

60-hour Ph.D. Counseling degree

Changing/Adding/Dropping a Site/supervisor

In order to request to change/add a new site or supervisor or dropping a site/supervisor, you must submit all of the following required approval documents via email to phdinternship@liberty.edu. Hours may not be earned with the new site/supervisor until official approval from internship office has been given.

Students applying to change the supervisor at their current site must submit:

- A typed and signed brief statement from the site director or approved supervisor outlining the student's transition to a new supervisor
- LiveText Assessments to be completed by the supervisor the student is terminating with
 - Counseling Competencies Scale-R
 - Internship Summary of Hours Spreadsheet Verification-Final
 - Approval of hours listed in the Time Log
- Final Log into LiveText Field Experience tab for supervisor to verify
- Documents for new supervisor
 - Supervisor's License Verification
 - Fieldwork Contract
 - Supervisor Information Form

Students applying to change their Internship site and supervisor must submit:

- Termination Letter from site director on the site's letterhead outlining departure
- LiveText Assessments to be completed by the supervisor the student is terminating with
 - Counseling Competencies Scale-R
 - 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 & Site Information Forms
 - 8-page Affiliation Agreement

Students dropping a site/supervisor

- Termination Letter from site director on the site's letterhead outlining departure
- LiveText Assessments to be completed by the supervisor the student is terminating with
 - Counseling Competencies Scale-R
 - 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

Students adding a 2nd supervisor must submit:

- Supervisor's License Verification
- Fieldwork Contract for new supervisor
- Supervisor Information Form for new supervisor

Students adding a 2nd site and keeping current supervisor must submit:

- Fieldwork Contract for new site with current supervisor
- Site Information Form
- 8-page Affiliation Agreement

Students adding a 2nd site and a 2nd supervisor must submit:

- Supervisor's License Verification
- Fieldwork Contract for new site with new supervisor
- Supervisor & Site Information Forms
- 8-page Affiliation Agreement