

# Frequently Asked Questions (Internship CEFS 699)

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/stateboarddirectory>.

## General Questions

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

It typically takes a student two full semesters (two 17 week semesters) to complete the Internship. However, the Internship can be completed in one semester and the student is permitted a maximum of three consecutive semesters to complete the Internship. Students are expected to pay for each individual semester of Internship.

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

Upon completing the final prerequisites, the student will submit all final documentation and any necessary paperwork outlined in the syllabus for the Internship. This information is also available on the Internship website. Once received, the student's paperwork will go through the approval process. Once the site and supervisor have been approved, the student will be given permission to enroll in CEFS 699. Please note: you may not start accumulating hours towards the Internship requirement until the start date for the CEFS 699 course.

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

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

### **4. How do I go about finding an Internship 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 Internship students and usually provide a variety of options and opportunities for individual and group counseling. Additionally, they can provide students with a plethora of 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 can inquire about this list one semester prior to starting the Internship. This list does not guarantee placement for a Liberty University student.

Students are encouraged to approach finding their Internship 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 supply all 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 Internship sites at one time. Please seek approval beforehand by emailing the Internship office at [internship@liberty.edu](mailto:internship@liberty.edu).

### **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 a regionally accredited university. Please review the Internship Manual for additional information regarding approved Supervision. Supervisors must also hold a valid license in the state where the students are accumulating hours for their Internship. **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 Internship is to be accepted for licensure purposes.**

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

Yes. If you cannot find one supervisor to supply all the hours needed, you may request an additional supervisor. However, you must first obtain approval before counting any supervision hours with the new supervisor. A student may have no more than two supervisors at one time. Please seek approval beforehand by emailing the Internship office at [internship@liberty.edu](mailto:internship@liberty.edu).

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

During your Internship, your supervisor is responsible for monitoring your activities and facilitating your learning and skill development experiences. The supervisor not only monitors and evaluates your

clinical work, but he or 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. **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.

### 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 if you 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 Internship?

Six hundred (600) total hours of counseling related work are required for the Internship. These hourly requirements are divided into the following categories:

- 240 hours of Direct Client Contact
- 1 hour per week of Individual Supervision (minimum total of 25 hours)
- 25 hours of Group Supervision
- 310 hours of Related Activities

Note: For the purposes of licensure, some states require more than 600 Internship 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.

### 11. May I count any counseling hours before enrolling in the Internship?

No, hours earned during the Practicum do not count towards Internship.

### 12. 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 Internship Manual for additional information. Self-help or Mutual Help groups and/or counseling does not count as direct client contact.

### 13. What is the difference between observation and co-therapy?

Co-therapy means that you are actively doing counseling with another therapist, participating in the therapy process, and collaborating on the treatment plan.

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.

### 14. How many hours of observation may I count towards my Direct Client Contact hours?

You may not count observation hours during the Internship. Any observation hours are reported as Related Activity.

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

You may count all 240 hours as co-therapy, if this is approved by your Internship site.

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

Document co-therapy as you would document solo therapy.

**17. 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 hours of Direct Client Contact, not seven.

**18. 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 CEFS 699 class.

**19. How do I request an additional semester of Internship?**

In the CEFS 699 Blackboard Course all students will complete the required “Internship Documentation Quiz”. The purpose of this quiz is for the student to inform the Internship Office of his/her intent to complete the Internship during the current semester OR to request an additional semester of the CEFS 699 Internship in the next consecutive semester. In addition to completing the quiz, students requesting an additional semester of the CEFS 699 Internship course must submit a copy of their liability insurance face sheet and updated Fieldwork Contract through the corresponding links. Students seeking a new site or supervisor will need to submit their Internship site or supervisor approval paperwork to [internship@liberty.edu](mailto:internship@liberty.edu). The Internship may only be taken for a maximum of 3 terms (9 credit hours). Students must pay for each additional semester. A grade of “NP” will be posted until all hours and course requirements have been met.

## Contact Information

Students and supervisors are expected to contact university personnel with comments, questions, and/or concerns that arise during the Internship. Generally, it is best to contact us sooner rather than later in the event that challenges arise during the course of your clinical training.

**For questions, comments, and concerns regarding the Internship, please contact:**

Internship Office: [internship@liberty.edu](mailto:internship@liberty.edu)

**For questions not addressed in this manual, please contact:**

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

*Director of Clinical Training*

**Department of Counselor Education & Family Studies**

**School of Behavioral Sciences**

[sgjohnson2@liberty.edu](mailto:sgjohnson2@liberty.edu)

**Department of Counselor Education and Family Studies**

Liberty University 1971 University Blvd

Lynchburg, VA 24515

Fax: 434-522-0477

<http://www.liberty.edu/academics/healthsciences/counseling/index.cfm?PID=673>

**Graduate Student Affairs Office, Honor Codes, Handbooks & Appeal Policies**

<http://www.liberty.edu/index.cfm?PID=19155>