

LIBERTY
UNIVERSITY
SCHOOL *of* BEHAVIORAL
SCIENCES

**DEPARTMENT OF COUNSELOR EDUCATION AND FAMILY
STUDIES**

**Marriage & Family Therapy Practicum
Fieldwork Manual**

2019-2020

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From the Director of Clinical Training to the Student

Dear Student,

Congratulations on reaching this milestone in your Marriage and Family Therapy Program! The Practicum is one of the most crucial professional preparation activities in your educational journey. This experience is meant to be the culminating experience in your program of study by allowing you the opportunity to apply, evaluate, and refine clinical skills by bridging the gap between theory and practice. You will also develop the personal qualities, characteristics and behaviors of a professional counselor as you transition from “trainee” to “professional practitioner.”

All prerequisite coursework has been intended to prepare you for your supervised clinical training experiences. By incorporating what you have learned through your coursework, you can become a reflective practitioner who can use critical thinking and sound decision-making skills that are well-grounded in established research and a biblical worldview. Effective counselors must be more than mere technicians. Rather, they must be professionals who have a strong theoretical and ethical foundation, have personal mastery of their own beliefs, values, knowledge, and skills, and have the ability to integrate these aspects into their practice.

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 read and review this manual carefully as you progress through the Practicum. We trust that the information will be useful in helping create positive learning experiences between students, supervisors, and faculty while providing quality services to those we are called to help. As the knowledge base in our field rapidly expands, it is clear that students cannot learn everything they need to know about Professional 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.

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

From the Director of Clinical Training to the Supervisor

Dear Supervisor,

Thank you for your commitment to invest in Liberty University Counseling Interns. Practicum students have completed the majority of their coursework and look forward to the opportunity to demonstrate their knowledge through their supervised counseling experience. As a site supervisor you play a critical role in the development of our students and we sincerely thank you for taking the time to make their supervised clinical experience a positive one.

The purpose of this manual is to introduce both supervisors and students to the requirements of the Practicum experience and provide clear expectations and guidelines. I encourage you to read this manual to orient yourself with the requirements of the Practicum for both student and supervisor. Some requirements include weekly supervision with an approved clinical supervisor, opportunity to complete a total of 100 hours of supervised counseling work (with a percentage of these hours direct and a percentage indirect), evaluations at various checkpoints, and collaboration with faculty supervisors for student evaluations.

We hope you will take some time to become acquainted with this manual for a comprehensive review of the responsibilities and privileges of the site supervisor role. We sincerely thank you for investing in the training of our students and providing them with an opportunity and an atmosphere to practice their clinical skills.



Steve Johnson, PhD, LPC, LMFT, ACS
Director of Clinical Training
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School of Behavioral Sciences

Acknowledgement of Practicum Manual

This manual is provided to students and applicants for their general guidance only. It does not constitute a contract, either expressed or implied, and is subject to change at the discretion of Liberty University or the discretion of the Program Directors.

All students are expected to read this manual and have a thorough understanding of its contents. Students should also be aware that they can discuss the manual and direct questions and concerns to their Faculty Advisor or the Director of Clinical Training regarding any material contained in the manual. Students agree to abide by all procedures, policies, and guidelines in the manual.

Students understand that this manual may be modified from time to time as University or Program policies, procedures and guidelines are implemented or changed and that it is their responsibility to review the manual from time to time in order to remain current with its contents.

