



**DEPARTMENT OF COUNSELOR
EDUCATION AND FAMILY STUDIES**

**Ph.D. in Counselor Education and Supervision
Doctoral Internship Manual**

**COUC 999: Counseling, Research, and
Leadership/Advocacy Internships**

2019 – 2020

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Acknowledgement of Doctoral Internship Manual

The Doctoral Internship 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 Information

1.1 Introduction to Manual

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

The manual also contains the Internship required forms. Please feel free to contact the Director of Clinical Training or the Internship office (PhDInternship@liberty.edu) with additional questions or concerns that are not addressed in this manual.

This manual may undertake revisions periodically so that 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 Internship Experience

Doctoral students are required to complete doctoral level Internships that total a minimum of 600 hours in three of the five CACREP doctoral competencies (teaching, supervision, counseling, research, and leadership/advocacy). All CES students are required to take COUC 970 Teaching Internship; COUC 980 Supervision Internship; and COUC 999 Internship (Counseling, Research, and Leadership/Advocacy). The focus of COUC 999 will be determined by the advisor, the DCEFS faculty, and the student on the basis of experience and training (CACREP 6.C.7).

During Internships, 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.8). Group supervision is provided on a regular schedule with other students throughout the Internship performed by a program faculty member (CACREP 6.C.9).

General Course Information

2.1 Required Hours

Doctoral students are required to complete a **minimum** of nine (9) credit hours of doctoral internship. These supervised experiences must reflect the activities of a regularly employed professional in the field of counselor education. Doctoral internships must include COUC 970 Teaching and COUC 980 Supervision Internships. Based on their clinical experiences, students in COUC 999 select their third doctoral competency area (counseling, research, or leadership / advocacy). To receive credit a student must be registered for internship credit during the semester he or she is completing the internship hours.

Note: Students on pre-2017-18 DCP's must complete a **minimum** of six (6) credit hours of COUC 999 Internship (600 hours total), evenly distributed in: 1) teaching, 2) supervision, and 3) counseling, research, or leadership/advocacy. Students in teaching/supervision internships will take COUC 970 or 980. Together, these will substitute for 3 credits of COUC 999 on the DCP and one elective.

2.2 Doctoral Internship Options

<p><u>OPTION I:</u> If you are a licensed mental health professional, you have the following option(s) to fulfill your Internship requirement:</p>	<p><u>OPTION II:</u> If you are not a licensed mental health professional (e.g. residency or intern status of licensure), you must fulfill your Internship requirements as follows:</p>
<p>1. COUC 970 (Teaching Internship): 200 clock hours (one semester) co-teaching a master's level courses.</p> <p style="text-align: center;">AND</p> <p>2. COUC 980 (Supervision Internship): 200 clock hours (one semester) providing supervision to practicum students.</p> <p style="text-align: center;">AND (Select one)</p> <p>1. COUC 999 (Counseling): 200 clock hours providing counseling in a clinical setting.</p> <p style="text-align: center;">OR</p> <p>2. COUC 999 (Leadership and Advocacy): 200 clock hours assisting faculty in leadership, administration or advocacy.</p> <p style="text-align: center;">OR</p> <p>3. COUC 999 (Research): 200 clock hours working with a faculty member that meet the research area competencies.</p>	<p>1. COUC 970 (Teaching Internship): 200 clock hours (one semester) co-teaching a master's level courses.</p> <p style="text-align: center;">AND</p> <p>2. COUC 980 (Supervision Internship): 200 clock hours (one semester) providing supervision to practicum students.</p> <p style="text-align: center;">AND</p> <p>3. COUC 999 (Counseling): 200 clock hours providing counseling services in a clinical setting.</p>

2.3 Internship Prerequisites

Students must have completed the following to begin a doctoral internship:

General Internship Prerequisites:

- Entry-level Core Curricular and Program Area Prerequisites (See Ph.D. Handbook)
- Entry-level Practicum (100 Hours)
- COUC 998 Practicum
- 3.0 GPA; Good Standing.

In addition, students in Leadership and Research must have completed the following courses:

COUC 999 Internship (Research)

- Foundational doctoral research courses (i.e., COUC 740; COUC 745; COUC 750)

COUC 999 Internship (Leadership/Advocacy/Consultation)

- Documentation of qualifications (specific to each project).

