



**DEPARTMENT OF COUNSELOR  
EDUCATION AND FAMILY STUDIES**

**Doctoral Practicum Manual**

**Ph.D. in Counselor Education and Supervision**

2019 - 2020

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## **Acknowledgement of Ph.D. 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 this manual and direct questions and concerns regarding any material contained in it to the Director of Clinical Training, Dr. Steve Johnson. 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.

## **Accreditation**

The Ph.D. in Counselor Education and Supervision is CACREP accredited. The Council for Accreditation of Counseling Related and Educational Programs (CACREP) is an independent accreditation agency recognized by the Council for Higher Education Accreditation. The vision of CACREP is to provide leadership and to promote excellence in professional preparation through the accreditation of counseling and related educational programs. CACREP is committed to the development of standards and procedures that reflect the needs of a dynamic, diverse, and complex society.

## General Course Information

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### 1.1 Introduction to Manual

This manual provides students with information related to the Ph.D. Program in Counselor Education and Supervision Practicum. It is important for all students to become familiar with the Practicum requirements prior to enrollment in the program.

The manual also contains the required forms for the Practicum. Please feel free to contact the Director of Clinical Training, the Practicum office ([PhDPracticum@liberty.edu](mailto:PhDPracticum@liberty.edu)), or the Doctoral Practicum Supervisor with additional questions or concerns that are not addressed in this manual.

In an effort to continually enhance the process of your Practicum experience, this manual may undertake revisions periodically so that the most current and accurate information is provided to the students. When this occurs, students will be notified through appropriate methods (i.e. email announcements, classroom notifications, website notices, etc.).

### 1.2 CACREP Requirements for Practicum Experience

Doctoral students are required to complete a doctoral level counseling Practicum that totals a minimum of 100 clock hours, with 40 hours of direct client contact (CACREP 6.C.1). During Practicum, the student must receive weekly individual and/or triadic supervision, usually performed by a supervisor with a doctorate in counselor education or a related profession (CACREP 6.C.2-4). Group supervision is provided weekly with other students throughout the Practicum by a program faculty member (CACREP 6.C.5).

## Course Overview

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### 2.1 Prerequisites

To be adequately prepared for this course, the student must have completed all entry-level Prerequisites; the Foundational Competencies (COUC 715 and 740) and the Qualifying Examination (COUC 969). Academically, students must be in good standing with the University and have a 3.0 cumulative GPA or above in order to be approved for COUC 998 Practicum.

***Prerequisite courses are non-negotiable and must be successfully completed prior to the start of the Practicum.***

***Note:*** Students who have not completed a Master's-level Practicum (100 hours; 40 direct contact hours) and Internship (600 hours; 240 direct contact hours) courses, or the equivalent, as determined by the clinical director, are required to take COUN 698 (Practicum) and/or COUN 699 (Internship) prior to COUC 998.

## 2.2 Course Materials:

1. **LiveText Field Experience Module.** LiveText is an online subscription that allows students to document their clinical fieldwork throughout the Practicum and Counseling Internship. Students must register for a 5-year LiveText membership upon enrollment in Practicum. Access will be given to Site Supervisors to complete mid-term and final evaluations, and to approve hours. Students are responsible to log Practicum hours earned each quarter during the semester. See Appendix K for specifications for logging hours in LiveText.
2. A complete list of other Course Materials, including textbooks, can be found in the syllabus.

## Practicum Requirements

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### 3.1 Practicum Course Requirements

The program requires completion of a supervised Practicum of **100 clock hours**. The Practicum is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area. Each student's Practicum includes all of the following:

1. At least 40 hours direct service counseling (i.e. individual/group/family therapy, etc.),
2. One hour per week of individual and/or triadic supervision throughout the Practicum with the approved Site Supervisor. (A minimum of 10 hours of supervision are required.)
3. An average of one and a half (1.5) hours per week of faculty group supervision provided on a regular schedule throughout the Practicum (See Section 3.2).
4. Partake in a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, referral, in-service and staff meetings).
5. Develop program-appropriate audio/video recordings for use in individual and group supervision. Students are required to submit at least two video or audiotaped counseling sessions with verbatim transcripts. (See the syllabus for details.)
6. Submit two (2) evaluations of the student's counseling performance by the site supervisor. Site supervisors are expected to discuss the evaluation of student performance throughout the semester. Upon completion the Practicum, a formal final evaluation will be completed by the faculty supervisor.

### 3.2 Faculty Group Supervision

During the Practicum, students will also participate in regular, scheduled group supervision sessions in a digital classroom format (WebEx). Group supervision involves working with a member of the counseling faculty working with two or more students using a more tutorial and mentoring form of instruction. Students meet every week for one and a half (1.5) hours. The date and time for these classes will be established at the beginning of each semester.

### 3.3 Finding a Site and Supervisor

The relationship between the student and their site and supervisor is an important one. Therefore, students need to be intentional in picking a site and supervisor. As a practicum 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 training site and supervisor should be a mutual one. Please review the following considerations to assist you in your search.

