

LIBERTY
UNIVERSITY
SCHOOL *of* BEHAVIORAL
SCIENCES

**DEPARTMENT OF COUNSELOR EDUCATION
& FAMILY STUDIES**

**Clinical Mental Health Counseling Program
Practicum Fieldwork Manual**

2022-2023

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From the Director of Clinical Training to the Student

Dear Student,

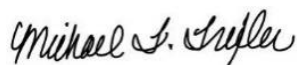
Congratulations on reaching this milestone in clinical mental health counseling training! The Practicum is one of the most crucial professional preparation activities in your educational journey. This experience is meant to be the capstone in your program of study by allowing you the opportunity to apply, evaluate, and refine clinical skills as well as bridging the gap between theory and practice. You will also develop the personal qualities, characteristics, and behaviors of a counselor as you transition from “Trainee” to “Professional Counselor.”

All prerequisite coursework has been intended to prepare you for your supervised clinical training experiences. By incorporating what you have learned through your coursework, you can become a reflective practitioner who can use critical thinking and sound decision-making skills that are well-grounded in established research and a biblical worldview. Effective counselors must be more than mere technicians. Rather, they must be professionals who have a strong theoretical and ethical foundation, have personal mastery of their own beliefs, values, knowledge, and skills, and have the ability to integrate these aspects into their practice.

This manual is designed to help you prepare for and successfully complete the Practicum, an integral and indispensable part of Liberty University’s counselor education programs. I encourage you to read and review this manual carefully as you progress through the Practicum. We trust that the information will be useful in helping create positive learning experiences between students, supervisors, and faculty while providing quality care to those we are called to help. As the knowledge base in our field rapidly expands, it is clear that students cannot learn everything they need to know about clinical mental health counseling during their coursework. Professional growth and development are ongoing processes, and key patterns for this growth are established during your supervised clinical training experiences.

Finally, as a Clinical Mental Health Counseling student, you participate in both site supervision and faculty supervision experiences. This manual provides information concerning procedures associated with site supervision and faculty supervision experience and is supplemental to your course syllabus and assignment instructions. While it may seem overwhelming at times, be encouraged that your clinical training will be enhanced by this dual input into your professional development. May God continue to richly bless you through your clinical training experience!

Best,



Michael T. Trexler, Ph.D., LMHC (IN), LPC (GA, VA), NCC, CCMHC, ACS
Director of Clinical Training
Assistant Professor of Counseling
Department of Counselor Education & Family Studies
School of Behavioral Sciences

From the Director of Clinical Training to the Site Supervisor

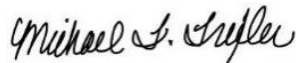
Dear Supervisor,

Thank you for your commitment to invest in Liberty University counseling interns. Practicum students have completed the majority of their coursework and look forward to the opportunity to demonstrate their knowledge through their supervised counseling experience. As a site supervisor, you play a critical role in the development of our students, and we sincerely thank you for taking the time to make their supervised clinical experience a positive one.

The purpose of this manual is to introduce both supervisors and students to the requirements of the Practicum experience and provide clear expectations and guidelines. I encourage you to read this manual to orient yourself with the requirements of the Practicum for both student and supervisor. Some requirements include: weekly supervision with an approved clinical supervisor, a total of 100 hours of supervised counseling work (which includes direct and indirect hours), evaluations, and collaboration with faculty supervisors for student evaluations.

We hope you will take some time to become acquainted with this manual for a comprehensive review of the responsibilities and privileges of the site supervisor role. We sincerely thank you for investing in the training of our students and providing them with an opportunity and an atmosphere to practice their clinical skills.

Best,



Michael T. Trexler, Ph.D., LMHC (IN), LPC (GA, VA), NCC, CCMHC, ACS
Director of Clinical Training
Assistant Professor of Counseling
Department of Counselor Education & Family Studies
School of Behavioral Sciences

Acknowledgment of 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 the manual and direct questions and concerns with their Faculty Advisor or the Director of Clinical Training regarding any material contained in the manual. 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.

M.A. in Clinical Mental Health Counseling Practicum Fieldwork Manual

Course Overview

Course Description

This course involves a highly supervised experience of clinical mental health counseling at an approved clinical site in the counseling community. This supervision includes both individual and faculty group supervision. Students are required to complete a total of 100 hours of counseling and related services, 40 of which are direct client contact hours. Written and oral presentations are a basic part of the group supervisory process with a Liberty faculty member via technology. Additionally, the class will focus on the development of counseling-related skills, ethics, and professionalism based on observation and exposure to the counseling field.

Rationale

This Practicum course involves participation in a planned clinical experience in an approved agency or other settings under an approved supervisor. During the Practicum experience, status gradually shifts from that of a student to that of a pre-professional. Since most, if not all, required coursework has been completed by this time, Practicum students can contribute to the cooperating agency by assisting its staff in carrying out many of the normal clinical activities of that agency. The purpose of the Counseling Practicum is to provide a supervised, field-based, work experience for students.

Prerequisites

1. COUC 500, 501, 502, 504, 505, 510, 512, 515, 521, 546*, 667
*COUC 546 was formally known as COUN 646
2. 3.0 cumulative GPA or above
3. Academically: good standing
4. Approved Background Check
5. Approval from the Practicum Office in order to register for the course
6. Students must submit all of the required paperwork for approval through SharePoint, prior to enrolling in the course

***Note:** COUC students can enroll in Clinical Diagnosis & Treatment Planning (COUC 667) as a co-requisite with the Counseling Practicum (COUC 698) only if:

- they enroll in the Clinical Diagnosis & Treatment Planning (COUC 667) Intensive that occurs before or in the same month as the start date for the Counseling Practicum (COUC 698),

OR

- they are enrolled in a B-term online section of Clinical Diagnosis & Treatment Planning, (COUC 667)

If a student is enrolled in a D-term online section of COUC 667 the same semester they wish to take Practicum, they will need to switch to a B-term online section or take the intensive version of COUC 667 or they will be denied.