The above prerequisites are non-negotiable, and must be completed to take an internship

*****The Teaching and Supervision Internship Manual contains information specific to the COUC 970 Teaching Internship and COUC 980 Supervision Internship**

2.4 Professional Liability Insurance

The student must have professional liability insurance prior to beginning any internship experience. Students will be required to submit the policy face sheet to SharePoint as part of the Internship 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 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.hpsso.com
- American Counseling Association (ACA) 1-800-545-2223
- American Professional Agency, Inc. 1-800-421-6694

NOTE: Professional liability insurance coverage must begin by the start of the Internship and be in effect for the duration of class enrollment. Students must obtain their own liability insurance **even in cases where a student's internship site provides liability insurance coverage** for the student.

2.5 Background Check Policy

All Ph.D. students are **required to complete a new** criminal background check prior to Internship approval if it has been over 1 year since taking their practicum.. 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>.

2.6 Audio/Video Requirement

Students in the Counseling Internship are required to submit taped sessions (2 per semester) for use in counseling internships. These videos will be shared in your WebEx class sessions. If deemed necessary, students may also be asked to submit additional recording of a session to their faculty supervisor. The process will involve 1) obtaining informed consent from their site and client, 2) recording and submitting a session to the professor, and 3) transcribing and analyzing a 5-8 minute portion of the counseling session or class time. Students receiving live supervision will include a three-page reflection with five revised responses in lieu of the verbatim.

Note: For students at sites that do not allow audio/video recording, students must receive live supervision of the student's sessions or lessons. You must have approval by the clinical director in advance if you are at a site that does not allow audio/video recording of sessions or class time.

2.7 Grading the Internship

A grade is earned for the first semester of COUC 999 once the required number of hours in the Counseling, Research, or Leadership Internship is completed. Students will receive an "NP" grade and any subsequent semesters of COUC 999 until all contracted internship hours are completed. Once the student has completed all internship requirements, a letter grade will be assigned.

2.8 Logs

Students must keep a log documenting the time spent in various activities at the Internship site. Always include totals for the time spent in each activity category relevant to your particular internship. For counseling internships, **clinical logs are to be typed into the Microsoft Excel** file found on the internship webpage. You will keep a separate log sheet for each category and a summary sheet for the total hours acquired during the Counseling Internship. Please include the date, the specific activity, the time spent in that activity in hours or portions of hours expressed in decimals. (See Appendix J). In addition to the Excel log, counseling interns will be required to record hours for each quarter in LiveText.

2.9 General Information on COUC 999 Doctoral Internships

- Counseling Internships must remain at their clinical site for the full semester, even if students complete the required hours before the official end date of the semester.
- Leadership and Research Internships require the student to work with their site supervisor on a consistent basis (as contracted) for the full semester.
- If the student fails to complete the Internship as contracted, they will 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 are lost and the student will have to start earning internship hours upon reenrollment.

Supervision of the Doctoral Internship

3.1 Faculty Group Supervision

During the Internship, students will 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 three or more students using a tutorial and mentoring form of instruction. Students meet every week for 1.5 hours for group supervision. This meets CACREP's faculty group supervision requirements for doctoral internships.

3.2 Individual / Triadic Supervision

Students must obtain a minimum of one hour per week of individual and/or triadic supervision throughout the Internship with the approved Site Supervisor. This includes weeks where you do not see any clients.

Note: Students will not be permitted to continue their internship if weekly individual or triadic supervision does not occur throughout the duration of the Internship.

3.3 Finding a Site and Supervisor

Traditional site: A site offering traditional counseling services which addresses general population counseling needs of individuals, couples, and families. A traditional site is one which is not limited in its scope of practice to a counseling specialization requiring certification standards.

*If you own your own private practice, it is important to note we do not approve non-traditional counseling services (i.e. intensives, adventure, equestrian, alternative therapies, etc.) If you own your own private practice, it may be taken into consideration as your Practicum site if you have been a licensed mental health provider practicing at an independent level in your state for at least two years. Approval by the Practicum/Internship office is required for use of privately owned practices to be used for Practicum and/or Internship hours.

Students need to be intentional in picking a site and supervisor. When looking for a placement, make sure the site can offer you enough direct client hours, research opportunities, or leadership activities to allow you to complete your 200 hours in a reasonable time frame. Also, confirm that the supervisor meets all supervision requirements and will provide you at least of one hour of supervision per week. In the interview, clarify a potential supervisor's expectations of you in terms of hours and times you will be available, the duties you will perform, etc. Finally, you want to select a supervisor who you feel you can communicate and work with in a collaborative and professional manner.

