



**DEPARTMENT OF COUNSELOR
EDUCATION AND FAMILY STUDIES**

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

**COUC 970 Teaching Internship
COUC 980 Supervision Internship**

2022 – 2023

Table of Contents

Acknowledgement of Ph.D. Internship Manual	4
Accreditation.....	4
General Information	5
1.1 Introduction to Manual.....	5
1.2 CACREP Requirements for Internship Experiences	5
General Course Information	5
2.1 Required Hours	5
2.2 Doctoral Internship Options	6
2.3 Internship Prerequisites	6
2.4 Professional Liability Insurance	7
2.5 Background Check Policy	7
2.6 Audio/Video Requirement	7
2.7 Grading the Internship.....	7
2.8 Logs.....	7
2.9 General Information for Doctoral Internships	8
Supervision of the Doctoral Internship	8
3.1 Faculty Group Supervision.....	8
3.2 Individual / Triadic Supervision	8
3.3 Requesting a Site and Supervisor	8
3.4 Off-Campus Internship Site and Supervisor	9
3.5 Supervisor Credentials	9
3.6 Site Supervisor Responsibilities	9
3.7 Supervisor Facts to Remember.....	10
Specific Internship Requirements	10
4.1 LiveText	10
4.2 Approval Process (Liberty-Based Internships).....	10
4.3 Approval Process (Non-Liberty-Based Internships)	11
4.4 Teaching and Supervision Internship Required Documents	11
4.5 Required Teaching and Supervision Internship Hours	11
Professional Behavior Expectations	12
5.1 Professional Behavior	12
5.2 Communication With Instructor, Support Staff, and Clinical Director	12

5.3 Failing Evaluations, Site Dismissal, or Course Withdrawal	12
5.4 Professional Competency Expectations and Remediation Process	13
Frequently Asked Questions	14
Contact Information.....	15
Appendices: Forms to Complete for Internship	16
Appendix A: Teaching Internship Guidelines	17
Appendix B: Supervision Internship Guidelines.....	19
Appendix C: Faculty Evaluation of Teaching	21
Appendix D: Faculty Evaluation of Supervision	22
Appendix E: Student Evaluation of Teaching Intern	23
Appendix F: Student Evaluation of Supervision Intern.....	25
Appendix G: Intern Self-Evaluation of Teaching	27
Appendix H: Intern Self-Evaluation of Supervision	28
Appendix I: Teaching Internship Log Summary	29
Appendix J: Supervision Internship Log Summary	31
Appendix K: Ph.D. Internship Verification of Clinical Prerequisites Form	33

Acknowledgement of Doctoral Internship Manual

The Doctoral Internship Manuals (Clinical and Non-Clinical) are provided to students 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 accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP). In addition to the doctoral program, the following Liberty programs are CACREP accredited: the residential and online *M.A. in Clinical Mental Health Counseling*, the residential *M.A. in Marriage and Family Counseling* and the online *M.Ed. in School Counseling* programs. For further information on this accreditation, consult the agency website at www.cacrep.org

In order to advance in the post Qualifying Exam coursework, doctoral students demonstrated that they had met CACREP's entry level, program area, and professional practice competencies as outlined in the CACREP Accreditation Manual (CACREP, 2009; 2016). As such, in addition to all course pre-requisites, the expectation is that all students enrolled in the doctoral internship have completed a master's level 100-hour practicum and 600-hour clinical internship.

General Information

1.1 Introduction to Manual

This manual provides students with information related to Teaching and Supervision Internships 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 required forms for Internship. 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 Doctoral Internships

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, consisting of three 200 hour internships that reflect the activities of a regularly employed professional in the field of counselor education. As such, all doctoral students must complete COUC 970 Teaching and COUC 980 Supervision Internships. Based on their clinical experiences, students select counseling, research, or leadership/advocacy as their third doctoral competency area of focus in COUC 999. To receive credit, students must be enrolled in an internship during the semester they are completing the internship-related activities.

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 or supervision internships will take COUC 970 or 980. Together, these will substitute for 3 credits of COUC 999 and one elective on the DCP.

