paco699/>.

We, the Internship Team, encourage you as an M.A. Pastoral Counseling student to read this guide and the webpage early and often in your program of study so you can adequately prepare for your internship. Although the internship is designed to be your final course, it requires an application that typically takes at least three to four months to prepare, and the deadline for submission is several weeks before the start of the semester. To know when you qualify to apply for internship course, refer to the “Internship Qualifications” section of the internship webpage. Also, you should be prepared to travel in order to find a site that fits your internship needs. Initially, we recommend having two sites in mind in the event one site does not work out before the application deadline. Due to the ethical and legal precautions that must be taken, be mindful that the registration/approval process for this course is more extensive than our other courses.

In short, start preparing for your internship now.

### Internship Definition

The capstone of the M.A. Pastoral Counseling degree program is the Pastoral Counseling Internship course. It allows you to begin using your pastoral counseling skills, ethics, and professionalism based on observation and exposure to the pastoral counseling field. It provides you with supervised, field-based, work experience that boosts your resume and builds your professional network. Internship parameters are defined on the PACO Internship webpage.

By nature of the field, pastoral counseling lies between the realms of licensed counseling and church-based ministry experience, serving as a sort of middle ground between the two. Because of this, you are given a choice in setting up your internship experience to be somewhere in the range between licensed counseling and ministry experience. You should choose an internship based off of your vocational goals, keeping in mind the spectrum in which pastoral counseling operates. It is the intention of the Internship Team to assist you in meeting your internship goals as long as they lie within the specific parameters laid out in this guide, as well as on the PACO Internship webpage.

### Internship Parties

There are four parties with different roles involved in the internship process:

1. Liberty University: The Internship Team represents the interests of the University and the requirements of the internship course.
2. Site Director: This is the individual who oversees and represents the interests of the



internship site. He or she will be responsible for signing the Affiliation Agreement, which brings the site, the student, and Liberty University into a legal agreement with each other.

3. Supervisor: The supervisor is the individual who actively oversees *you*, giving you work, mentoring you in your work, evaluating your work, and making sure you meet the requirements of your internship.
4. Student Intern: This is you. You are responsible for completing the application process, adhering to all instructions from the internship staff, instructors, and supervisors, and completing all requirements for the internship course.

## **Internship Site**

### **Finding a Site**

It is your responsibility to find a site that best suits your vocational goals within your pastoral counseling program of study. Start by looking up local organizations that offer counseling services. Keep in mind the guidelines listed on the internship webpage. As long as those qualifications are met, you have freedom to explore various types of internship sites, including churches, ministry organizations, counseling agencies, non-profits, hospitals, as well as others. When in doubt, feel free to contact the Internship Team about the eligibility of a specific site.

Interview a potential site director and supervisor to see what kind of ministry- or agency-based training experiences their organization can offer. Your site selection should be agreeable both to you and to the site director. You should be satisfied that your site would be a good source of training and that professional growth is encouraged there. As mentioned earlier, it would be wise to have two available sites in the event one does not work out by the application deadline. Be strategic as you prepare to meet the application deadline.

### **Selection Checklist**

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

1. Does the site and the work it offers meet the requirements for the PACO internship? See appropriate sections in this guide and the webpage for requirements.
2. Is the clientele of the organization similar to the clientele with whom you wish to work during your 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 or agency-based opportunities to complete all internship hours in a supervised training experience?
5. Are qualified supervisors available within the organization and willing to invest the time to provide a quality internship experience which includes provision for individual or triadic supervision?
  - a. Please keep in mind that your supervisor is not required to be directly affiliated with the site.

6. Is the internship in the same state or country in which you would ultimately like to minister? Becoming familiar with state laws and insurance practices within the state where you ultimately want to minister will be very beneficial after the internship is over.
7. Is this organization one in which you might pursue employment after the internship is completed?

Ultimately, the site director should feel comfortable with you and be willing to sign required paperwork for your application. It may be wise to have an interview with the site director and then take a day or two for both parties to consider the possible internship before making the final decision.

### **Allowance for Second Site**

Because of the breadth of hours required in the PACO internship, the Internship Team recognizes that some students may have difficulty meeting requirements at one single site. In such cases, a second internship site can be considered. In order for a second site to be approved, you must comply with the following requirements:

1. You must have only one supervisor who can provide meaningful guidance and mentorship during your internship experience. While your supervisor might not be physically present at both sites, he or she should be able to offer guidance and evaluate your progress at both places.
2. Your application must have appropriate documentation for two sites, including two separate Site and Supervisor Information forms, two Fieldwork Contracts, and two Affiliation Agreements and two Student Addendums. Although the supervisor's name will be the same in all paperwork, the site director's name will differ according to the paperwork of their respective site. Be sure to upload both sets of paperwork into your application so that the Internship Team can review everything together.

