

**COUNSELING PRACTICUM AND
INTERNSHIP PROCESS AND
REQUIREMENTS**

LIBERTY
UNIVERSITY.

GENERAL OVERVIEW OF APPLICATION PROCESS

DETAILS OUTLINED ON PRACTICUM AND INTERNSHIP WEBSITES

1. Students complete and meet all required prerequisites for their specific degree program (Marriage and Family Therapy or Online Clinical Mental Health Counseling) and are ready to apply for Practicum then Internship.
 - **Disclaimer: COUC 698 Practicum is a required prerequisite for COUC 699 Internship. They cannot be taken together. Students must complete Practicum before Internship.**
2. Students must find a site and supervisor that meet qualifications.
3. Once students find a site and supervisor, they will complete all required application documents.
 - Note: Practicum and Internship have different paperwork.
 - Note: Marriage and Family therapy students and online Clinical Mental Health Counseling have different Practicum/Internship Websites and paperwork.
4. Once the application documents are gathered and completed, the students will apply by submitting all paperwork in the SharePoint Portal on the Practicum or Internship website *by the appropriate deadline*.
5. The Practicum and Internship Office will review each application to ensure the Site/Supervisor meet qualifications and for any paperwork corrections that are needed.
 - If paperwork corrections are needed, the Practicum and Internship Office will email the students with the exact corrections they need. The student will be given two weeks to make the corrections and return them via email to the Practicum and Internship Office. Students must return all corrections by their given deadlines.
 - This process takes 3-4 weeks. During busy times, it could be 5-6 weeks.
6. Once all paperwork is corrected and returned, the Practicum and Internship office will email the students an official approval and will register each student for the Practicum or Internship course.
7. Students are placed in a Practicum or Internship blackboard course with 10-12 other Practicum or Internship students. Students begin the course and gaining hours the first day of the corresponding semester



SITES AND SUPERVISORS

- **Step 1: Find a Site and Supervisor**
 - Check the state site list. (same webpage as Affiliation Agreement)
 - The site must provide clinical work duties.
 - Students are limited to two sites and two supervisors.
- **Step 2: Set Up Interviews**
 - Sites are not just interviewing you, you are interviewing sites.
- **Step 3: Secure Your Site and Supervisor**
 - Sites and Supervisors must fill out required documentation.



SUPERVISOR REQUIREMENTS

- **Valid State License in Counseling:**
 - Licensed Professional Counselor (LPC)
 - Licensed Mental Health Counselor (LMHC)
 - Licensed Clinical Social Worker (LCSW)
 - Psychiatrist
- **Education:**
 - Have Degree From a Regionally Accredited University
 - M.A. in Counseling
 - M.A. in Psychology
 - M.A. in Social Work
 - Ph.D. or Ed.D in Counselor Education and Supervision
- **Supervisors Must:**
 - Be Able to Practice Without Supervision.



SUPERVISOR NO-NO'S

- Credentials that are NOT accepted:
 - School Counselors
 - Pastoral Counselors
 - LLPC
 - LMSW
 - National Licenses or Certifications
 - Master of Divinity
 - Degrees Outside of the Counseling Field
 - Unaccredited Degrees
 - Licenses with listed Disciplinary Action



SEMESTER AND HOUR REQUIREMENTS

PRACTICUM

- One Semester
 - All DCP's
- 100 Hours
 - Direct Client Contact – 40 Hours
 - Individual Supervision – 1 Hour/ Week
 - Related Activates – Remaining Hours

INTERNSHIP

- Dependent on DCP Year
 - See Next Slide
- 600 Hours
 - Direct Client Contact – 240 Hours
 - Group Supervision OR Faculty Group Supervision
 - No more than 2 absences
 - Individual Supervision –1 Hour/ Week
 - No Less than 25 Hours total.
 - Related Activates – Remaining Hours



INTERNSHIP SEMESTER REQUIREMENTS: DEPENDENT ON DCP YEAR AND DEGREE PROGRAM

COUN 699 Internship -
Online Clinical Mental Health
Counseling

COUN 699 Internship -
Marriage and Family Therapy

2015 – 2016 DCP and Prior

- One, Two, or Three Consecutive Semesters

2017 – 2018 DCP and Prior

- One, Two, or Three Consecutive Semesters

2016 – 2017 DCP through Present

- Two Consecutive Semesters

2018 – 2019 DCP through Present

- Two Consecutive Semesters

APPLICATION DOCUMENTS

ALL STUDENTS MUST APPLY FOR PRACTICUM AND INTERNSHIP THROUGH THE SHAREPOINT PORTAL WITH THE FULL APPLICATION

Official Papers (Students obtain from various places):

- Degree Completion Plan Audit
 - ASIST
- Background Check Receipt
 - CastleBranch
 - Include Fingerprints
- Supervisor's License Verification
- Student's Photo
- Liability Insurance Face Sheet

Forms and Templates (students obtain from Practicum/Internship website):

- Fieldwork Contract
 - ON-Site or OFF-Site
- Supervisor Information Form
- Site Information Form
- Affiliation Agreement
 - Some Sites may have additional requirements



WEBEX: FACULTY GROUP SUPERVISION

ONLY ONLINE CLINICAL MENTAL HEALTH COUNSELING

To Apply:

1. Select Day Preference:

- Weekday (M-F) or Weekend (S-S)

2. Select Start Time:

- Morning 6am – 11:30am
- Afternoon 12pm – 4:30pm
- Evening 5pm – 9:30pm

Leave full time preference
open until Week 1 of the
semester.

3. Prepare:

- 1.5 hours of weekly Faculty Group Supervision



SUBMITTING APPLICATION DOCUMENTS

Step 1: Save All Documents as PDF Files.

Step 2: Prepare for a 30 Minute Time Limit.

Step 3: Go to the Practicum or Internship Website.

Step 4: Find the Submission Portal Located Above the Deadline Dates.

- Expect the portal to open 3-4 weeks before the application deadline
- Sign in with LU Username and Password.

Step 5: Submit a Total of 8 Documents in 8 Links.



EMAILS

Practicum:

- practicum@liberty.edu

Internship:

- internship@liberty.edu

* Degree concentrations have different websites