Important Note: The prerequisite courses are non-negotiable and must be successfully completed prior to the start of the Practicum.

Course Objectives

Upon successful completion of this course, the student will:

1. Establish rapport, develop effective working relationships with client(s), and use basic counseling skills effectively.
2. Build a therapeutic relationship with clients, conduct assessment, develop treatment plans, and terminate the counseling relationship appropriately.
3. Conduct a psychosocial history that includes client background information, behavioral observations, and current functioning, quality of relationships, and client resources and challenges.
4. Utilize feedback, direction, and constructive criticism from supervision and consultation in order to enhance professionalism in counseling.
5. Apply appropriate documentation procedures related to mental health counseling in a way that meets the standards of the counseling site, the Practicum course, and the field with the understanding of maintaining a professional identity.
6. Articulate the process of becoming a licensed professional in the counseling field and the understanding of maintaining a professional identity.
7. Apply the American Counseling Association's Code of Ethics in a way that shows ethical reasoning.
8. Evaluate the effectiveness of the student's role and function in the setting and in the supervisory relationship during the Practicum experience.

Communication with Instructor, Support Staff and Clinical Director

All concerns regarding the course are to be communicated to the course instructor. Students may be then referred to the Practicum support staff (Practicum@liberty.edu) and/or the Director of Clinical Training. Please keep in mind that all communication with the Practicum Office will be by email so the student and the university have documentation of the outcomes 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, discourteous, communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program.

As counselors in training, students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code. Thus, 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>.

Practicum Requirements

Course Requirements

This field experience requires completion of a supervised Practicum of **100 clock hours**. The Practicum can only be taken **after the successful completion of all prerequisite requirements**.

Each student's Practicum includes all of the following:

1. Minimum 40 clock hours of direct service through solo therapy by working with clients through the therapeutic process (clinical in nature) learned during COUC 505, 512, & 667. Practicum students can have no more than 20 of those hours earned as telehealth. Examples of Direct Client Contact: individual counseling, marital counseling, family counseling, group therapy, or intakes.
 - Students who are utilizing group counseling as a means of obtaining direct client contact hours must be aware that they are unable to earn more than 50% of their direct client contact hours as group counseling. This is to ensure that students are diversifying their clinical experience.
 - Self-help or Mutual Help groups and/or counseling do not count as direct client contact.
 - Please contact the Practicum Office for any question regarding whether or not an activity counts as Direct Client Contact.

*** Telehealth and In-Person Counseling Policy:**

- In-person clinical counseling is the expected standard in meeting the direct service requirements. However, students and site supervisors are permitted to use telehealth services if the approved site uses telehealth services as a normal delivery of services. If telehealth is used, students and site supervisors are expected to maintain a reasonable balance between In-Person and telehealth services as a means of making sure students have a well-rounded counseling experience using both modalities. Practicum students can have no more than 20 of their required 40 direct client contact hours earned as telehealth.
- Students will be responsible for the following when telehealth services are used:
 - Coordination of a balanced approach in use of telehealth and in-person clinical services
 - Completion of the Liberty telehealth training prior to conducting telehealth services
 - Quarterly reporting on telehealth services through Tevera.
 - Anticipation of using more than 50% of telehealth services must be approved by the respective Practicum/Internship Field Offices.
 - Faculty should be your initial point of contact for any alternative options beyond the 50/50 ratio.
 - This would require you to provide your faculty supervisor with 3 alternative sites if requesting less than 50% in-person services or requesting 100% telehealth services. Please note the following:
 - You will need to provide your faculty supervisor with an email from your site supervisor reflecting that your area is limited to predominantly telehealth services, but willing

- and ready to incorporate. Face-to-face hours when public health recommendations permit
 - Must provide faculty supervisor with each site name and point of contact.
 - Faculty will then notify the Practicum Office of your request and list of alternative sites for review.
2. A minimum of one hour per week per site of individual and/or triadic supervision throughout the Practicum with the approved site supervisor.
 - a. Telesupervision is permitted.
 3. An average of 2 hours per week of faculty group supervision for a minimum of 14 weeks with no more than 2 absences. Showing up to a meeting 15 minutes or more constitutes an absence. *Please note that these 2 absences cannot include the WebEx meeting that the student is scheduled to present.
 - a. Clinical Mental Health Counseling students – this will be provided on a regular schedule throughout the Practicum and performed by a program faculty member (see WebEx statement in this manual).
 4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).
 5. The opportunity for the student to develop program-appropriate video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to share at least two videotaped counseling sessions (per semester) during WebEx Faculty Group Supervision and submit verbatim transcripts into Canvas. See the syllabus for details.