## **Internship Supervisor**

### **Supervisor Credentials**

When selecting a supervisor, keep the following considerations in mind:

1. This is your opportunity to benefit from direct mentoring by an experienced professional. Maximize that benefit by choosing an individual who:
  - a. Has the professional credentials and experience you want to accrue.
  - b. Has the time and willingness to pour wisdom into you each week.
2. The "ideal" supervisory candidate will hold at least a Master's degree in a counseling field. Supervisors who hold a graduate degree in a religious or ministry-based field can also qualify. Expect to provide evidence of the supervisor's graduate diploma(s). If you select a supervisor without a graduate degree in counseling or a ministry-related field, you will be asked to provide a rationale as to why that supervisor can offer both professional guidance and educational experience at the site. All such

cases will also be reviewed individually.

3. Though not required, the “ideal” supervisory candidate 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 you are accumulating hours for your internship. While licensure is not required for the supervisor, it adds to the educational guidance and professional quality he or she can offer.

Additional license information:

- Licenses that typically qualify are held by school counselors, pastoral counselors, limited licensed professional counselors (LLPC), licensed Master Social Workers (LMSW), licensed professional counselors (LPC), licensed marriage and family therapists (LMFT), licensed clinical pastoral counselors (LCPT), licensed pastoral counselors (LPC), certified clinical pastoral therapists (CCPT), and certified pastoral counselors (CpastC).
- For any potential supervisor with a listed disciplinary action against his/her license (past or present), Liberty University reserves the right to approve or reject that supervisor based on the nature of the violation and the disciplinary action taken by his/her state board.

### **Supervisor Responsibilities**

The supervisor ensures that relevant work experience, meaningful feedback, counseling, and consultation are provided. The supervisor assesses your progress, consults with you regarding strategies and procedures, communicates with your PACO internship professor as needed, and completes two written evaluations of you during the semester. Accrued hours are reported and approved during the evaluation process. The supervisor has significant influence on the outcome of the ministry- or agency-based counseling experience and must provide you with at least one hour per week of individual and/or triadic supervision (i.e., at least 14 hours over course of the semester). Failure to acquire supervision hours will result in failure of the course and rejection of hours. Therefore, your relationship with the supervisor is a matter of vital importance. It should serve as a model, exemplifying professional behavior in daily counseling activities.

Liberty’s expectations of a supervisor are specifically delineated in the Fieldwork Contract. Make sure your supervisor candidate reviews it thoroughly.

Most supervisors give their time and expertise with no monetary reimbursement. One way you can help the internship be a rewarding experience for your supervisor, too, is to lighten his/her workload by assisting with internship activities and by doing related tasks that he/she might otherwise not be able to do.

## **Internship Activities and Hours**

### **Activities**

Your internship site needs to provide you with a variety of ministry- or agency-based experiences that meet the course requirements for the Pastoral Counseling Internship. Collaborative services may include working with a 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. Related activities 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. Other activities may qualify; contact the Internship Team if you encounter activities outside of those mentioned above.

## **Hours**

As part of your internship course, you are required to fulfill 225 hours of internship activities. These activities should fall into the following categories:

- Direct collaborative services: a minimum of 50 face-to-face hours is required
- Individual supervision: a minimum 1 hour per week, at least 14 hours over the course of the semester
- Related activities: 161 hours outside of direct client contact and individual supervision that is earned toward the total hours required in the internship

Note: The Internship course is a full-semester commitment, and all hours must be completed within the official start and end dates of the semester. Hours accrued before the start of the semester will not count towards the PACO internship, and any hours accrued in excess of the 225-hour requirement *will not* roll over to another internship or count as extra credit. While hours can be split up within the semester as per the needs of the internship site, PACO internship coursework will last the entirety of the semester.

## **Internship Application Requirements**

The application process and accompanying documents are identified on the PACO Internship webpage. Below is further explanation of some of the more involved paperwork. If you are not a U.S. citizen, please also refer to the section labeled “Internship for International Students.”

### **Required Paperwork and Process of Application**

You should bring the Affiliation Agreement, Fieldwork Contract, and Site and Supervisor Information forms to your site director and supervisor. After discussing the forms with them, and if all agree to proceed, the forms should be signed. Only wet signatures will be accepted, and all documents should be signed by the correct individual. Each document must be scanned and submitted through the PACO Internship Application Portal which can be found on our PACO internship webpage. You should retain copies of all documents for your own records. Do *not* mail any hardcopies to the Internship Team; they will not be accepted

or returned.

All approval documents must be submitted to the Internship Team through the required portal prior to the deadline listed on the Internship webpage. No late documents will be accepted. Submission of the forms does not mean automatic acceptance of the proposed site and/or supervisor: your application will be reviewed for approval by the Internship Team. The University wants to make sure that your proposed site will provide a good educational experience and that it has adequate oversight and safeguards built in.