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 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 perform, etc. Finally your relationship with your potential supervisor is a personal, as well as a professional one. You want to select a supervisor who you feel you can communicate and work with in a collaborative and professional manner.

Other considerations to keep in mind include:

1. Does the supervisor, activities, and site meet the requirements for Practicum? (See appropriate sections in this manual for requirements.)
2. Is there enough diversity in the clients served to provide a wide range of experiences (e.g., adults, adolescents, children, married couples, singles, group therapy, etc.)?
3. Does the agency have a large enough client base to have adequate face-to-face hours to meet the course requirements?
4. Are qualified supervisors available on site who are willing to invest the time to provide a quality fieldwork experience which includes provision of individual supervision?

***CACREP's Doctoral Standards require doctoral students to complete a clinical practicum. Thus, your Practicum site must be in a regular counseling-related workplace setting.*** A list of currently approved sites may be accessed from the Practicum office, [PhDpracticum@liberty.edu](mailto:PhDpracticum@liberty.edu). You are not limited to these sites; you may submit a site that is not on the list for approval.

### **3.4 Site Supervisor Requirements**

Practicum Supervisors must meet the following requirements:

1. Either a **doctoral degree in Counselor Education or a graduate degree (prefer doctoral) in counseling or related profession with equivalent qualifications**, including appropriate certifications and/or licenses.
2. Must have a minimum of two years professional experience.
3. Knowledge of doctoral program requirements and procedures for evaluation.
4. Appropriate training in counseling supervision.
5. Must hold a valid state license at an independent level of practice (i.e., supervisors must be able to practice without being under supervision).
6. Must be in good standing in the profession. Liberty University reserves the right to approve or deny potential supervisors with a listed disciplinary action against his/her license (past or present) based on the nature of the violation and the disciplinary action taken by the board.
7. Clinical Supervisors must have training in supervision that qualifies him/her to provide clinical supervision for post-master's level students earning clinical hours towards licensure.
  - a. The licenses that typically qualify for clinical supervision include: Ph.D. in Counselor Education, Licensed Professional Counselors (LPC), Licensed Mental Health Counselor (LMHC), Licensed Marriage and Family Therapists (LMFT), Licensed Clinical Psychologists (LCP), Licensed Clinical Social Workers (LCSW), and Psychiatrists.
  - b. Licenses that do not qualify for clinical supervision include: School Counselor, 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 other than counselor education if not licensed.

### 3.5 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 two formal 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.

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 fieldwork experience with the student.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student.
7. Provide evaluations of the student's counseling skills and progress, review these with the student, and give the original evaluations to the student.
8. Initiate immediate contact with the student's professor if problems are encountered with the student during the placement.

### 3.6 Site Activities

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

### 3.7 Facts to Remember

1. Students must obtain a *minimum of 1 hour of supervision a week*. Failure to do so could result in the failure of the course and the loss of hours.
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 the supervisors' time.
3. Some supervisors may charge a fee for services rendered. The student is responsible for any financial cost associated with supervision.
4. Because state boards differ in their requirements for the supervisor and supervision for post-master's students working towards licensure, students must *check their state board's requirements for supervision requirements* if planning to use their practicum hours towards licensure in a state other than Virginia.

## Things to Do Before the Start of Practicum

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*Please note that in order to complete all of the approval paperwork by the approval deadline, students need to do several things the semester prior to the semester that they plan to take their Practicum. Be sure to 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.*

### 4.1 Background Check Policy

All Ph.D. students are **required to complete a new** criminal background check prior to Practicum approval. Students must submit a copy of background check receipt as part of the application and approval paperwork process through SharePoint. The background check website is: <http://www.liberty.edu/index.cfm?PID=27644>.

### 4.2 Obtain Professional Liability Insurance

The student is responsible for obtaining liability insurance in their name. A copy of the policy face sheet must be submitted 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 need to submit proof of insurance at the end of the semester as a graded assignment. The 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 [www.hpso.com](http://www.hpso.com)
- American Counseling Association (ACA) 1-800-545-2223
- American Professional Agency, Inc. 1-800-421-6694

NOTE: Professional liability insurance coverage must start on or before the start of Practicum and remain in effect for the duration of class enrollment. Students must obtain their own liability insurance **even in cases where a student's fieldwork site provides liability insurance coverage** for the student.

### 4.3 Complete Required Approval Documents

Once a potential site and supervisor have been chosen, the student and Site Supervisor complete the approval paperwork found on the Practicum website (and in the appendices of this manual). The student and supervisor must complete, discuss and sign the *Fieldwork Contract*. The supervisor must fill out the *Supervisor Information Form*. The Supervisor and Site Director must complete and sign the *Site Information Form* and the *Affiliation Agreement*. Finally, the student must complete and sign the *Ph.D. Practicum Acknowledgment Form*. Once these have been signed, all approval documents, along with the other required practicum forms (Section 4.4), must be submitted into the SharePoint link found on the Practicum website by the deadline.

The student should retain copies of all documents for his/her own records.

