



**DEPARTMENT OF COUNSELOR EDUCATION  
AND FAMILY STUDIES**

**CMHC 698 Practicum Fieldwork Manual**



**2018-2019**

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## From the Director of Clinical Training

Dear Supervisor

Thank you for supervising a practicum student in the Clinical Mental Health Counseling Program in the Department of Counselor Education and Family Studies at Liberty University. We appreciate the investment you are making in the training of one of our students, and we thank God for you.

The practicum is a pre-internship supervised clinical experience that helps students to practice and implement the basic counseling skills. Some changes have been made to the Practicum requirements that are designed to enhance the quality of the training of our students. Some of the key changes include the following: triadic supervision (two supervisees and one supervisor) counts towards individual supervision requirements, students are now required to video and/or audio tape a minimum of two sessions of direct contact with clients for use in supervision, students will also participate in 1.5 hours per week of faculty supervision on campus during their residential practicum class, faculty will contact site supervisors regarding visiting the site throughout the semester, and faculty will be in bi-weekly communication with site supervisors.

This manual is designed to be a guide to understanding the expectations, goals, and objectives of the practicum experience. Supervisor responsibilities are discussed and many of the forms needed are provided in the appendix.

We sincerely appreciate your work with our students and look forward to collaborating with you in the ethical and effective training of our practicum students. May the Lord bless you for all that you do!

Kind Regards,



**Steve Johnson, PhD, LPC, LMFT, ACS**

*Director of Clinical Training*

**Department of Counselor Education & Family Studies**

**School of Behavioral Sciences**

## From the Director of Clinical Training

Dear Student,

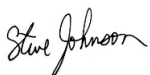
Congratulations on reaching this milestone in your professional counselor educational program! The Practicum is one of the most crucial professional preparation activities in your educational journey. It introduces you to the environment and the development of counseling-related skills, ethics, and professionalism based on observation and exposure to the counseling field.

All prerequisite coursework has been intended to prepare you for your supervised Practicum experience. This Practicum course involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. During the Practicum experience, you will be actively engaged in the field of professional counseling and will contribute to the cooperating agency by assisting its staff in carrying out many of the daily clinical activities of that agency. The purpose of the counseling Practicum is to provide you with a supervised, field-based, work experience which will serve to prepare you for a more extensive fieldwork experience during internship.

This manual is designed to help you prepare for and successfully complete the Practicum, an integral and indispensable part of Liberty University's counselor education programs. I encourage you to carefully read and review this manual as you progress through the Practicum. We trust that the information will be useful in helping create positive learning experiences for you while providing quality services to those we are called to help. Students cannot learn everything they need to know about clinical mental health counseling during their coursework. Professional growth and development are ongoing processes, and key patterns for this growth are established during your supervised clinical training experiences.

Finally, as a residential student, you participate in both site supervision and faculty supervision experiences. This manual provides information concerning procedures associated with site supervision. The information found in the course syllabus will guide you through the faculty supervision experience. While it may seem overwhelming at times, be encouraged that your clinical training will be enhanced by this dual input into your professional development.

May God continue to richly bless you through your clinical training experience!



**Steve Johnson, PhD, LPC, LMFT, ACS**  
*Director of Clinical Training*  
**Department of Counselor Education & Family Studies**  
**School of Behavioral Sciences**

# M.A. in Clinical Mental Health Counseling Practicum Fieldwork Manual

## I. Course Overview:

### A. Course Description:

Students will complete a supervised counseling-related experience in a professional setting. The primary focus is on the introduction to the counseling environment and the development of counseling related skills, ethics, and professionalism based on observation and exposure to the counseling field.

### B. Rationale:

This Practicum course involves participation in a planned clinical experience in an approved agency or other setting under an approved supervisor. During the Practicum experience, students are actively engaged in the field of professional counseling and they contribute to the cooperating agency by assisting its staff in carrying out many of the daily clinical activities of that agency. The purpose of the counseling Practicum is to provide a supervised, field-based, work experience for students.

### C. Prerequisites:

1. CMHC 500, 501, 502, 504, 505, 510, 512, 515, 521, 522\*\*\*, 602\*\* 646, 667\*

*\*DCP 2015-2016 forward may take 667 as a Co-requisite with CMHC 698*

*\*\* MFC DCP 2018-2019 forward may take CMHC 602/667 as a Co-requisite with CMHC 698 (not for CMHC students)*

*\*\*\* MFC – 522 is co-requisite with 698*

2. 3.0 cumulative GPA or above
3. Academically: Good standing
4. Approved Background Check
5. Approval from the Practicum Coordinator to register for the course
6. Students must submit all of the required paperwork for approval through SharePoint prior to submission deadline for approval paperwork.

***Important Note:*** *The prerequisite courses are non-negotiable and must be successfully completed prior to the start of the Practicum.*

### D. Course Objectives:

Upon successful completion of this course, the student will be able to:

1. Establish rapport, develop effective working relationships with client(s), and use basic counseling skills effectively.
2. Build a therapeutic relationship with clients, conduct assessment, develop treatment plans, and terminate the counseling relationship appropriately.
3. Conduct a psychosocial history that includes client background information, behavioral observations, and current functioning, quality of relationships, and client resources and challenges.
4. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.
5. Apply appropriate documentation procedures related to mental health counseling in a way that meets the standards of the counseling site, the Practicum course, and the state in which the student is working.
6. Articulate the process of becoming a licensed professional in the counseling field and the

understanding of maintaining a professional identity.

7. Apply the American Counseling Association's Code of Ethics in a way that shows ethical reasoning.
8. Evaluate the effectiveness of the student's role and function in the setting and in the supervisory relationship during the practicum experience.

