

LIBERTY
UNIVERSITY
SCHOOL *of* BEHAVIORAL
SCIENCES

**DEPARTMENT OF COUNSELOR EDUCATION
AND FAMILY STUDIES**

**Clinical Mental Health Counseling
Internship Site Supervisor Manual**

2022-2023

Table of Contents

From the Director of Clinical Training to the Site Supervisor.....	3
Acknowledgment of Internship Manual.....	4
Internship Requirements	5
Course Requirements.....	5
WebEx Faculty Group Supervision.....	5
Telehealth and In-Person Counseling Policy.....	5
Site Supervisor Requirements	7
Site Supervisor Responsibilities	7
Site Activities.....	9
Site/Supervisor Switch Policy	9
Complete Required Approval Documents	9
Grading For Internship	10
Professional Behavior Expectations	11
Site Dismissal or Course Withdrawal	11
Professional Competency Expectations and Remediation Process.....	12
Students Needing More Than One Semester to Complete Internship.....	13
Contact Information	14
Appendix A: Live Observation Instructions and Form.....	15
Appendix B: Video Recording Instructions.....	18
Appendix C: Tevera Verification of Hours Procedure.....	19

From the Director of Clinical Training

Dear Site Supervisor,

Thank you for your service in field training experience of one of our graduate counseling students. At this point in their training, internship students have completed most of their coursework and look forward to the opportunity to demonstrate their knowledge through a 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 site supervisors to the requirements of the Internship experience and outline our expectations and guidelines. I encourage you to read this manual to orient yourself with the requirements of the Internship, which includes weekly supervision with an approved clinical supervisor, a total of 600 hours of supervised counseling work (direct and related 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 atmosphere to practice their clinical skills.

Sincerely,



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

Acknowledgement of Internship Manual

This manual is provided to site supervisors 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 supervisors are expected to read this manual and have a thorough understanding of its contents. Supervisors should also be aware that they can discuss the manual and direct questions and concerns to the Faculty Professor or the Director of Clinical Training regarding any material contained in the manual.

Supervisors 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 Site Supervisor Internship Fieldwork Manual

I. Internship Requirements

- A. Course Requirements:** The program requires completion of a supervised Internship in the student's designated program area of **600 clock hours, begun after successful completion of all prerequisite requirements.** The Internship is intended to reflect the comprehensive work experience of a professional counselor appropriate to the designated program area.

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

- 600 hours of activities related to the Internship should fall into one of four categories
 - Direct Client Contact (minimum of 240 hours required)
 - 120 of the 240 Direct Client Contact Hour can be via telehealth
 - Individual Supervision
 - Must meet at least one hour per week with approved supervisor in-person
 - If Individual Supervision is skipped one week it may be made up and counted during the week before or after.
 - WebEx Faculty Group Supervision (average of 2 hours per week for the duration of 14-17 weeks with no more than 2 absences. Absences do not include the date that the student is scheduled to present in their class.)
 - 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.
 - Related In-Direct Hours: Examples include client-care research, seminars, workshops, phone calls, consultations, and site orientations.

*** 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. Internship students can have no more than 120 of their required 240 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
 - Reporting on telehealth services through Tevera.

- Anticipation of using more than 50% of telehealth services must be approved by the Practicum Field Offices.
- Faculty should be your initial point of contact for any alternative options beyond the 50/50 ratio.
 - o This would require the CIT to provide his/her faculty supervisor with 3 alternative sites if requesting less than 50% in-person services or requesting 100% telehealth services. Please note the following:
 - § The CIT will need to provide the faculty supervisor with an email from you, the 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
 - § The CIT must provide faculty supervisor with each site name and point of contact.
 - § Faculty will then notify the Practicum office of CIT's request and list of alternative sites for review.

