In order to Add, Drop, or Switch 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.
- **Signed Final Evaluation from the original supervisor**
- **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.
- **Signed Final Evaluation from the original supervisor**
- **Documents for New Site and Supervisor:**
  - Supervisor’s License Verification
  - Fieldwork Contract
  - Supervisor Information Form **AND** Site Information Forms
- **10-page Affiliation agreement**

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:**
  - Fieldwork Contract
  - Supervisor Information Form **AND** Site Information Form
  - **10-page Affiliation Agreement**

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

- **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 original Site and Supervisor.
- **Signed Final Evaluation from original supervisor**