M.A. in Marriage and Family Therapy Practicum Fieldwork Manual

I. Course Overview

A. Course Description

This course involves a highly supervised experience of professional counseling at an approved clinical site in the counseling community. This supervision includes both individual and faculty group supervision. Students are required to complete a total of 100 hours of counseling and related services, 40 of which are direct client contact hours. Written and oral presentations are a basic part of the group supervisory process with a Liberty faculty member via technology. Additionally, the class will focus on 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, status gradually shifts from that of a student to that of a pre-professional. Since most, if not all, required coursework has been completed by this time, Practicum students can contribute to the cooperating agency by assisting its staff in carrying out many of the normal 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. CEFS 500, 501, 502, 504, 505, 510, 512, 515, 521, 522**, 601, 602*, 546, 667*
 1. ** 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 in order to register for the course
6. Students must submit all of the required paperwork for approval through SharePoint, prior to enrolling in the course

***Note:** Students on a **2018-2019 DCP** may take CEFS 602 and Practicum concurrently (in the same semester). Students on a **2017-2018 Degree Completion Plan and prior**, CEFS 667 is a pre-requisite for CEFS 698 Practicum. Therefore, students can only enroll in Clinical Diagnosis & Treatment Planning (CEFS 667) and the Counseling Practicum (CEFS 698) in the same semester if their Clinical Diagnosis & Treatment Planning (CEFS 667) Intensive occurs before or in the same month as the start date for the Counseling Practicum (CEFS 698). Students cannot enroll in Clinical Diagnosis & Treatment Planning (CEFS 667) and the Counseling Practicum (CEFS 698) in the same semester if they are enrolled in an online section of Clinical Diagnosis & Treatment Planning (CEFS 667).

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:

1. Establish rapport, develop effective working relationships with client(s), and use basic counseling skill 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.

F. Communication with Instructor, Support Staff and Clinical Director

All concerns regarding the course are to be communicated to the course instructor. Students may be then referred to the Practicum support staff (practicum@liberty.edu) and/or the Director of Clinical Training. Please keep in mind that 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 Director of Clinical Training. 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 School 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**. The Practicum can only be taken **after successful completion of all prerequisite requirements**.

Each student's Practicum includes all of 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 CEFS 505, 512, 602, & 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).

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

- **Important Note:** *Students are responsible for checking with their state board to verify the number of Direct Client Contact hours with couples and families. For example, the state of Virginia requires students to earn a minimum of 200 hours with couples and families during their 600 hour Internship. If student has a question about their state requirements, the student will need to contact their state board directly*
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. Evaluation of the student's counseling performance throughout the Practicum, including documentation of a formal evaluation after the student completes the Practicum by the site supervisor. Students and site supervisors discuss the site supervisors' evaluation of student performance at four scheduled times throughout the semester.

B. Finding a Site and Supervisor

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. Practicum students are allowed a maximum of two sites and two supervisors at any time that have been approved by the Practicum Office.

First, make sure the site can offer you enough face-to-face client hours so that you can complete your Practicum in one semester. 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 be performing, 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 matter.

A list of currently approved sites may be accessed from the Practicum office, practicum@liberty.edu. You are not limited to these sites; you may submit a site that is not on the list for approval.

****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 meet the requirements for CEFS 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 face-to-face client hours to meet 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 credentials (i.e., doctoral level or master's level and licensure) so that a licensing board will accept clinical work completed under their supervision?

7. Is this agency one in which the student might be interested in employment after the Practicum is completed?

C. 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. 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.

9. 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 CEFS 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

D. 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.

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. Provide evaluations of the student's counseling skills and progress, review these with the student, and give the original evaluations to the student. The student is responsible for uploading these forms onto Blackboard.
7. Initiate immediate contact with the student's professor if problems are encountered with the student during placement.

E. Site Activities

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

F. 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 office. 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.

G. 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.

H. Facts to Remember:

1. Students must obtain *1 hour of Individual Supervision per week*
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 planning to practice in another state after graduation. Some states have different requirements than Virginia for the supervisor and supervision meets the board's requirement.

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 the 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 CEFS students are **required to complete a new** criminal background check or re-check prior to Practicum approval. Students must submit a copy of their background check receipt as part of the application and approval paperwork process through SharePoint. The background check website can be found 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 Practicum 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. Liberty University will not provide insurance coverage for students.

The following organizations offer professional liability insurance:

- Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or hpsso.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 so that coverage is in effect for the duration of class enrollment. Students must still 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

Once a site and supervisor have been chosen, the student, site and supervisor complete and sign the *Fieldwork Contract* (Appendix A) found on the Practicum website and submit to SharePoint.

