



# LIBERTY UNIVERSITY

## DEPARTMENT OF COMMUNITY CARE & COUNSELING

### **Fieldwork Manual**

Academic Programs  
Addiction Counseling  
Marriage & Family Therapy

**2024-2025**

HANCOCK WELCOME CENTER

## Welcome to Fieldwork at Liberty University



Congratulations on reaching this important milestone! Fieldwork is a crucial step in your journey, where you transition from academic learning to real-world application. This experience will allow you to apply, evaluate, and refine your clinical skills, bridging the gap between theory and practice.

As you embark on this phase, remember that professional growth is a continuous journey. The foundation you build during your training will be vital to your future success. I pray this experience will be both challenging and rewarding, guiding you to become the professional God intends you to be.

May you find fulfillment and trust in God's guidance as you take this next step towards your future career.

Sincerely,

*April R. Crable*

April R. Crable, Ph.D., MBA, LPC, CSOTP, BC-TM  
Director of Clinical Training, Professor

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### Mission Statement

Fieldwork courses develop ethical and clinically competent counselors/therapists. Counselors/Therapists-in-training at Liberty University are equipped to integrate Biblical principles and model the compassion of Christ while serving diverse populations.

### Acknowledgment of Fieldwork Manual

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

All students are expected to read this manual and have a thorough understanding of its contents. *Students are also expected to be familiar with the content on the fieldwork websites linked in the Contact Information section of this manual.* Students may discuss the manual and direct questions and concerns with the Director of Clinical Training regarding any material contained in the manual. Students agree to abide by all procedures, policies, and guidelines in this manual.

Students understand that this manual may be modified from time to time as University or Program policies, procedures, and guidelines are implemented or changed and that it is their responsibility to review the manual from time to time to remain current with its contents. Note: Information obtained through student-led social media sites (e.g., Facebook groups) is not official communication or policy from the Fieldwork Office.

## 1.1 Fieldwork Courses Description

Fieldwork courses involve an intensely supervised experience in the student's designated program area at an approved site. While gaining direct service experience with clients, students regularly meet with an approved supervisor. Student counseling/therapy performance is evaluated throughout the fieldwork experience. Written and oral presentations are a basic part of the group supervisory process with a Liberty University faculty member. The student's professional development along with the dynamics of the counseling/therapy relationship, diagnosis, treatment, and legal/ethical issues are primary areas of focus.

## 1.2 Rationale

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

- Integrate and synthesize theories and techniques learned in the classroom in a real work setting
- Develop more fully the personal qualities, characteristics, and behavior of a counselor/therapist
- Transition from "trainee" to "professional practitioner"

## 2.1 Course Requirements

The Addiction Counseling and Marriage & Family Therapy programs require the completion of fieldwork experience. Fieldwork courses can only be taken **after the successful completion of all prerequisite requirements**. Please refer to the Program Handbooks for additional information.

### Addiction Counseling

The Addiction Counseling program requires the completion of a supervised internship experience in the student's designated program area of 300 clock hours. The internship is intended to reflect the comprehensive work experience of an addiction counselor.

Each student's internship course includes the following:

1. **Minimum 150 clock hours of direct service**, including experience leading groups.
  - Please contact the Fieldwork Office for any question regarding whether an activity counts as direct client contact.
2. **Meet weekly** for individual and/or triadic supervision throughout fieldwork with the approved site supervisor and accrue **20 total hours of supervision during the semester**. Telesupervision is permitted. **The site supervisor or another designated licensed or associate licensed individual must always be on-site while practicum or internship students are present.**
3. It is recommended that you find a site that provides group supervision. Although not required, group supervision of addiction counseling is a valuable component of growth as an addiction professional. Up to 5 hours of group supervision, if obtained, would count toward the minimum 20 hours of supervision.
4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
5. The opportunity for the student to develop program-appropriate video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to share at least two videotaped counseling sessions (per semester) and submit verbatim transcripts into Canvas. See the course syllabus for details. **Students not permitted to tape a client's session are required to secure a second site that permits the videotaping of client sessions.**
  - For the purposes of faculty and site supervision, students must record:
    - i. Two counseling sessions to submit to faculty and site supervisors.