Once you submit your application, the Internship Team will contact you within two weeks concerning needed application or document updates (if needed). You must comply with all deadlines given by the Internship Team and be diligent in uploading any requested document updates as soon as possible. All paperwork must be properly filled out and submitted before the Internship Team is able to approve any application. If you are not approved, you may be able to apply again for a future semester when you are fully qualified to apply. If you are approved, you will receive an email stating your start date, and you will be automatically registered for the course.

### **Background Check Policy**

You are required to purchase both a national-level background check and an FBI Fingerprint as part of your internship application. Directions for obtaining these purchases are posted on the Internship webpage. The purpose of these background checks is to protect all parties involved in the internship.

The FBI Fingerprint may take 6+ weeks to process so please keep this timeline in mind when preparing your application paperwork. The PACO Internship Team encourages students to begin the FBI Fingerprint check 3 months before the application deadline. If a fingerprint is returned, you will need to follow directions from the background check vendor in order to send in another one.

A documented incident on your criminal record is not automatic cause for a rejection of your application. As a matter of protocol, if any offense is found, the Internship Team will ask that you provide additional information regarding the circumstances surrounding the offense(s). If you are cleared to proceed, we will require the site director's acknowledgement of the offense(s) and his or her approval to proceed.

### **Professional Liability Insurance**

You are responsible for obtaining professional liability insurance in your name. You must obtain your own liability insurance even if your internship site or current employer already provides coverage.

Insurance coverage should be at least \$1 million per occurrence and \$3 million aggregate. Although the policy amount may seem high, the cost to purchase the policy is typically very

low. Please refer to the PACO Internship webpage for suggested providers.

Professional liability insurance coverage must start on or before the start of the internship semester and remain in effect for the duration of the semester.

As part of the internship application process, you will need to submit a copy of your policy face sheet. The face sheet should include your name, address, amount of coverage, the effective dates of the policy, and the minimum amounts acceptable. During the semester, you will be required to submit proof that coverage has been maintained throughout the internship experience.

### **International Internships**

There are three different scenarios for international internships:

**If you are a non-U.S. citizen interning abroad**, you must adhere as closely as possible to the requirements set forth on our PACO internship webpage. The Internship Team understands that living abroad may create challenges in holding to the proposed standards, but we do reserve the right to accept or reject any internship site on the basis of the requirements listed. While the site supervisor may not have all of the same credential opportunities as supervisors living in the United States, the Internship Team encourages you to pursue a supervisor with credentials as close to our requirements as possible. A supervisor without the proper credentials (as listed on the webpage and in the supervisor section above) will be considered on a case by case basis. You may be asked to provide evidence of the supervisor's diploma or provide a rationale as to why you think the supervisor would be a good fit for your academic and professional goals. As for liability insurance, the Internship team strongly recommends obtaining professional liability insurance for your internship; however, this is not required. If your site requests proof of insurance and you have difficulty obtaining a policy, please email the Internship Team at [PACOinternship@liberty.edu](mailto:PACOinternship@liberty.edu) for assistance. You are not required to purchase a US criminal background check or FBI fingerprint; however, you must purchase an International Background Check through CastleBranch and complete the International Criminal Fingerprint Check Disclosure Statement provided on the Internship webpage.

**If you are a non-U.S. citizen interning within the United States**, you must adhere to the requirements listed on the PACO internship webpage. Although you are not a citizen of the United States, you should be able to find an internship site that meets the required standards. As for liability insurance, all students interning within the United States must acquire adequate insurance as per the standards listed on the PACO internship webpage. You must also purchase a US criminal background check, international background check, FBI fingerprint check, and you must complete the International Criminal Fingerprint Check Disclosure Statement provided on the Internship webpage. As an international student, you will also need to fill out the Curricular Practical Training (CPT) form, which can be found through the International Student Admissions office. If you have questions concerning requirements or other documentation for international students within the United States, please contact the International Student Office at [international@liberty.edu](mailto:international@liberty.edu).

**If you are a U.S. citizen interning abroad**, you must adhere to the requirements listed on

the PACO internship webpage. As a U.S. citizen, you must purchase a background check, FBI fingerprint check, and fill out the International Criminal Fingerprint Check Disclosure Statement, since we cannot fully vet you in an international location. If you are a non-US resident\*, you will need to purchase an international background check as well. As for liability insurance, the Internship team strongly recommends obtaining professional liability insurance for your internship; however, this is not required for non-US residents\*. If your site requests proof of insurance and you have difficulty obtaining a policy, please email the Internship Team at [PACOinternship@liberty.edu](mailto:PACOinternship@liberty.edu) for assistance.

