COUNSELING PRACTICUM AND INTERNSHIP
PREREQUISITES
60-HR. PROFESSIONAL COUNSELING

- **Practicum: COUN 698**
  - COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, 646, 667
    - COUN 667 must be taken prior to Practicum.

- **Internship: COUN 699**

- Prerequisite courses are non-negotiable.

- 3.0 GPA or above at the time of application

- Good Standing Academically
PREREQUISITES
60-HR. MARRIAGE AND FAMILY THERAPY

- Practicum: COUN 698
  - COUN 500, 501, 502, 504, 505, 510, 512, 515, 521, 522, *602, 646, **667
  - **ONLY 2017-2018 and Prior DCP:
    - COUN 667 must be taken prior to Practicum.
  - *ONLY 2018-2019 to Present DCP:
    - COUN 602: Marriage & Family Therapy II

- Internship: COUN 699
  - *ONLY 2018-2019 to Present DCP:
    - COUN 602: Marriage & Family Therapy II

- Prerequisite courses are non-negotiable.
- 3.0 GPA or above at the time of application
- Good Standing Academically
SITES AND SUPERVISORS

- **Step 1: Find a Site and Supervisor**
  - Check the state site list. (same webpage as Affiliation Agreement)
  - The site must provide clinical work duties.
  - Students are limited to two sites and two supervisors.

- **Step 2: Set Up Interviews**
  - Sites are not just interviewing you, you are interviewing sites.

- **Step 3: Secure Your Site and Supervisor**
  - Sites and Supervisors must fill out required documentation.
SUPERVISOR REQUIREMENTS

- **Valid State License in Counseling:**
  - Licensed Professional Counselor (LPC)
  - Licensed Mental Health Counselor (LMHC)
  - Licensed Clinical Social Worker (LCSW)
  - Psychiatrist

- **Education:**
  - Have Degree From a Regionally Accredited University
  - M.A. in Counseling
  - M.A. in Psychology
  - M.A. in Social Work
  - Ph.D. or Ed.D in Counselor Education and Supervision

- **Supervisors Must:**
  - Be Able to Practice Without Supervision.
SUPERVISOR NO-NO’S

- Credentials that are **NOT** accepted:
  - School Counselors
  - Pastoral Counselors
  - LLPC
  - LMSW
  - National Licenses or Certifications
  - Master of Divinity
  - Degrees Outside of the Counseling Field
  - Unaccredited Degrees
  - Licenses with listed Disciplinary Action
SEMESTER AND HOUR REQUIREMENTS

PRACTICUM
- One Semester
  - All DCP’s
- 100 Hours
  - Direct Client Contact – 40 Hours
  - Individual Supervision – 1 Hour/Week
  - Related Activates – Remaining Hours

INTERNERSHIP
- Dependent on DCP Year
  - See Next Slide
- 600 Hours
  - Direct Client Contact – 240 Hours
  - Group Supervision OR Faculty Group Supervision
    - No more than 2 absences
  - Individual Supervision – 1 Hour/Week
    - No Less than 25 Hours total.
  - Related Activates – Remaining Hours
## Internship Semester Requirements: Dependent on DCP Year and Degree Program

<table>
<thead>
<tr>
<th>COUN 699 Internship - 60 Hr. Professional Counseling</th>
<th>COUN 699 Internship - 60 Hr. Marriage and Family Therapy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2015 – 2016 DCP and Prior</strong></td>
<td></td>
</tr>
<tr>
<td>▪ One, Two, or Three Consecutive Semesters</td>
<td></td>
</tr>
<tr>
<td><strong>2016 – 2017 DCP through Present</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Two Consecutive Semesters</td>
<td></td>
</tr>
<tr>
<td><strong>2017 – 2018 DCP and Prior</strong></td>
<td></td>
</tr>
<tr>
<td>▪ One, Two, or Three Consecutive Semesters</td>
<td></td>
</tr>
<tr>
<td><strong>2018 – 2019 DCP through Present</strong></td>
<td></td>
</tr>
<tr>
<td>▪ Two Consecutive Semesters</td>
<td></td>
</tr>
</tbody>
</table>
APPLICATION DOCUMENTS
MUST APPLY FOR PRACTICUM AND INTERNSHIP

Official Papers:
- Degree Completion Plan Audit
  - ASIST
- Background Check Receipt
  - CastleBranch
  - Include Fingerprints
- Supervisor’s License Verification
- Student’s Photo
- Liability Insurance Face Sheet

Forms and Templates:
- Fieldwork Contract
  - ON-Site or OFF-Site
- Supervisor Information Form
- Site Information Form
- Affiliation Agreement
  - Some Sites may have additional requirements
WEBEX: FACULTY GROUP SUPERVISION
ONLY 60 HR. PROFESSIONAL COUNSELING

To Apply:

1. Select Day Preference:
   - Weekday (M-F) or Weekend (S-S)

2. Select Start Time:
   - Morning 6am – 11:30am
   - Afternoon 12pm – 4:30pm
   - Evening 5pm – 9:30pm

3. Prepare:
   - 1.5 hours of weekly Faculty Group Supervision

Leave full time preference open until Week 1 of the semester.
SUBMITTING APPLICATION DOCUMENTS

Step 1: Save All Documents as PDF Files.

Step 2: Prepare for a 30 Minute Time Limit.

Step 3: Go to the Practicum or Internship Website.

Step 4: Find the Submission Portal Located Above the Deadline Dates.
  - Expect the portal to open 3-4 weeks before the application deadline
  - Sign in with LU Username and Password.

Step 5: Submit a Total of 8 Documents in 8 Links.
**EMAILS**

**Practicum:**
- practicum@liberty.edu

**Internship:**
- internship@liberty.edu

* Degree concentrations have different websites
YOUR GATE COORDINATORS

- Kristen Deramo: A – G
- Jacob Beasley: H – P
- Taylor Heizer: Q - Z