- Students will submit a verbatim form:
    - i. An 8-10-minute segment of the recorded session.
    - ii. Faculty will provide feedback on this portion of the session.
  - Devices students can use for recording:
    - i. Digital cameras
    - ii. Camcorders
    - iii. Computer webcam – must be recorded through a HIPAA compliant platform
  - \* Devices that are inherently cloud based such as phone and tablets **cannot** be used for video recording (please contact the Fieldwork Office if you are needing further clarification).
  - \* Cloud-based software (i.e., transcribing cloud-based services) is **not** permitted.
6. Evaluation of the student's counseling performance throughout fieldwork, including documentation of a formal evaluation after the student completes fieldwork by a program faculty member in consultation with the site supervisor. Students and site supervisors discuss the site supervisor's evaluation of student performance at midterm and final. In addition, the faculty supervisor consults with the site supervisor at least three times and as needed.

### **Group Supervision (if obtained)**

During the fieldwork, students may also participate in regular, scheduled group supervision sessions. Group supervision involves working with a supervisor working with two or more students using a tutorial and mentoring form of instruction. Group supervision must occur on-site with your approved supervisor to count toward group supervision.

### **Marriage & Family Therapy**

The Marriage & Family Therapy program requires the completion of a one-semester supervised practicum of **100 clock hours** and a supervised internship of **600 clock hours** over two semesters.

Each student's fieldwork course includes the following:

1. **Direct service** through solo and/or co-therapy by working with clients through the therapeutic process (clinical in nature) learned during CEFS 505, 512, & 667. Examples of direct client contact: individual therapy, marital therapy, family therapy, group therapy, or intakes.
  - a. **Practicum: Minimum 40 clock hours of direct service.**  
**Internship: Minimum 240 clock hours of direct service. Marriage & Family Therapy students must have at least 200 of the 240 hours counseling couples or families.**
    - i. Students who are utilizing group counseling/therapy as a means of obtaining direct client contact hours must be aware that they are unable to earn more than 50% of their direct client contact hours as group counseling/therapy. This is to ensure that students are diversifying their clinical experience.
    - ii. Please contact the Fieldwork Office for any question regarding whether an activity counts as direct client contact.
2. **A minimum of one hour per week** per site of individual and/or triadic supervision throughout fieldwork with the approved site supervisor. Telesupervision is permitted. **The site supervisor or another designated licensed or associate licensed individual must always be on-site while practicum or internship students are present.**  
**Note:** Being absent from the site is not permitted. Extenuating circumstances will be considered and must be communicated with the site supervisor **and** faculty supervisor.
3. (Internship Only) **A minimum of 25 hours of group supervision** working with a supervisor and three to six students or other counselors/staff using a tutorial and mentoring form of instruction.
4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
5. The opportunity for the student to develop program-appropriate video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to share at least two videotaped counseling sessions (per semester) and submit verbatim transcripts into Canvas. See the course syllabus for

details. **Students not permitted to tape a client's session are required to secure a second site that permits the videotaping of client sessions.**

- For the purposes of faculty and site supervision, students must record:
    - i. Two counseling sessions to submit to faculty and site supervisors.
  - Students will submit a verbatim form:
    - i. An 8-10-minute segment of the recorded session.
    - ii. Faculty will provide feedback on this portion of the session.
  - Devices students can use for recording:
    - i. Digital cameras
    - ii. Camcorders
    - iii. Computer webcam – must be recorded through a HIPAA compliant platform
  - \* Devices that are inherently cloud based such as phone and tablets **cannot** be used for video recording (please contact the Fieldwork Office if you are needing further clarification).
  - \* Cloud-based software (i.e., transcribing cloud-based services) is **not** permitted.
6. Evaluation of the student's counseling performance throughout fieldwork, including documentation of a formal evaluation after the student completes fieldwork by a program faculty member in consultation with the site supervisor. Students and site supervisors discuss the site supervisor's evaluation of student performance at midterm and final. In addition, the faculty supervisor consults with the site supervisor at least three times and as needed.

## 2.2 Documentation

Documentation will be important not only for these courses, but equally so in the years ahead as the student uses it to apply for licensure and/or employment. The course requirements are designed to meet the requirements for the Virginia Board of Counseling. Students who plan to seek licensure in a state other than Virginia after graduation should verify their state's licensure requirements.