2.2 Doctoral Internship Options

<u>OPTION I:</u> If you are a licensed mental health professional or certified school counselor, you have the following option(s) to fulfill your Internship requirement:	<u>OPTION II:</u> If you are <i>not</i> a licensed mental health professional or certified school counselor, you must fulfill your Internship requirements as follows:
1. COUC 970 (Teaching Internship): 200 clock hours (one semester) co-teaching a master's level course. AND	1. COUC 970 (Teaching Internship): 200 clock hours (one semester) co-teaching a master's level course. AND
2. COUC 980 (Supervision Internship): 200 clock hours (one semester) providing supervision to practicum students. AND (Select one)	2. COUC 980 (Supervision Internship): 200 clock hours (one semester) providing supervision to practicum students. AND
1. COUC 999 (Counseling): 200 clock hours providing counseling in a clinical setting. OR	3. COUC 999 (Counseling): 200 clock hours providing counseling services in a clinical setting.
2. COUC 999 (Leadership and Advocacy): 200 clock hours mentored by faculty in leadership, administration or advocacy. OR	
3. COUC 999 (Research): 200 clock hours working with a faculty member to meet the research area competencies.	

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) and Internship (600 Hours)
- COUC 998 Practicum
- 3.0 GPA; Good Standing.

In addition, students must have completed the following courses:

COUC 970: Teaching Internship

- COUC 747 Instruction in Counselor Education

COUC 980 Supervision Internship

- COUC 714 Supervision and Consultation

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

*****The *COUC 999 Internship Manual* contains information specific to Counseling, Research, and Leadership/Advocacy Internships**

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 are required to submit taped teaching or supervision sessions (2 per semester) for their teaching and supervision internships. These videos will be shared during the WebEx class sessions. If deemed necessary, students may be asked to submit additional recordings to their faculty supervisor. The process will involve 1) obtaining informed consent from their supervisee or students if required, 2) recording and submitting a session to the professor, and 3) filling out the affiliated assignments associated with the supervision session or class time (available on Canvas).

Note: Students cannot be placed at a non-Liberty teaching or supervision site that does not allow audio and/or video recording.

2.7 Grading the Internship

Students must complete 200 total hours before a grade is earned for COUC 970 or COUC 980. The expectation is that students will finish the internship in one semester. Students will receive an "I" for the current semester of their course until all 200 internship hours are completed. Once the student has completed all internship requirements, a letter grade will be posted.

2.8 Logs

Students must keep a log documenting the time spent in various activities associated with their internship and must include weekly totals for the time spent in each activity category relevant to the particular internship. Sample logs are included in Appendix I.

2.9 General Information on Doctoral Internships

1. All internship courses are a full-semester commitment, even if students complete the required 200 hours before the official end date of the semester. Note: Students are expected to attend all classes/group sessions consistent with the expectations of a faculty position.
2. Teaching Internships: Students must co-instruct a master's level counseling course and one online course for a full semester. Students placed in intensive courses are engaged in teaching activities during all pre- and post-intensive and classroom time of the intensive.
3. Supervision Internships: Students co-supervise a master's level Practicum course for the full semester. They will work remedially with one master's student for 3 or more sessions. Note: Students will provide faculty supervision and not clinical supervision.
4. If the student does not complete the Internship as contracted, he/she may receive a failing grade for the course. The course must be retaken, and the hours repeated.
5. 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.
6. A student cannot withdraw from an internship to avoid a failing evaluation or grade.

Supervision of the Doctoral Internship

3.1 Faculty Group Supervision

During the Internship, students will participate in regular, scheduled faculty group supervision sessions in an online classroom format (WebEx). Group supervision involves three or more students meeting with a member of the counseling faculty who is using a tutorial and mentoring form of instruction. Students meet every week for 1.5 hours for group supervision with their faculty supervisor. This meets CACREP's faculty group supervision requirements for doctoral internships.

3.2 Individual / Triadic Supervision

Students must obtain one hour per week of individual and/or triadic supervision throughout the Internship with their approved Site Supervisor. Students will not be permitted to continue their internship if regular individual/triadic supervision does not occur for the duration of the Internship.

3.3 Requesting a Site and Supervisor

Because of the nature of the Teaching and Supervision Internships, students will be placed with Liberty University core faculty teaching or supervising students in our entry-level counseling programs. Students living in the Lynchburg area will be placed in a 16-week residential academic class (Teaching) and/or practicum class (Supervision). Students living outside of the area will be placed in a 16-week synchronous WebEx academic class (Teaching) and/or practicum class (Supervision). Note: Because of the benefit of weekly student contact, teaching interns no longer to come to Lynchburg to co-instruct the classroom component of the teaching internship.

