

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:

COUN 698 Practicum

Email: practicum@liberty.edu

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

COUN 699 Internship

Email: internship@liberty.edu

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

MAAC Internship

Email: MAAC699@liberty.edu

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

PhD Practicum:

Email: phdpracticum@liberty.edu

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

PhD Internship:

Email: phdinternship@liberty.edu

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