**Students with a site that does not allow either videotaping of clients will need to work with supervisor(s) to complete Live Observations of client sessions and tapings of role-play sessions. Instructions for these can be found in this Manual, the Syllabus, and Canvas Classroom.*

** Devices that are inherently cloud based such as phone and tablets **cannot** be used for video recording (please contact the Practicum Office if you are needing further clarification).*

** Cloud-based software (i.e., transcribing cloud-based services) is **not** permitted.*

- *For the purposes of faculty and site supervision, students must record:*
 - *Two counseling sessions to submit to site supervisors and to be presented during WebEx Faculty Group Supervision.*
 - *Students will submit a verbatim form:*
 - *An 8-10 minute segment of the recorded session.*
 - *Faculty will provide feedback on this portion of the session.*
 - *Devices students can use for recording:*
 - *Digital cameras*
 - *Camcorders*
 - *Computer Webcam – must be recorded through a HIPAA compliant platform*
6. Evaluation of the student's counseling performance throughout the Practicum,

including documentation of a formal evaluation after the student completes the Practicum by a program faculty member in consultation with the site supervisor. Students and site supervisors discuss the site supervisor's evaluation of student performance at four scheduled times throughout the semester. In addition, the faculty supervisor consults with the site supervisor quarterly.

WebEx Faculty Group Supervision

During the Practicum, Clinical Mental Health Counseling students will also participate in regular, scheduled faculty group supervision sessions in an online classroom format. Faculty group supervision involves working with a member of the counseling faculty working with two or more students using a tutorial and mentoring form of instruction. Practicum students meet an average of 2 hours per week for a minimum of 14-17 weeks with no more than 2 absences and count this class time towards faculty group supervision. **Please note that these 2 absences cannot include the WebEx meeting that the student is scheduled to present. Showing up to a meeting 15 minutes late or more constitutes an absence.*

Videos must be activated, and presence must be visible during the entire session even when not presenting, unless directed otherwise by the faculty member.

- *All Practicum students are required to join in group supervision using both audio and video connections through WebEx. Keep in mind, both verbal and nonverbal behavior are being assessed by supervisors; therefore, be sure to connect from a confidential location, wear modest clothing, and practice professional verbal and nonverbal behavior during group supervision.*

Students must choose two-time preference options when applying for Practicum and are assigned to classes in the order that their application was received. The time preference for the class the student has been assigned to will be provided with the student's approval. Students must keep all days and times within the time preference of their assigned class open until they are notified of their class meeting time by their professor in their Canvas course. Specific days and times for each class are not available when students are assigned to their sections. Please see below a list of the time preference options:

- Weekday Morning – Monday through Friday 6am-11:30am (EST) start time
- Weekday Afternoon – Monday through Friday 12pm-4:30pm (EST) start time
- Weekday Evening – Monday through Friday 5pm-9:30pm (EST) start time
- Weekend Morning – Saturday or Sunday 6am-11:30am (EST) start time
- Weekend Afternoon – Saturday or Sunday 12pm-4:30pm (EST) start time
- Weekend Evening – Saturday or Sunday 5pm-9:30pm (EST) start time

**Please Note: students must choose two separate preferences when submitting their application.*

The Practicum Office will place you into a section based on the time preference chosen on your application. Please do not try and drop/re-add yourself to a more preferred section, as students are unable to add themselves to the Practicum or Internship courses. If you need to request to be switched to a new section, please email our office and we will review your situation on a case-by-case basis.

Please do your best to accommodate your WebEx meeting time, as our office will be unable to switch you except for dire circumstances that must be first reviewed by our office. Therefore, please try to choose a time preference that will work best for you at the time of application, as we cannot guarantee that your switch request will be granted. Students who find they are in a class time that conflicts with their schedule should try the following:

- Speak with the site/supervisor/work about the schedule conflicts to determine if something can be moved.
- If the WebEx meeting falls while the student is at their site, ask if the site will allow two hours in a quiet place to attend WebEx.
- If the student is unable to attend because of travel time home from work/their site/church they should look for a quiet place at their work/site/church, or nearby location they can use to attend WebEx.
- The student may contact the Practicum Office through Tuesday of Week One but cannot be guaranteed a seat in a time slot that will work with their schedule.
- Please note that our office is unable to honor section switches based on a preferred professor. Students are placed in sections that best align with their chosen WebEx time at the time of application.

Psychoeducational Group

Per CACREP 2016 standard, “In addition to the development of individual counseling skills, during either the Practicum or Internship, students must lead or co-lead a counseling or psychoeducational group” the Practicum class will now require counseling or psychoeducational groups. Students are encouraged to lead or co-lead a group with their approved site supervisor who will take responsibility for supervising the group. In order to determine whether a specific counseling or psychoeducational group “qualifies” for this requirement, the group experience should be one that the site supervisor believes will contribute to the student’s “direct service” hours. The fulfillment of this requirement can be recorded in Tevera as Direct Client Contact (not to exceed 5 hours).

Finding a Site and Supervisor

The relationship between the student, the site, and the supervisor is an important one. Therefore, students need to be cautious and prudent in picking a site and supervisor. Remember that as a 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 Practicum site and supervisor should be a mutual one. Practicum students are allowed a maximum of two sites and two supervisors at any time that have been approved by the Practicum Office.

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 that 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 be performing, etc. Finally, remember that your relationship with your potential supervisor is a personal, as well as, professional one. You want to select a supervisor with whom you feel you will be able to communicate and work within a collaborative, professional matter. A list of currently approved sites may be accessed

from the Practicum Office, Practicum@liberty.edu. You are not limited to these sites; you may submit a site that is not on the list for approval.