3.4 Site Supervisor Responsibilities

The supervisor has significant influence on the outcome of the internship experience. Therefore, the supervisor's relationship with the student is a matter of vital importance. The site supervisor should serve as a model exemplifying professional behavior in daily activities. The supervisor ensures that relevant work experience, on-site feedback, consultation, and agreed-to counseling, research, or leadership/advocacy experiences are provided for the doctoral intern.

Site supervisors are responsible to evaluate the student's counseling, research, or leadership performance throughout the Internship. This includes a formal evaluation after the student completes the Internship by both the Site Supervisor and Faculty Supervisor. Students and their Site Supervisors discuss the Site Supervisors' evaluation of student performance at the end of the semester; however, ongoing formative feedback should be provided throughout the semester. Note: Counseling internships also require a formal midterm evaluation.

Typically, Site Supervisors for doctoral internships will:

1. Provide an orientation to the site and staff for the student unless the supervisor is off-site. This should include such items as policies, structure, personnel, and resources.
2. Ensure access to site manuals, policy statements, and files as needed for the student.
3. Help the student refine details of internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Internship objectives.
5. Provide the opportunity for the intern to become familiar with a variety of professional activities associated with teaching and supervision other than direct service alone
6. Establish weekly supervisory meetings to discuss the student's activities, provide ongoing formative feedback, plan tasks, and discuss the overall experience with the student.
7. Critique observed and recorded (counseling only) activities. The counseling supervisor has access to all recorded counseling sessions by the student.
8. Provide formal evaluations of the student's progress, review these with the student, and give the original evaluations to the student.
9. Email the research or leadership final evaluation directly to the faculty supervisor. Supervisors will submit counseling evaluations directly into LiveText.
10. Initiate immediate contact with the student's professor if problems are encountered with the student during the placement.

3.5 Supervision Facts to Remember

1. Not obtaining a *minimum of 1 hour of individual or triadic supervision a week* 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.

3.6 LiveText

LiveText Field Experience Module. As a doctoral student, you are required to purchase a 5-year membership to LiveText; which is a data management and assessment system. If you have not already purchased LiveText, you must do so upon enrollment in Internship.

Counseling-Specific Internship Requirements

4.1 Supervisor Credentials

Counseling Internship 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. Supervisors with master's degrees must meet their state's requirements to supervise post-graduate clinicians.
3. Must hold a valid state license at an independent level of practice (i.e., supervisors must be able to practice without being under supervision).
 - a. The licenses that typically qualify for clinical supervision include: Licensed Professional Counselors, Licensed Marriage and Family Therapists, Licensed Clinical Social Workers, Licensed Clinical Psychologists, and Psychiatrists.
 - b. Licenses that do not qualify for clinical supervision include: School Counselor, Certified Teacher, Limited Licensed Professional Counselor, Licensed Master Social Worker, national licenses or certifications, Pastoral Counselors, and doctoral degrees 1) not counseling-related, 2) not licensed, or 3) not from an accredited university.
4. 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
5. Must have a minimum of two years professional experience in the doctoral competency area (Counseling, teaching, supervision).
6. Knowledge with program requirements and procedures for evaluation.
7. Appropriate training in supervision.

4.2 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 Internship 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 Internship website** by the deadline. Submission of the above forms does not mean automatic acceptance of the proposed site and/or supervisor: They must be approved first. **Students should keep a personal record of their paperwork for future reference.**

Note: As a counseling intern, a student may not work with any clients at his/her proposed site prior to the date provided on the approval email. Working with clients prior to receiving departmental approval or prior to the approval date will result in an "F" in the course.

4.3 Clinical Internship Required Approval Forms/Documents

1. Copy of 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

Please Note:

1. *All approval documents must be submitted to the Internship office through the SharePoint submission portal prior to the deadline listed on the Internship website.* No late documents will be accepted without the approval of the clinical director. 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 clinical 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.

