Changing/Adding/Dropping a Site/Supervisor

In order to request to change/add a new site/supervisor or dropping a site/supervisor, you must submit all of the following required approval documents via email to MAAC699@liberty.edu. Hours may not be earned with the new site/supervisor until official approval from internship office has been given.

Students applying to change the supervisor at their current site must submit:

- A typed and signed brief statement from the site director or approved supervisor outlining the student's transition to a new supervisor
- Signed Final Evaluation from the supervisor the student is terminating with
- Supervisor’s License Verification
- Fieldwork Contract
- Supervisor Information Form

Students applying to change their Internship site and supervisor must submit:

- Termination Letter from site director on the site’s letterhead outlining departure
- Signed Final Evaluation from approved supervisor that the student is terminating with
- Supervisor’s License Verification
- Fieldwork Contract
- Supervisor & Site Information Forms
- 10-page Affiliation agreement

Students adding a 2nd supervisor must submit:

- Supervisor’s License Verification
- Fieldwork Contract for new supervisor
- Supervisor Information Form for new supervisor

Students adding a 2nd site and keeping current supervisor must submit:

- Fieldwork Contract for new site with current supervisor
- Supervisor & Site Information Forms
- 10-page Affiliation Agreement

Students adding a 2nd site and a 2nd supervisor must submit:

- Supervisor’s License Verification
- Fieldwork Contract for new site with new supervisor
- Supervisor & Site Information Forms
- 10-page Affiliation Agreement

Students dropping a site/supervisor

- Termination Letter from site director on the site’s letterhead outlining departure
- Signed Final Evaluation from approved supervisor that the student is terminating with