#### 4.4 Pre-Practicum Required Forms/Documents

1. Degree Completion Plan Audit
2. Background Check Receipt
3. Liability Insurance Face Sheet
4. Copy of Potential Supervisor's License
5. Picture of Student
6. Fieldwork Contract(s): Signed by Student and Site Supervisor
7. Site Information Form: Completed by Supervisor and Site director
8. Supervisor Information Form: Completed by Supervisor
9. Affiliation Agreement: Completed by Student and Site Supervisor
10. Ph.D. Practicum Acknowledgment Form
11. QE Feedback form

#### Please Note:

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 without the approval of the clinical director. Submission of approval forms does not mean automatic acceptance of the proposed site and/or supervisor: You will be notified once the site and supervisor approval process had been completed.
2. International graduate students must request that the department fill out the *Curricular Practical Training* form (CPT). The CPT is required for any practicum/internship, regardless of whether it is paid or unpaid. According to US federal regulations, final approval for an international student to engage in CPT is granted by the student's International Student Advisor. Please contact the Office of International Student Services for further information.

### Documentation for Fieldwork Experience

Practicum documentation is not only important for completing this course but equally so in the years ahead as the student will use it to apply for licensure (if the student is not already licensed). The course requirements are designed to meet the requirements of 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.**

#### 5.1 Practicum Hours:

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

- 100 hours of activities related to the Practicum should fall into one of the four categories:
  - Direct client contact (minimum of 40 hours required)
  - Individual supervision (minimum of 1 hour required per week)
  - Group supervision (students will meet with program faculty for 1.5 hours per week).
  - Related Activities may fill up the remaining hours.

## 5.2 Description of Practicum Activity Categories

### A. *Face-to-Face Contact* (minimum 40 hours required):

For the purposes of the Practicum, face-to-face contact includes time spent:

1. In an individual, marital, family, or group therapy session as a **solo therapist**
2. As a **co-therapist**
3. Conducting intake interviews

Face-to-face contact must occur in appropriate blocks of time based on the following:

1. 90 minute sessions count as a two hour session
2. 45 and 60 minute long session may be counted as a one-hour session
3. 20 and 30 minutes counts as a half-hour session
4. Sessions shorter than 20 minutes should be counted as Related Activities

While some activities spent on-site may be considered as “therapeutic”, the following is a list of activities that **will not** be counted towards face-to-face contact hours:

1. Case management
2. Telephone interviewing or counseling
3. Behavior monitoring
4. Classroom observation
5. Specific treatment modalities that do not allow discrete sessions to occur
6. Going to a movie or watching a movie
7. Playing pool, video games, etc.
8. Driving time spent with client

### B. *Individual or Triadic Supervision* (minimum 10 hours required):

You must have at least **one hour per week** of individual or triadic supervision with your approved supervisor. Students will not be permitted to continue their clinical training if regular weekly individual supervision does not occur throughout the duration of the Practicum. Individual supervision includes time spent in:

1. **Individual or triadic supervision session with approved supervisor.**  
Students must have a **minimum of 10 hours** of individual supervision in this type of supervision activity.
2. **Case consultation:** Although other counselors may be present, this may count as additional individual supervision time at the counseling site if time is spent only discussing the student’s client(s). If it also includes time spent on other counselors’ clients, then it should be counted as group supervision. Note: The approved supervisor must be present during case consultation sessions.

### C. *Related Activities*

This category of activity may include time spent:

1. Learning the policies and procedures of their site
2. Discussing client or therapy-related issues with any of the site staff
3. Researching effective treatment strategies for clients
4. Reviewing case notes, preparing for sessions, and writing up case notes after sessions
5. Updating intake histories for ongoing clients with whom other therapists are working
6. Researching issues or assisting supervisor in clinically related tasks
7. Notes written to document your session with your client

**D. Group Supervision** (minimum of 15 hours required):

During the Practicum, students will also participate in regular, scheduled group supervision sessions in an online classroom format (WebEx). Group supervision involves working with a member of the counseling faculty working with two or more students using a more tutorial and mentoring form of instruction. Students meet every week for at least 1.5 hours via WebEx for faculty group supervision. Students living in Lynchburg have the option of attending “in person” during faculty supervision.

### **5.3 Logs**

Students must keep a log documenting the time spent in various activities at the Practicum site. Always include totals for the time spent in each activity category on the appropriate sheet in the Excel log. Also, include your cumulative totals in the Summary Sheet.

Keep a separate log sheet for each category and a summary sheet for the total hours acquired during the Practicum. Logs are to be typed in Microsoft Excel and include the date, the specific activity, and the time spent in that activity (in hours or portions of hours expressed in decimals). Please see **Appendix J** for an example of how to complete logs.

In addition to a log, students will be required to record a summary of their hours for each quarter in LiveText (see **Appendix K**).

### **5.4 Important Notes**

- While the program allows students to use employment settings to obtain the required hours for Practicum, not all “on-the-job” activities may qualify as face-to-face contact. Issues of this nature should be negotiated with the site and supervisor prior to formally beginning the Practicum. If there is a question of whether a job-related activity will count as face-to-face contact, then students are responsible for getting the activity approved by the University.
- The Practicum course is a full-semester commitment, even if students complete the required hours before the official end date of the semester. Hours may not roll over from practicum into the doctoral internship.
- 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. The student must start earning hours from the beginning on reenrollment.