1. A minimum of one hour per week (with a minimum total of 25 hours over two semesters of internship) of individual and/or triadic supervision throughout the Internship with the approved site supervisor. Students should get at least 30-34 hours of supervision if they meet the expected 1 hour of supervision each week.
 - Tele supervision is permitted on occasion, but in-person supervision is the requirement and expectation.
2. CITS are required to attend synchronous WebEx meetings, which are led by their Liberty Faculty Supervisor. These meetings occur on a weekly basis for the entire semester (14-17 weeks) for an average of 2 hours per week with no more than 2 absences permitted during the semester.
3. 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).
4. The opportunity for the student to develop program-appropriate audio/video recordings for use in supervision. Students are required to share at least two video or audiotaped counseling sessions (per semester) during WebEx Faculty Group Supervision and submit verbatim transcripts into Canvas.

**Students with a site that does not allow either video or audiotaping 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.*

** Devices that are inherently cloud based such as phone and tablets cannot be used for video recording (please contact the Practicum and Internship 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

- 5. Evaluation of the student’s counseling performance throughout the Internship, including documentation of a formal evaluation after the student completes the Internship by a program faculty member in regular consultation with the site supervisor. Students and site supervisors discuss the site supervisors’ evaluation of student performance at two scheduled times throughout the semester. In addition, the faculty supervisor consults with the site supervisor three times per semester.

B. Site Supervisor Requirements:

Internship 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. Dual Relationship - Our office has approved students to use their place of employment as their Internship 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 699 Internship, as the supervisor cannot have dual role (dual relationship). Students will need to locate another licensed individual for their potential supervisor for the internship.

C. 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 allows us to gain a more objective view of what has taken place in the therapeutic encounter, thereby providing the opportunity to teach and guide the CIT on ways to improve, ultimately improving the services offered to the client—our main objective in tape review. 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.
- Because role-play is helpful, students participate in many role-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 Internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Internship objectives.
5. Establish **weekly** supervisory meetings with the student. The supervisor uses this time to hear student’s self-report of Internship activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the Internship Experience with the student. These weekly supervisory meetings are face-to-face. Use of telehealth for supervision must be approved by the Internship 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 supervisor is responsible for completing all assignments to which they have been assigned in Tevera.
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. There are electronic submissions of mid-term and final CCS-R 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. You will receive an email invitation for Tevera prior to the start of the semester to log into and create an account. **If you have trouble finding this link, you may want to check the 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.

D. Site Activities: Internship sites need to be able to provide students with a variety of clinical activities that meet the course requirements for COUC 699 Internship. Please refer to the syllabus for the required activities.

E. Site/Supervisor Switch Policy:

1. Students may only earn hours once a site/supervisor has been approved by the Practicum/Internship office. Hours worked prior to the official approval date given by the Practicum/Internship office may not be counted.
2. It is the student's responsibility to immediately let the Practicum/Internship Office and faculty supervisor know about any changes to the site and/or supervisor for the Practicum/Internship.
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, our office will need all correctly filled out approval documents by Sept. 13. 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.

II. 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 Internship website and submit to SharePoint. The student should retain copies of all documents for his/her own records.

Winter Break (Between Fall semester and Spring semester)

- Our office will allow Internship students to continue to count hours during the Winter Break between Fall and Spring semesters of the Internship. The Internship Office must receive an official letter, on the site's letterhead, from the approved supervisor. The letter must state that the supervisor understands the student will not be under Liberty University's supervision nor the supervision of a Faculty Supervisor during the break and assumes full responsibility for the student, as students are not enrolled in an Internship course during this break. By signature of this letter, the site supervisor and student are acknowledging that they understand their specific state regulations pertaining to client care when the student is not actively enrolled in an academic course. Students will need to submit this letter with their request for an additional semester of Internship during the Fall semester.
- **Please note:** This policy only applies to Internship students who are staying at the same site and with the same supervisor from Fall semester to Spring semester. Students must remain enrolled in Spring semester of COUC 699. If students are able to complete hours prior to Spring semester but after the final day of Fall semester, students must request a Traditional Incomplete (a maximum of two-week extensions) from Faculty Supervisors. Internship students switching sites/supervisors or adding a new site/supervisor, will not be permitted to earn hours over the Winter Break.