****It is essential to discuss the 40/100 hour requirement with the site representative and/or the supervisor during the initial interview to ensure that you can obtain these hours.***

Other considerations to keep in mind include:

1. Do the supervisor, activities, and site meet the requirements for COUC 698? (See appropriate sections in this manual for requirements).
2. Is the clientele of the agency similar to the clientele whom the student wishes to work with during his/her professional career?
3. Is there enough diversity in the clientele to provide a wide range of experiences (e.g., adults, adolescents, children, married couples, singles, group therapy, etc.)?
4. Does the agency have a large enough client base to have adequate face-to-face client hours to meet course requirements?
5. Are qualified supervisors available who are willing to invest the time to provide a quality Practicum experience which includes provision of individual supervision?
6. Do they have the credentials (i.e., doctoral level or master's level and licensure) so that a licensing board will accept clinical work completed under their supervision?
7. Is this agency one in which the student might be interested in employment after the Practicum is completed?

Site Supervisor Requirements

Practicum Supervisors must meet the following requirements:

1. A minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate certifications and/or licenses.
2. Must hold a master's degree or above in counseling or a related field.
3. Must have a minimum of two years professional experience.
4. Knowledge with program requirements and procedures for evaluations.
5. Appropriate training in counseling supervision.
6. Must hold a valid state license at an independent level of practice; i.e., supervisors must be able to practice without being under supervision.
7. 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.
8. Must hold a license that qualifies the individual to provide clinical supervision.

a. Examples of Approved Supervisors:

- Licensed Clinical Social Worker (LCSW)
- Licensed Mental Health Counselor (LMHC)
- Licensed Marriage and Family Therapist (LMFT)
- Licensed Professional Counselor (LPC)
- Licensed Psychologist (LP) – a Psychologist that earned a doctoral degree in Psychology (Psy.D.)
- Ph.D. or Ed.D in Counselor Education and Supervision (from an accredited university)

- Psychiatrist
- b. Examples of Supervisors Not Approved:**
- Doctorate degrees that are not in the counseling field or are unaccredited
 - Licensed Master Social Worker (LMSW) – with only exception of the macro- or clinical – designations in the state of Michigan.
 - Limited Licensed Professional Counselor (LLPC)
 - Master of Divinity
 - Pastoral Counselors
 - School Counselors
 - Licensed Clinical Addiction Specialist (LCAS)
 - Supervisors who are not licensed in the same state as the Practicum site.
9. Dual Relationship – Our office has approved students to use their place of employment as their Practicum site if the site meets the requirements, such as clinical in nature. When applying, students will not be able to use their direct supervisors for their position at their place of employment as their approved supervisor for the COUC 698 Practicum, as the supervisor cannot have dual role (dual relationship). Students will need to locate another licensed individual for their potential supervisor for the Practicum.

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 written 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 counselor.

Videotaping Work:

- Videotaping work with clients is vital to our program's ability to assess a student's skill and knowledge on a practical level. As we all know, self-report is a significant limitation in most processes, supervision being no exception. A student may unknowingly (or knowingly!) distort the material of a therapeutic session, thereby limiting the helpful or appropriate supervisory feedback that can be received.
- Therefore, videotapes of the actual work allow us to gain a more objective view of what's taken place in the therapeutic encounter, thereby providing the opportunity to teach and guide the student counselor on ways to improve, ultimately improving the services offered to the client—our main objective in tape review. Similar to the process athletes use to improve their skills, tape review for counselors is an invaluable tool in improving and honing skills. Training students how to incorporate videotaping as a natural part of their training process will make clients feel much more comfortable with the process as well.
- While role play is helpful, students participate in many roles plays throughout the duration of their time in the program (e.g. skills & techniques, group, and assessment classes). Therefore, we conceptualize the Practicum/Internship phase of the training as the time at which we want to evaluate and assess how students are able to practically

implement knowledge and skills with actual clients in the “real world.” Thank you for your participation in raising the training of our students to the next level of becoming competent counselors

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 Practicum experience with the student. These weekly supervisory meetings are face-to-face. Use of telehealth for supervision must be approved by the Practicum Office.
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. The student is responsible for uploading these forms onto Canvas.
8. Tevera: Provide evaluations of the student’s counseling skills and progress through the Tevera portal; this process will include verification of the hours that the student submits. This electronic submission is to be input for midterm and final evaluations. We also ask that the supervisor evaluates their experience with Liberty’s students and faculty through Tevera as well. A reminder will be sent automatically when these evaluations are due. Your supervisor will receive an email invitation for Tevera prior to the start of the semester to log into and create an account. **If your supervisor has trouble finding this link, you may want to encourage them to check their SPAM or JUNK folder, as the invitation may have ended up there.**
9. Initiate immediate contact with the student’s professor if problems are encountered with the student during placement.

Site Activities

Practicum sites need to be able to provide students with a variety of clinical activities that meet the course requirements for COUC 698 Practicum. Please refer to the syllabus for the required activities.

Site/Supervisor Switch Policy

1. Students may only earn hours once a site/supervisor has been approved by the Practicum Office. Hours worked prior to the official approval date given by the Practicum Office may not be counted.
2. It is the student’s responsibility to immediately let the Practicum Office and faculty supervisor know about any changes to the site and/or supervisor for the Practicum.

3. All required paperwork must be submitted (correctly) within two weeks of switching a site/supervisor at your site, dropping a site/supervisor, or adding a site/supervisor.
Example: If your site switches your supervisor on Aug. 30, 2022, our office will need all correctly filled out approval documents by Sept. 13, 2022. This would be two weeks after the switch occurs.
4. Barring any extenuating circumstances, no paperwork will be accepted the last two weeks of the semester.