While students do not need to find their own site or supervisor for Teaching and Supervision Internships, they must submit a request to be placed in a teaching or supervision internship using the portal found on the COUC 970 and COUC 980 webpages. While the department will attempt to place students in courses that best fit their interests and schedule, we cannot guarantee that students will be placed in a specific course or with a particular faculty member. Once approved, students will be notified of the details of their placement. Note: Please do not make arrangements directly with program faculty.

3.4 Off-Campus Teaching or Supervision Internship Site and Supervisor

Students may select an off campus internship site as long as it meets the same requirements for an on-campus internship. Off-campus teaching and supervision internships must take place in an entry-level counseling program with at least one CACREP accredited entry-level counseling program. Site supervisors must be a full-time member of the faculty and meet all requirements as stated in Section 3.5. Students interested in an off-campus site should begin to contact sites that meet these requirements approximately 3 months prior to the start of the semester. Once an off-campus site is tentatively secured, students must submit the approval paperwork for departmental approval of their site and supervisor. Students whose off-site internships are not approved should notify the site as soon as possible.

3.5 Supervisor Credentials

All Teaching and Supervision Internship Supervisors must meet the following requirements:

1. A doctoral degree in Counselor Education or related profession with equivalent qualifications including appropriate certifications and/or licenses. Supervisors at an off campus site must have a doctoral degree in Counselor Education.
2. Supervisors without a CES degree must meet CACREP's requirements for core faculty.
3. Must have a minimum of two years professional experience in teaching and/or supervision.

3.6 Site Supervisor Responsibilities

The supervisor has a 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 of a Counselor Educator in all daily activities. The faculty site-supervisor ensures that relevant work experience, feedback, consultation, and agreed-to teaching or supervision experiences are provided for the student.

Site supervisors are responsible to evaluate the student's teaching or supervision performance throughout the Internship. This includes a formal evaluation after the student completes the Internship by 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.

Typically, Site Supervisors for teaching and supervision internships will:

1. Provide an orientation to the academic course or practicum for the student. This should include such items as syllabi, course manuals, course structure, textbooks, and resources.
2. Ensure access to course rosters, course Canvas and Microsoft Teams, and relevant information pertaining to working with the students or supervisees in the course.
3. Help the student refine details of internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Internship objectives, including opportunities to teach and provide individual and group faculty supervision.
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 activities. The supervisor has access to all recorded supervision, and/or teaching sessions generated by the student.
8. Provide a final evaluation of the student's progress, review it with the student, and give the original evaluation to the student to upload into Canvas.
9. Email a scanned copy directly to the faculty supervisor.
10. Disseminate and collect the *Student/Supervisee Evaluation of their Doctoral Intern* form.
11. Initiate immediate contact with the student's faculty supervisor if problems are encountered with the student during the placement.

3.7 Supervision Facts to Remember

1. Students must obtain a ***minimum of 1 hour of supervision a week***. Failure to do so could result in the failure of the course and the loss of hours.
2. Faculty site-supervisors give their time and expertise with no monetary reimbursement. One way to thank them is to take on some extra non-classroom activities, such as extra grading, course management activities, PowerPoints, research, etc. beyond what is contracted. However, this is not required nor should it be expected.

Specific Internship Requirements

4.1 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. However, your supervisor evaluations in COUC 970 and COUC 980 will be posted in Canvas, not LiveText.

4.2 Approval Process (Liberty-Based Internships)

1. Students seeking to be placed in a Liberty-Based teaching or supervision internship must submit their request through the submission portal found on the COUC 970 Teaching Internship or COUC 980 Supervision Internship webpages.
2. **Available Placements:** Students seeking a teaching internship will be notified of potential placements once the residential classes and online synchronous schedules are finalized. We have specific professors and courses designated for internships, so please do not directly contact professors about placements. Students based in Lynchburg will be placed in a residential COUC 698 course. Interns not based in Lynchburg will be in a practicum (COUC 698) course that is delivered via WebEx.
3. **Submit your request 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 permission from the Director of Clinical Training. Submission of the above forms does not mean automatic acceptance into the internship course.