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. Liberty University wants to make sure the student's proposed site will provide a good education experience and that it has adequate oversight and safeguards built in to ensure an appropriate clinical environment.
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.

IV. International Practicum/Internship Policy

Policy for approval of sites and supervisors abroad

The Department of Counselor Education and Family Studies is aware of many challenges that students living abroad face regarding the completion of the practicum and/or internship requirements. Therefore, the Practicum/Internship Office has created the following policy in order to help our students living abroad succeed in completing their practicum/internship experience. In addition to the standard application process, students looking to complete an international practicum/internship must also meet the following criteria:

Students seeking licensure in the Unites States:

1. **Site must be sponsored by an American Organization**
2. **Site must follow the general guidelines established by the counseling profession in the U.S.** (e.g., ACA, AAMFT Codes of Ethics, state board regulations, etc.).
 - a. Informed consent
 - b. Treatment plans
 - c. Record keeping
3. **Supervisor must be licensed in the United States**
 - a. Supervisor must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
 - b. Must hold a master's degree or above in counseling or related field.
 - c. Must have a minimum of two years professional experience.
 - d. Knowledge with program requirements and procedures for evaluations.
 - e. Appropriate training in counseling supervision.
 - f. Must hold a valid state license at an independent level of practice; i.e., supervisors must be able

- to practicum without being under supervision.
- g. Must be in good standing in the profession.
 - h. Must hold a license that qualifies the individual to provide clinical supervision.
4. The following licenses that typically qualify include:
- a. Licensed Professional Counselors (LPC)
 - b. Licensed Mental Health Counselor (LMHC)
 - c. Licensed Marriage and Family Therapists (LMFT)
 - d. Licensed Clinical Psychologists (LCP; with a preferred Psy.D. All other degrees are reviewed on a case by case basis.)
 - e. Licensed Clinical Social Workers (LCSW)
 - f. Psychiatrists and Ph.D./Ed.D in Counselor Education and Supervision from a regionally accredited university.

Students who are seeking licensure in the United States are responsible for knowing and understanding the requirements of the state board in the state in which they wish to become licensed.

Note: Specific states may require internships to be taken at a site location in the state where you plan to seek licensure. If this is the case, an international internship may not be eligible towards licensure. Before identifying an international internship site, please check with your state regarding any potential residency requirements pertaining to the actual physical location of internship sites. You are solely responsible to find out this information. The Department of Counselor Education and Family Studies may not provide this or any other information pertaining to specific state licensure requirements.

V. Practicum Documentation for Fieldwork Experience:

Practicum documentation will be very important not only for this course, but equally so in the years ahead as the student uses it to apply for licensure and/or employment. The course requirements for CEFS 698 are designed to meet the requirements for the Virginia State Board of Professional Counseling. Students who plan to seek licensure in a state other than Virginia after graduation should **verify their state's requirements**.

The following hours must be met during a student's fieldwork experience:

- 100 hours of activities related to the Practicum should fall into one of four categories
 - Direct Client Contact (minimum of 40 hours required)
 - Individual Supervision (must meet one hour per week)
 - If Individual Supervision is skipped one week it may be made up and counted during the week before or after
 - Related Activities

Note: The Practicum course is a full-semester commitment, even if students complete the required hours before the official end date of the semester.