Time Limitation to Complete the Practicum

Students must complete their Practicum hours in one semester. Since the required hours for Practicum total 100 hours, students must select a site that will allow them to obtain all of their needed hours at that site. If students find themselves in a situation where the site is not meeting their agreed-upon hours, students should proactively address the situation with the site representative, approved supervisor, and/or faculty supervisor. If needed, students may request to switch to another site. Before changing sites, students must first obtain approval for the site from the Practicum Office. Do not wait until the last minute to address any shortage of hours. It takes time to approve another site, so students should carefully monitor their hours.

Important Notes:

- If the student fails to complete the Practicum, they will also receive a failing grade for the course. The course must be re-taken, 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 and the student will have to start earning hours from the beginning.
- Hours accrued in excess of the 100-hour requirement will not rollover to the Internship.

Facts to Remember

1. Students must obtain a minimum of 1 hour of supervision per week per site.
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 supervisors' time.
3. Some supervisors may charge a fee for services rendered. The student is responsible for any financial cost associated with supervision.
4. Students must check their state board's requirements for supervision if planning to practice in another state after graduation. Some state boards have different requirements than Virginia for the supervisor and supervision.

Things to Do Before the Start of Practicum

*Please note that in order to complete all of the Practicum requirements by the approval deadline, students will need to do several things during the semester **prior to** the one that they plan to begin the Practicum. 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.*

Background Check Policy

All students are **required to complete a new** criminal background check prior to Practicum approval. Students must submit a copy of their background check receipt as part of the application and approval paperwork process through SharePoint. The background check website can be found at: [CastleBranch webpage](#).

- The Liberty Background check page can be found at: [Liberty Background Check Page](#)
- If students have not purchased and completed their fingerprints through CastleBranch in their 500-level course, these will need to be completed prior to applying to Practicum.

Obtain Professional Liability Insurance

The student is responsible for obtaining liability insurance in their name and submitting a copy of the policy face sheet 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 will need to submit this 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 hpsso.com
- American Counseling Association (ACA) 1-800-545-2223
- American Professional Agency, Inc. 1-800-421-6694
- American Association of Christian Counselors (AACC) 1-800-526-8673

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

Complete Required Approval Documents

Once a site and supervisor have been chosen, the student, site and supervisor complete and sign the Fieldwork Contract found on the Practicum website and submit to SharePoint. The student should retain copies of all documents for his/her own records.

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.** Submission of the above forms does not mean automatic acceptance of the proposed site and/or supervisor: they must be approved first. The university wants to make sure the student's proposed site will provide a good educational experience and that it has adequate oversight and safeguards built in to ensure an appropriate clinical environment.
2. Students need to submit completed Liberty University Affiliation Agreement or an Affiliation Agreement that is approved by Liberty University. Extensions will not be granted for Affiliation Agreements negotiations.

International Practicum/Internship Policy

The Department of Counselor Education and Family Studies is aware of many challenges that students living abroad face regarding the completion of the Practicum and/or Internship requirements. Therefore, the Practicum/Internship Office has created the following policy in order to help our students living abroad succeed in completing their Practicum/Internship experience. In addition to the standard application process, students looking to complete a Practicum/Internship at an international site must also meet the following criteria:

- **Students seeking a Site Outside of the United States:**
 - Site must be sponsored by an American Organization
 - Site must follow the general guidelines established by the counseling profession in the U.S. (e.g., ACA Code of Ethics, state board regulations, etc.).
 - Informed consent
 - Treatment plans
 - Record keeping
- **Supervisor must be licensed in the United States**
 - Supervisor must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate licenses and/or certifications.
 - Must hold a master's degree or above in counseling or related field.
 - Must have a minimum of two years professional experience.
 - Knowledge with program requirements and procedures for evaluations.
 - Appropriate training in counseling supervision.
 - Must hold a valid state license at an independent level of practice (i.e., supervisors must be able to Practicum without being under supervision).
 - Must be in good standing in the profession.
 - Must hold a license that qualifies the individual to provide clinical supervision. Licenses that typically qualify include:
 - Licensed Professional Counselors (LPC)
 - Licensed Mental Health Counselor (LMHC)
 - Licensed Marriage and Family Therapists (LMFT)
 - Licensed Clinical Psychologists (LCP; with a preferred Psy.D. All other degrees are reviewed on a case-by-case basis)
 - Licensed Clinical Social Workers (LCSW)
 - Psychiatrists
 - Ph.D./Ed.D in Counselor Education and Supervision from a regionally accredited university.
- Students seeking licensure in the United States are responsible to know and understand the requirements of the state board in the state in which they wish to become licensed.
- **Note:** Specific states may require practicums/internships to be taken at a site location in the state where you plan to seek licensure. If this is the case, an international practicum/internship may not be eligible towards licensure. Before identifying an international practicum/internship site, please check with your state regarding any potential residency requirements pertaining to the actual physical location of practicum/internship sites. You are solely responsible to find out this information. The

Department of Counselor Education and Family Studies may not provide this or any other information pertaining to specific state licensure requirements.

Practicum Documentation for Fieldwork Experience

Practicum documentation will be very important not only for this course, but equally so in the years ahead as the student uses it to apply for licensure and/or employment. The course requirements for COUC 698 are designed to meet the requirements for 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 licensure requirements.

