

## Practicum & Internship Site & Supervisor Add/Drop/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, 2017, our office will need all correctly filled out approval documents by Sept. 11, 2017. 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.

\*Students may email the Practicum & Internship Office with any questions regarding the policy. Students are also encouraged to review the information on the Practicum & Internship websites regarding this policy.

### Contact Info:

COUC 698 Practicum (Online Clinical Mental Health Counseling Students)

Email: [practicum@liberty.edu](mailto:practicum@liberty.edu)

Website: <http://www.liberty.edu/index.cfm?PID=28215>

COUC 699 Internship (Online Clinical Mental Health Counseling Students)

Email: [internship@liberty.edu](mailto:internship@liberty.edu)

Website: <http://www.liberty.edu/index.cfm?PID=6333>

CEFS 698 Practicum (Marriage and Family Therapy Students)

Email: [practicum@liberty.edu](mailto:practicum@liberty.edu)

Website: <http://www.liberty.edu/index.cfm?PID=38493>

CEFS 699 Internship (Marriage and Family Therapy Students)

Email: [internship@liberty.edu](mailto:internship@liberty.edu)

Website: <http://www.liberty.edu/index.cfm?PID=38496>

COUC 698 Practicum (Residential Clinical Mental Health Counseling Students)

Email: [CMHCpracticum@liberty.edu](mailto:CMHCpracticum@liberty.edu)

Website: <http://www.liberty.edu/index.cfm?PID=29795>

COUC 699 Internship (Residential Clinical Mental Health Counseling Students)

Email: [CMHCinternship@liberty.edu](mailto:CMHCinternship@liberty.edu)

Website: <http://www.liberty.edu/index.cfm?PID=29795>

ADCN Internship

Email: [MAAC699@liberty.edu](mailto:MAAC699@liberty.edu)

Website: <https://www.liberty.edu/academics/behavioralsciences/counseling/index.cfm?PID=33985>

PhD Practicum:

Email: [phdpracticum@liberty.edu](mailto:phdpracticum@liberty.edu)

Website: <https://www.liberty.edu/academics/behavioralsciences/counseling/index.cfm?PID=37854>

PhD Internship:

Email: [phdinternship@liberty.edu](mailto:phdinternship@liberty.edu)

Website: <https://www.liberty.edu/academics/behavioralsciences/counseling/index.cfm?PID=37853>