### **5.5 Audio/Video Requirement**

Practicum students are required to submit 2 taped sessions for use in supervision or live supervision of the student’s sessions. These videos will be shared in your WebEx class sessions. At points throughout the semester, students submit a recording of a session. This will involve getting informed consent from their site and client, recording and submitting a session to the professor, and transcribing and analyzing a 5-8 minute portion of the session. The due dates are in the syllabus. The transcription form is available in the appendix of the syllabus and the appendix of this manual. If students are at a site where live supervision is required, students should include a three-page reflection with five revised responses in lieu of the verbatim transcription form.

## Grading of Fieldwork Experience

### **6.1 Grading for Practicum**

A grade is earned for COUC 998 once the required number of hours are completed and all course requirements are completed. While the expectation is that the Practicum will be completed in one semester, students who do not complete their hours will be required to enroll in a second semester of COUC 998. They will receive an “I” grade for the first semester. Once the student has completed all course requirements, a letter grade will be assigned to both semesters of the course.

### **6.2 Important Note**

Although 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. Please review the course syllabus for details on assignments and course policies.

## Professional Behavioral Expectations

### **7.1 Professional Behavior**

While at the Practicum site and in all interactions with students, supervisees, supervisors, peers and Liberty University faculty and staff, students are expected to exhibit attitudes and behaviors consistent with professionalism. In addition, as counselor educators in training, students are expected to conduct themselves in a way that is consistent with the ACA code of ethics and the Graduate School Honor Code. This includes, but is not limited to, the following:

- Punctuality and preparedness to all counseling sessions.
- Appropriate dress and grooming (i.e., business attire).
- Professional written and oral communication (avoid inappropriate language or slang).
- Adherence to the American Counseling Association’s Code of Ethics.
- Adherence to all site and course policies and procedures
- Teachable and receptive of feedback given by the supervisor.

#### **Social Media Disclaimer**

Please be aware that group pages created on social media (including posts, links, and other Content posted on such group pages) related to the School of Behavioral Sciences, Practicums, and/or Internships are unofficial, not sponsored by Liberty University, and views expressed in these groups do not necessarily represent those of Liberty University. Such group pages must state that they are unofficial and not run by Liberty University or its School of Behavioral Sciences. It is imperative you be mindful of professionalism, ethics, laws, university honor codes, and be aware you are bound by confidentiality and cannot share confidential client information or violate HIPAA.

### **7.2 Communication with Instructor, Support Staff, and Clinical Director**

All concerns regarding the course are to be communicated to the course instructor. Students may then be referred to contact the Practicum support staff and/or the Director of Clinical Training. All interactions with the Practicum Office will be by email so the student and the University

have documentation of the outcome 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 and discourteous communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program.

Finally, 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>

### **7.3 Failing Evaluations, Site Dismissal, or Course Withdrawal**

If, during the Practicum, a student fails to successfully demonstrate the required skills, professional behaviors, or personal or professional dispositions in this course and consequently receives failing evaluations, is dismissed from the site, or is found practicing at a site without having received approval by the department for the site, the site supervisor will notify the student's professor. The professor will write an incident report and send it to the Program Director and the department's Practicum/Internship office. The Director of Clinical Training and the Leadership Team will examine the nature and reason for the skills deficit, professional behaviors, or dispositions and/or dismissal and recommend a remediation course of action. In addition, if a failing evaluation or dismissal from the site 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. At any point in this process, the student may receive a grade of "F" based on the skills deficit, professional behaviors, or personal or professional dispositions, dismissal from their site, and/or failure to follow approval policies. The student will be placed on hold in the program during the execution of the remediation procedures and/or grade appeals process.

***Withdrawal:*** Practicum students are required to fulfill their semester-long contract with the site.

If a student decides to withdraw from the Practicum course, then the student will forfeit all hours earned for the semester. The student will need to re-apply for the Practicum in a future semester.

*Note:* A student is not be permitted to withdraw from a practicum to avoid a failing evaluation or threat of dismissal from the site. The site supervisor and the director of the Practicum site must verify that the student was in good standing at the time of the withdrawal from the course.

### **7.4 Professional Competency Expectations and Remediation Process**

Per the ACA Code of Ethics, 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 University will not automatically approve program completion for students who demonstrate deficits that may interfere with current or future professional competence. Students enrolled in the Practicum class may be given a failing grade and/or placed on hold or have a plan of remediation implemented if any of the following apply:

- Unprofessional or unethical conduct either at the Practicum site or the interaction with Liberty University faculty and staff.
- Any verifiable complaints about the student from the Site Supervisor or the site director.
- Counseling clients prior to receiving the email from the practicum department verifying their approval of the site and/or supervisor, including sites affiliated with an approved site.
- 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 (e.g., site supervisors, client's supervisees, faculty, peers, etc.), in harm's way or an unduly vulnerable position.

