

## **Frequently Asked Questions (Practicum CMHC 698):**

Please note: Students are responsible for determining the state requirements if they plan to practice in a state other than Virginia post-graduation. Please visit the following website to view NBCC's state directory: <http://nbcc.org/directory>.

### **General Questions**

#### **1. What is the time frame for completing the Practicum?**

The Practicum must be completed in one semester (Fall and Spring-17 weeks and Summer- 15 weeks). Only under special circumstance will the student be permitted an additional consecutive semester to complete the Practicum. Permission must be obtained by the Director of Clinical Training to extend the Practicum into a second semester. Students are expected to pay for the additional semester of Practicum. Practicum is a full semester commitment and a student must remain on-site even if they complete the minimum required hours.

#### **2. What do I need to do to enroll in the Practicum?**

Upon completing the final prerequisites, the student will submit all final documentation and any necessary paperwork outlined in the syllabus and on the Practicum website for the Practicum. For full instructions please refer to the practicum website:

<http://www.liberty.edu/index.cfm?PID=29795>

Once all the application paperwork is received our office will proceed with the approval process. Once the site and supervisor have been approved, the Practicum Office will enroll the student in CMHC 698.

#### **3. Does Liberty University place students in their Practicum sites?**

No, Liberty does not place students in their Practicum sites. Finding a fieldwork placement is up to the student. However, students may email [cmhcpracticum@liberty.edu](mailto:cmhcpracticum@liberty.edu) regarding obtaining a list of potential sites.

#### **4. How do I go about finding a Practicum site?**

You should begin by talking with the people in your area who are currently doing the type of counseling in which you are interested. The best places to start are local community service boards or mental health agencies. These agencies usually have ample experience with Practicum students and usually provide a variety of options and opportunities for individual and group counseling. Additionally, they may provide students with helpful information regarding the services and opportunities in the student's local areas. Liberty may also have a listing for your state of sites previously used by our students. You may inquire about this list one semester prior to starting the Practicum. This list does not guarantee placement for a Liberty University student. Please send your request to [cmhcpracticum@liberty.edu](mailto:cmhcpracticum@liberty.edu) and include the state you would like a list for.

Students are encouraged to approach finding their Practicum as a job search and should take advantage of the services provided by the career center to assist students with resume building and interview preparation. Students can find additional information about service offered at the career center:

<http://www.liberty.edu/academics/general/career/index.cfm?PID=153>.

**5. May I have more than one site?**

Yes, if you cannot find one site to provide all of the hours needed, you may request an additional site. Before adding the additional site, you must first obtain approval before counting hours at the new site. A student may have no more than two Practicum sites at one time. Please see the Practicum website for more instructions (<http://www.liberty.edu/index.cfm?PID=29795>).

**6. What are the requirements for a supervisor?**

A supervisor must have a minimum of a master's degree *and* be licensed as a Professional Counselor, Clinical Social Worker, or Psychologist; OR, have earned a doctorate in Counselor Education and Supervision from an accredited university. Supervisors must also hold a valid license in the state where the students are accumulating hours for their Practicum. **Students planning to seek licensure in a state other than Virginia should check to make sure their supervisor(s) meet state requirements. Students are responsible for researching their state's requirements, as some have very specific qualifications that need to be met if the Practicum is to be accepted for licensure purposes.** Review the Practicum Manual for additional information regarding approved Supervisor.

**7. May I have more than one supervisor?**

Yes, if you cannot find one supervisor to provide all of the hours needed, you may request an additional supervisor. Before adding the additional supervisor, you must first obtain approval before counting hours with the new supervisor. A student may have no more than two Practicum supervisors at one time. Please see the Practicum website for more instructions (<http://www.liberty.edu/index.cfm?PID=29795>).

**8. What are the different types of supervision?**

*Individual Supervision* occurs when this supervision session involves a supervisor and a counseling student. *Triadic Supervision* occurs when the supervision session takes place with the supervisor and two counseling students. *Group Supervision* occurs when there is a supervision session with the supervisor and more than two counseling students. During your Practicum, your supervisor is responsible for monitoring your activities, facilitating your learning, and skill development experiences. The supervisor not only monitors and evaluates your clinical work, but he/she is also responsible for the quality of services offered to clients. While an ongoing process, you will meet with your supervisor weekly for formal supervision.

**9. How do I count supervision hours?**

If you meet with your supervisor for individual and/or triadic supervision, then you count the time that the meeting lasts (i.e., 1 hour meeting = 1 hour of Individual Supervision). If you and other counselors meet in a group with your supervisor and are discussing a variety of cases (both yours and those of other counselors), then you may count the full time that the meeting lasts (i.e., 2 hour meeting = 2 hours of Group Supervision).

**10. How many hours are required for the Practicum?**

One hundred (100) total hours of counseling related work are required for the Practicum. These hourly requirements are divided into the following categories:

- 40 hours of Direct Client Contact counseling
- Individual Supervision (1 hour per week required, 25 minimum)

- Related Activities (phone calls, case notes, researching diagnoses, etc.)

Note: For the purposes of licensure, some states require more than 100 Practicum hours. Therefore, it is imperative that students intending to seek licensure in a state other than Virginia are aware of their own state's requirements and meet whichever are greater. Liberty does not accept responsibility for knowing state licensure board requirements. This is the sole responsibility of the student to research. Please note: You may not start accumulating hours towards the Practicum requirement until the official start date for the CMHC 698 course.

**11. What types of counseling count as Direct Client Contact hours?**

Direct Client Contact hours include individual, group, family, co-therapy, marital, and pre-marital counseling sessions. To qualify as Direct Client Contact hours, counseling sessions must be a minimum of 20 minutes in length. Please see the Practicum Manual for additional information.

**12. What is the difference between observation and co-therapy?**

Observation implies that you are silently observing another therapist while they are counseling. Observation may occur in the counseling room with the client and therapist, watching a videotaped session, or from behind a one-way mirror. Co-therapy means that you are actively doing counseling with another therapist, participating in the therapy process, and collaborating on the treatment plan.

**13. How many hours of observation may I count towards my Direct Client Contact hours?**

You may not count observation hours towards Direct Client Contact hours. Any observation hours must be reported as Related Activity.

**14. How many hours of co-therapy may I count towards my Direct Client Contact hours?**

You may count all 40 hours as co-therapy, if this is approved by your Practicum site.

**15. When I do co-therapy, how do I document the session and my hours?**

Document co-therapy as you would document solo therapy.

**16. When I do group counseling, how do I count my hours?**

If you conduct a 1-hour session with 7 group members, the session counts as 1 hour of Direct Client Contact, not 7 hours.

**17. What are Related Activities hours?**

Related Activities include time spent doing paperwork, research into counseling issues, seminars, workshops, phone calls to clients, consultation with colleagues, and counseling sessions that last less than 20 minutes. This category does not include hours spent doing coursework for the CMHC 698 class or driving time.