### Addiction Counseling

The following hours must be completed by the end of the student's fieldwork experience:

#### **Minimum Internship Hours 300**

- Direct Client Contact hours: 150
- Individual Supervision hours: 20
- Group Supervision hours: 20
  - It is recommended that you find a site that provides group supervision. Although not required, group supervision of addiction counseling is a valuable component of growth as an addiction professional. Up to 5 hours of group supervision, if obtained, would count toward the minimum 20 hours of supervision.
- Related Activities hours: 110

Students inside Virginia or in a state requiring 600 hours:

#### **Minimum Internship Hours 600**

- Direct Client Contact hours: 240
- Individual Supervision hours: 20
- Group Supervision hours: 20
- Related activities hours: 320

Note: The internship course is a full-semester commitment, even if students complete the required hours before the official end date of the semester.

### Marriage & Family Therapy

The following hours must be completed by the end of the student's fieldwork experience:



- 100 hours of activities related to the practicum should fall into one of the four categories below.
- 600 hours of activities related to the internship should fall into one of the four categories below.
  - (Practicum) **Direct client contact** (minimum of 40 hours required)
    - 20/40 of the *required* direct client contact hours can be via telehealth
  - (Internship) **Direct client contact** (minimum of 240 hours required) over two semesters
    - 120/240 of the *required* direct client contact hours can be via telehealth
    - At least 200 of the 240 hours counseling couples or families
  - (All Semesters) **Individual supervision**
    - Must meet at least one hour per week per site with approved supervisor
      - Fall/Spring semesters minimum 17 hours, Summer semester minimum 14 hours.
    - If individual supervision is skipped one week it may be made up and counted during the week before or after
  - (Internship) **Group supervision**
    - Minimum of 25 hours over two semesters
  - (All Semesters) **Related or indirect hours**

**Note:** These courses are full-semester commitments, even if students complete the required hours before the official end date of the semester.

## 2.3 Site Supervision

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 clinical counseling/therapy 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/therapy activities. The supervisor ensures that relevant work experience, on-site feedback, counseling/therapy, and consultation are provided for the student counselor.

***The site supervisor or another designated licensed or associate licensed individual must always be on-site while practicum or internship students are present.***

### Videotaping Work

- Videotaping work with clients is vital to our program's ability to assess a student's skill and knowledge on a practical level. As we all know, self-report is a significant limitation in most processes, supervision being no exception. A student may unknowingly (or knowingly!) distort the material of a therapeutic session, thereby limiting the helpful or appropriate supervisory feedback that can be received.
- Therefore, videotapes of the actual work allow us to gain a more objective view of what has taken place in the therapeutic encounter, thereby providing the opportunity to teach and guide the student counselor/therapist on ways to improve, ultimately improving the services offered to the client—our main objective in tape review. Like the process athletes use to improve their skills, tape review for counselors/therapists is an invaluable tool in improving and honing skills. Training students how to incorporate videotaping as a natural part of their training process will make clients feel much more comfortable with the process as well.
- While role play is helpful, students participate in many roles plays throughout the duration of their time in the program (e.g. skills & techniques, group, and assessment classes). Therefore, we conceptualize the fieldwork phase of the training as the time at which we want to evaluate and assess how students are able to practically implement knowledge and skills with actual clients in the "real world." Thank you for your participation in raising the training of our students to the next level of becoming competent counselors/therapists.

Typically, approved site supervisors will:

1. Provide an orientation with the agency and staff for the student unless the supervisor is off-site. This should include such items as agency policies, structure, personnel, and resources.
2. Ensure access to agency manuals, policy statements, and files as needed for the student.

3. Assist the student to refine details of fieldwork activities appropriate to the specific setting.
4. Provide structure for the student to achieve fieldwork objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student's self-report of fieldwork activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the fieldwork experience with the student.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling/therapy sessions by the student.
7. Provide evaluations of the student's counseling/therapy skills and progress, review these with the student, and give the original evaluations to the student. The student is responsible for uploading these forms onto Canvas.
8. Initiate immediate contact with the student's professor if problems are encountered with the student during placement.

Fieldwork sites need to be able to provide students with a variety of clinical activities that meet the course requirements. Please refer to the syllabus for the required activities.