4.3 Site and Supervisor Approval Process (Non Liberty-Based Internships)

1. Students seeking to be placed in a non-Liberty based teaching or supervision internship must submit their request through the submission portal found on the COUC 970 Teaching Internship or COUC 980 Supervision Internship webpages. Students will need advanced approval of their site and supervisor since they will not be with Liberty faculty or students.
2. **Complete Required Approval Documentation:** Students must submit the following information in order to receive approval of their site and supervisor:
 - a. Curriculum Vitae verifying that the supervisor holds a degree in Counselor Education and has sufficient teaching or supervision experience.
 - b. Verification that the site has at least one CACREP accredited program (screen shot from the institution's website or CACREP's program look-up site) or is in the process of seeking accreditation.
 - c. The course name and syllabus for the course the student will co-teach or supervise
 - d. Fieldwork Contract(s): Signed by both the Site Supervisor and the student.

Note: Teaching interns must teach in a residential 15-week course that covers CACREP's core curricular content (see Liberty's 500-level courses). Supervision internships must be completed in a 15-week residential practicum course. Online courses will not be approved.

3. **Submit your request 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 permission from the Director of Clinical Training. Submission of the above forms does not mean automatic acceptance of the proposed course and/or supervisor.

4.4 Teaching and Supervision Internship Required Documents (SharePoint)

1. Copy of Degree Completion Plan Audit
2. Liability Insurance Face Sheet
3. Picture of Student
4. Ph.D. Verification of Clinical Prerequisite Form (Due: First week of class)
5. Fieldwork Contract(s): Signed by Student and Site Supervisor (Due: First week of class)

Non-Liberty based internships also must include the following:

6. Fieldwork Contract(s): Signed by Student and Site Supervisor (Required for Approval)
7. Supervisor's Curriculum Vitae (Degree, Licenses, Experience)
8. Site Information: Verification of at least one CACREP accredited program.
9. Affiliation Agreement: Completed by Student and Site Supervisor

4.5 Required Teaching and Supervision Internship Hours

The 200 hours of activities applied to the Teaching and Supervision Internships must include the following:

- Activities associated with the focus of the internship (180 hours required).
- Individual/Triadic Supervision: (10 hours required); minimum of one hour per week.
- Faculty Group Supervision: (10 hours required); average 1.0 hours per week.

Note: The expectation is that students who are actively engaged in all of the daily activities associated with teaching or supervision over the entire semester will accumulate the 200 clock hours needed for the internship. Students must keep a log verifying their engagement in teaching and supervision-related activities.

Professional Behavior Expectations

5.1 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 course and supervision sessions.
- 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 to feedback given by the supervisor.

5.2 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 President), this action constitutes retaliation and will be sanctioned accordingly. For more detailed information please refer to the LUO Student Honor Code:

<https://www.liberty.edu/studentaffairs/index.cfm?PID=38141>

5.3 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 or if a student is dismissed from 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 severity of 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.

5.4 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:

- Teaching and/or supervision skills competency
- Professional behaviors
- Personal and professional dispositions
- Ethical competency and multicultural sensitivity

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 and 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.
- 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, master's students, 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 Program Director. If warranted, the Program Director will bring the issue to the Department's 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 the 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 hour distribution for completing the Internship?

Teaching interns must earn at least 200 hours, which are associated with co-teaching a semester long master's level counseling course and one online course. Supervision interns must earn at least 200 hours, which are associated with co-supervision of a semester long master's level practicum course.

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

You will complete COUC 970 Teaching Internship or COUC 980 Supervision Internship in one semester. We place you in a full-semester academic course or practicum. If you cannot make a full semester commitment, you may not enroll in teaching or supervision internships.

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

Students seeking a Liberty site, you will submit a request for placement through the specific internship web page. Once approved, the department will enroll you in the specific internship course. Students seeking a non-Liberty based placement must submit all final documentation and necessary paperwork outlined in this handbook. Once received, the student's request will go through the approval process. Once the site and supervisor have been approved, the student will be enrolled in the Internship course.

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

Yes. Because you will be teaching and supervising master's students in our residential and online counseling programs, Liberty will place students in their Internship sites. However, you do have the option of finding an equivalent internship experiences at another institution. Please see the handbook for the site and supervisor requirements.