III. Grading For Internship

Pass/No Pass:

Letter Grade Requirement

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:
 - Internship:
 - Direct: 240
 - Individual Supervision: 1 per week
 - Related: Any other hours completed which pertain to the Internship or are assigned by the Internship Site Supervisor

Total:600

- As a reflection of student professionalism, all assignments are expected to be completed and submitted during the course of the semester.
 - Self-reflections
 - Case Presentations
 - Verbatim
 - HIPAA Privacy Authorization & Release Form Confirmation
 - Recordings and transcriptions
 - Quizzes
- Attended and participated in WebEx Faculty Group Supervision (average of 2 hours per week for a minimum of 14 weeks with no more than 2 absences. Absences do not include the date that the student is scheduled to present in their class.)
- Showing up to a meeting 15 minutes late or more constitutes an absence.
- 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

IV. Professional Behavior Expectations

While at the Internship 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.

Students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code as CITs. As such, 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 in such a position circumvents the process and contacts the University Administration, such as the Dean, the Provost or the Chancellor, that action constitutes retaliation and will be sanctioned accordingly. For more detailed information please refer to the Graduate School Honor Code website:

<http://www.liberty.edu/academics/graduate/index.cfm?PID=19443>

Per the Liberty Way (p. 14), “Liberty student email accounts are the official means of communication for the Liberty University community. Students must check their email account on a regular basis.” The Liberty account will be the primary email address where important information and reminders will be sent regarding this course. The staff is unable to include other email addresses in regular communication. Therefore, the student is responsible for checking their account for any relevant information sent to that account.

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 CITs be mindful of professionalism, ethics, laws, university honor codes, and be aware they are bound by confidentiality and cannot share confidential client information or violate HIPAA.

V. Site Dismissal or Course Withdrawal

If, during the Internship, 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 Internship 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 Internship 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 Internship is at the discretion of the Remediation and Leadership Teams based on a thorough evaluation of the incident.

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 Internship hours earned for the semester. The student will need to reapply for the Internship in a future semester.

VI. 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 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 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 Internship 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 DECFS, 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, 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/>

VII. Students Needing More than One Semester to Complete Internship:

In the COUC 699 Canvas Course, all students will complete the required “Internship Documentation Quiz”. The purpose of this quiz is for the student to inform the Internship Office of his/her intent to complete the Internship during the current semester OR to request an additional semester of the COUC 699 Internship in the next consecutive semester. In addition to completing the quiz, students requesting an additional semester of the COUC 699 Internship course must submit a copy of their liability insurance face sheet and updated Fieldwork Contract through the corresponding links. Students seeking a new site or supervisor will need to submit their Internship site or supervisor approval paperwork to internship@liberty.edu. The Internship may only be taken for a maximum of 3 terms (9 credit hours) for students enrolled on a 2015-2016 or prior 60-hour Professional Counseling DCP. Students enrolled on 2016-2017 or later Clinical Mental Health Counseling DCP are required to enroll in 2 semesters of Internship. Students must pay for each additional semester.

For students on the 2015-2016 DCP’s and prior, the Internship may only be taken a maximum of 3 terms (9 credit hours). Students must pay for each additional semester. A grade of “NP” (No Pass) will be posted until all hours and course requirements have been met.

Important Note:

1. If the student fails to enroll in the additional term, then the consecutive enrollment cycle is broken. Thus, the previous hours accumulated towards the Internship will *not* count. The student will also receive a failing grade for the course, until it is retaken, and the hours are completed.
2. 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.

Contact Information

Site supervisors are expected to contact university personnel with comments, questions, and/or concerns that arise during the Internship. Generally, it is best to contact us sooner rather than later in the event that challenges arise during the course of your intern's clinical training.

