

Frequently Asked Questions (Internship COUC 699)

Please note: Students are responsible for determining the state requirements if they plan to practice in a state other than Virginia post-graduation. Please visit the following website to view NBCC's state directory:

<https://nbcc.org/search/stateboarddirectory>.

General Questions

1. What is the time frame for completing the Internship?

It typically takes a student two full semesters (two 17-week semesters) to complete the Internship. The Internship must be completed in two semesters and if the student feels they may need a third consecutive semester to complete their Internship, they can contact the internship office with an appeal. Internship is a full semester commitment so the student must remain on site even if they complete the minimum required hours.

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

Once all the required prerequisites are met the student may submit all approval paperwork to apply for enrollment in Internship. The approval documents can be found on our website: <https://www.liberty.edu/behavioral-sciences/counselor-ed/masters/professional-counseling-internship-coun-699/>. Once all the paperwork is reviewed and approved by the Internship office the student will be automatically notified and enrolled in COUC 699.

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

No, Liberty does not place students in their Internship sites. Finding a fieldwork placement is up to the student. However, students may email internship@liberty.edu regarding obtaining a list of potential sites.

4. How do I go about finding an Internship site?

You should 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 ample experience with Internship students and usually provide a variety of options and opportunities for individual and group counseling. Additionally, they may provide students with helpful information regarding the services and opportunities in the student's local areas. Liberty may also have a listing for your state of sites previously used by our students. You may inquire about this list one semester prior to starting the Internship.

This list does not guarantee placement for a Liberty University student. If you need a list please email internship@liberty.edu with your request.

Students are encouraged to approach finding their Internship 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 service offered at the career center: <https://www.liberty.edu/career-services/>

5. May I have more than one site?

Yes, if you cannot find one site to provide all of the hours needed, you may request an additional site. You may not begin logging hours at the new site until you have received approval from our office. A student may have no more than two Internship sites at one time. For more information on the procedure to add a second site please reference the instructions on the internship website: <https://www.liberty.edu/behavioral-sciences/counselor-ed/masters/professional-counseling-internship-coun-699/>. Please email the internship office at internship@liberty.edu to turn in your approval documents for your additional site supervisor.

6. What are the requirements for a supervisor?

A supervisor must have a minimum of a master's degree and be licensed as a Professional Counselor, Clinical Social Worker, or Psychologist; OR, have earned a doctorate in Counselor Education & Supervision from an accredited university. Students planning to seek licenser in a state other than Virginia should check to make sure their supervisor(s) meet state requirements. Students are responsible for researching their state's requirements, as some have very specific qualifications that need to be met if the Internship is to be accepted for licenser purposes. Students should review the Internship Manual for additional information regarding approved Supervisors.

7. May I have more than one supervisor?

Yes, if you cannot find one supervisor to provide all of 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 have no more than two supervisors at one time. For more information on the procedure to add a second supervisor please reference the instructions on the internship website: <https://www.liberty.edu/behavioral-sciences/counselor-ed/masters/professional-counseling-internship-coun-699/>

Please email the internship office at internship@liberty.edu to turn in your approval documents

for your additional supervisor.

8. What are the different types of supervision?

Individual Supervision takes place when a student is in a one-on-one session with the approved supervisor. Triadic Supervision occurs when the supervision session takes place with the supervisor and two counseling students. Faculty group supervision occurs when there is a supervision session with the supervisor and more than three counseling students as well as other counselors/staff. You may not start accumulating hours towards the Internship requirement until the official start date for the COUC 699 course as stated in your approval email.

During your Internship, your supervisor is responsible for monitoring your activities, facilitating your learning and skill development experiences. The supervisor not only monitors and evaluates your clinical work, but he/she is also responsible for the quality of services offered to clients. While an ongoing process, you will meet with your supervisor weekly for formal supervision.

9. How do I count supervision hours?

If you meet with your supervisor for individual and/or triadic supervision, then you count the time that the meeting lasts (i.e., 1 hour meeting = 1 hour of Individual Supervision). If you and other counselors meet in a group with your supervisor and are discussing a variety of cases (both yours and those of other counselors), then you may count the full time that the meeting lasts (i.e., 2 hour meeting = 2 hours of group supervision).

10. How many hours are required for the Internship?

Six hundred (600) total hours of counseling related work are required for the Internship. These hourly requirements are divided into the following categories:

240 hours of Direct Client Contact

25 hours of Individual Supervision (one hour per week)

Faculty group supervision (average of 1 ½ - 2 hours per week for a minimum of 14 weeks with no more than 2 excused absences)

Note: For the purposes of licensure, some states require more than 600 Internship hours.

Therefore, it is imperative that students intending to seek licensure in a state other than Virginia are aware of their own state's requirements and meet whichever are greater.

Liberty does not accept responsibility for knowing state licensure board requirements. This is the sole responsibility of the student to research.

11. May I begin counting internship hours before my start date?

No, hours earned during the Practicum do not count towards Internship.

12. What types of counseling count as Direct Client Contact hours?

Direct Client Contact hours include individual, group, family, co-therapy, marital, and pre-marital counseling sessions. To qualify as Direct Client Contact hours, counseling sessions must be a minimum of 20 minutes in length. Please see the Internship Manual for additional information.

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

Observation implies that you are silently observing another therapist while they are counseling. Observation may occur in the counseling room with the client and therapist, watching a videotaped session, or from behind a one-way mirror.

Co-therapy means that you are actively doing counseling with another therapist, participating in the therapy process and collaborating on the treatment plan.

14. How many hours of observation may I count towards my Direct Client Contact hours? You may not count observation hours toward direct client contact hours. Any observation hours must be reported as Related Activity.

15. How many hours of co-therapy may I count towards my Direct Client Contact hours? You may count all 240 hours as co-therapy, if this is approved by your Internship 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 1-hour session with 7 group members, the session counts as 1 hour of Direct Client Contact, not 7 hours.

18. What are Related Activities hours?

Related Activities include time spent doing paperwork, research into counseling issues, seminars, workshops, phone calls to clients, consultation with colleagues, and counseling sessions that last less than 20 minutes. This category does not include hours spent doing coursework for the COUC 699 class or driving time.

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

Students are required to complete Internship in two semesters. You will submit your request for an additional semester of the COUC 699 internship course by completing an assignment in week 10 in Canvas.

If you plan to continue with your current, approved site and supervisor, then you will only need to submit an updated fieldwork contract and insurance face sheet.

Contact Information

Students and supervisors are expected to contact university personnel with comments, questions, and/or concerns that arise during the Internship. 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 Internship, please contact:

Internship office
internship@liberty.edu

For questions not addressed in this manual, please contact:

Steve Johnson, PhD, LPC, LMFT, ACS
Director of Clinical Training
Department of Counselor Education & Family Studies
School of Behavioral Sciences
sgjohnson2@liberty.edu

For questions about Tevera, please contact: COUNTevera@liberty.edu

Department of Counselor Education and Family Studies
 Liberty
 University 1971
 University Blvd
 Lynchburg, VA 24515
Fax: 434-522-0477
<https://www.liberty.edu/behavioral-sciences/counselor-ed/>

Graduate Student Affairs Office, Honor Codes, Handbooks & Appeal Policies
<https://www.liberty.edu/students/community-life/graduate-and-online-students/>

IT HelpDesk

Chat: <http://www.liberty.edu/hdchat>

Mon-Fri: 8:30 a.m. - 10 p.m.

Telephone: 866-447-2869

Mon-Fri: 7 a.m. - Midnight

Sat: 10 a.m. - 6 p.m.

Sun: 1 p.m. – Midnight