#### **E. Communication with Instructor, Support Staff, and Director of Clinical Training:**

All concerns regarding the course are to be communicated to the course instructor. Students may be referred to the Practicum support staff ([cmhcpracticum@liberty.edu](mailto:cmhcpracticum@liberty.edu)), and if needed to the Director of Clinical Training. All communication with the Practicum Office will be by email so the student and the University have documentation of the outcomes of the communication. Students are expected to be courteous and respectful in all communication with instructors, practicum support staff, and the clinical director.

Unprofessional, discourteous, communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program.

As counselors in training, students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code. Thus, students are expected to communicate their concerns and seek to resolve any conflicts or misunderstandings directly with the person with whom the allegation occurred. When a student circumvents the process and contacts the university administration (e.g., Dean, Provost, or Chancellor), this action constitutes retaliation and will be sanctioned accordingly. For more detailed information please refer to the Graduate Student Honor Code:

<http://www.liberty.edu/academics/graduate/index.cfm?PID=19443>

## **II. Practicum Requirements:**

### **A. Course Requirements:**

This field experience requires completion of a supervised Practicum of **100 clock hours** over a minimum of 10 weeks (per CACREP). The Practicum can only be taken **after successful completion of all prerequisite requirements**.

The practicum course includes the following:

1. Minimum 40 clock hours of direct service with actual clients that contributes to the development of counseling skills through co-therapy by working with clients through the therapeutic process (clinical in nature) learned during CMHC 505, 512, & 667. Examples of Direct Client Contact: Individual counseling, marital counseling, family counseling, group therapy, or intakes completed face-to-face. Students are not eligible to use Skype, telecounseling, or other digital means of earning Direct Client Contact. (Please contact the Practicum/Internship Office for any questions regarding whether or not an activity counts as Direct Client Contact) (Please contact the Practicum/Internship Office for any questions regarding whether or not an activity counts as Direct Client Contact).
  - Self-help or Mutual Help groups and/or counseling does not count as direct client contact.
2. A minimum of one hour per week of individual and/or triadic supervision throughout the Practicum with the approved site supervisor. Each student is expected to initiate contact with his/her supervisor. It is the student's responsibility to ensure that he/she meets for

supervision throughout the semester.

3. An average of 1 ½ hours per week for a minimum of 14 weeks with no more than 2 excused absences of WebEx Faculty Group Supervision provided on a regular schedule throughout the Practicum and performed by a program faculty member.
4. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to share at least two video or audio taped counseling sessions during Faculty Group Supervision and submit verbatim transcripts into Blackboard. See the syllabus for details. Students not permitted to tape client, will be required to secure a second site that will permit the taping of client sessions.  
*\* The only devices students can use for recording are digital cameras or camcorders. Phones, webcams, and tablets are prohibited.*
5. Evaluation of the student's counseling performance throughout the Practicum, including documentation of a formal evaluation after the student completes the Practicum by a program faculty member in consultation with the site supervisor. Students and site supervisors discuss the site supervisors' evaluation of student performance at four scheduled times throughout the semester. In addition, the faculty supervisor consults with the site supervisor bi-weekly and completes one site visit per semester.

#### **B. Faculty Group Supervision:**

During the Practicum students will participate in regular, scheduled faculty group supervision sessions in a residential classroom format. Faculty group supervision involves working with a member of the counseling faculty working with two or more students using a tutorial and mentoring form of instruction. Practicum students meet average of 1 ½ hours per week for a minimum of 14 weeks with no more than 2 excused absences and count this class time towards faculty group supervision.

#### **C. Psychoeducational Group:**

Per CACREP 2016 standard, "In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group" the Practicum class will now require counseling or psychoeducational groups. Students are encouraged to lead or co-lead a group with their approved site supervisor who will take responsibility for supervising the group. In order to determine whether a specific counseling or psychoeducational group "qualifies" for this requirement, the group experience should be one that the site supervisor believes will contribute to the student's "direct service" hours. Some examples of groups would be: a counseling group, an addictions or freedom group, behavioral groups in schools, or the student leading a self-care or wellness group for other counselors at their site. Please note: the group approval will ultimately come from the approved site supervisor, not the Practicum and Internship Office or Faculty Supervisor.

#### **D. Find a Practicum Site and Supervisor:**

For the practicum, students are allowed a maximum of 2 sites and 2 supervisors at one time. All sites and supervisors must be approved by the Practicum Office. Thus, the relationship between the student, the site, and the supervisor is an important one. Therefore, students need to be cautious and prudent in picking a site and supervisor. Remember that as a student, when you interview for a potential placement, you are not only being interviewed, but you are interviewing

the site and supervisor to determine a good fit. The choice of a Practicum site and supervisor should be a mutual one.

A list of currently approved sites may be accessed on the website or from the practicum office at [CMHCpracticum@liberty.edu](mailto:CMHCpracticum@liberty.edu). You are not limited to these sites; you may submit a site that is not on the list for approval for your practicum site. But there are some important things to consider in selection. First, make sure the site can offer you enough face-to-face client hours so that you can complete your internship in one to two semesters. Second, make sure that the supervisor can meet the requirements for supervision as well as provide you a minimum of one hour of supervision per week. Interview your potential supervisor to determine his/her expectations of you in terms of hours and times you will be available, the duties you will perform, etc. Finally, remember that your relationship with your potential supervisor is a personal, as well as, professional one. You want to select a supervisor with whom you feel you will be able to communicate and work with in a collaborative, professional manner.