The above mentioned 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 Clinical Director. If warranted, the Clinical Director will bring the issue to the Program Director and Leadership Team. A remediation plan will be formulated in conjunction with the faculty, student, and supervisor. The purpose of the remediation plan is to both protect the student and others, as well as assist the student in correcting any deficits in counseling skills or personal, interpersonal, or ethical problems. However, while the faculty's desire for remediation is to help the student successfully continue in the program, certain violations are severe enough that they must result in academic dismissal from the program or Liberty University.

For violations that do not result in dismissal from the program, remediation procedures can include requiring the student to retake certain courses, seek personal counseling, etc. If, after remediation, the student is unable to correct the deficits, the Remediation Committee will meet to decide the best course of action for the student, up to and including an "F" for the course and removal from the program. The student has an opportunity to appeal grades and honor code violations. The final decision regarding whether the student is eligible to retake the Practicum and disposition of the hours accrued during the Practicum are at the discretion of the Leadership Team and based on a thorough evaluation of the incident.

## Frequently Asked Questions

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*Please note students are responsible for determining state requirements for supervised post-graduate licensure hours if they plan to practice in a state other than Virginia. Information can be found at NBCC's state directory: <http://www.nbcc.org/directory>.*

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

Students have one full semester (approximately 16 weeks) to complete the Practicum. Only under special circumstances will the student be permitted an additional consecutive semester to complete the Practicum. Permission must be obtained by the Director of Clinical Training to register for the Practicum for a second semester.

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

During the semester that you are completing your 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 the Practicum course. Note: You may not start accumulating hours towards fieldwork experience until the start date for the 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 [PhDpracticum@liberty.edu](mailto:PhDpracticum@liberty.edu) or [PhDinternship@liberty.edu](mailto:PhDinternship@liberty.edu) regarding obtaining a list of possible sites.

### **4. How do I go about finding a Practicum site?**

The best places to start are local community service boards or mental health agencies. These agencies usually have ample experience with fieldwork 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 students' local areas. Liberty may also have a listing for your state of sites previously used by our students. 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 services offered at the career center: <http://www.liberty.edu/academics/general/career/index.cfm?PID=153>

### **5. May I have more than one site for Practicum?**

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. You may not have more than two Practicum or Internship sites at one time. Please seek approval beforehand by emailing the Practicum office at [PhDpracticum@liberty.edu](mailto:PhDpracticum@liberty.edu).

### **6. What are the requirements for a supervisor?**

A supervisor must have an earned doctorate (preferred) in Counselor Education and Supervision or master's degree in Counseling or a closely related field from a regionally accredited university *and* be licensed as a Professional Counselor, Clinical Social Worker, or Psychologist. Supervisors must hold a valid license in the state where students are accruing hours for their Practicum. Site supervisors must also have training in supervision and are qualified to provide supervision to post-master's practitioners who are earning hours towards licensure. Students planning use practicum hours to seek licensure in a state other than Virginia are responsible to ensure that their supervisor(s) meet their state requirements.

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

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 not have more than two supervisors at one time. Please seek approval beforehand by emailing the Practicum office at [PhDpracticum@liberty.edu](mailto:PhDpracticum@liberty.edu).

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

There are three types of 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 count the time that the meeting lasts as individual supervision (1 hour meeting = 1 hour Individual Supervision). If you and two or more other counselors meet with your supervisor to discuss multiple cases, you count the full time that the meeting lasts (2 hour meeting = 2 hours Group Supervision).

You must have at least *one hour per week* of individual or triadic supervision with your approved supervisor regardless of the number of hours of direct client contact you have that week. In other words, even if you do not have any hours of direct client contact for the week, if you are at the site, you must still meet with your supervisor a minimum of once a week. The only exception are for weeks that you are on an approved release by your supervisor. This would include vacation time or academic/professional development activities for the week.

**10. How many hours are required for the Practicum?**

The student must complete 100 total hours of a supervised clinical experience over a minimum of 10 weeks. The 100 hours required for Practicum must include at minimum the following:

1. 40 hours of actual Face-to-Face Direct contact
2. 10 hours of Individual or Triadic Supervision OR one hour per week for *every week* you work at your site, whichever is greater.
3. 15 hours of Group Supervision (during class time)
4. 35 hours of Related Activities

Failure to earn the required 100 hours will result in a failing grade. They must retake the course.

**11. May I count any counseling hours before enrolling in the Practicum?**

No, hours that take place prior to the beginning of the course may not be counted. It should also be noted that hours earned during the Practicum do not count towards Internship.

**12. What types of counseling count as Direct (Face-to-Face) counseling hours?**

Face-to-Face counseling hours include individual, group, family, co-therapy, marital, and pre-marital counseling sessions. To qualify as face-to-face hours, counseling sessions must be a minimum of 20 minutes in length.

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

Co-therapy is when you are actively counseling with another therapist, participating in the therapy process, and collaborating on the treatment plan. Observation implies you are silently observing another therapist while they are counseling. Observation may occur in the counseling room with the client and therapist, watching a taped session, or a behind a one-way mirror.

**14. Can I count observation towards my Direct (Face-to-Face) hours?**

Observation hours do not count towards direct contact hours, but as a Related Activity.