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

Internship office
internship@liberty.edu

For questions not addressed in this manual, please contact:

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

For questions about Tevera, please contact:

COUNTevera@liberty.edu <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>

Appendix A: Live Observation Instructions and Form

Session Videotape Options

Client Session Options Below are options for students to fulfill the videotaping portion of the case presentations and verbatim assignments for 698/699 WebEx:

- Option 1: Videotaped sessions with client.
 - o 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 therapist.
- 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.
 - Step one 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. The Live Observation does not need to be the specific client that is being role-played for Option #4.

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 that is familiar to them

- A current or past client
 - 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 (see below).***

Live Observation

If a site does not permit videotaping of client sessions, students and site supervisor agree to use Live Observation to complement the required video recording of a pseudo client session.

For sites that choose to use Live Observation, students will need to provide the Live Observation Form, located in the course manual, to their site supervisor to utilize during his/her observation.

Site supervisor(s) will be responsible for assessing the student's clinical skills during Live Observation. Such skills include:

- Identification and focus the therapy needed
- How self-aware is the student of their client's way of understanding their presenting problem?
- Establishment of a therapeutic/alliance

Site Supervisor LIVE OBSERVATION Form Guidelines

Name of Student: _____

Name of Supervisor: _____

Practicum/Internship Site: _____

Semester: _____

Day and Time of Observation _____

How does the student accomplish the following therapy characteristics with clients? Please be thorough and specific with examples where applicable:

Establish a therapeutic/alliance:

Identify and focus the therapy needed:

How self-aware is the student of their client's way of understanding their presenting problem?

Handle resistance?

Handle conflict:

Does the intern present a particular theoretical orientation, and is this appropriate for the client?

Please comment on any developmental needs of the student as well as observed strengths.

Thank you for your contributions to this student's development.

Signature: _____

Date: _____

Appendix B: 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 students' case presentation (see the case presentation schedule/course chart for exact dates; the schedule will be in alphabetical order). Students will submit a verbatim form with an eight to ten-minute segment of the recorded session. Faculty will provide feedback on this portion of the session.

Check and 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 C: 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 Experience tab														
How to Log Hours:	At the end of each Quarter students should make 1 entry for all hours earned during that quarter for each category of hours. (each quarter is color-coded on the spreadsheet)	Weekly														
Categories of Hours:	<p>Approved by Site-Supervisor:</p> <ul style="list-style-type: none"> • 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;"><u>Hours of Supervision</u></th> <th style="text-align: center;"><u>How to Enter into Spreadsheet</u></th> </tr> </thead> <tbody> <tr> <td>Two hours and fifty-eight minutes</td> <td style="text-align: center;">2:58</td> </tr> <tr> <td>Twenty-one minutes</td> <td style="text-align: center;">0:21</td> </tr> <tr> <td>Half an hour</td> <td style="text-align: center;">0:30</td> </tr> <tr> <td>Four hours and forty-five minutes</td> <td style="text-align: center;">4:45</td> </tr> <tr> <td>One hour and fifteen minutes</td> <td style="text-align: center;">1:15</td> </tr> <tr> <td>Three hours</td> <td style="text-align: center;">3:00</td> </tr> </tbody> </table>		<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>	Two hours and fifty-eight minutes	2:58	Twenty-one minutes	0:21	Half an hour	0:30	Four hours and forty-five minutes	4:45	One hour and fifteen minutes	1:15	Three hours	3:00
<u>Hours of Supervision</u>	<u>How to Enter into Spreadsheet</u>															
Two hours and fifty-eight minutes	2:58															
Twenty-one minutes	0:21															
Half an hour	0:30															
Four hours and forty-five minutes	4:45															
One hour and fifteen minutes	1:15															
Three hours	3:00															
Approval	The supervisor must check off and approve each entry in Tevera.	The supervisor will approve the uploaded spreadsheet at the Mid Term and Final through the corresponding assessments.														
Other Information:	<p>Activity and Time: Select one of the following: Only use the below descriptors:</p> <ul style="list-style-type: none"> • First Q (Hours accumulated during the first quarter) • Midterm (Hours accumulated during the second quarter) • Third Q (Hours accumulated during the third quarter) • Final (Hours accumulated during the fourth quarter) <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 which 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. 														