4.4 Required Counseling Internship Hours

The 200 hours of activities applied to the Counseling Internship include the following:

- Direct client contact (150 hours required.)
- Individual/Triadic Supervision: minimum of one hour per week (15 hours required)
- Faculty Group Supervision: (students will meet with program faculty for 1.5 hours per week.)
- Related Activities: Number of hours needed to reach 200 total hours

Counseling Interns Only: Access will be given to Site Supervisors to complete mid-term and final evaluations as well as to approve hours. Students are responsible to log Internship hours earned each quarter during the semester. See Appendix K for specifications for logging hours in LiveText.

Note on Related Activities: While students are not required to have a set amount of related activities, they will likely accumulate a substantive amount of hours over the course of the internship. While these hours will not be used towards meeting the 200-hour requirement, they can count as hours towards licensure. Students are strongly encouraged to log all related activities.

Personal Record of Hours: Given the nature of a counseling internship, the documentation of Internship hours is distinct from the other internships as these hours can be used towards licensure. Therefore, students in the process of seeking licensure should maintain a personal copy of all clinical hours for future documentation.

4.5 Description of Counseling Internship Activity Categories

A. Face-to-Face Contact includes time spent:

1. In individual, marital, family, or group therapy as a **solo therapist**
2. As a **co-therapist**
3. Conducting intake interviews and assessments
 - a. Self-help or Mutual Help groups and/or counseling do not count as face-to-face contact

B. Time spent with clients in sessions must occur in blocks of time based on the following:

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

B. Individual or Triadic Supervision includes time spent in:

1. **Individual or triadic supervision** session with approved supervisor. Note: triadic supervision occurs when meeting with your site supervisor and one other student
2. **Case consultation** at the counseling site. The approved supervisor must be present during case consultation. If the case consultation is spent discussing the student's client(s) only although other counselors may be present, this may count as individual supervision time. If it includes time spent on a variety of clients including the student's own and two other counselors', this should be counted as group supervision.

C. Group Supervision includes time spent in:

1. **Faculty group supervision** sessions in an online classroom format (WebEx). Students meet every week for 1.5 hours, which is applied to group supervision.
2. **Group supervision** at the counseling site. Group supervision occurs when the approved supervisor meets with three or more interns. Case consultation time is considered group supervision if the approved supervisor is present and time is spent on a variety of clients including the student's own and at least two other counselors' clients.

D. Related Activities: Many activities performed in the Internship are important to students' development as counseling professionals. 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

4.6 Approval to Add or Change a Site or Supervisors

Students who want to add or change a site and/or supervisor once the semester has begun must follow the above process, but they will email the documents to phdinternship@liberty.edu. Students may not see clients at the new site or under the new supervisor until approval has been given by the department. This includes sites that are affiliated with a currently approved site.

Research and Leadership-Specific Internship Requirements

5.1 Supervisor Credentials

Research and Leadership Internship Supervisors must meet the following requirements:

1. Either a doctoral degree in Counselor Education, counseling or related profession with equivalent qualifications, or a doctoral degree specific to the area of research.
2. Supervisors who do not have a doctoral degree in counselor education must be affiliated with a master's or doctoral counselor education program.
3. Supervisor's research or leadership/advocacy focus must be related to the field of counseling or counselor education.
4. Knowledge with program requirements and procedures for evaluation.
5. Appropriate training in supervision

5.2 Finding a Site and Supervisor

Because of the nature of the Research and Leadership Internships, students will need to approach potential supervisors who are engaging in active research, leadership, or advocacy. Liberty University core faculty are actively engaged in research that leads to presentations and publications in the fields of counseling and counselor education. Therefore, students interested in research internships can examine the research interests of the faculty and contact those faculty whose research interests align with theirs. For research internship opportunities in other institutions, you will need to ensure that the research is based in a department program that has

For leadership internships, there are two different approved arenas for leadership activities: institutional (counseling program) and professional (ACA and ACA-affiliate professional organizations). For institutional leadership opportunities, it is recommended that students contact program directors, clinical directors, or CACREP liaison to inquire if there are available placements. Students living in the Lynchburg area have the greatest likelihood for a leadership internship simply due to their availability to the departmental leadership, which are comprised of residential faculty members. Leadership opportunities in professional organizations may seem daunting, but state-level professional organizations (e.g., VACES, VASERVIC) and local groups often have leadership opportunities, including graduate student representatives, on their executive boards. Contact the members of the executive board to find out more about available opportunities.