## 2.4 Facts to Remember

1. Students must obtain a minimum of 1 hour of supervision per week per site.
2. Most supervisors give their time and expertise with no monetary reimbursement. Students can help their supervisors by lightening their workload through the cases the student takes on and doing clinically related tasks to free up supervisors' time.
3. Some supervisors may charge a fee for services rendered. The student is responsible for any financial cost associated with supervision.
4. Students must check their state board's requirements for supervision if planning to practice in another state after graduation. Some state boards have different requirements than Virginia for the supervisor and supervision.

## 3.1 Professional Behaviors

While at the fieldwork 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 it is not limited to, the following:

- Punctuality and promptness to all appointments
- Appropriate dress and grooming
- 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 ACA and NAADAC Codes of Ethics (Addiction Counseling Program)
- Adherence to the AAMFT Code of Ethics (Marriage & Family Therapy Program)
- Be teachable and receptive to feedback given by the supervisor
- Students must receive passing evaluations on professionalism on the CCS.

### Social Media

**Note:** There will be no exceptions to this policy unless directed by federal and/or state mandates. Please direct all questions regarding the Telehealth and In-Person Counseling Policy to the Fieldwork Office.

Social media (e.g., personal Facebook pages, Instagram, X accounts, LinkedIn, Snapchat) is widely used and appropriate in various settings; however, its use between faculty and students, or between interns and their clients, is strictly prohibited. This policy ensures ethical treatment and clear boundaries among students, clients, and faculty, in alignment with the ACA Code of Ethics (American Counseling Association, 2014, A.5.e., H.6.a., H.6.d.). Additionally, social media interactions between students and field experience site staff, coworkers, or peer counselors are strongly discouraged, as is posting, discussing, or venting about any aspect of the field experience site, its staff, or clients.



Please be aware that group pages created on social media (including posts, links, and other content posted on such group pages) related to the School of Behavioral Sciences, practicums, and/or internships are unofficial, not sponsored by Liberty University, and views expressed in these groups do not necessarily represent those of Liberty University. Such group pages must state that they are unofficial and not run by Liberty University or its School of Behavioral Sciences. It is imperative you be mindful of professionalism, ethics, laws, university honor codes, and be aware you are bound by confidentiality and cannot share confidential client information or violate HIPAA.

## 3.2 Professional Competency & Remediation Process

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

- Counseling skills competency
- Professional behaviors
- Personal and professional dispositions
- Ethical competency

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

- Unprofessional or unethical conduct either at the fieldwork site or in the interaction with Liberty University faculty and staff
- Any verifiable complaints about the student from the Site Supervisor or Site Director
- 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 fieldwork experience or potentially places the student, or others, in harm's way of an unduly vulnerable position

The behaviors described above constitute a violation of the University's Honor Code. Consequently, the student's professor will file an Honor Code Violation and a Student Development Referral. This incident will be investigated by the Director of Clinical Training and the Program Director. If warranted, they may recommend a referral to the Remediation Committee. Please refer to the Program Handbooks for information about remediation.

## 3.3 Communication

All concerns regarding the course are to be communicated to the course instructor. Students may be then referred to the fieldwork support staff and/or the Director of Clinical Training. Please keep in mind that all communication with the Fieldwork Office will be by email so the student and University have documentation of the outcomes of the communication. Students are expected to be courteous and respectful in all communication with instructors, fieldwork support staff, and the Director of Clinical Training. Unprofessional, discourteous, communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program. For more information, please refer to the Program Handbooks.

As counselors/therapists-in-training, students should conduct themselves in a way that is consistent with the ACA and NAADAC Codes of Ethics (Addiction Counseling), AAMFT Code of Ethics (Marriage & Family Therapy), and the Graduate School Honor Code. Thus, students are expected to communicate their concerns and seek to resolve any conflicts or misunderstandings directly with the person with whom the allegation occurred. When a student circumvents the process and contacts University administration (e.g., Dean, Provost, or Chancellor), this action constitutes retaliation and will be sanctioned accordingly. For more information, please refer to the Graduate School Honor Code.



