



LIBERTY  
UNIVERSITY

**DEPARTMENT OF COUNSELOR EDUCATION  
& FAMILY STUDIES**

**Fieldwork Manual**

**Academic Programs**

**Clinical Mental Health Counseling  
Marriage & Family Counseling**

**2025-2026**

HANCOCK WELCOME CENTER

## Welcome to Fieldwork at Liberty University



Congratulations on reaching this important milestone! Fieldwork is a crucial step in your journey, where you transition from academic learning to real-world application. This experience will allow you to apply, evaluate, and refine your clinical skills, bridging the gap between theory and practice.

As you embark on this phase, remember that professional growth is a continuous journey. The foundation you build during your training will be vital to your future success. I pray this experience will be both challenging and rewarding, guiding you to become the professional God intends you to be.

May you find fulfillment and trust in God's guidance as you take this next step towards your future career.

Sincerely,

*April R. Crable*

April R. Crable, Ph.D., MBA, LPC, CSOTP, BC-TM  
Director of Clinical Training, Professor

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### Mission Statement

Fieldwork courses develop ethical and clinically competent counselors. Counselors-in-training at Liberty University are equipped to integrate Biblical principles and model the compassion of Christ while serving diverse populations.

### Acknowledgment of Fieldwork Manual

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

All students are expected to read this manual and have a thorough understanding of its contents. ***Students are also expected to be familiar with the content on the fieldwork websites linked in the Contact Information section of this manual.*** Students may discuss the manual and direct questions and concerns with their Faculty Advisor or the Director of Clinical Training regarding any material contained in the manual. Students agree to abide by all procedures, policies, and guidelines in this 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 to remain current with its contents. Note: Information obtained through student-led social media sites (e.g., Facebook groups) is not official communication or policy from the Fieldwork Office.

## 1.1 Fieldwork Courses Description

Fieldwork courses involve an intensely supervised experience in the student's designated program area at an approved site. While gaining direct service experience with clients, students regularly meet with an approved supervisor. Student counseling performance is evaluated throughout the fieldwork experience. Written and oral presentations are a basic part of the group supervisory process with a Liberty University faculty member. The student's professional development along with the dynamics of the counseling relationship, diagnosis, treatment, and legal/ethical issues are primary areas of focus.

## 1.2 Rationale

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

- Integrate and synthesize theories and techniques learned in the classroom in a real work setting
- Develop more fully the personal qualities, characteristics, and behavior of a counselor
- Transition from "trainee" to "professional practitioner"

## 2.1 Background Check

All students are required to complete a new criminal background check prior to fieldwork approval. Students must submit a copy of their background check confirmation page as part of the application and approval process. The background check can be found and purchased through the [Liberty University Online | Online Bookstore](#)

- Liberty Background check information can be found on the [Liberty University Background Check website](#).
- If students have not purchased and completed their fingerprints through DISA Healthcare Technology (formerly American Databank) in their 500-level course, these will need to be completed prior to applying to fieldwork courses.
- All background checks must be completed through DISA Healthcare. No exceptions will be made for students.

## 2.2 Obtain Professional Liability Insurance

The student is responsible for obtaining liability insurance in their name and submitting a copy of the policy face sheet to SharePoint as part of the fieldwork application process. The face sheet should include the student's name, address, amount of coverage, the effective dates of the policy, and the minimum amounts acceptable. Insurance coverage should be at least \$1 million per occurrence and \$3 million aggregate. In addition, students will need to submit this proof of insurance at the end of the semester as a graded assignment. The University will not provide insurance coverage for students.

The following organizations offer professional liability insurance:

- Healthcare Providers Service Organization (HPSO) 1-800-982-9491 or [hpso.com](http://hpso.com)
- American Counseling Association (ACA) 1-800-545-2223
- American Professional Agency, Inc. 1-800-421-6694
- American Association of Christian Counselors (AACC) 1-800-526-8673

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



## 2.3 Finding a Site & Supervisor

The relationship between the student, the site, and the supervisor is an important one. Therefore, students need to be cautious and prudent in selecting a site and supervisor. Remember that as a student, when you interview for a potential placement, you are not only being interviewed, but you are interviewing the site and supervisor to determine a good fit. The choice of a site and supervisor should be a mutual one.

Students are allowed a **maximum of two sites and two supervisors** at any time that has been approved by the Fieldwork Office.