5.3 Approval Process

1. Students seeking a research or supervision internship must submit their request through the submission portal found on the COUC 999 Internship webpage.
2. **Complete Required Approval Documents:** Students must submit all approval paperwork (see Section 4.4) in order to receive approval of their site and supervisor.
3. **Submit your request to the Internship office through the SharePoint submission portal prior to the deadline given on the Internship website.** No late documents will be accepted without permission from the Director of Clinical Training. Submission of the above forms does not mean automatic acceptance of proposed activities and/or supervisor.

5.4 Research and Leadership Internship Required Documents (SharePoint)

1. Liability Insurance Face Sheet
2. Proposed activities, timeline, and anticipated outcomes for the internship.

Non-Liberty based internships also must include the following:

3. Supervisor's Curriculum Vitae (Degree, Licenses, Experience)
4. Site Information: Verification of one CACREP accredited program or ACA-Affiliation.

Professional Behavior Expectations

6.1 Professional Behavior

While at the Internship 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 and research/leadership activities.
- Appropriate dress and grooming (i.e., business attire).
- Professional written communication.
- Professional oral communication (includes avoiding inappropriate language or slang).
- Adherence to the American Counseling Association's Code of Ethics.
- 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.

6.2 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 Internship support staff and/or the Director of Clinical Training. All interactions with the Internship 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, Internship 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>

6.3 Failing Evaluations, Site Dismissal, or Course Withdrawal

If, during the Internship, 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 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 and/or dismissal from their site. The student will be placed on hold in the program during the execution of the remediation procedures and/or grade appeals process.

Withdrawal: Internship students are required to fulfill their semester-long contract with the site. If a student makes the decision to withdraw from the Internship course, then the student will forfeit all hours earned for the semester. The student will need to re-apply for the Internship in a future semester. Note: A student is not be permitted to withdraw from an internship to avoid a failing evaluation or threat of dismissal from the site. The site supervisor and the director of the internship site must verify that the intern was in good standing at the time of the withdrawal from the course.

6.4 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, research and/or leadership 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 future professional competence. Students enrolled in the Internship class may be given a failing grade and/or placed on hold or a plan of remediation implemented if any of the following apply:

- Unprofessional or unethical conduct either at the Internship 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 internship 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 Internship 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 and/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 Internship and disposition of the hours accrued during the Internship are at the discretion of the Leadership Team and based on a thorough evaluation of the incident.

Frequently Asked Questions – Doctoral Internship

1. What is the time frame for completing a Counseling, Research, or Leadership Internship?

A student is required to take a minimum of 1 semester of COUC 999. However, depending on how many hours accumulated, students may take an additional semester to complete the Internship. Due to the nature of the internships, students must take COUC 999 in consecutive semesters until all 200 hours are completed. Students are expected to pay tuition costs for each semester of Internship.

2. What do I need to do to enroll in the Internship?

During the semester that you are completing your final prerequisites, the student will submit all final documentation and any necessary paperwork outlined in the manual or syllabus for the Internship. This information is also available on the Internship website. Once received, the student's paperwork will go through the approval process (which includes review by the Director of Clinical Training). Once the site and supervisor have been approved, the student will be enrolled in the Internship course. Please note: You may not start accumulating hours towards internship until the start date for the course.

3. Does Liberty University place students in their Internship sites?

No, Liberty does not place students in counseling, research, or leadership internships. Finding an internship sites is ultimately up to the student. However, the department does attempt to disseminate information on potential internship opportunities as we become aware of them. Non-clinical opportunities (teaching, supervision, research, and leadership placements) with program faculty will be posted through the Ph.D. Advising Center. For clinical placements, students may email PhDinternship@liberty.edu to obtain a list of possible sites.

4. How do I go about finding a Counseling Internship site?

For counseling internships, you can 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 experience with fieldwork students and may provide a variety of options and opportunities for individual and group counseling. They can also provide students with information about the services and opportunities in students' local areas.

5. May I have more than one site for a Counseling Internship?

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. Please seek approval beforehand by filling out the site approval paperwork and emailing it to the Internship office at PhDinternship@liberty.edu. Note: You may not have more than two sites at one time.

6. May I have more than one supervisor for Internship?

Yes. If you cannot find one supervisor to supply all the hours needed, you may request an additional supervisor. Before you can count any supervision hours with the new supervisor, you must first obtain approval. Please seek approval beforehand by filling out the supervisor approval paperwork and emailing it to the Internship office at PhDinternship@liberty.edu. Note: You may not have more than two supervisors at one time.