5. What are the different types of supervision?

During your Internship, your supervision will occur in two 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. ***Faculty Group Supervision*** occurs when a faculty supervisor (course professor) meets with more than two counselor education students.

6. 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. Note: While you are free to gain experience by helping a professor teach once you have completed this course, if you are not enrolled in COUC 970, you will not be classified as a teaching intern. You would be considered a voluntary teaching assistant. You may not have access to a practicum and/or internship unless you are enrolled in COUC 980.

7. Do non course-based activities hours count towards the internship hours?

All activities related to your role as a co-instructor or co-supervisor counts towards your 200 hours of the internship. This includes time spent doing grading, reviewing tapes, planning coursework, research into content, seminars, emails to students/supervisees, consultation with colleagues, and tasks suggested by your supervisor. You may also include the paperwork required for your presentation and faculty supervision hours.

8. Can I take more than one Internship course in a semester?

Because the three doctoral competency areas are distinct experiences, you can take more than one internship at the same time (e.g., teaching and a counseling internships during the same semester). Therefore, students may take COUC 970, COUC 980, and/or COUC 999 in the same semester. However, you must meet the individual and group supervision requirements for each course, independent of the other course. In other words, students cannot meet the weekly supervision requirements for two to three internships taken in the same semester by attending one individual or faculty supervision session.

9. What do I do if I complete my hours early?

Because you are committed to work in a semester-based academic course or practicum, if you finish your hours early, you must still fulfill your obligations to your site-supervisor, students, and supervisees. You must also continue to attend weekly individual and faculty supervision and complete all required course work.

10. 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:

Teaching and Supervision Internship Specific Forms

Appendices A - K

Appendix A
Liberty University
Counselor Education and Supervision Doctoral Program

TEACHING INTERNSHIP GUIDELINES
TO BE COMPLETED BY STUDENT INTERN AND FACULTY

Intern Name _____ Semester of Experience _

Supervising Faculty _____ Course _

Student's University Internship Supervisor _____

First Experience: Yes ☐ ☐ No ☐ ☐

Rationale

This experience provides the student the opportunity to further develop an understanding of the tasks and process of instruction and evaluation in a counselor education setting.

General Guidelines

- ❖❖ The student will participate in the planning and updating of the selected course and syllabi.
- ❖❖ The student will be exposed to the purpose, process and procedures of evaluation for that particular course and will not be responsible for the assignment of grades.
- ❖❖ The student will provide class instruction under direct faculty supervision for a minimum of three class periods.
- ❖❖ The student and faculty will complete the appropriate Internship Agreement and submit it to the student's University Internship Supervisor prior to beginning the internship experience.

Faculty Guidelines

- ❖❖ Faculty will facilitate a discussion regarding the selection and order of curriculum topics, text utilized and alternative teaching methods/strategies.
- ❖❖ Meet with students to discuss the nature of the course including content delivery and CIT evaluation.
- ❖❖ Determine if the prospective intern is appropriate for the particular course.
- ❖❖ Develop an Internship Plan that includes the duties of the student and expectations of success.
- ❖❖ Observe the student during classroom instruction and provide written feedback to the student regarding his or her performance.
- ❖❖ Provide opportunities for the student to teach during the course of the class (minimum of two teaching episodes/units for the first experience and three teaching episodes/units for subsequent experiences).
- ❖❖ Verify internship logs.
- ❖❖ The supervising faculty's evaluation of the intern's teaching will be turned in to the University Internship Supervisor at least one week prior to finals week.

Student Guidelines:

- ❖❖ Meet with their advisor to discuss appropriate courses in which to co-teach for internship.
- ❖❖ Make contact with the potential instructor one semester (if possible) prior to the anticipated teaching internship. Failure to contact the prospective instructor in a timely fashion may result in your request being denied.
- ❖❖ Discuss the duties, expectations and requirements of the internship from both the student and faculty perspectives.
- ❖❖ Behave in a professional and appropriate manner toward students, being cognizant of dual relationships.
- ❖❖ Attend all class sessions.
- ❖❖ Complete all requirements in a timely manner.