***\*\*It is essential to discuss the 40/100 hour requirement with the site representative and/or the supervisor during the initial interview to ensure that you can obtain these hours.***

Other considerations to keep in mind include:

1. Do the supervisor, activities, and site each meet the requirements for CMHC 698 (see appropriate sections in this manual for requirements)?
2. Is the clientele of the agency similar to the clientele whom the student wishes to work with during his/her professional career?
3. Is there enough diversity in the clientele to provide a wide range of experiences (e.g., adults, adolescents, children, married couples, singles, group therapy, etc.)?
4. Does the agency have a large enough client base to have adequate direct client contact hours to meet the course requirements?
5. Are qualified supervisors available who are willing to invest the time to provide a quality practicum experience which includes provision of individual supervision?
6. Do they have the proper credentials (i.e., doctoral level or master's level and licensure)?
7. Is this agency one that the student might be interested in employment after the practicum is completed?
8. Will the site allow for taped client sessions? ***Students must have at least one site which allows for taped sessions with clients.***

#### **E. Site Supervisor Requirements:**

Practicum Supervisors must meet the following requirements:

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. Must hold a master's degree or above in counseling or a related field.
3. Must have a minimum of two years professional experience.
4. Knowledge with program requirements and procedures for evaluations.
5. Appropriate training in counseling supervision.
6. Must hold a valid state license at an independent level of practice; i.e., supervisors must be able to practice without being under supervision.
7. Must be in good standing in the profession. For any potential supervisors with a listed disciplinary action against their license (past or present), Liberty University reserves the right to approve or deny the potential supervisor based on the nature of the violation and



the disciplinary action taken by the board.

8. LiveText: Provide evaluations of the student's counseling skills and progress through the LiveText portal; this process will include verification of the hours that the student submits. This electronic submission is to be input in the 1<sup>st</sup> and 3<sup>rd</sup> quarter in a short form format; then again for mid-term and a final evaluation in a more comprehensive format. We also ask that the supervisor evaluates their experience with Liberty's students and faculty through LiveText as well. A reminder will be sent automatically when these evaluations are due.
9. Must hold a license that qualifies the individual to provide clinical supervision.
  - The following licenses that typically qualify include:  
Licensed Professional Counselors (LPC), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapists (LMFT), Licensed Clinical Psychologists (LCP; with a preferred Psy.D. All other degrees are reviewed on a case by case basis.) Licensed Clinical Social Workers (LCSW), Psychiatrists, and Ph.D. in Counselor Education and Supervision from an accredited university. **Note: Students who plan to seek state licensure in a state other than Virginia upon graduation are responsible to know and understand any unique supervision requirements of their state licensure board.**
  - Licenses that **do not** qualify include: School Counselor, Certified Teacher, Limited Licensed Professional Counselor (LLPC), Licensed Master Social Worker (LMSW), national licenses or certifications, Pastoral Counselors, Master of Divinity, licenses related primarily to ministerial/pastoral duties, and Doctoral degrees that are not in the counseling field or are not from an accredited university.
10. Dual Relationship - Our office has approved students to use their place of employment as their Practicum site if the site meets the requirements, such as clinical in nature. When applying students will not be able to use their direct supervisors for their position at their place of employment as their approved supervisor for the CMHC 698 Practicum, as the supervisor cannot have dual role (dual relationship). Students will need to locate another licensed individual for their potential supervisor for the Practicum.

#### F. Site Supervisor Responsibilities:

The supervisor assesses the student's progress, consults with the student regarding strategies and procedures, consults with the student's professor as needed, and completes four written evaluations of the student during the semester. The supervisor has significant influence on the outcome of the clinical counseling experience. Therefore, the supervisor's relationship with the student is a matter of vital importance. It should serve as a model exemplifying professional behavior in daily counseling activities. The supervisor ensures that relevant work experience, on-site feedback, counseling, and consultation are provided for the student counselor.

#### Videotaping Work:

- Videotaping work with clients is vital to our program's ability to assess a student's skill and knowledge on a practical level. As we all know, self-report is a significant limitation in most processes, supervision being no exception. A student may unknowingly (or knowingly!) distort the material of a therapeutic

session, thereby limiting the helpful or appropriate supervisory feedback that can be received.

- Therefore, videotapes of the actual work allows us to gain a more objective view of what's taken place in the therapeutic encounter, thereby providing the opportunity to teach and guide the student counselor on ways to improve, ultimately improving the services offered to the client—our main objective in tape review. Similar to the process athletes use to improve their skills, tape review for counselors is an invaluable tool in improving and honing skills. Training students how to incorporate videotaping as a natural part of their training process will make clients feel much more comfortable with the process as well.
- While role play is helpful, students participate in many role plays throughout the duration of their time in the program (e.g. skills & techniques, group, and assessment classes). Therefore, we conceptualize the Practicum/Internship phase of the training as the time at which we want to evaluate and assess how students are able to practically implement knowledge and skills with actual clients in the “real world.” Thank you for your participation in raising the training of our students to the next level of becoming competent counselors

Typically, approved site supervisors will:

1. Provide an orientation with the agency and staff for the student unless the supervisor is off-site. This should include such items as agency policies, structure, personnel, and resources.
2. Ensure access to agency manuals, policy statements, and files as needed for the student.
3. Assist the student to refine details of practicum activities appropriate to the specific setting.
4. Provide structure for the student to achieve practicum objectives.
5. Establish **weekly** supervisory meetings with the student. The supervisor uses this time to hear student's self-report of practicum activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the practicum experience with the student. These weekly supervisory meetings are face-to-face. Students are not eligible to use Skype, telephone or digital as a means of earning Individual Supervision hours.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student.
7. Provide evaluations of the student's counseling skills and progress, review these with the student, and give the original evaluations to the student. The supervisor is responsible for completing all assignments and evaluations assigned to them in LiveText.
8. Initiate immediate contact with the student's professor if problems are encountered with the student during the placement.