The following hours must be completed by the end of the student's Practicum semester:

- 100 hours of activities related to the Practicum should fall into one of four categories
 - Direct Client Contact (minimum of 40 hours required)
 - 20/40 Direct Client Contact Hours can be via telehealth
 - Individual Supervision
 - Must ...
 - meet at least one hour per week per site with approved supervisor
 - If Individual Supervision is skipped one week it may be made up and counted during the week before or after
 - Faculty group supervision (average of 2 hours per week for a minimum of 14 weeks with no more than 2 absences) *Please note that these 2 absences cannot include the WebEx meeting that the student is scheduled to present.
 - Showing up to a meeting 15 minutes late or more constitutes an absence.
 - Related Hours

Note: The Practicum course is a full-semester commitment, even if students complete the required hours before the official end date of the semester.

- Winter Break (Between Fall semester and Spring semester)
 - Students are not able to earn hours between Practicum and Internship.

Grading for Practicum

In order to pass COUC 698, students must complete the following:

- Earn at least 840 points in the course
- Obtain at least 100 hours of clinical experience according to the categories listed above (direct client contact, individual supervision, etc.)
- Receive passing evaluations by the site supervisor and faculty supervisor (80 points or higher)
- Adhere to the ACA Code of Ethics at all times
- Complete a minimum of two video recorded sessions (per semester) with a verbatim transcript submitted in class/faculty supervision.

- At two points throughout the semester, students submit a recording of a session. This will include getting informed consent from your site and client, recording and submitting a session to the professor, and transcribing and analyzing an 8-10 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 the manual.
- Meet the COUC 698 class attendance policy

WebEx

Clinical Mental Health Counseling students will attend a weekly face-to-face (via the internet program WebEx) faculty group supervision session with the faculty supervisor. Attendance is mandatory. Day and time TBA. Students are allowed a maximum of 2 absences during the semester. Please note that these 2 absences cannot include the WebEx meeting that the student is scheduled to present. Showing up to a meeting 15 minutes late or more constitutes an absence.

COUC 698/699 FN Policy

The U.S. Department of Education requires that every university monitor the attendance of their students. Liberty University uses the following definition in determining student attendance, “Submission of an academic assignment (such as an examination, written paper or project, discussion board post, or other academic event) or communication with the professor regarding academic content or an assignment.” However, with the Practicum/Internship courses, the Practicum/Internship Office can factor both the academic (Canvas/WebEx) and fieldwork (presence at the site) aspects of the Practicum/Internship into student’s academic progress. In order to post an FN for Practicum/Internship, the student would need to be lacking attendance for 21 consecutive days both in Canvas and on-site. A student who does not show attendance in Canvas but does regularly attend his/her Practicum/Internship site would not receive an FN. The student’s Practicum/Internship professor will need to email the site director/supervisor to confirm that the student has been attending the site. Once the professor receives confirmation back from the site of the student’s attendance on-site, the professor then needs to forward that email documentation to luoacademicprogress@liberty.edu.

Traditional Incomplete

Traditional Incomplete is given to a student if they are needing a maximum of two-weeks after the last day of the semester to complete the requirements/hours for Practicum. Students are to request the traditional incomplete by contacting their Faculty Supervisor. However, student cannot continue into Internship I until the Incomplete is changed to P.

Though 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.

Pass/No Pass Policy

P (Pass)

- Must meet all of the requirements below.
 - Completes assigned work:
 - **Must** complete **all** clinical work to pass:
 - All evaluations

- Upload all hours to Tevera and all hours are approved
- Proof of liability insurance
- Completes required hours:
 - Direct: 40 hours
 - Individual Supervision: 1 hour per week per site
 - Faculty group supervision: an average of 2 hours per week for a minimum of 14 weeks with no more than 2 absences. Please note that these 2 absences cannot include the WebEx meeting that the student is scheduled to present. Showing up to a meeting 15 minutes late or more constitutes an absence.
 - Related: Any other hours completed which pertain to the Practicum or are assigned by the Practicum Site Supervisor
 - Total: 100 hours
- As a reflection of student professionalism, all assignments are expected to be completed and submitted during the course of the semester.
- Attended and participated in WebEx Faculty group supervision (no more than 2 absences permitted) and Peer Consultation.
- Received at least 840 points for the semester.

NP (No Pass)

- If you fail to meet any of the clinical requirements and/or do not earn a minimum of 840 total points for the semester.

Grade Scale Breakdown:

- P (Pass): 840-1010
- NP (No Pass): 0-839

Late Assignments

Course Assignments, including discussion boards, exams, and other graded assignments, should be submitted on time. If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email.

Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.
4. Group projects, including group discussion board threads and/or replies, and assignments will not be accepted after the due date.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

Test/Exams

Penalties will follow the late assignment policy as stated in the course syllabus.

Professional Behavior Expectations

While at the Practicum site and in all interactions with clients, supervisors, peers and LU faculty and staff, students are expected to exhibit attitudes and behaviors consistent with professionalism. This includes, but it is not limited to, the following:

- Punctuality and promptness to all appointments
- Appropriate dress and grooming (business attire)
- Professional written communication
- Professional oral communication (this includes correct verb usage and the avoidance of inappropriate language including informal language or slang)
- Adherence to the American Counseling Association Code of Ethics
- Be teachable and receptive to feedback given by the supervisor
- Students must receive passing evaluations on professionalism on the CCS.

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.

Site Dismissal or Course Withdrawal

If, during the Practicum, a student fails to successfully demonstrate the required skills in this course and consequently receives failing evaluations or if a student is dismissed from the site, the supervisor will also notify the student's professor. The professor will write an incident report and send it to the Program Director and the Practicum Office of the Department of Counselor Education and Family Studies. The Director of Clinical Training and the Leadership Team will examine the nature and reason for the skills deficit and/or dismissal and refer to the Remediation Committee if warranted. At this point, the student may receive a grade of "NP" for the skills deficient and/or dismissal and be placed on hold in the program in order to fulfill remediation procedures aimed to address and resolve the verifiable deficits. The Remediation Committee will determine whether the student is eligible to retake the Practicum course.