## 4.1 Telehealth and In-Person Counseling/Therapy Policy

### Telehealth and In-Person Counseling Policy

In-person clinical counseling is the expected standard in meeting the direct service requirements. However, students and site supervisors are permitted to use telehealth services if the approved site uses telehealth services as a normal delivery of services. If telehealth is used, students and site supervisors are expected to maintain a 50/50 ratio of in-person and telehealth direct client contact hours. This is to ensure students have a well-rounded counseling experience using both modalities.

***Please note:** There will be no exceptions to this policy unless directed by federal and/or state mandates.*

Students will be responsible for the following when telehealth services are used:

- Students **must** be **onsite** when conducting telehealth services, telehealth services **cannot** be performed at home or any other location outside of the approved site.
- Coordination of a balanced approach in use of telehealth and in-person clinical services
- Completion of the Liberty telehealth training prior to conducting telehealth services
- Midterm and Final hours reporting on telehealth services
- No more than 50% of telehealth direct client contact hours permitted

## 4.2 Winter Break Policy

The Fieldwork Office will allow internship students (not practicum) to continue to count hours during the Winter Break between Fall and Spring semesters. However, the Fieldwork Office must receive an official letter on the site's letterhead from the approved supervisor, listing the following:

- The letter must state that the supervisor understands the student will not be under Liberty University's supervision nor the supervision of a Faculty Supervisor during the break and assumes full responsibility for the student, as students are not enrolled in a course during this break.
- Students will need to submit this letter with their request for an additional semester of internship during the Fall semester through the Module 10: Week 10 Internship Documentation Quiz.
  - Internship 2 students who are unable to complete hours prior to Spring semester but after the final day of Fall semester must request a Traditional Incomplete (a maximum of two-week extensions) from their Faculty Supervisor.
- Any student that meets the criteria for earning winter break hours must provide the Fieldwork Office with their letter no later than the last week of the Fall semester to receive approval to count those hours between semesters. All winter break hours must be logged under Week 1 of the Spring semester once enrolled.

**Note:** This policy only applies to internship students who will remain at the same site and with the same supervisor from Fall semester to Spring semester. Students must remain enrolled in Spring semester of CEFS 694/699. Additionally, internship students switching sites/supervisors or adding a new site/supervisor will not be permitted to earn hours over the Winter Break.

## 4.3 Grading Policy

To pass the course, students must complete the following:

- Earn a passing grade for all course assignments (840-1010 points in gradebook).
- Midterm and final hours reports with site supervisor and faculty approval of hours
- Successfully complete and submit all assignments, which includes, but not limited to, case presentation assignments, peer consultation, group assignment, evaluations, hours reports, etc.
- Provide proof of liability insurance.

- Successfully complete Telemental Health Training.
- Midterm and final hours reports with site supervisor and faculty approval of hours
- Remove all P/I recordings from [watch.liberty.edu](http://watch.liberty.edu) for video assignments at the end of each semester.
- Adherence to the ACA and NAADAC Codes of Ethics (Addiction Counseling)
- Adherence to the AAMFT Code of Ethics (Marriage & Family Therapy)

### **Traditional Incomplete**

A traditional incomplete is given to a student if they are needing a maximum of two-weeks after the last day of the semester to complete the requirements/hours for the fieldwork course. Students are to request the traditional incomplete by contacting their Faculty Supervisor. 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.

### **Pass/No Pass Policy**

#### **P (Pass)**

- Must meet all the requirements below:
  - Complete assigned work (see below) and receive at least 840 points for the semester
    - All clinical assignments, which includes, but not limited to, case presentation assignments, peer consultation, evaluations, hours reports, etc.
    - Site supervisor and faculty evaluations
    - Midterm and final hours reports with site supervisor and faculty approval of hours
    - Proof of liability insurance
  - Complete required hours.
- As a reflection of student professionalism, all assignments are expected to be completed and submitted during the course of the semester.

#### **NP (No Pass)**

If you fail to meet any of the requirements above and/or do not earn a minimum of 840 total points for the semester

**Note: Hours earned during the semester do not count when a student fails a fieldwork course.**

**Practicum and Internship I students may not be eligible for an incomplete during the Summer semester, given the absence of a break between the Summer and Fall terms.**

## **4.4 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: "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 fieldwork courses, the Fieldwork Office can factor both the academic (Canvas/WebEx/Teams) and fieldwork (presence at the site) aspects of the fieldwork into student's academic progress. To post an FN for fieldwork, the student would need to be lacking attendance for 21 consecutive days both in Canvas and on-site. A student who does not show attendance in Canvas but does regularly attend his/her site would not receive an FN. The student's 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](mailto:luoacademicprogress@liberty.edu).