#### **G. Site Activities:**

Practicum sites need to be able to provide students with a variety of clinical activities that meet the course requirements for CMHC 698 Practicum. Please refer to the syllabus for the required activities.

#### **H. Site/Supervisor Switch Policy:**

1. Students may only earn hours once a site/supervisor has been approved by the Practicum/Internship office. Hours worked prior to the official approval date given by the Practicum/Internship office may not be counted.
2. It is the student's responsibility to immediately let the Practicum/Internship Office and faculty supervisor know about any changes to the site and/or supervisor for the Practicum/Internship.
3. All required paperwork must be submitted (correctly) within two weeks of switching a

site/supervisor at your site, dropping a site/supervisor, or adding a site/supervisor.

Example: If your site switches your supervisor on Aug. 28, 2018, our office will need all correctly filled out approval documents by Sept. 11, 2018. This would be two weeks after the switch occurs.

4. Barring any extenuating circumstances, no paperwork will be accepted the last two weeks of the semester.

### I. Facts to Remember

1. Students must obtain a **minimum of 1 hour of individual or triadic supervision a week.** Failure to do so will result in the failure of the course and the loss of hours!
2. Most supervisors give their time and expertise with no monetary reimbursement. Students can help their supervisors by lightening their workload through the cases the student takes on and doing clinically-related tasks to free up supervisors' time.
3. Some supervisors may charge a fee for services rendered. The student is responsible for any financial cost associated with supervision.
4. Students must ***check their state board's requirements for supervision*** if they plan to practice in another state after graduation. Some states have different supervisor and supervision requirements.

### III. Things to do **Before** the Start of Practicum:

*Please note that in order to complete all of the Practicum requirements by the approval deadline, students will need to do several things during the semester prior to the one that they plan to begin their Practicum. Be sure to start early and allow a minimum of three to four months to complete the process. Because of ethical, legal, and liability precautions that must be taken, the process of registering for this course is more extensive than for other courses. Please read and follow these steps carefully:*

#### A. Background Check Policy:

All CMHC Counseling students are **required to complete a new** criminal background check prior to practicum approval. Students must submit a copy of background check receipt as part of the application and approval paperwork process through SharePoint. The background check website is at: <http://www.liberty.edu/index.cfm?PID=27644>.

#### B. Obtain Professional Liability Insurance:

The student is responsible for obtaining insurance in their name and submitting a copy of the policy face sheet to SharePoint as part of the Internship application process. The face sheet should include the student's name, address, amount of coverage, the effective dates of the policy, and the minimum amounts acceptable. Insurance coverage should be at least \$1 million per occurrence and \$3 million aggregate. In addition, students will need to submit this proof of insurance at the end of the semester as a graded assignment. The university will not provide insurance coverage for students. The following organizations offer professional liability insurance:

Students may contact the following to obtain professional liability insurance:

- Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or [www.hpso.com](http://www.hpso.com)
- American Counseling Association (ACA) 1-800-545-2223
- American Professional Agency, Inc. 1-800-421-6694
- American Association of Christian Counselors (AACC) 1-800-526-8673

NOTE: Professional liability insurance coverage must start on or before the start of the practicum and remain in effect for the duration of class enrollment. Students must obtain their own liability insurance **even in cases where a practicum student's fieldwork site provides liability insurance coverage** for the student.

### **C. Complete Required Approval Documents.**

The student should develop the *Fieldwork Contract* using the template (Appendix A) available on the practicum website. After discussing this contract with the site supervisor, both should sign it. The supervisor must also fill out the *Supervisor Information Form*. The supervisor and site director must complete and sign the *Site Information Form*. The student should retain copies of all documents for his/her own records.

1. All approval documents must be submitted to the Practicum Office through the SharePoint submission portal prior to the deadline listed on the practicum website. No late documents will be accepted. Submission of the above forms does not mean automatic acceptance of the proposed site and/or supervisor: they must be approved first. The University wants to make sure the student's proposed site will provide a good educational experience and that it has adequate oversight and safeguards built in.
2. Students need to submit completed Liberty University Affiliation Agreement or an Affiliation Agreement that is approved by Liberty University. Extensions will not be granted for Affiliation Agreements negotiations.

### **D. Practicum Documentation for Fieldwork Experience:**

Practicum documentation is not only important for completing this course, but equally so in the years ahead as the student will use it to apply for licensure. The course requirements for CMHC 698 are designed to meet the requirements for the Virginia State Board of Professional counseling.

### **E. Time Limitation to Complete the Practicum:**

Students must complete their practicum hours in one semester. Since the required hours for practicum total 100 hours, students must select a site that will allow them to obtain all of their needed hours at that site. If students find themselves in a situation where the site is not meeting their agreed-upon hours, students should proactively address the situation with the site representative, approved supervisor, and/or faculty supervisor. If needed, students may request to switch to another site. Before changing sites, students must first obtain approval for the site from the practicum department. Do not wait until the last minute to address any shortage of hours. It takes time to approve another site, so students should carefully monitor their hours.

#### **Important Notes:**

- If the student fails to complete the Practicum, they will also receive a failing grade for the course. The course must be retaken and the hours completed.
- If a student fails or withdraws from the course at any point during the semester, all earned hours will be lost and the student will have to start earning hours from the beginning.
- The practicum course is a full-semester commitment, even if students complete the required hours before the official end date of the semester. Hours accrued in excess of the 100-hour requirement will not rollover to the internship.