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix B
Liberty University
Counselor Education and Supervision Doctoral Program

SUPERVISION INTERNSHIP GUIDELINES
TO BE COMPLETED BY STUDENT INTERN AND FACULTY

Intern Name _____ Semester of Experience _

Supervising Faculty _____ Course _

Student's University Internship Supervisor _____

First Experience: Yes ☐ ☐ No ☐ ☐

Rationale

This experience provides the student the opportunity to further develop an understanding of the tasks and process of instruction, evaluation, and supervision in a counselor education setting.

General Guidelines

- ❖❖ The student will obtain training in the planning and updating of the selected course and syllabi.
- ❖❖ Faculty will facilitate a discussion regarding the selection and order of curriculum topics, texts utilized and alternative teaching methods/strategies.
- ❖❖ The student will be exposed to the purpose, process and procedures of evaluation for that particular course and will not be responsible for the assignment of grades.
- ❖❖ The student will provide class instruction and supervision under direct faculty supervision throughout the practicum experience.
- ❖❖ The student and faculty will complete the appropriate Internship Agreement and submit it to the student's University Internship Supervisor prior to beginning the internship experience.

Faculty Guidelines

- ❖❖ Meet with intern to discuss the nature of the course and how it is delivered and evaluated.
- ❖❖ Determine if the student is appropriate for the particular course.
- ❖❖ Develop an Internship Plan that includes the duties of the student and expectations of success.
- ❖❖ Observe the student during classroom instruction and supervision (group and individual students) and provide written feedback to the student regarding his or her performance.
- ❖❖ Sign internship logs.
- ❖❖ The supervising faculty's evaluation of the intern's teaching will be turned in to the University Internship Supervisor at least one week prior to finals week.

Student Guidelines

- ❖❖ Meet with his/her advisor to discuss appropriate practica to supervise for internship.
- ❖❖ Make contact with the potential instructor/supervisor one semester (if possible) prior to the anticipated supervision internship. Failure to contact prospective instructors/supervisors in a timely fashion may result in your request being denied.
- ❖❖ Discuss the duties, expectations and requirements of the internship from both the student and faculty perspectives.
- ❖❖ Behave in a professional and appropriate manner toward students, being cognizant of dual relationships.
- ❖❖ Attend all class sessions.
- ❖❖ Complete all requirements in a timely manner.

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix C
Liberty University
Counselor Education and Supervision Doctoral Program

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

Faculty Name _____ Course Taught _____

Doctoral Intern _____ Semester/Year Taught _____

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

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

CIRCLE BELOW:

1. Intern worked cooperatively with instructor to help plan curriculum.	1	2	3	4	5	NA
3. Intern engaged appropriately with students in this class.	1	2	3	4	5	NA
4. Intern was prepared to teach and was well-organized.	1	2	3	4	5	NA
5. Intern provided students with feedback in a professional manner.	1	2	3	4	5	NA
6. Intern demonstrated adequate knowledge of content area.	1	2	3	4	5	NA
7. Intern effectively managed student behavior during classroom instruction.	1	2	3	4	5	NA
8. Intern effectively fielded students' questions.	1	2	3	4	5	NA
9. Students in the class approached the intern for assistance.	1	2	3	4	5	NA
10 Intern demonstrated appropriate instructional behavior.	1	2	3	4	5	NA

Additional comments:

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix D
Liberty University
Counselor Education and Supervision Doctoral Program

FACULTY EVALUATION OF SUPERVISION
TO BE COMPLETED BY FACULTY

Faculty Name _____ Course Supervised _____

Doctoral Intern _____ Semester/Year Taught _____

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

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

CIRCLE BELOW:

1. Intern worked cooperatively with instructor to effectively provide supervision.	1	2	3	4	5	NA
3. Intern engaged appropriately with his/her supervisees.	1	2	3	4	5	NA
4. Intern was prepared to supervise and was well-organized.	1	2	3	4	5	NA
5. Intern provided supervisees with feedback in a professional manner.	1	2	3	4	5	NA
6. Intern demonstrated adequate knowledge of supervision.	1	2	3	4	5	NA
7. Intern effectively managed supervisees' behavior during Practicum.	1	2	3	4	5	NA
8. Intern effectively fielded supervisees' questions.	1	2	3	4	5	NA
9. Supervisees felt comfortable approaching the intern for assistance.	1	2	3	4	5	NA
10 Intern demonstrated appropriate supervisory behavior	1	2	3	4	5	NA

Additional comments:

Signature of Student

Date

Signature of Supervising Faculty

Date

Appendix E
Liberty University
Counselor Education and Supervision Doctoral Program

STUDENT EVALUATION OF TEACHING
TO BE COMPLETED BY STUDENTS IN CLASSROOM

This form is used to evaluate internship experiences in instruction for doctoral internship credit. Please complete this form and return it to the instructor. In order to maintain the confidentiality of your responses, the administrative staff will type up the comments and return to the instructor for review with the intern.