If the dismissal 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. These remediation procedures can include such things as requiring the student to

retake certain courses and/or seek personal counseling, etc. If, after remediation, the student is unable to correct the deficits, the Remediation Committee and the Leadership Team will meet to decide the best course of action for the student up to and including removal from the program. The student has an opportunity to appeal. The final decision regarding a student's hours accrued in the Practicum is at the discretion of the Remediation and Leadership Teams based on a thorough evaluation of the incident.

Practicum students are required to fulfill their semester-long contract with the site. If a student makes the decision to withdraw from the Practicum course, then the student will forfeit all Practicum hours earned for the semester. The student will need to reapply for the Practicum in a future semester.

Professional Competency Expectations and Remediation Process

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

- Unprofessional or unethical conduct either at the Practicum site or in the interaction with Liberty University faculty and staff.
- Any verifiable complaints about the student from the Site Supervisor or Site Director.
- 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, in harm's way or an unduly vulnerable position.

The abovementioned 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 Director of Clinical Training will bring the issue to the Department of Counselor Education and Family studies (DCEFS) core faculty. A remediation plan will be formulated in conjunction with the DCEFS, the student, and supervisor. The purpose of the remediation plan is to assist the student in correcting any deficits in the counseling skills or personal, interpersonal, or ethical problems so that the student may successfully continue in the program. Remediation procedures can include such actions as repeating particular courses, obtaining personal counseling, completing additional assignments, or academic dismissal from

the DECFS or Liberty University. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the DECFS will meet to decide if the student is ready to continue. In cases involving the Honor Code Violation, students will have an opportunity to appeal.

Provision if Unsuccessful: If remediation is unsuccessful or the student refuses to comply with the Remediation Plan, the student may be dismissed from the COUC program. Notice of dismissal from the program will be provided to the student in writing by the program director. Should the student decide to submit a formal complaint, the student will follow the formal complaint procedure through the LUO Student Advocate Office <http://www.liberty.edu/online/student-advocate-office/>.

Frequently Asked Questions

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

The Practicum must be completed in one semester (Fall and Spring-16 to 17 weeks and Summer- 14 to 15 weeks). Only under special circumstance will the student be permitted an additional consecutive semester to complete the Practicum. Permission must be obtained by the Director of Clinical Training to extend the Practicum into a second semester. Students are expected to pay for the additional semester of Practicum. Practicum is a full semester commitment and a student must remain on-site even if they complete the minimum required hours.

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

Upon completing the final prerequisites, the student will submit all final documentation and any necessary paperwork outlined in the syllabus and on the Practicum website for the Practicum. For full instructions please refer to the practicum website: <http://www.liberty.edu/index.cfm?PID=28215>.

Once all the application paperwork is received, the Practicum Office will proceed with the approval process. Once the site and supervisor have been approved, the Practicum Office will enroll the student in COUC 698.

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 practicum@liberty.edu regarding obtaining a list of potential sites.

4. How do I go about finding a Practicum 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 Practicum 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 students. You may inquire about this list one semester prior to starting the Practicum. This list does not guarantee placement for a Liberty University student. Please send your request to practicum@liberty.edu and include the state you would like a list for.

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 service offered at the career center:

<http://www.liberty.edu/academics/general/career/index.cfm?PID=153>.

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. Before adding the additional site, you must first obtain approval before counting hours at the new site. A student may have no more than two Practicum sites at one time. Please see the Practicum website for more instructions (<http://www.liberty.edu/index.cfm?PID=28215>).

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. Supervisors must also hold a valid license in the state where the students are accumulating hours for their Practicum. Students planning to seek licensure 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 Practicum is to be accepted for licensure purposes. Students should review the Practicum 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 Practicum website: <http://www.liberty.edu/index.cfm?PID=6333>. Please email the Practicum Office at practicum@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

Practicum requirement until the official start date for the COUC 698 course as stated in your approval email.

During your Practicum, 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 Practicum?

One hundred (100) total hours of counseling-related work are required for the Practicum. These hourly requirements are divided into the following categories:

- 40 hours of Direct Client Contact (20/40 can be earned via telehealth)
- 1 hour of Individual Supervision per week per site
- Related Activities
- Faculty group supervision (average of 2 hours per week for a minimum of 14 weeks with no more than 2 absences). Showing up to a meeting 15 minutes late or more constitutes an absence. **Please note that these 2 absences cannot include the WebEx meeting that the student is scheduled to present.*

Note: For the purposes of licensure, some states require more than 100 Practicum 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. Please note: You may not start accumulating hours towards the Practicum requirement until the official start date for the COUC 698 course.

11. 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 Practicum Manual for additional information. (Self-help or Mutual Help groups and/or counseling does not count as direct client contact).

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

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

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

13. 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.

14. How many hours of co-therapy may I count towards my Direct Client Contact hours?

You may count all 40 hours as co-therapy (doing counseling with another counselor in a session as opposed to sitting in a session “observing”) if this is approved by your Practicum site.

15. When I do co-therapy, how do I document the session and my hours?

Document co-therapy as you would document solo therapy.

16. 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.

17. 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 fewer than 20 minutes. This category does not include hours spent doing coursework for the COUC 698 class or driving time.