### **IV. Grading for Practicum:**

In order to pass CMHC 698, students must complete the following:

- Earn a passing grade for all Course Assignments.

- Obtain at least 100 hours of clinical experience according to the categories listed above.
- Meet the CMHC 698 class attendance policy.
- Receive passing evaluations by the supervisor.
- Adhere to the ACA Code of Ethics at all times.
- Complete a minimum of three video or audio recorded sessions with a verbatim transcript submitted in class/faculty supervision.
  - At two points throughout the semester, students submit a recording of a session. This will include getting informed consent from your site and client, recording and submitting a session to the professor, and transcribing and analyzing a 5-8 minute portion of the session. The due dates are in the syllabus. The transcription form is available in the appendix of the syllabus and the appendix of the manual.
  - The only devices students can use for recording are digital cameras or camcorders. Phones, webcams, and tablets are prohibited.

Though the supervisor's evaluation of the student weighs heavily on students' final grade, students must also *successfully complete the other assignments* in the class as outlined in the course syllabus.

**Pass/No Pass:**

**Letter Grade Requirement**

- |          |  |
|----------|--|
| P (Pass) | <p>Must meet <b>all</b> of the requirements below.</p> <ul style="list-style-type: none"> <li>• Completes assigned work:           <ul style="list-style-type: none"> <li>○ <b>Must</b> complete <b>all</b> clinical work to pass:               <ul style="list-style-type: none"> <li>▪ All evaluations</li> <li>▪ Upload all hours to LiveText and all hours are approved</li> <li>▪ Proof of liability insurance</li> </ul> </li> </ul> </li> <li>• Completes required hours:           <ul style="list-style-type: none"> <li>○ Practicum:               <ul style="list-style-type: none"> <li>▪ Direct: 40</li> <li>▪ Individual Supervision: 1 per week</li> <li>▪ Related: Any other hours completed which pertain to the Internship or are assigned by the Internship Site Supervisor</li> <li>▪ Total: 100</li> </ul> </li> </ul> </li> <li>• Should complete all academic work, but will only affect point total not final grade.           <ul style="list-style-type: none"> <li>○ Discussion boards</li> <li>○ Self-reflections</li> <li>○ Case Presentations</li> <li>○ Verbatim</li> <li>○ Informed Consent Confirmation</li> <li>○ Recordings and transcriptions</li> <li>○ Quizzes</li> </ul> </li> <li>• Attended and participated in Faculty Group Supervision (average of 1 ½ hours per week for a minimum of 14 weeks with no more than 2 excused absences).</li> </ul> |
|----------|--|

- Received at least 800 points for the semester.

NP (No Pass) If you fail to meet any of the clinical requirements and/or do not earn a minimum of 800 total points for the semester.

**Grade Scale Breakdown:**

P (Pass): 800-1010  
NP (No Pass): 0-799

**Traditional Incomplete:** Traditional Incomplete is given to a student if they are needing a maximum of two-weeks after the last day of the semester to complete the requirements/hours for Internship. Students are to request the traditional incomplete by contacting their Faculty Supervisor.

Though the supervisor's evaluation of the student weighs heavily on students' final grade, students must also *successfully complete the other assignments* in the class as outlined in the course syllabus.

**Late Assignments:**

Course Assignments, including discussion boards, exams, and other graded assignments, should be submitted on time.

If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Group projects, including group discussion board threads and/or replies, and assignments will not be accepted after the due date.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

**Tests/Exams:** Penalties will follow the late assignment policy as stated in the course syllabus.

**V. Professional Behavior Expectations:**

While at the practicum site and in all interactions with clients, supervisors, peers and LU faculty and staff, students are expected to exhibit attitudes and behaviors consistent with professionalism. This includes, but is not limited to, the following:

- Punctuality and promptness to all appointments.
- Appropriate dress and grooming (business attire).
- Professional written communication.
- Professional oral communication (this includes correct grammar and the avoidance of inappropriate language including informal language or slang).

- Adherence to the *American Counseling Association's Code of Ethics*.
- Be teachable and receptive to feedback given by the supervisor.

Students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code as counselors in training. As such, students are expected to communicate their concerns, and seek to resolve any conflicts or misunderstandings directly with the person with whom the allegation occurred. When a student in such a position circumvents the process and contacts the University Administration, such as the Dean, the Provost, or the Chancellor, that action constitutes retaliation and will be sanctioned accordingly. For more detailed information please refer to the Graduate Student Honor Code website:

<http://www.liberty.edu/academics/graduate/index.cfm?PID=19443>

Per the Liberty Way (p. 14), “Liberty student email accounts are the official means of communication for the Liberty University community. Students must check their email account on a regular basis.” The Liberty account will be the primary email address where important information and reminders will be sent regarding this course. The staff is unable to include other email addresses in regular communication. Therefore, the student is responsible for checking their account for any relevant information sent to that account.

## **VI. Site Dismissal or Course Withdrawal:**

If, during the practicum, a student fails to successfully demonstrate the required skills in this course and consequently receives failing evaluations or if a student is dismissed from site, the supervisor will also notify the student’s professor. The professor will write an incident report and send it to the Program Director and the Practicum office of the Center for Counseling and Family Studies. The director of clinical training and the Leadership Team will examine the nature and reason for the skills deficit and/or dismissal and refer to the remediation committee if warranted. At this point the student may receive a grade of “F” for the skills deficient and/or dismissal and be placed on hold in the program in order to fulfill remediation procedures aimed to address and resolve the verifiable deficits. The remediation committee will determine whether the student is eligible to retake the Practicum course.