VI. Grading for Practicum

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

1. Earn a passing grade for all Course Assignments
2. Obtain at least 100 hours of clinical experience according to the categories listed above (direct client contact, individual supervision, etc.)
3. Receive passing evaluations by the supervisor

4. Adhere to the ACA Code of Ethics at all times
5. Meet the CEFS 698 class attendance policy

A. CEFS 698/699 FN Policy

The U.S. Department of Education requires that every university monitor the attendance of their students. Liberty University uses the following definition in determining student attendance, “Submission of an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or communication with the professor regarding academic content or an assignment.” However, with the Practicum/Internship courses, the Practicum/Internship office can factor both the academic (Blackboard) and fieldwork (presence at the site) aspects of the Practicum/Internship into student’s academic progress. In order to post an FN for Practicum/Internship, the student would need to be lacking attendance for 21 consecutive days both in Blackboard and on-site. A student who does not show attendance in Blackboard but does regularly attend his/her Practicum/Internship site would not receive an FN. The student’s Practicum/Internship professor will need to email the site director/supervisor to confirm that the student has been attending the site. Once the professor receives confirmation back from the site of the student’s attendance on-site, the professor then needs to forward that email documentation to luoacademicprogress@liberty.edu.

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.

B. Pass/No Pass:

Letter Grade

Requirement

P (Pass)

Must meet all of the requirements below.

- Completes assigned work.
 - **Must** complete **all** clinical work to pass:
 - All evaluations
 - Proof of liability insurance
 - Completes required hours:
 - Practicum:
 - Direct: 40
 - Individual Supervision: 1 per week
 - Related: Remaining hours
 - Total: 100
 - Should complete all academic work, but will only affect point total not final grade.
 - Discussion boards
 - Article review
 - Book review
 - Self-reflections
 - Informed Consent
 - Quizzes
- 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.

C. Grade Scale Breakdown

P (Pass): 800-1010

NP (No Pass): 0-799

D. 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.

E. 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.

F. Tests/Exams

Penalties will follow the late assignment policy as stated in the course syllabus.

VII. 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 it 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 verb usage and the avoidance of inappropriate language including informal language or slang)
- Adherence to the *American Counseling Association 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 School 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.

VIII. 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 the 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 Department of Counselor Education 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 “NP” 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 Committee 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 Practicum 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 the semester. The student will need to reapply for the Practicum in a future semester.

IX. Professional Competency Expectations and Remediation Process

Supervisors and Liberty University faculty have a professional and ethical responsibility to evaluate students on the following:

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

As such, the faculty of Liberty will not automatically approve program completion for students who demonstrate deficits that may interfere with future professional competence. Students enrolled in Practicum class may be given a failing grade and/or 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 Director of Clinical Training. If warranted, the Director of Clinical Training will bring the issue to the Department of Counselor Education and Family studies (DCEFS) core faculty. A remediation plan will be formulated in conjunction with the DECFS, the student, and supervisor. The purpose of the remediation plan is to assist the student in correcting any deficits in the 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 DECFS or Liberty University. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the DECFS will meet to decide if the student is ready to continue. In cases involving the Honor Code Violation, students will have an opportunity to appeal.

Provision if Unsuccessful: If remediation is unsuccessful or the student refuses to comply with the Remediation Plan, the student may be dismissed from the CEFS program. Notice of dismissal from the program will be provided to the student in writing by the program director. Should the student decide to submit a formal complaint, the student will follow the formal complaint procedure through the LUO Student Advocate Office <http://www.liberty.edu/online/student-advocate-office/>

X. Frequently Asked Questions (Practicum CEFS 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>.

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

The Practicum must be completed in one semester (approximately 17 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.

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 for the Practicum. This information is also available on the Practicum 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 698. Please note: you may not start accumulating hours towards the Practicum requirement until the start date for the CEFS 698 course.

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 practicum@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 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 Practicum. This list does not guarantee placement for a Liberty University student.

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 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 Practicum sites at one time. Please seek approval beforehand by emailing the Practicum office at practicum@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 Practicum 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 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.**

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 Practicum office at practicum@liberty.edu.

8. What are the different types of supervision?

During your Practicum, 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 Practicum?

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

1. 40 hours of Direct Client Contact
2. Individual Supervision (one hour per week)
3. Related Activities

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.

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. Note: 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?

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.

13. How many hours of observation may I count towards my Face-to-Face Client Contact hours?

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

14. How many hours of co-therapy may I count towards my Face-to-Face 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 hours of Direct Client Contact, not seven.