Contact Information

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 Practicum, please contact:

Practicum Office
practicum@liberty.edu

For questions not addressed in this manual, please contact:

Michael T. Trexler, Ph.D., LMHC (IN), LPC (GA, VA), NCC, CCMHC, ACS
Director of Clinical Training
Assistant Professor of Counseling
Department of Counselor Education & Family Studies
School of Behavioral Sciences
mtrexler@liberty.edu

For questions about Tevera, please contact:

COUNTevera@liberty.edu
<http://www.liberty.edu/index.cfm?PID=33372>

Department of Counselor Education and Family Studies

Liberty University
1971 University Blvd
Lynchburg, VA 24515
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>

IT HelpDesk

Chat: <http://www.liberty.edu/hdchat>
Mon-Fri: 8:30am-10pm (EST)

Telephone: 866-447-2869
Mon-Fri: 7am-Midnight (EST)
Sat: 10am-6pm (EST)
Sun: 1pm-Midnight (EST)

Appendices: COUC 698 Practicum

Appendix A: Session Videotape Options

Below are options for students to fulfill the videotaping portion of the case presentations and verbatim assignments for WebEx:

- Option 1: Videotaped sessions with client.
 - This is the preferred option, if clients are willing, as it is much better to see the client in the session as well as the counselor.
- Option 2: Videotaped sessions with camera on student only.
- Option 3: If options 1-2 are not possible, students may videotape a role play of a counseling session that is familiar to both the student and the role play partner.
 - If using Option #3: Site supervisor **must contact** student's faculty supervisor to confirm videotape restrictions at your site and to confirm he/she will complete a Live Observation Form. Once approved by the faculty supervisor, your site supervisor would be the preferred role play partner. Another licensed counselor at your site may be an alternative for this role play option. Fellow students are not approved to serve as a role play partner. The role play partner needs to be somewhat familiar with the student's client so there is some correlation to an actual session. Additionally, if option 3 must be utilized, the site supervisor will need to conduct a Live Observation session and complete the Live Observation Form for the student to submit to Canvas. This is to ensure that the site supervisor has been able to observe and evaluate the student's level of proficiency in client care.

Appendix B: Instructions for Sites That Do Not Allow Videotaping

Students will need to role-play with one of the following individuals:

- Approved site supervisor
- Any licensed counselor at the site

The individual listed above will role-play a client of an actual session that was observed.

- This will allow the individual doing the role-play to present a client history useful for the student's development of a case conceptualization, diagnosis, and treatment plan.
- This will allow the student to meet the videotaping and verbatim assignment required for the faculty supervision class.

****Please note this is to be accompanied with Live Observation found in Canvas.***

Appendix C: Video Recording Instructions

For the purposes of faculty supervision and site supervision, interns must record two counseling sessions to submit to site supervisors and two counseling sessions to be presented during WebEx Faculty Group Supervision. The session due dates correspond with the student presentation date. The session is due the week of the student's case presentation (see the case presentation schedule/course chart for exact dates). Students will submit a verbatim form with an 8-10 minute segment of the recorded session. Faculty will provide feedback on this portion of the session. Check to make sure the sound quality is acceptable prior to presenting your video to the class.

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 Canvas 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 arranged in a comfortable manner for both counselor and client, but with the preferred option of being able to see both client and counselor in the session.

Appendix D: Directions for Use of Kaltura for Video Presentations

- Upload your recorded video to LU MyMedia. Here is a video that may be of help to you: https://watch.liberty.edu/media/t/1_6a5y6704.
- Click on watch.liberty.edu, log into your LU account.
- Click on “MyMedia” and upload the video by clicking “add new.”
- Be sure to publish the video as **unlisted** so that anyone with the URL can view the video. This is done through the actions button (choose unlisted).
- During class, add your URL link in the chat section. We will play the video on our own computer with the sound muted; this should help with the bandwidth issues. Remember that if you are using a hotspot, WebEx will have trouble, and you will experience glitches during class. Please remove the video from MyMedia after class or set back to private.
- You are responsible for this video, and it may only be shared with your site supervisor and/or during class.

Appendix E: Tevera Verification of Hours Procedure

	Tevera 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 Canvas class, as an assignment on the Dashboard in Tevera, and on our Tevera 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														
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"> • 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) <p>Approved by Faculty Supervisor:</p> <ul style="list-style-type: none"> • Faculty Supervision (Group supervision in the classroom setting) 															
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;">Hours of Supervision</th> <th style="text-align: center;">How to Enter into Spreadsheet</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Two hours and fifty-eight minutes</td> <td style="text-align: center;">2:58</td> </tr> <tr> <td style="text-align: center;">Twenty-one minutes</td> <td style="text-align: center;">0:21</td> </tr> <tr> <td style="text-align: center;">Half an hour</td> <td style="text-align: center;">0:30</td> </tr> <tr> <td style="text-align: center;">Four hours and forty-five minutes</td> <td style="text-align: center;">4:45</td> </tr> <tr> <td style="text-align: center;">One hour and fifteen minutes</td> <td style="text-align: center;">1:15</td> </tr> <tr> <td style="text-align: center;">Three hours</td> <td style="text-align: center;">3:00</td> </tr> </tbody> </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 Tevera.	The supervisor will approve the uploaded spreadsheet at the Midterm 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"> • Midterm (Hours accumulated during the second quarter) • Final (Hours accumulated during the fourth quarter) <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 3 tabs that must ALL be completed by the end of the semester.</p> <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. 														