Doctoral Intern _____ Course Number _____

Please use the scale below to rate the teaching intern:

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

CIRCLE BELOW:

- | | | | | | |
|---|---|---|---|---|---|
| 1. Overall, I would rate this intern as effective | 1 | 2 | 3 | 4 | 5 |
| 2. Intern engaged appropriately with students in this class. | 1 | 2 | 3 | 4 | 5 |
| 3. Intern was prepared to teach and was well organized. | 1 | 2 | 3 | 4 | 5 |
| 4. Intern provided students feedback in a professional manner. | 1 | 2 | 3 | 4 | 5 |
| 5. Intern demonstrated adequate knowledge of content area. | 1 | 2 | 3 | 4 | 5 |
| 6. Intern appropriately managed classroom instruction and student behavior. | 1 | 2 | 3 | 4 | 5 |
| 7. Intern worked cooperatively with supervising faculty. | 1 | 2 | 3 | 4 | 5 |
| 8. Intern demonstrated appropriate instructional behavior. | 1 | 2 | 3 | 4 | 5 |
| 9. I felt comfortable approaching the intern for assistance. | 1 | 2 | 3 | 4 | 5 |
| 10. Intern fielded student questions effectively. | 1 | 2 | 3 | 4 | 5 |
| 11. I would recommend this intern as an instructor to other students. | 1 | 2 | 3 | 4 | 5 |

Please respond to the following questions:

1. What are the strengths of this intern?

2. What are the areas of improvement for this intern?

3. Do you feel that this intern helped you to develop as a counselor? If so, how? If not, how could they have contributed more to your development as a counselor?

Appendix F
Liberty University
Counselor Education and Supervision Doctoral Program

STUDENT EVALUATION OF SUPERVISION
TO BE COMPLETED BY STUDENTS ENROLLED IN
PRACTICUM/INTERNSHIP

This form is used to evaluate internship experiences in supervision for doctoral internship credit. Please complete this form and return it to the instructor. In order to maintain the confidentiality of your responses, the administrative staff will type up the comments and return to the instructor for review with the intern.

Doctoral Intern _____ Course Number _____

Please use the scale below to rate the supervision intern:

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

CIRCLE BELOW:

- | | | | | | |
|--|---|---|---|---|---|
| 1. Overall, I would rate this intern as effective. | 1 | 2 | 3 | 4 | 5 |
| 1. Intern engaged fully with students in this class. | 1 | 2 | 3 | 4 | 5 |
| 2. Intern was prepared to supervise and was well organized. | 1 | 2 | 3 | 4 | 5 |
| 3. Intern provided students feedback in a professional manner. | 1 | 2 | 3 | 4 | 5 |
| 4. Intern demonstrated adequate knowledge in supervision. | 1 | 2 | 3 | 4 | 5 |
| 6. Intern worked cooperatively with supervising faculty. | 1 | 2 | 3 | 4 | 5 |
| 7. Intern demonstrated appropriate supervision behavior. | 1 | 2 | 3 | 4 | 5 |
| 8. I felt comfortable approaching the intern for assistance. | 1 | 2 | 3 | 4 | 5 |
| 9. Intern fielded student questions effectively. | 1 | 2 | 3 | 4 | 5 |
| 10. I would recommend this intern as a supervisor to other students. | 1 | 2 | 3 | 4 | 5 |

Please respond to the following questions:

1. What are the strengths of this intern?

2. What are the areas of improvement for this intern?

3. Do you feel that this intern helped you to develop as a counselor? If so, how? If not, how could they have contributed more to your development as a counselor?