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 CEFS 698 class.

Contact Information

Students and supervisors are expected to contact university personnel with comments, questions, and/or concerns that arise during the Practicum. 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 Practicum, please contact:

Practicum Office: practicum@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

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>

Appendices: Forms to Complete for Practicum

Appendix A: State Requirement Checklist

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 Marital and Family supervision: _____
 • (for MFT students)
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: Quarterly Evaluation

Practicum Student Quarterly Evaluation Form

Student Name: _____

Date: _____

Site Supervisor Name: _____

Check one:

- First Quarter Evaluation
 Third Quarter Evaluation

To the Site Supervisor:

This informal evaluation is to be completed at the first quarter and third quarter marks of the student's practicum. A formal evaluation will be provided to you by the student at mid-point and end of the practicum. The purpose of this evaluation is to provide the Liberty University practicum faculty/staff with feedback as to the student's progress. Please complete the questions below by checking the appropriate box.

Item	Yes	No
1. The student is performing at the expected levels		
2. The student is attending supervision on a regular basis		
3. I would like a phone call from the faculty instructor to discuss this student at this phone # _____		

SUMMARY OF TIME SPENT IN PLACEMENT ACTIVITIES

To Be Filled Out By The Student & Approved By The Supervisor:

In the following section the student is asked to calculate the amount of time spent in each of 3 types of activities:

1. **Direct Client Contact** (Direct client services include: doing individual, couple, and family counseling, group counseling, co-therapy, co-leading groups, and conducting intakes)
2. **Individual Supervision** (includes one hour per week of individual and/or triadic supervision)
3. **On-site Group Supervision** (group supervision is the interaction between the student, approved supervisor, and different counselors and staff.
4. **Faculty Group WebEx Supervisions** (meeting with faculty member/professor and classmates at the same time via WebEx)
5. **Related Activities** (observation of counseling, and other counseling-related activities, staff meeting, counseling related administrative work, writing progress notes, filing counseling-related files/documents, telephone calls to clients, and billing insurance companies)

The categories that are provided are guidelines only. What is important is that the student and the supervisor achieve a description that most fairly reflects the activities of the student. Please indicate the number of hours for each of the following:

	Quarter Hours	Total Hours to Date
1. Direct client contact (Face to face)	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
2. Individual Supervision	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
3. On-site Group Supervision	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
4. Faculty Group WebEx Supervision	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
5. Related Activities	<input style="width: 100px; height: 30px;" type="text"/>	<input style="width: 100px; height: 30px;" type="text"/>
TOTAL HOURS	= <input style="width: 100px; height: 30px; border: 2px solid black;" type="text"/>	<input style="width: 100px; height: 30px; border: 2px solid black;" type="text"/>

Comments:

Supervisor Signature _____

Date: _____

Appendix C: Midterm/Final Evaluation

Practicum Midterm/Final Student Evaluation Form

Student Name: _____ Date: _____

Course and section number: _____ Student ID: _____

Site Supervisor Name: _____ Check one:
 Midterm Evaluation
 Final Evaluation

Dear Site Supervisor:

Thank you for supervising the student named above during the counseling practicum. This formal evaluation is to be completed in collaboration with the student, at both the midpoint and final deadlines of the practicum. (Students can find these deadlines listed in their Blackboard course.) Please complete this evaluation as thoroughly and accurately as possible to provide a clear picture of the student's progress-to-date. The purpose of this evaluation is two-fold: to provide a structured format for you to give feedback to your student and to assist the university instructor in assigning a course grade.

The student is to be evaluated on these areas: professional work skills, counseling skills, ethics, and response to supervision using the rubric provided below. Consider each statement in reference to your knowledge and observations of the supervisee's performance in relation to their level of training.

Please don't hesitate to contact our office directly at practicum@liberty.edu if you have any questions or concerns.