If the dismissal involves a violation of the University’s Honor Code, the professor will fill out an Honor Code Violation form, which will be investigated by the Program Director and Graduate Student Affairs. These remediation procedures can include such things as requiring the student to retake certain courses and/or seek personal counseling, etc. If, after remediation, the student is unable to correct the deficits, the remediation team and the Leadership Team will meet to decide the best course of action for the student up to and including removal from the program. The student has an opportunity to appeal. The final decision regarding a student’s hours accrued in the Internship are at the discretion of the Remediation and Leadership Teams based on a thorough evaluation of the incident.

Practicum students are required to fulfill their semester-long contract with the site. If a student makes the decision to withdraw from the practicum course, then the student will forfeit all practicum hours earned for that semester. The student would then re-apply for the practicum in a future semester.

## **VII. Professional Competency Expectations and the Remediation Process:**

Supervisors and Liberty University faculty have a professional and ethical responsibility to evaluate

students on the following:

- Counseling skills competence
- Professional behaviors
- Personal and professional dispositions
- Ethical competency

As such, the faculty of Liberty University will not automatically approve program completion for students who demonstrate deficits that may interfere with future professional competence. Students enrolled in the practicum class may be given a failing grade and/or be placed on hold and a plan of remediation implemented if any of the following apply:

- Unprofessional or unethical conduct either at the practicum site or in the interaction with Liberty University faculty and staff.
- Any verifiable complaints about the student from the site supervisor or site director.
- Threat of lawsuits toward the site, supervisor, Liberty University, or any employee of Liberty University.
- If the supervisor and/or Liberty University faculty determines that the student's current emotional, mental, or physical well-being compromises the integrity of the practicum experience or potentially places the student, or others, in harm's way or an unduly vulnerable position.

The abovementioned behaviors constitute violation of the University's Honor Code, and the student's professor will fill out an Honor Code Violation form. This will be investigated by the Clinical Director. If warranted, the director of clinical training will bring the issue to the Department for Counselor Education and Family Studies (DCEFS) core faculty. A remediation plan will be formulated in conjunction with the DCEFS, the student, and supervisor. The purpose of the remediation plan is to assist the student in correcting any deficits in counseling skills or personal, interpersonal, or ethical problems so that the student may successfully continue in the program. Remediation procedures can include such actions as repeating particular courses, obtaining personal counseling, completing additional assignments, academic dismissal from the DCEFS or Liberty University. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the DCEFS will meet to decide if the student is ready to continue. In cases involving the code of honor violation, students will have an opportunity to appeal

### **VIII. 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. Self-help or Mutual Help groups and/or counseling does not count as direct client contact.

**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.

## Appendix A State Requirement Checklist

Go to your state board’s website to review their Rules and Regulations regarding the practice of professional counseling or marriage and family therapy (depending on which degree you are getting) and complete the information needed. Each state requires different coursework and different amounts and types of student Practicum and Internship hours. **It is the student’s responsibility to know what is required by his/her state.** To access your state board for professional counseling, go to: <http://www.nbcc.org/Search/StateBoardDirectory>. If you are unsure as to which state you will be seeking licensure from, pick any state to complete this assignment.

1. From which state will you be seeking licensure? \_
2. What license will you be seeking from your state? \_
3. List your state course requirements, the projected LU equivalent course (or indicate “needed” if you need to find this course and complete it somewhere else) and the number of hours for each course, required by your state below:

Course Name	Projected LU Equivalent Course (or indicated “needed”)	Hours Required

4. List the type and number of student Practicum hours required by your state below: Total # of hours required by state: \_  
 Total # of hours that must be direct client contact: \_ Total # of hours of individual supervision: \_  
 Total # of hours of group supervision: \_

**PLEASE NOTE: IF THE TOTAL NUMBER OF HOURS REQUIRED BY YOUR STATE IS LESS THAN THAT REQUIRED OF THE PRACTICUM COURSE, YOU MUST STILL COMPLETE THE HOURS REQUIRED BY THE PRACTICUM COURSE.**

**Appendix B: Informed Consent**  
**Example for Video Recording of Counseling Session**

Note: Students should have an Informed Consent with any client they are completing taped sessions with. This is a sample informed consent. Students may use this template, or a template provided by their site. This document should NOT be uploaded to Blackboard as it contains client information, but should be kept on file by the student, their site, and the client. Students will submit an Informed Consent Confirmation with their Case Presentations.

**CLIENT CONFIDENTIALITY AGREEMENT**

I understand that my counselor is a graduate student in the MA in the **insert degree program** program at Liberty University who is providing my counseling sessions as a part of **his or her** practicum or internship course requirements.

I give my permission for my counselor, **insert-your-name**, to video record all or part of the counseling session. I understand that the purpose of the recording is to improve the quality of counseling that I receive. This video will be used only for the purposes of professional training, consultation and/or improving skills in individual supervision (my counselor and **his/her** supervisor) and/or group supervision (my counselor, **his/her** supervisor, and other student counselor trainees). Put another way, these digital video recordings are used for the training and the development of the counseling skills of the counseling student. Recordings are erased after the supervision takes place, unless the recordings are needed for ongoing training. The recording will be erased by \_\_\_\_\_ (**fill in date for erasing session**).

I understand that my counselor, as a student-trainee at Liberty University; is practicing under the supervision of a faculty supervisor, **Fill in Name**. I understand that the content of my counseling sessions and/or video may be discussed with my counselor's supervisor and other counseling graduate students during group supervision solely for the purposes of supervision and ongoing training in counseling skills. During these supervised case presentations, all identifying data will be modified to protect confidentiality, including any submitted paperwork and discussion of the case in supervision.