7. What are the different types of supervision?

Supervision can occur in one of three formats. *Individual Supervision* occurs when the 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.

8. May I count any internship hours before enrolling in the Internship?

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

9. How do I request an additional semester of Internship?

Students needing a second semester of internship must submit a copy of their *Liability Insurance Face Sheet* and an updated *Fieldwork Contract*; students who are adding or changing their site or supervisor for the next semester must also submit the appropriate Site/Supervisor approval paperwork. A grade of 'NP' (Incomplete) will be posted for the first semester of internship until all hours and course requirements have been met.

10. 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.

11. What if I still have more questions?

For questions or concerns, contact the Internship office at PhDinternship@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

Students and supervisors are expected to contact the Counseling Department personnel with comments, questions, and/or concerns that arise during the Internship. Generally, it is best to contact us sooner rather than later when challenges arise during the course of your training.

For questions, comments, and concerns regarding the Ph.D. Internship, please contact:

Ph.D. Internship Office: PhDinternship@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

Graduate Student Affairs Office, Honor Codes, Handbooks & Appeal Policies

<http://www.liberty.edu/index.cfm?PID=19155>

Appendices:

Counseling Internship Specific Forms

Appendices A - E

Research and Leadership Internships Specific Forms

Appendices F - M

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: 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 C: 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 D:
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 E: 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:	Approved by Site-Supervisor: <ul style="list-style-type: none">• Direct Hours (Direct Client Contact with a client)• Individual Supervision (Approved site supervisor – can be triadic)• Indirect Hours (Related activities associated with your clinical duties) Approved by Faculty Supervisor: <ul style="list-style-type: none">• Faculty Supervision (Group supervision in the classroom setting)															
The Hours Format:	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: <table><tr><th>Hours of Supervision</th><th>How to Enter into Spreadsheet</th></tr><tr><td>Two hours and fifty-eight minutes</td><td>2:58</td></tr><tr><td>Twenty-one minutes</td><td>0:21</td></tr><tr><td>Half an hour</td><td>0:30</td></tr><tr><td>Four hours and forty-five minutes</td><td>4:45</td></tr><tr><td>One hour and fifteen minutes</td><td>1:15</td></tr><tr><td>Three hours</td><td>3:00</td></tr></table>		Hours of Supervision	How to Enter into Spreadsheet	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
Hours of Supervision	How to Enter into Spreadsheet															
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:	Activity and Time: Select one of the following: Only use the below descriptors: <ul style="list-style-type: none">• First Q (Hours accumulated during the first quarter)• Midterm (Hours accumulated during the second quarter)• Third Q (Hours accumulated during the third quarter)• Final (Hours accumulated during the fourth quarter) If a student has 2 sites hours for each site should be logged separately in the corresponding placement.	The Summary and Verification of Hours Spreadsheet has 3 tabs which must ALL be completed by the end of the semester. <ul style="list-style-type: none">• 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.• Verification of Hours – Log the Total Hours accumulated at ALL sites and for All semesters.• Sites – Document information for All Sites and All semesters.														

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

Student's Name _____ ID# _____

1. Clinical Prerequisites:

Course	Completed	Comments
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:

Course	Term Completed	Total Hours	Direct Hours	Comments
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):

Dates	Total Hours	Direct Hours	Comments
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

Student's Signature: _____

Appendix G
Liberty University
Counselor Education and Supervision Doctoral Program

RESEARCH INTERNSHIP GUIDELINES
TO BE COMPLETED BY STUDENT INTERN AND FACULTY

Intern Name _____ Semester of Experience _____

Supervising Faculty _____

List the activities to be completed including timelines, dates, and outcomes of IRB, manuscript, or project submissions.

Title of Project _____

Tasks agreed upon for successful completion of internship:

Responsibilities of Intern:

Responsibilities of Faculty:

Signature of Student	Date
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Signature of Supervising Faculty	Date
----------------------------------	------

Appendix H
Liberty University
Counselor Education and Supervision Doctoral Program

LEADERSHIP/ADVOCACY INTERNSHIP GUIDELINES
TO BE COMPLETED BY STUDENT INTERN AND FACULTY

Intern Name _____ Semester of Experience _____

Supervising Faculty _____

List the activities to be completed including timelines, dates, and outcomes of IRB, manuscript, or project submissions.