*\*Non-US residents are those whose legal permanent address is outside the United States.*

### **International Student Forms**

Non-U.S. citizens must complete two additional forms as part of their internship application packet. These forms are identified on the Internship webpage.

A note about the International Fingerprint Check Disclosure Statement: This form is required in order to clearly communicate to your internship site that we do not have access to any criminal history outside of the United States. Your site needs to know that they have the option to pursue further background investigations before entering an internship agreement with students.

### **Internship Course Policies and Procedures**

#### **Behavior Expectations**

While at the internship site and in all interactions with clients, supervisors, peers, and LU faculty and staff, you 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).
- Mature attitude: being teachable and receptive to feedback given.
- Adherence to the American Association of Christian Counselor's Code of Ethics.

#### **Communication within the Internship Course**

You may contact the Internship Team for questions regarding your internship application by emailing [PACOInternship@liberty.edu](mailto:PACOInternship@liberty.edu). Once your application is approved and your course begins, concerns regarding the course are to be communicated to your course instructor through the course's Question and Answer Center; use your LU email account for personal concerns. You may be referred initially to the Internship Team, including if needed the Director of Pastoral Counseling. All communication with the Internship Team will be by email

only so that you and the University both have documentation of the outcomes of the communication.

You are expected to be courteous and respectful in all communication with faculty, staff, and students. 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. 23), “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, you are responsible for checking your account daily for any relevant information sent to that account.

Per our Graduate School Honor Code, you are expected to communicate your 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 President, 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=19155>.

## **Grading**

In order to pass the PACO internship course, you 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 (The Code can be accessed via the PACO internship course content section on Blackboard).

Although the supervisor’s evaluation weighs heavily on your final grade, you must also successfully complete the other assignments in the class as outlined in the course syllabus.

## **FN Policy**

Because the U.S. Department of Education requires that every university monitor the attendance of their students, Liberty University enforces the FN Policy for all courses, including the PACO internship. To see official policy and procedure of the FN policy, please refer to the Liberty webpage at <https://www.liberty.edu/index.cfm?PID=33711>.

## **Site Dismissal or Course Withdrawal**



If, during the internship, you fail to successfully demonstrate the required skills in this course and consequently receive failing evaluations or if you are dismissed from site, your supervisor will also notify your professor. The professor will write an incident report and send it to his/her Instructor Mentor and the Internship office of the Department of Community Care and Counseling. The Director of Pastoral Counseling and the Remediation Committee will examine the nature and reason for the skills deficit and/or dismissal. At that point, you 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 you to retake certain courses and/or seek personal counseling, etc. If, after remediation, you are unable to correct the deficits, the remediation team and the Leadership Team will meet to decide the best course of action for you up to and including removal from the program. You have an opportunity to appeal. The final decision regarding hours accrued in the Internship are at the discretion of the Remediation and Leadership Teams based on a thorough evaluation of the incident.

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

### **Professional Competency Expectations and the Remediation Policy and 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 you if you demonstrate deficits that may interfere with future professional competence. You may be given a failing grade and/or be placed on hold and a plan of remediation implemented if any of the following apply:

1. Unprofessional or unethical conduct in the interaction with Liberty University faculty and staff.
2. Any verifiable complaints about you from the DCCC faculty, site supervisors, or site directors.
3. Threat of lawsuits toward Liberty University or employees of Liberty University, site supervisors, or site directors.

4. If the DCCC faculty and/or supervisors determine that your current emotional, mental, or physical well-being compromises the integrity of the educational or internship experience or potentially places you or others in harm's way or an unduly vulnerable position.

The above-mentioned behaviors constitute violation of the Liberty University's Honor Code, and your professor will fill out an Honor Code Violation form, which will be investigated by the DCCC Program Directors, DCCC Remediation Committee, and LU Graduate Student Affairs.

In any of these cases, the DCCC faculty member and/or program director of a DCCC degree program will bring the issue to the DCCC Remediation Committee. A remediation plan will be formulated in conjunction with the DCCC, you, the program director, and/or your supervisor. The purpose of the remediation plan is to assist you in correcting any deficits in counseling skills or personal, interpersonal, or ethical problems so that you may successfully continue in the program. Remediation procedures can include the following:

- Repeating particular courses
- Obtaining personal counseling
- Completing additional assignments
- Academic dismissal from the DCCC degree programs or Liberty University.

Once you have fulfilled all stipulations of the remediation plan, the Remediation Committee will meet to decide if you are ready to continue. In cases involving the code of honor violation, students will have an opportunity to appeal. Should you decide to appeal, you will follow appeal procedures as described in the university's Graduate Catalog and on the Graduate Student Affairs website at: <http://www.liberty.edu/academics/graduate/index.cfm?PID=19155>.