## **4.5 Site/Supervisor Change Policy**

1. Students may only earn hours once a site/supervisor has been approved by the Fieldwork Office. Hours worked prior to the official approval date given by the Fieldwork Office may not be counted.



2. It is the student's responsibility to immediately let the Fieldwork Office and faculty supervisor know about any changes to the site and/or supervisor for fieldwork.
3. All required paperwork must be submitted (correctly) within two weeks of switching a site/supervisor at your site, dropping a site/supervisor, or adding a site/supervisor. Example: If your site switches your supervisor on Aug. 30, 2022, our office will need all correctly filled out approval documents by Sept. 13, 2022. This would be two weeks after the switch occurs.
4. Barring any extenuating circumstances, no paperwork will be accepted the last two weeks of the semester.

**Note:** Site changes are not allowed after the application submission window for the semester has closed. Changes after the semester begins require prior approval from the Practicum and Internship Office.

### **Time Limitation to Complete the Practicum (Marriage & Family Therapy only)**

Students must complete their practicum hours in one semester. Since the required hours for practicum total 100 hours, students must select a site that will allow them to obtain all of their needed hours at that site. If students find themselves in a situation where the site is not meeting their agreed-upon hours, students should proactively address the situation with the site representative, approved supervisor, and/or faculty supervisor. If needed, students may request to switch to another site. Before changing sites, students must first obtain approval for the site from the Fieldwork Office. Do not wait until the last minute to address any shortage of hours. It takes time to approve another site, so students should carefully monitor their hours.

### **Important Notes:**

- If the student fails to complete the practicum, they will also receive a failing grade for the course. The course must be re-taken, and the hours completed.
- If a student fails or withdraws from the course at any point during the semester, all earned hours will be lost and the student will have to start earning hours from the beginning.
- Hours accrued in excess of the 100-hour requirement will not rollover to the internship.

## **4.6 Site Dismissal or Course Withdraw Policy**

**Site Dismissal:** If a student is dismissed from a site during fieldwork, the professor will notify the Director of Clinical Training and the Fieldwork Office. The Director of Clinical Training will examine the nature and reason for the dismissal. If the reasons are for professional incompetency as described in the Professional Competency and Remediation Process section of this manual, the student's professor will submit an Honor Code Violation. This incident will be investigated by the Director of Clinical Training and the Program Director. If warranted, they may recommend a referral to the Remediation Committee. Please refer to the Program Handbooks for information about remediation.

**Course Withdraw:** Students are required to fulfill their semester-long contract with their site. If a student makes the decision to withdraw from a fieldwork course, the student must notify their professor and the Fieldwork Office.

**Note:** all hours earned for the semester are forfeited when a student withdraws from a fieldwork course. Moreover, they must reapply for the course in a future semester.

## **4.7 Videotaping Policy**

For the purposes of faculty supervision, **students must have at least one site that allows videotaping of sessions.** The purpose of videotaping is for students to receive professional training and constructive feedback on their counseling/therapy skills to improve the quality of counseling/therapy services being provided. Video recordings will be disclosed to and used by the student's fieldwork course instructor and the students in that course for educational and professional training purposes. All personally identifiable information of clients will be redacted from the written transcript and other written assignments. Verbal and written consent of clients is required prior to showing any video recording in class. Therefore, the HIPAA Privacy Authorization and Release Form must be completed by each client prior to presenting in class. The form must not be uploaded to Canvas but kept on file at the student's fieldwork site. The Video Informed Consent Confirmation form must be completed and uploaded to Canvas prior to presenting in class. The face of

the student counselor/therapist must be easily seen in the recordings. Seating for these recordings should be arranged in a comfortable manner for both student counselor/therapist and client but with the preferred option of being able to see both in the session.