I understand that my supervisor and counseling graduate students will maintain the same parameters of confidentiality as agreed to when I began the therapeutic relationship. As such, the content of these sessions will be kept confidential. However, the following are exceptions to confidentiality: 1) I report potential harm to self, harm to others, 2) I disclose the abuse of a minor, an elder, or an incapacitated adult, and/or 3) there is a court order or subpoena. I may revoke this authorization at any time by advising my counselor in writing.

Client or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

# Informed Consent Confirmation

I, \_\_\_\_\_, agree that I have provided the Liberty University Informed Consent Form to both my site ( \_\_\_\_\_ ) as well as my client(s). This consent form is now on file at my site.

---

(Student Signature)

(Date)

I, \_\_\_\_\_, site supervisor / site director (circle one or both) of \_\_\_\_\_ agree that \_\_\_\_\_ (student name) has provided the Liberty University Informed Consent Form to our site as well as their client(s). This consent form is now on file at the site.

---

(Site Supervisor / Site Director Signature)

(Date)

## Appendix C: Video Recording Instructions

For the purposes of faculty supervision and site supervision interns must record three counseling sessions to submit to site supervisors and three counseling sessions to be presented during WebEx Faculty Group Supervision.

See Course Schedule for verbatim due dates. Students will submit a verbatim form of a five to eight-minute segment of the recorded session. Faculty will provide feedback on this portion of the session during student's case presentation.

- *The only devices students can use for recording are digital cameras or camcorders. Phones, webcams, and tablets are prohibited.*

Check and make sure the sound quality is acceptable prior to submitting the sessions to your instructor.

Interns may introduce this exercise with a statement similar to the following, "As you know, I am an intern and counseling student at Liberty University completing my training to become a Licensed Professional Counselor (LPC), as a part of this training my professors would need to review my counseling skills in session via video recording to give me feedback and to assist me in providing the best care and support possible, therefore I need for you to acknowledge you have been informed about how these recordings will be used and provide your permission and consent..."

1. The verbatim form should be submitted, through Blackboard as indicated on the presentation schedule. Please remember to de-identify client information in all written documentation and indicate that the contents are confidential and are to be opened only by the recipient/professor.
2. The sessions should evidence the demonstration of strong basic skills and when appropriate an advanced technique (e.g. empty chair, use of REBT (using chart), etc.). The technique must be appropriate to the treatment goals described in the case conceptualization treatment plan section.
3. Faces of the counselor must be **easily** seen. Seating for these recordings should be in an L or V shape rather than the normal facing each other.

**Appendix D: Sample Verbatim Form**

**Student Counselor's Name:** \_\_\_\_\_  
**Student Client's Name:** \_\_\_\_\_

**Start Time of** \_\_\_\_\_  
**Clip: End Time** \_\_\_\_\_  
**of Clip:**

**Directions:**

Select a five to eight-minute clip of the video. Type a verbatim transcript of that session (recall verbatim means word for word and includes “umm,” “err” and other filler words. Provide a revised response in the column titled “Rework Counselor’s Statements” for all counselor statements, with the exception of paralinguage. Also, include comments regarding counselor self-awareness and conceptualization throughout for the “Conceptualization and Comments” section.

<b>Client's Statements</b>	<b>Counselor's Statements</b>	<b>Rework Counselor's Statements</b>	<b>Conceptualization Thoughts and Comments</b>	<b>Grader's Comments</b>
<i>What I think is that this is very hard to do. I think that being a good person is almost impossible.</i>	Why do you think it is impossible?	You use the term good person. I am wondering if you could tell me how a good person acts?	I am wondering who has defined for him , a good person and why he doesn't think he is one.	
<i>Because I always screw up.</i>	Always, you don't do anything right ever?	You seem pretty disappointed in yourself, can you explain more about that.?	I am really wondering why is he upset and feeling hopeless about. His face seems so sad too.	
<i>It doesn't feel like it. I do the same thing, over and over. I just can't get my life right.</i>	You sound pretty frustrated.			
<i>I am. I do the same things all the time.</i>	What's an example of something you're doing 'over and over' that is frustrating you?		Here I wanted to tie the sense of frustration to a concrete example. I need to have a better idea about what behaviors/situations are generating this affect.	



## Appendix E: Case Presentation Instructions

To protect the confidentiality of your client please refer to them by a pseudo-name in your case presentation.

The case presentation is an opportunity to integrate all learning from the counseling curriculum and will include the following sections/sub-headings:

**Demographic Information-** this includes family, age, ethnicity, gender, work history, health history.

**Presenting Problem-** this section includes the problem the client brought to the first session or the problem reported in the intake (sometimes the problem changes or is modified as therapy progresses, however what is reported here is the original presenting problem).

**Mental Status Exam-** this information should include information on the client's cognitive function such as memory capacity, distorted thought process, etc.

**History of the Presenting Problem-** this section includes other pertinent information about the client and the problems presented. This will include previous counseling and/or solutions attempted to resolve the issues.

**Biopsychosocial History-** this section includes background information about the client such as age, family, previous counseling experience, hobbies, etc.

**Addiction Screening-** this section should include information about screening for addictions such as alcohol addiction, etc.

**Risk Assessment-** this section should include screening information about harm to self or to others

**Theory/Model-** this section should include which theoretical model that would benefit the client based on the presenting problem

**Diagnosis-** this section should include a diagnosis consistent with the DSM-5 criteria and should include primary, secondary and tertiary diagnoses (and all other components as appropriate, see the DSM-5 for more information).