Description of Leadership Position and Site:

Tasks agreed upon for successful completion of internship:

Responsibilities of Intern:

Responsibilities of Faculty:

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix I
Liberty University
Counselor Education and Supervision Doctoral Program

**FACULTY EVALUATION OF RESEARCH
TO BE COMPLETED BY FACULTY**

Faculty Name _____ Course Taught _____

Doctoral Intern _____ Semester/Year _____

Please use the scale below to rate the doctoral intern who has engaged in research activities under your supervision:

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Never Observed
1	2	3	4	5	NA

CIRCLE BELOW:

1. Intern completed assignments/activities in a timely manner.	1	2	3	4	5	NA
2. Intern interacted with others in a professional manner.	1	2	3	4	5	NA
3. Intern demonstrated adequate knowledge of research area.	1	2	3	4	5	NA
4. Intern was well organized and prepared.	1	2	3	4	5	NA
5. Intern demonstrated flexibility.	1	2	3	4	5	NA
6. Intern was approachable and interacted well with other colleagues.	1	2	3	4	5	NA
7. Intern demonstrated an ability to accept and integrate feedback.	1	2	3	4	5	NA
8. Students had the opportunity to substantially contribute to the project.	1	2	3	4	5	NA
9. Quality of the intern's contribution was developmentally appropriate	1	2	3	4	5	NA

Additional comments:

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix J
Liberty University
Counselor Education and Supervision Doctoral Program

FACULTY EVALUATION OF LEADERSHIP
TO BE COMPLETED BY FACULTY

Faculty Name _____ Course Taught _____

Doctoral Intern _____ Semester/Year _____

Please use the scale below to rate the doctoral intern who has engaged in research activities under your supervision:

Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Never Observed
1	2	3	4	5	NA

CIRCLE BELOW:

1. Intern completed assignments/activities in a timely manner.	1	2	3	4	5	NA
2. Intern interacted with others in a professional manner.	1	2	3	4	5	NA
3. Intern demonstrated adequate knowledge of leadership arena.	1	2	3	4	5	NA
4. Intern was well organized and prepared.	1	2	3	4	5	NA
5. Intern demonstrated flexibility.	1	2	3	4	5	NA
6. Intern was approachable and interacted well with other colleagues.	1	2	3	4	5	NA
7. Intern demonstrated an ability to accept and integrate feedback.	1	2	3	4	5	NA
8. Students had the opportunity to substantially contribute to the project.	1	2	3	4	5	NA
9. Quality of the intern's contribution was developmentally appropriate	1	2	3	4	5	NA

Additional comments:

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix K
Liberty University
Counselor Education and Supervision Doctoral Program

**INTERN SELF-EVALUATION OF RESEARCH
TO BE COMPLETED BY STUDENT INTERN**

Doctoral Intern _____ Experience _____

**Please identify 3 ways you developed personally & professionally during this experience
(continue on back if needed):**

**Please identify 3 goals for continued personal & professional development in this area
(continue on back if needed):**

Appendix L
Liberty University
Counselor Education and Supervision Doctoral Program

INTERN SELF-EVALUATION OF LEADERSHIP/ADVOCACY
TO BE COMPLETED BY STUDENT INTERN

Doctoral Intern _____ Experience _____

**Please identify 3 ways you developed personally & professionally during this experience
(continue on back if needed):**

**Please identify 3 goals for continued personal & professional development in this area
(continue on back if needed):**

Appendix M
Liberty University
Counselor Education and Supervision Doctoral Program

INTERNSHIP MONTHLY SUMMARY OF HOURS
COMPLETED BY STUDENT INTERN FOR EACH INTERNSHIP EXPERIENCE

Studentname: _____

FOR _____ (Month and Year)

CHECK ONE:

- _____ Supervision
 _____ Teaching: Course # _____
 _____ Research
 _____ Advocacy
 _____ Leadership

	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Week 5 Hours	Monthly Total By Activity:
INTERNSHIP EXPERIENCE						
SUPERVISION (INDIVIDUAL OR TRIADIC) OF INTERNSHIP EXPERIENCE						
GROUP SUPERVISION OF INTERNSHIP EXPERIENCE (COUC 999)						
						Monthly Total:

 Doctoral Student Intern Signature

 Date (Month and Year)

 Supervisor Signature

 Date (Month and Year)