

**LIBERTY**  
**U N I V E R S I T Y**  
SCHOOL *of* BEHAVIORAL  
SCIENCES

**DEPARTMENT OF COUNSELOR EDUCATION AND FAMILY  
STUDIES**

**Clinical Mental Health Counseling**

**Practicum Site Supervisor Manual**

**2022-2023**

# Table of Contents

From the Director of Clinical Training.....	3
Acknowledgment of Practicum Manual.....	4
<b>Course Overview.....</b>	<b>5</b>
Course Objectives.....	5
Communication with Instructor, Support Staff and Clinical Director .....	5
<b>Practicum Requirements.....</b>	<b>5</b>
Course Requirements .....	5
WebEx Faculty Group Supervision.....	6
Psychoeducational Group.....	7
Site Supervisor Responsibilities.....	7
Site Activities .....	8
Site/Supervisor Switch Policy.....	8
<b>Grading for Practicum.....</b>	<b>9</b>
<b>Professional Behavior Expectations .....</b>	<b>10</b>
<b>Site Dismissal or Course Withdrawal .....</b>	<b>10</b>
<b>Professional Competency Expectations and Remediation Process .....</b>	<b>11</b>
<b>Contact Information .....</b>	<b>13</b>
<b>Appendices: Forms to Complete for Practicum/Practicum.....</b>	<b>14</b>
Appendix A: Live Observation Instructions and Form.....	15
Appendix B: Video Recording Instructions .....	18

### **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, practicum 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 Practicum experience and outline our expectations and guidelines. I encourage you to read this manual to orient yourself with the requirements of the Practicum, which includes weekly supervision with an approved clinical supervisor, a total of 100 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**

## **Acknowledgment of Practicum Manual**

This manual is provided to supervisor applicants for their general guidance only. It does not constitute a contract, either expressed or implied and is subject to change at the discretion of Liberty University or the discretion of the Program Directors.

All 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 Practicum Fieldwork Manual

## I. Practicum Requirements

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

Each student's Practicum includes all the following:

1. Minimum 40 hours of direct service with actual clients that contribute to the development of counseling skills through co-therapy by working with clients through the therapeutic process (clinical in nature) learned in COUC 505, 512, & 667. Practicum students can have no more than 20 of their 40 required direct client contact hours earned as telehealth\*. Examples of Direct Client Contact: Individual counseling, marital counseling, family counseling, group therapy, or intakes.
  - Students who are utilizing group counseling as a means of obtaining direct client contact hours must be aware that they are unable to earn more than 50% of their direct client contact hours as group counseling. This is to ensure that students are diversifying their clinical experience.
  - Self-help or Mutual Help groups and/or counseling does not count as direct client contact.
  - Students may contact the Practicum/Internship Office for any question regarding whether or not an activity counts as Direct Client Contact.
  - Related In-Direct Hours: Examples include client-care research, seminars, workshops, phone calls, consultations, and site orientations.
2. **Telehealth and In-Person Counseling Policy:**
  - In-person clinical counseling is the expected standard in meeting the direct service requirements. However, students and site supervisors are permitted to use telehealth services if the approved site uses telehealth services as a normal delivery of services. If telehealth is used, students and site supervisors are expected to maintain a reasonable balance between In-Person and telehealth services as a means of making sure students have a well-rounded counseling experience using both modalities. Practicum students can have no more than 20 of their required 40 direct client contact hours earned as telehealth.
  - Students will be responsible for the following when telehealth services are used:
    - Coordination of a balanced approach in use of telehealth and in-person clinical services
    - Completion of the Liberty telehealth training prior to conducting telehealth services
    - 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.

- 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.
- 2. A minimum of one hour per week of individual and/or triadic supervision throughout the Practicum with the approved site supervisor. Students should get at least 14-17 hours of supervision if they meet the expected 1 hour of supervision each week. Each student is expected to initiate contact with his/her supervisor. It is the student's responsibility to ensure that he/she meets for supervision throughout the semester.
  - Tele supervision is permitted on occasion, but in-person supervision is the requirement and expectation.
- 3. 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.
- 4. The opportunity for the CIT to develop program-appropriate audio/video recording for use in supervision. Students are required to share at least two video or audio-taped counseling sessions 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 with CIT's supervisor. 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 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 Practicum, including documentation of a formal evaluation. CITs and site supervisors discuss the site supervisor's evaluation of student performance during a mid-term and final evaluation during the semester. In addition, the faculty supervisor consults with the site supervisor beginning, mid-term, and end of the term.

6. **Counseling Groups**

Per CACREP 2016 standard, "In addition to the development of individual counseling skills, during either the practicum or internship, students must lead or co-lead a counseling or psychoeducational group". This requirement will be met during the Practicum class.

**Counseling Group:** Direct client hours should be awarded for **counseling** groups. These therapeutically designed groups may not exceed 50% of the required Direct client hours for practicum (20 hours or less, total). For a group to count as Direct contact hours, the focus should be on client therapeutic gains. The focus is on interpersonal growth with intentional self-disclosure. Examples of a counseling group would be divorce, addictions, grief, or any group that focuses on eliciting change in the group members. Direct hours should be recorded in Tevera.