The following statement is an example that can be used to introduce videotaping to clients: “As a part of this training, faculty need to review my counseling/therapy skills in session via video recording to give me feedback and to assist me in providing the best care and support possible. Therefore, I request you to acknowledge that you have been informed about how these recordings will be used and provide your permission and consent...”

Devices students can use for recording:

- Digital cameras
- Camcorders
- Computer webcams – must be recorded through a HIPAA compliant platform

**Note:** Devices that are inherently cloud based such as phone and tablets cannot be used for video recording. Cloud-based software (i.e., transcribing cloud-based services) is not permitted. Please contact the Fieldwork Office if you need further clarification.

Below are the options for students to fulfill the videotaping portion of the in-class presentations and case presentation assignments:

- Option 1: Videotaped sessions with client. This is the preferred option, if clients are willing, as it is much better to see the client in the session as well as the student.
- Option 2: Videotaped sessions with camera on student only.

## 4.8 International Fieldwork Policy

The Department of Community Care & Counseling is aware of many challenges that students living abroad face regarding the completion of the fieldwork requirements. Therefore, the Fieldwork Office has created the following policy in order to help our students living abroad succeed in completing their fieldwork experience. In addition to the standard application process, students looking to complete a fieldwork experience at an international site must also meet the following criteria:

- **Students seeking a site outside of the United States**
  - Site must be sponsored by an American Organization
  - Site must follow the general guidelines established by the counseling/therapy profession in the U.S. (e.g., ACA and NAADAC Codes of Ethics [Addiction Counseling], AAMFT Code of Ethics [Marriage & Family Therapy], state board regulations, etc.).
    - Informed consent
    - Treatment plans
    - Record keeping
- **Supervisor must be licensed in the United States**
  - Supervisor must have a minimum of a master's degree in counseling/therapy or a related profession with equivalent qualifications, including appropriate licenses and/or certifications.
  - Must hold a master's degree or above in counseling/therapy or related field.
  - Must have a minimum of two years professional experience.
  - Knowledge with program requirements and procedures for evaluations.
  - Appropriate training in counseling/therapy supervision.
  - Must hold a valid state license at an independent level of practice (i.e., supervisors must be able to practice without being under supervision).
  - Must be in good standing in the profession.
  - Must hold a license that qualifies the individual to provide clinical supervision. Licenses that typically qualify include:
    - Licensed Professional Counselors (LPC)
    - Licensed Mental Health Counselor (LMHC)



- Licensed Marriage and Family Therapists (LMFT; a supervisor who is an AAMFT Approved Supervisor is preferred for Marriage & Family Therapy).
- Licensed Clinical Psychologists (LCP with a preferred Psy.D.; all other degrees are reviewed on a case-by-case basis)
- Licensed Clinical Social Workers (LCSW)
- Psychiatrists
- Ph.D./Ed.D. in Counselor Education and Supervision from a regionally accredited university.
- Students seeking licensure in the United States are responsible to know and understand the requirements of the state board in the state in which they wish to become licensed.

**Note:** Specific states may require fieldwork courses to be taken at a site location in the state where you plan to seek licensure. If this is the case, an international site may not be eligible towards licensure. Before identifying an international site, please check with your state regarding any potential residency requirements pertaining to the actual physical location of sites. You are solely responsible to find out this information. The Department of Community Care & Counseling may not provide this or any other information pertaining to specific state licensure requirements.

## 5.1 Finding a Site & Supervisor

The relationship between the student, the site, and the supervisor is an important one. Therefore, students need to be cautious and prudent in selecting a site and supervisor. Remember that as a student, when you interview for a potential placement, you are not only being interviewed, but you are interviewing the site and supervisor to determine a good fit. The choice of a site and supervisor should be a mutual one. Students are allowed a maximum of two sites and two supervisors at any time that have been approved by the Fieldwork Office.