Appendix G
Liberty University
Counselor Education and Supervision Doctoral Program

INTERN SELF-EVALUATION OF TEACHING
TO BE COMPLETED BY STUDENT INTERN

Doctoral Intern _____ Course Number _____

Please use the scale below to rate yourself in the teaching activities you completed for your doctoral teaching or supervision internship experience:

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

CIRCLE BELOW:

- | | | | | | |
|---|---|---|---|---|---|
| 1. I was able to work with the instructor to plan curriculum and assessments. | 1 | 2 | 3 | 4 | 5 |
| 2. I was able to engage fully with students in this class. | 1 | 2 | 3 | 4 | 5 |
| 3. I was prepared to teach and/or supervise and was well organized. | 1 | 2 | 3 | 4 | 5 |
| 4. I was able to provide students feedback in a professional manner. | 1 | 2 | 3 | 4 | 5 |
| 5. I believe I had adequate knowledge of content area. | 1 | 2 | 3 | 4 | 5 |
| 6. I was able to manage classroom instruction and student behavior. | 1 | 2 | 3 | 4 | 5 |
| 8. Students in the class approached me for assistance. | 1 | 2 | 3 | 4 | 5 |
| 9. I was able to demonstrate appropriate instructional behavior. | 1 | 2 | 3 | 4 | 5 |
| 10. I believe this experience aided in my personal/professional development. | 1 | 2 | 3 | 4 | 5 |

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 H
Liberty University
Counselor Education and Supervision Doctoral Program

INTERN SELF-EVALUATION OF SUPERVISION
TO BE COMPLETED BY STUDENT

Doctoral Intern _____ Course Number _____

Please use the scale below to rate yourself in the supervision activities you completed for your doctoral teaching or supervision internship experience:

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

CIRCLE BELOW:

- | | |
|---|-------------------|
| 1. I was able to work with the instructor to plan curriculum and assessments. | 1 2 3 4 5 |
| 2. I was able to engage fully with students in this class. | 1 2 3 4 5 |
| 3. I was prepared to teach and/or supervise and was well organized. | 1 2 3 4 5 |
| 4. I was able to provide students feedback in a professional manner. | 1 2 3 4 5 |
| 5. I believe I had adequate knowledge of supervision. | 1 2 3 4 5 |
| 6. I was able to manage classroom instruction and student behavior. | 1 2 3 4 5 |
| 8. Students in the class approached me for assistance. | 1 2 3 4 5 |
| 9. I was able to demonstrate appropriate supervisory behavior. | 1 2 3 4 5 |
| 10. I believe this experience aided in my personal/professional development. | 1 2 3 4 5 |

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 I

TEACHING INTERNSHIP SUMMARY LOG (COMPLETED BY STUDENT INTERN)

Student name: _____

FOR _____ (Month and Year)

Teaching: Course(s) # _____

	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

Teaching: Course(s) # _____

	Week 5 Hours	Week 6 Hours	Week 7 Hours	Week 8 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

TEACHING INTERNSHIP SUMMARY LOG

	Week 9 Hours	Week 10 Hours	Week 11 Hours	Week 12 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

Teaching: Course(s) # _____

	Week 13 Hours	Week 14 Hours	Week 15 Hours	Week 16 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

Doctoral Student Intern Signature

Date (Month and Year)

Supervisor Signature

Date (Month and Year)

Appendix J

SUPERVISION INTERNSHIP SUMMARY LOG (COMPLETED BY STUDENT INTERN)

Student name: _____

FOR _____ (Month and Year)

Teaching: Course(s) # _____

	Week 1 Hours	Week 2 Hours	Week 3 Hours	Week 4 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

Teaching: Course(s) # _____

	Week 5 Hours	Week 6 Hours	Week 7 Hours	Week 8 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

SUPERVISION INTERNSHIP SUMMARY LOG

	Week 9 Hours	Week 10 Hours	Week 11 Hours	Week 12 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

Teaching: Course(s) # _____

	Week 13 Hours	Week 14 Hours	Week 15 Hours	Week 16 Hours	Quarter Totals:
Direct Internship Activities					
Site-Supervision (Individual/Triadic)					
Faculty Group Supervision					
Indirect Internship Activities					
Total Hours					

Doctoral Student Intern Signature

Date (Month and Year)

Supervisor Signature

Date (Month and Year)

Appendix J:
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: _____