**15. How many hours of co-therapy may I count towards Direct (Face-to-Face) hours?**

You may count up to 40 hours as co-therapy if approved by your Practicum 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 one-hour session with seven group members, the session counts as one hour of face-to-face contact, not seven.

**18. What are Related Activities hours?**

Related activities include time spent doing paperwork, researching counseling issues, seminars, workshops, consultation with colleagues, and counseling sessions less than 20 minutes. Related Activities can include observation of counseling/counseling-related activities, staff meetings, counseling-related administrative work, writing progress notes, and filing counseling-related files/documents. This category does not include hours spent on coursework for the Practicum.

**19. Can I request an additional semester of Practicum?**

Yes. However, we encourage students to find a site that will allow them to get the required 100 hours for Practicum. Students having trouble earning hours should proactively address the situation with the site representative, approved supervisor, and/or faculty supervisor. Do not wait until the last minute to deal with any hour shortages. It takes time to approve another site so be careful to monitor your hours.

**20. What do I do if I complete my hours early?**

If you finish your hours early, you must still fulfill your obligations to your site, attend the faculty supervision, and complete all required course work.

**21. What if I still have more questions?**

For questions or concerns, contact the Practicum office at either [PhDpracticum@liberty.edu](mailto:PhDpracticum@liberty.edu). Make sure to include your full name, student ID, and your course section if currently enrolled in the course. Please send all emails from your Liberty University email account.

## Contact Information

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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 Ph.D. Practicum, please contact:**

Ph.D. Practicum Office: [PhDpracticum@liberty.edu](mailto:PhDpracticum@liberty.edu)

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

**Steve Johnson, Ph.D., LPC, LMFT, ACS**

*Director of Clinical Training*

*Associate Professor*

Department of Counselor Education and Family Studies

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

**Department of Counselor Education and Family Studies**

Liberty University

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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:**

## Ph.D. Practicum Forms

## Appendix A: Informed Consent for Video Recording of Counseling Session

Note: *This is a sample informed consent. All content here must be used in your informed consent. Please add the relevant information regarding your specific site.*

### CLIENT CONFIDENTIALITY AGREEMENT

I understand that my counselor is a graduate student in the MA in Clinical Mental Health Counseling program at Liberty University who is providing my counseling sessions as a part of **his or her** practicum or internship course requirements.

I give my permission for my counselor, **insert-your-name**, to video record all or part of the counseling session. I understand that the purpose of the recording is to improve the quality of counseling that I receive. This video will be used only for the purposes of professional training, consultation and/or improving skills in individual supervision (my counselor and **his/her** supervisor) and/or group supervision (my counselor, **his/her** supervisor, and other student counselor trainees). Put another way, these digital video recordings are used for the training and the development of the counseling skills of the counseling student. Recordings are erased after the supervision takes place, unless the recordings are needed for ongoing training. The recording will be erased by \_\_\_ (**fill in date for erasing session**).

I understand that my counselor, as a student-trainee at Liberty University; is practicing under the supervision of a faculty supervisor, **Fill in Name**, I understand that the content of my counseling sessions and/or video may be discussed with my counselor's supervisor and other counseling graduate students during group supervision solely for the purposes of supervision and ongoing training in counseling skills. During these supervised case presentations, all identifying data will be modified to protect confidentiality, including any submitted paperwork and discussion of the case in supervision.

I understand that my supervisor and counseling graduate students will maintain the same parameters of confidentiality as agreed to when I began the therapeutic relationship. As such, the content of these sessions will be kept confidential. However, the following are exceptions to confidentiality: 1) I report potential harm to self, harm to others, 2) I disclose the abuse of a minor, an elder, or an incapacitated adult, and/or 3) there is a court order or subpoena. I may revoke this authorization at any time by advising my counselor in writing.

Client or Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Witness: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix B: Case Presentation Instructions

To protect the confidentiality of your client please refer to them by a pseudo-name in your case presentation.

The case presentation is an opportunity to integrate all learning from the counseling curriculum and will include the following sections/sub-headings:

**Demographic Information-** this includes family, age, ethnicity, gender, work history, health history.

**Presenting Problem-** this section includes the problem the client brought to the first session or the problem reported in the intake (sometimes the problem changes or is modified as therapy progresses, however what is reported here is the original presenting problem).

**Mental Status Exam-** this information should include information on the client's cognitive function such as memory capacity, distorted thought process, etc.

**History of the Presenting Problem-** this section includes other pertinent information about the client and the problems presented. This will include previous counseling and/or solutions attempted to resolve the issues.

**Biopsychosocial History-** this section includes background information about the client such as age, family, previous counseling experience, hobbies, etc.

**Addiction Screening-** this section should include information about screening for addictions such as alcohol addiction, etc.

**Risk Assessment-** this section should include screening information about harm to self or to others

**Theory/Model-** this section should include which theoretical model that would benefit the client based on the presenting problem

**Diagnosis-** this section should include a diagnosis consistent with the DSM-5 criteria and should include primary, secondary and tertiary diagnoses (and all other components as appropriate, see the DSM-5 for more information).