### [Site Search Guide](#)

Considerations to keep in mind:

- Make sure the site can offer you enough face-to-face client hours so that you can complete your fieldwork in the required number of semesters. Please check your Degree Completion Plan for the number of semesters required.
- Make sure that the supervisor can meet the requirements for supervision as well as provide you with a minimum of one hour of individual or triadic supervision per week.
- Interview your potential supervisor to determine his/her expectations of you in terms of hours and times you will be available, the duties you will be performing, etc.
- Remember that your relationship with your potential supervisor is a personal, as well as a professional one. You want to select a supervisor with whom you feel you will be able to communicate and work in a collaborative, professional matter.
- Do the supervisor, activities, and site meet the requirements?
- 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.)?
- Does the agency have a large enough client base to have adequate face-to-face client hours to meet course requirements?
- Are qualified supervisors available who are willing to invest the time to provide a quality fieldwork experience, which includes provision of individual supervision?
- Do they have the credentials (i.e., doctoral level or master's level and licensure) so that a licensing board will accept clinical work completed under their supervision?
- Did they complete a state approved supervision training or course?

A list of previously used sites may be accessed on our [website](#)

- Sites on the list may not have availability.

- Securing a site on the list does not automatically mean the site is approved.
- You are not limited to these sites; you may submit a site that is not on the list for approval.

**\*Note:** Paid/stipend placements must be approved by the Fieldwork Office prior to application submission.

**\*Note:** Students are **not** permitted to do in-home/home-based counseling.

## 5.2 Background Check

All students are required to complete a new criminal background check prior to fieldwork approval. Students must submit a copy of their background check receipt as part of the application and approval paperwork process through SharePoint. The background check can be found and purchased through the [Liberty University Online | Online Bookstore](#)

- Liberty Background check information can be found on the [Liberty University Background Check website](#).
- If students have not purchased and completed their fingerprints through American Data Bank (ADB) in their 500-level course, these will need to be completed prior to applying to fieldwork courses.
- All background checks must be completed through ADB. No exceptions will be made for students.

## 5.3 Obtain Professional Liability Insurance

The student is responsible for obtaining liability insurance in their name and submitting a copy of the policy face sheet to SharePoint as part of the fieldwork application process. The face sheet should include the student's name, address, amount of coverage, the effective dates of the policy, and the minimum amounts acceptable. Insurance coverage should be at least \$1 million per occurrence and \$3 million aggregate. In addition, students will need to submit this proof of insurance at the end of the semester as a graded assignment. The University will not provide insurance coverage for students.

The following organizations offer professional liability insurance:

- Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or [hpso.com](http://hpso.com)
- American Counseling Association (ACA) 1-800-545-2223
- American Professional Agency, Inc. 1-800-421-6694
- American Association of Christian Counselors (AACC) 1-800-526-8673

**Note:** Professional liability insurance coverage must start on or before the start of the course so that coverage is in effect for the duration of class enrollment. Students must still obtain their own liability insurance even in cases where a student's fieldwork site provides liability insurance coverage for the student.

## 5.4 Complete Required Approval Documents

Please note that in order to complete all fieldwork requirements by the approval deadline, students will need to do several things during the semester prior to the one that they plan to begin the course. 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.

Once a site and supervisor have been chosen, the student, site and supervisor complete and sign the Fieldwork Contract found on our website and submit to SharePoint. The student should retain copies of all documents for his/her own records.

1. **All approval documents must be submitted to the Fieldwork Office through the SharePoint submission portal by the stated deadline listed on the website. No late documents will be accepted.** Submission of the above forms does not mean automatic acceptance of the proposed site and/or supervisor: they must be approved



first. The University wants to make sure the student's proposed site will provide a good educational experience and that it has adequate oversight and safeguards built in to ensure an appropriate clinical environment.

2. Students need to submit completed Liberty University Affiliation Agreement or an Affiliation Agreement that is approved by Liberty University. Extensions will not be granted for Affiliation Agreements negotiations.

### **Contact Information**

Students are expected to contact university personnel with comments, questions, and/or concerns that arise during fieldwork. Generally, it is best to contact us sooner rather than later if challenges arise during your clinical training.

**For questions regarding Addiction Counseling fieldwork, please contact:**

[ADCN699@liberty.edu](mailto:ADCN699@liberty.edu)

For more information, please visit the following websites: [Internship](#)

**For questions regarding Marriage & Family Therapy fieldwork, please contact:**

Practicum: [practicum@liberty.edu](mailto:practicum@liberty.edu)

Internship: [internship@liberty.edu](mailto:internship@liberty.edu)

For more information, please visit the following websites: [Practicum](#) or [Internship](#)

**For questions not addressed in this manual, please contact:**

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