7. **Psychoeducational Group:** This is a group that imparts knowledge and/or affective or behavioral skills. This needs to be done in a group format with an interaction among group members and an awareness of group dynamics (not a workshop or lecture format). This type of group is considered as "Related hours" and does not count as hours for direct counseling. You should not exceed 5 hours of psychoeducational groups for practicum. Psychoeducational groups are used in a variety of settings including clinical, school, church, etc., and are used with a variety of populations and ages. Examples of psychoeducational groups include a grief support group that disseminates information on stages of grief, etc.; a parenting skills group that teaches parenting skills; an anger management group, stress reduction group, etc. Related hours should be recorded in Tevera.

Site supervisors are responsible for proper supervision of the group experience as well as determining whether Direct client hours should be awarded. In the event there is a question about whether the hours should be posted in Tevera as Direct or Related hours, the Faculty supervisor will make the final determination.

## **B. 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 two evaluations of the student during the semester. The supervisor significantly influences 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 CIT.

### 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 Practicum activities appropriate to the specific setting.
4. Provide structure for the student to achieve Practicum objectives.
5. Establish **weekly** supervisory meetings in-person with the student. The supervisor uses this time to hear student’s self-report of Practicum activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the Practicum experience. These weekly supervisory meetings are face-to-face. Use of telehealth for supervision must be approved by the Practicum office.
6. Critique observed and recorded interviews. The supervisor shall have access to all recorded counseling sessions by the student.
7. Provide evaluations of the student’s counseling skills and progress, review these with the student, and give the original evaluations to the student. The 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 the placement.

### C. Site Activities:

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

### D. Site/Supervisor Switch Policy:

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



3. All required paperwork must be submitted (correctly) within two weeks of switching a site/supervisor at his/her site, dropping a site/supervisor, or adding a site/supervisor. Example: If CIT switches supervisor on April. 5<sup>th</sup>, the Practicum office will need all correctly filled out approval documents by April 19<sup>th</sup>. This would be two weeks after the switch occurs.
4. Barring any extenuating circumstances, no CIT paperwork will be accepted the last two weeks of the semester.

## II. Grading for Practicum - 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:
  - Total: 100
  - Direct: 40
  - Individual Supervision: 1 per week
  - Related: Any other hours completed which pertain to the Internship or are assigned by the Internship Site Supervisor
- 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 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.)
- 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

### **Winter Break (Between Fall semester and Spring semester)**

- Students are not able to earn hours between practicum and internship.

### III. Professional Behavior Expectations

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

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

Students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code as counselors in training. 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:

<https://www.liberty.edu/students/honor-code/>

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.

### IV. Site Dismissal or Course Withdrawal

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

address and resolve the verifiable deficits. The Remediation Committee will determine whether the student is eligible to retake the Practicum course.

If the dismissal involves a violation of the University's Honor Code, the professor will fill out an Honor Code Violation form, which will be investigated by the Program Director and Graduate Student Affairs. These remediation procedures can include such things as requiring the student to retake certain courses and/or seek personal counseling, etc. If, after remediation, the student is unable to correct the deficits, the Remediation Committee and the Leadership Team will meet to decide the best course of action for the student up to and including removal from the program.

The student has an opportunity to appeal. The final decision regarding a student's hours accrued in the Practicum are at the discretion of the Remediation and Leadership Team based on a thorough evaluation of the incident.

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

## **V. Professional Competency Expectations and Remediation Process**

Supervisors and Liberty University faculty have a professional and ethical responsibility to evaluate students on the following:

- Counseling skills competency
- Professional behaviors
- Personal and professional dispositions
- Ethical competency

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

- Unprofessional or unethical conduct either at the Practicum site or in the interaction with Liberty University faculty and staff.
- Any verifiable complaints about the student from the Site Supervisor or Site Director.
- Threat of lawsuits toward the site, supervisor, Liberty University or any employee of Liberty University.
- If the supervisor and/or Liberty University faculty determines that the student's current emotional, mental, or physical well-being compromises the integrity of the Practicum experience or potentially places the student, or others, in harm's way or an unduly vulnerable position.

The 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 Director of Clinical Training. If warranted, the Director of Clinical Training will bring the issue to the Department of Counselor Education and Family studies (DCEFS) core faculty. A remediation plan will be formulated in conjunction with the DCEFS, the student,

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 DCEFS or Liberty University. Once the student has fulfilled all stipulations of the remediation plan, the Leadership Team for the DCEFS 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 <https://www.liberty.edu/online/student-advocate-office/>

## Contact Information

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

**For questions, comments, and concerns regarding the Practicum, please contact:**

Practicum Office: [practicum@liberty.edu](mailto:practicum@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](mailto:sgjohnson2@liberty.edu)

**For questions about Tevera, please contact:** [COUNtevera@liberty.edu](mailto:COUNtevera@liberty.edu)  
<https://www.liberty.edu/behavioral-sciences/counselor-ed/livetext-field-experience/>

### Department of Counselor Education and Family Studies

Liberty University  
1971 University Blvd  
Lynchburg, VA 24515  
**Fax: 434-522-0477**

<https://www.liberty.edu/behavioral-sciences/counselor-ed/doctoral/phd-counselor-education-supervision/>

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

<https://www.liberty.edu/students/community-life/graduate-and-online-students/>

### IT HelpDesk

**Chat:** <https://www.liberty.edu/hdchat>

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

**Telephone:** 866-447-2869

Mon-Fri: 7 a.m. - Midnight

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

Sun: 1 p.m. – Midnight

## Appendices: Forms to Complete for COUC 698 Practicum

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