**Treatment Planning** This section should be integrated with the research/evidence based treatments section. This should include short term, mid-range, and long-term goals and interventions and should be in the format of a chart (see sample form). This is a comprehensive form that includes the presenting problems, diagnosis, goals, and interventions in one form.

**Ethics Section-** What ethical considerations were addressed or considered in this client's case?

**Multi-cultural Section-** this section should include multi-cultural considerations. Discuss cautions or perspectives that this culture might have. Provide information that indicates that you recognize the cultural diversity.

**Research/Evidence based treatments Section-** this section should naturally support the treatment plan with citations from the literature regarding effective treatments and interventions. This section should include 5-10 citations from the peer-reviewed literature regarding evidence-based treatments.

**Assessment Section:** This should include baseline data from scaling during session one on the presenting problem and a chart including the level on the scale in subsequent sessions, clients attributions of improvements and/or and the various treatment interventions used and content from assessments (such as a genogram, Beck Depression Inventory, etc.) if they are used.

**Referral/Access-** this section should include additional resources for the client after termination and even during counseling such as community resources for housing, etc.

Appendix F: CMHC 698 Treatment Plan Worksheet

**Counselor Name:**

**Client Name:**

**Case #:**

**Problem 1:**

Goal 1.:

Objective 1.:

Intervention 1.:

Intervention 2.:

Objective 2.:

Intervention 1.:

Intervention 2.:

Goal 2.:

Objective 1.:

Intervention 1.:

Intervention 2.:

Objective 2.:

Intervention 1.:

Intervention 2.:

**Problem 2:**

Goal 1.:

Objective 1.:

Intervention 1.:

Intervention 2.:

Objective 2.:

Intervention 1.:

Intervention 2.:

Goal 2.:

Objective 1.:

Intervention 1.:

Intervention 2.:

Objective 2.:

Intervention 1.:

Intervention 2.:

## Appendix G: LiveText Verification of Hours Procedure

	LiveText Time Log	Summary and Verification of Hours Spreadsheet														
Location:	On the right side of your Placement page under the Field Experience Tab	The spreadsheet is available in your Blackboard class, as an assignment on the Dashboard in LiveText, and on our LiveText Webpage. At the Midterm and Final the spreadsheet will need to be uploaded to the Attachments workspace at the bottom of the Placement page under the Field Experience tab														
How to Log Hours:	At the end of each Quarter students should make 1 entry for all hours earned during that quarter for each category of hours. (each quarter is color-coded on the spreadsheet)	Weekly														
Categories of Hours:	<p>Approved by Site-Supervisor:</p> <ul style="list-style-type: none"> <li>• Direct Hours (Direct Client Contact with a client)</li> <li>• Individual Supervision (Approved site supervisor – can be triadic)</li> <li>• Indirect Hours (Related activities associated with your clinical duties)</li> </ul> <p>Approved by Faculty Supervisor:</p> <ul style="list-style-type: none"> <li>• Faculty Supervision (Group supervision in the classroom setting)</li> </ul>															
The Hours Format:	<p>All hours for both the Time Log and the Verification of Hours Spreadsheet must be logged in an hours and minutes format. Every entry must have a number in both the hours and minutes places with a colon in between. For example:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Hours of Supervision</u></th> <th style="text-align: center;"><u>How to Enter into Spreadsheet</u></th> </tr> </thead> <tbody> <tr> <td>Two hours and fifty-eight minutes</td> <td style="text-align: center;">2:58</td> </tr> <tr> <td>Twenty-one minutes</td> <td style="text-align: center;">0:21</td> </tr> <tr> <td>Half an hour</td> <td style="text-align: center;">0:30</td> </tr> <tr> <td>Four hours and forty-five minutes</td> <td style="text-align: center;">4:45</td> </tr> <tr> <td>One hour and fifteen minutes</td> <td style="text-align: center;">1:15</td> </tr> <tr> <td>Three hours</td> <td style="text-align: center;">3:00</td> </tr> </tbody> </table>		<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>	Two hours and fifty-eight minutes	2:58	Twenty-one minutes	0:21	Half an hour	0:30	Four hours and forty-five minutes	4:45	One hour and fifteen minutes	1:15	Three hours	3:00
<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>															
Two hours and fifty-eight minutes	2:58															
Twenty-one minutes	0:21															
Half an hour	0:30															
Four hours and forty-five minutes	4:45															
One hour and fifteen minutes	1:15															
Three hours	3:00															
Approval	The supervisor must check off and approve each entry in LiveText.	The supervisor will approve the uploaded spreadsheet at the Mid Term and Final through the corresponding assessments.														
Other Information:	<p>Activity and Time: Select one of the following: Only use the below descriptors:</p> <ul style="list-style-type: none"> <li>• First Q (Hours accumulated during the first quarter)</li> <li>• Midterm (Hours accumulated during the second quarter)</li> <li>• Third Q (Hours accumulated during the third quarter)</li> <li>• Final (Hours accumulated during the fourth quarter)</li> </ul> <p>If a student has 2 sites hours for each site should be logged separately in the corresponding placement.</p>	<p>The Summary and Verification of Hours Spreadsheet has <b>3</b> tabs which must <b>ALL</b> be completed by the end of the semester.</p> <ul style="list-style-type: none"> <li>• Time Log – Hours entered weekly according to the above directions. If a student has 2 sites this tab should only show the hours logged for the site they are completing it for.</li> <li>• Verification of Hours – Log the Total Hours accumulated at ALL sites and for All semesters.</li> <li>• Sites – Document information for All Sites and All semesters.</li> </ul>														