**Treatment Planning** This section should be integrated with the research/evidence based treatments section. This should include short term, mid-range, and long-term goals and interventions and should be in the format of a chart (see sample form). This is a comprehensive form that includes the presenting problems, diagnosis, goals, and interventions in one form.

**Ethics Section-** What ethical considerations were addressed or considered in this client's case?

**Multi-cultural Section-** this section should include multi-cultural considerations. Discuss cautions or perspectives that this culture might have. Provide information that indicates that you recognize the cultural diversity.

**Research/Evidence based treatments Section-** this section should naturally support the treatment plan with citations from the literature regarding effective treatments and interventions. This section should include 5-10 citations from the peer-reviewed literature regarding evidence-based treatments.

**Assessment Section:** This should include baseline data from scaling during session one on the presenting problem and a chart including the level on the scale in subsequent sessions, clients attributions of improvements and/or and the various treatment interventions used and content from assessments (such as a genogram, Beck Depression Inventory, etc.) if they are used.

**Referral/Access-** this section should include additional resources for the client after termination and even during counseling such as community resources for housing, etc.

## Appendix C: Video Recording Instructions

For the purposes of faculty supervision and site supervision interns must record three counseling sessions to submit to site supervisors and three counseling sessions to be presented during WebEx Faculty Group Supervision.

See Course Schedule for verbatim due dates. Students will submit a verbatim form of a five to eight-minute segment of the recorded session. Faculty will provide feedback on this portion of the session during student's case presentation.

Check and make sure the sound quality is acceptable prior to submitting the sessions to your instructor.

Interns may introduce this exercise with a statement similar to the following, "As you know, I am an intern and counseling student at Liberty University completing my training to become a Licensed Professional Counselor (LPC), as a part of this training my professors would need to review my counseling skills in session via video recording to give me feedback and to assist me in providing the best care and support possible, therefore I need for you to acknowledge you have been informed about how these recordings will be used and provide your permission and consent..."

1. The verbatim form should be submitted, through Blackboard as indicated on the presentation schedule. Please remember to de-identify client information in all written documentation and indicate that the contents are confidential and are to be opened only by the recipient/professor.
2. The sessions should evidence the demonstration of strong basic skills and when appropriate an advanced technique (e.g. empty chair, use of REBT (using chart), etc.). The technique must be appropriate to the treatment goals described in the case conceptualization treatment plan section.
3. Faces of the counselor must be easily seen. Seating for these recordings should be in an L or V shape rather than the normal facing each other.

Appendix D:  
**Sample Verbatim Form**

Student Counselor's Name: \_\_\_\_\_

Student Client's Name: \_\_\_\_\_

Start Time of Clip: \_\_\_\_\_

End Time of Clip: \_\_\_\_\_

**Directions:**

Select a five to eight minute clip of the video. Type a verbatim transcript of that session (recall verbatim means word for word and includes “umm,” “err” and other filler words. Provide a revised response in the column titled “Rework Counselor’s Statements” for all counselor statements, with the exception of paralinguage. Also, include comments regarding counselor self-awareness and conceptualization throughout for the “Conceptualization and Comments” section.

<b>Client's Statements</b>	<b>Counselor's Statements</b>	<b>Rework Counselor's Statements</b>	<b>Conceptualization Thoughts and Comments</b>	<b>Grader's Comments</b>
<i>What I think is that this is very hard to do. I think that being a good person is almost impossible.</i>	Why do you think it is impossible?	You use the term good person. I am wondering if you could tell me how a good person acts?	I am wondering who has defined for him , a good person and why he doesn't think he is one.	
<i>Because I always screw up.</i>	Always, you don't do anything right ever?	You seem pretty disappointed in yourself, can you explain more about that.?	I am really wondering why is he upset and feeling hopeless about. His face seems so sad too.	
<i>It doesn't feel like it. I do the same thing, over and over. I just can't get my life right.</i>	You sound pretty frustrated.			
<i>I am. I do the same things all the time.</i>	What's an example of something you're doing 'over and over' that is frustrating you?		Here I wanted to tie the sense of frustration to a concrete example. I need to have a better idea about what behaviors/situations are generating this affect.	

Appendix E:

**Treatment Plan Worksheet (Add spacing as needed)**

**Counselor**

**Name: Client**

**Name: Case #:**

**Problem 1:**

**Goal 1.:**

**Objective 1.:**

**Intervention 1.:**

**Intervention 2.:**

**Objective 2.:**

**Intervention 1.:**

**Intervention 2.:**

**Goal 2.:**

**Objective 1.:**

**Intervention 1.:**

**Intervention 2.:**

**Objective 2.:**

**Intervention 1.:**

**Intervention 2.:**

**Problem 2:**

**Goal 1.:**

**Objective 1.:**

**Intervention 1.:**

**Intervention 2.:**

**Objective 2.:**

**Intervention 1.:**

**Intervention 2.:**

**Goal 2.:**

**Objective 1.:**

**Intervention 1.:**

**Intervention 2.:**

**Objective 2.:**

**Intervention 1.:**

**Intervention 2.:**

## Appendix F: LiveText Verification of Hours Procedure

	LiveText Time Log	Summary and Verification of Hours Spreadsheet														
Location:	On the right side of your Placement page under the Field Experience Tab	The spreadsheet is available in your Blackboard class, as an assignment on the Dashboard in LiveText, and on our LiveText Webpage. At the Midterm and Final the spreadsheet will need to be uploaded to the Attachments workspace at the bottom of the Placement page under the Field Experience tab														
How to Log Hours:	At the end of each Quarter students should make 1 entry for all hours earned during that quarter for each category of hours. (each quarter is color-coded on the spreadsheet)	Weekly														
Categories of Hours:	<p>Approved by Site-Supervisor:</p> <ul style="list-style-type: none"> <li>• Direct Hours (Direct Client Contact with a client)</li> <li>• Individual Supervision (Approved site supervisor – can be triadic)</li> <li>• Indirect Hours (Related activities associated with your clinical duties)</li> </ul> <p>Approved by Faculty Supervisor:</p> <ul style="list-style-type: none"> <li>• Faculty Supervision (Group supervision in the classroom setting)</li> </ul>															
The Hours Format:	<p>All hours for both the Time Log and the Verification of Hours Spreadsheet must be logged in an hours and minutes format. Every entry must have a number in both the hours and minutes places with a colon in between. For example:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><u>Hours of Supervision</u></th> <th style="text-align: center;"><u>How to Enter into Spreadsheet</u></th> </tr> </thead> <tbody> <tr> <td>Two hours and fifty-eight minutes</td> <td style="text-align: center;">2:58</td> </tr> <tr> <td>Twenty-one minutes</td> <td style="text-align: center;">0:21</td> </tr> <tr> <td>Half an hour</td> <td style="text-align: center;">0:30</td> </tr> <tr> <td>Four hours and forty-five minutes</td> <td style="text-align: center;">4:45</td> </tr> <tr> <td>One hour and fifteen minutes</td> <td style="text-align: center;">1:15</td> </tr> <tr> <td>Three hours</td> <td style="text-align: center;">3:00</td> </tr> </tbody> </table>		<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>	Two hours and fifty-eight minutes	2:58	Twenty-one minutes	0:21	Half an hour	0:30	Four hours and forty-five minutes	4:45	One hour and fifteen minutes	1:15	Three hours	3:00
<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>															
Two hours and fifty-eight minutes	2:58															
Twenty-one minutes	0:21															
Half an hour	0:30															
Four hours and forty-five minutes	4:45															
One hour and fifteen minutes	1:15															
Three hours	3:00															
Approval	The supervisor must check off and approve each entry in LiveText.	The supervisor will approve the uploaded spreadsheet at the Mid Term and Final through the corresponding assessments.														
Other Information:	<p>Activity and Time: Select one of the following: Only use the below descriptors:</p> <ul style="list-style-type: none"> <li>• First Q (Hours accumulated during the first quarter)</li> <li>• Midterm (Hours accumulated during the second quarter)</li> <li>• Third Q (Hours accumulated during the third quarter)</li> <li>• Final (Hours accumulated during the fourth quarter)</li> </ul> <p>If a student has 2 sites hours for each site should be logged separately in the corresponding placement.</p>	<p>The Summary and Verification of Hours Spreadsheet has <b>3</b> tabs which must <b>ALL</b> be completed by the end of the semester.</p> <ul style="list-style-type: none"> <li>• Time Log – Hours entered weekly according to the above directions. If a student has 2 sites this tab should only show the hours logged for the site they are completing it for.</li> <li>• Verification of Hours – Log the Total Hours accumulated at ALL sites and for All semesters.</li> <li>• Sites – Document information for All Sites and All semesters.</li> </ul>														

**Appendix G:  
Ph.D. Counselor Education and Supervision  
Clinical Prerequisites and Fieldwork Experiences Verification Form**

Student's Name \_\_\_\_\_ ID# \_\_\_\_\_

**1. Clinical Prerequisites:**

<b>Course</b>	<b>Completed</b>	<b>Comments</b>
Counselor Identity & Function	_____	_____
Ethical Issues in Counseling	_____	_____
Human Development	_____	_____
Multicultural Counseling	_____	_____
Counseling Skills & Techniques	_____	_____
Counseling Theories	_____	_____
Group Counseling	_____	_____
Research & Program Evaluation	_____	_____
Assessment in Counseling	_____	_____
Career Counseling	_____	_____
Psychopathology	_____	_____
Diagnosis & Treatment Planning	_____	_____

**2. Master's Level Clinical Field Experience:**

<b>Course</b>	<b>Term Completed</b>	<b>Total Hours</b>	<b>Direct Hours</b>	<b>Comments</b>
Practicum	_____	_____	_____	_____
Internship	_____	_____	_____	_____

Note: If more than one semester was taken, provide the cumulative total for all semesters.

**3. Professional Licenses Held: -**

\_\_\_\_\_

**4. Supervised Post-Master's Clinical Field Experience (If not licensed):**

<b>Dates</b>	<b>Total Hours</b>	<b>Direct Hours</b>	<b>Comments</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Note: You may provide the cumulative total for all hours under the same supervisor.

Student's Signature: \_\_\_\_\_