Sincerely,

The Practicum Team
 Center for Counseling and Family Studies
 Liberty University

Supervisor's initials: _____

SECTION I: PROFESSIONAL WORK SKILLS

In rating the student on these skills consider how well and consistently the student:

- Manages time effectively
- Interacts with others in a positive, professional manner
- Presents a professional demeanor in appearance and behavior
- Adheres to your agency policies and procedures
- Completes all documentation in an accurate and timely manner

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

SECTION II: COUNSELING SKILLS (Note: In some Practicum sites, students may not be directly involved in developing a treatment plan or making a clinical diagnosis)

In rating the student on these skills consider how well and consistently the student:

- Demonstrates basic counseling skills
- Demonstrates joining and empathy with clients
- Is able to identify presenting problems
- Demonstrate understanding of how to develop and initiate a treatment plan
- Demonstrate understanding of clinical diagnoses
- Is aware of his/her impact on the client

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

SECTION III: ETHICS

In rating the student on these skills consider how well and consistently the student:

- Can articulate and apply the ACA Code of Ethics
- Maintains appropriate boundaries with clients
- Able to identify potential ethical dilemmas and seeks supervisory consultation

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

Supervisor's initials: _____

SECTION IV: RESPONSE TO SUPERVISION

In rating the student on these skills consider how well and consistently the student:

- Attends supervision on a regular basis
- Is open and willing to learn from supervision
- Is non-defensive when confronted with concerns
- Follows the directives of the supervisor
- Takes the initiative to resolve any misunderstanding or conflict with the supervisor
- Takes the initiative to seek professional counseling when personal issues affect professional performance

IB	1	2	3	4
Insufficient basis for evaluation	Clearly deficient			Clearly excellent

Comments:

Please note that while the supervision evaluation is taken into consideration and weighted heavily, this evaluation is not the student's final grade. Other factors, including timeliness and the completion of all assignments, also play a determining factor in a student's final grade in the course.

Suggested grade: _____ Pass _____ No Pass

In comparison to other students at this stage in their training, how would you evaluate this student's performance?

1	2	3	4
Clearly deficient			Clearly excellent

Comment:

Supervisor's initials: _____

SUMMARY OF TIME SPENT IN PLACEMENT ACTIVITIES

To Be Filled Out By The Student & Approved By The Supervisor:

In the following section the student is asked to calculate the amount of time spent in each of 3 types of activities:

1. **Direct Client Contact** (Direct client services include: doing individual, couple, and family counseling, group counseling, co-therapy, co-leading groups, and conducting intakes)
2. **Individual Supervision** (includes one hour per week of individual and/or triadic supervision)
3. **Group Supervision** (group supervision is the interaction between the student, approved supervisor, and different counselors and staff.
4. **Faculty Group WebEx Supervisions** (meeting with faculty member/professor and classmates at the same time via WebEx)
5. **Related Activities** (observation of counseling, and other counseling-related activities, staff meeting, counseling related administrative work, writing progress notes, filing counseling-related files/documents, telephone calls to clients, and billing insurance companies)

The categories that are provided are guidelines only. What is important is that the student and the supervisor achieve a description that most fairly reflects the activities of the student. Please indicate the number of hours for each of the following:

Please indicate the number of hours for each of the following:

Type of Activity	First Quarter (Informal Eval)	Midterm (Formal Eval)	Third Quarter (Informal Eval)	Final (Formal Eval)	Total Hours
1. Direct Client Contact Hours					
2. Individual Supervision Hours					
3. On-site Group Supervision					
4. Faculty Group WebEx Supervision					
3. Related Activities Hours					
Total Each Column					

Signatures:

Total All

Site Supervisor

Date

Student

Date

TO PRACTICUM SUPERVISOR:

Please discuss this evaluation with the student. After you have discussed this evaluation with the student please make a copy for you records as the student will be submitting a copy through their Blackboard course. If you have any concerns regarding the student please contact the student’s professor. Your supervisory help has been a significant contribution to the training and education of this student. Thank you for supervising the student’s Practicum and for completing this evaluation.

Supervisor’s initials: _____