Adding / Dropping / Changing a Site / Supervisor

In order to Add, Drop, or Change a Site and/or Supervisor for COUN 698 Practicum or COUN 699 Internship, you must submit all of the following required approval documents to practicum@liberty.edu or internship@liberty.edu. **Hours may not be earned with the new Site or Supervisor until official approval has been granted by the Practicum and Internship Office.**

If you are requesting to change the Supervisor at your current Site, please submit the following:

- **Termination Letter:** Must be on the Site's Letterhead. Please have the Site Director or approved Supervisor type and sign a brief statement outlining your transition to a new supervisor.
- **LiveText Assessments to be completed by the original supervisor**
  - Counseling Competencies Scale-R (Due at the end of the semester)
  - Practicum or Internship Summary of Hours Spreadsheet Verification-Final
  - Approval of hours listed in the Time Log
- **Submit Final Log into LiveText Field Experience tab for original supervisor to verify**
- **Documents for new supervisor**
  - Supervisor's License Verification
  - Fieldwork Contract
  - Supervisor Information Form

If you are requesting to change your Site and Supervisor, please submit the following:

- **Termination Letter:** On the Site's Letterhead, please have the Site Director type and sign a brief statement outlining your departure from the original Site and Supervisor.
- **LiveText Assessments to be completed by the original supervisor**
  - Counseling Competencies Scale-R (Due at the end of the semester)
  - Practicum or Internship Summary of Hours Spreadsheet Verification-Final
  - Approval of hours listed in the Time Log
- **Documents for new site and supervisor**
  - Supervisor's License Verification
  - Fieldwork Contract
  - Supervisor Information Form AND Site Information Form
  - 10-page Affiliation agreement

If you are requesting to drop your Site and Supervisor, please submit the following:

- **Termination Letter:** On the Site's Letterhead, please have the Site Director type and sign a brief statement outlining your departure from the Site and Supervisor.
- **LiveText Assessments to be completed by the original supervisor**
  - Counseling Competencies Scale-R (Due at the end of the semester)
  - Practicum or Internship Summary of Hours Spreadsheet Verification-Final
  - Approval of hours listed in the Time Log
- **Submit Final Log into LiveText Field Experience tab for supervisor to verify**

If you are requesting to add a Supervisor to your current site, please submit the following:

- **Documents for New Supervisor:**
  - Supervisor’s License Verification
  - Fieldwork Contract
  - Supervisor Information Form
If you are requesting to add a Site with your current Supervisor, please submit the following:

Documents for New Site:
   o Fieldwork Contract
   o Supervisor Information Form AND Site Information Forms
   o 10-page Affiliation Agreement

If you are requesting to add a Site and Supervisor, please submit the following:

Documents for New Site and New Supervisor:
   o Supervisor’s License Verification
   o Fieldwork Contract
   o Supervisor Information Form AND Site Information Forms
   o 10-page Affiliation Agreement