- Students approved for two sites and two supervisors are required to receive 2 hours of weekly supervision
  - Students must attend both sites if approved
  - Both supervisors are required to complete all evaluations
    - Supervisors supervising at the same site are required to complete all evaluations

### [Site Search Guide](#)

Considerations to keep in mind:

- Make sure the site can offer you enough face-to-face client hours so that you can complete your fieldwork in the required number of semesters. Please check your Degree Completion Plan for the number of semesters required.
- Make sure that the supervisor can meet the requirements for supervision as well as provide you with a minimum of one hour of individual or triadic supervision per week.
- Interview your potential supervisor to determine his/her expectations of you in terms of hours and times you will be available, the duties you will be performing, etc.
- Remember that your relationship with your potential supervisor is a personal, as well as a professional one. You want to select a supervisor with whom you feel you will be able to communicate and work in a collaborative, professional matter.
- Do the supervisor, activities, and site meet the requirements?
- Is there enough diversity in the clientele to provide a wide range of experiences (e.g., adults, adolescents, children, married couples, singles, group therapy, etc.)?
- Does the agency have a large enough client base to have adequate face-to-face client hours to meet course requirements?
- Are qualified supervisors available who are willing to invest the time to provide a quality fieldwork experience, which includes provision of individual supervision?
- Do they have the credentials (i.e., doctoral level or master's level and licensure) so that a licensing board will accept clinical work completed under their supervision?
- Did they complete a state approved supervision training or course?

A list of previously used sites may be accessed on our [website](#)

- Sites on the list may not have availability.
- Securing a site on the list does not automatically mean the site is approved.
- You are not limited to these sites; you may submit a site that is not on the list for approval.

\*If you are seeking to see clients at a school under your clinical site:

- Final approval is determined by the Practicum/Internship Office upon review of your application and site qualifications.
- Counseling services must be clinical mental health, not school-based or academic counseling.
- A licensed or associate licensed site supervisor (or designated clinical professional) employed by the site must be on-site at all times while you are present.

- The school must have a formal contract with your clinical site for service delivery.

**\*Note:** Paid/stipend placements must be approved by the Fieldwork Office prior to application submission.

**\*Note:** Students are **not** permitted to do in-home/community-based counseling.

## 2.4 International Fieldwork Students

Department of Counselor Education and Family Studies is aware of many challenges that students living abroad following policy to help our students living abroad succeed in completing their fieldwork experience. In addition to the standard application process, students looking to complete a fieldwork experience at an international site must also meet the following criteria:

- **Students seeking a site outside of the United States**
  - Site must follow the general guidelines established by the counseling profession in the U.S. (e.g., ACA Code of Ethics, state board regulations, etc.).
    - Informed consent
    - Treatment plans
    - Record keeping
- **Supervisor must be licensed in the United States**
  - Supervisor must have a minimum of a master's degree in counseling or a related profession with equivalent qualifications, including appropriate licenses and/or certifications.
  - Must hold a master's degree or above in counseling or related field.
  - Must have a minimum of two years professional experience.
  - Knowledge of program requirements and procedures for evaluations.
  - Appropriate training in counseling supervision.
  - Must hold a valid state license at an independent level of practice (i.e., supervisors must be able to practice without being under supervision).
  - Must be in good standing in the profession.
  - Must hold a license that qualifies the individual to provide clinical supervision. Licenses that typically qualify include:
    - Licensed Professional Counselors (LPC)
    - Licensed Mental Health Counselor (LMHC)
    - Licensed Marriage and Family Therapists (LMFT)
    - Licensed Psychologists (upon review)
    - Licensed Clinical Social Workers (LCSW)
- Students seeking licensure in the United States are responsible to know and understand the requirements of the state board in the state in which they wish to become licensed.

**Note:** Specific states may require fieldwork courses to be taken at a site location in the state where you plan to seek licensure. If this is the case, an international site may not be eligible towards licensure. Before identifying an international site, please check with your state regarding any potential residency requirements pertaining to the actual physical location of sites. You are solely responsible for finding out this information. The Department of Counselor Education and Family Studies may not provide this or any other information pertaining to specific state licensure requirements.

## 2.5 Complete Required Approval Documents

Please note that to complete all fieldwork requirements by the approval deadline, students will need to do several things during the semester prior to the one that they plan to begin the course. Because of ethical, legal, and liability precautions that must be taken, the process of registering for this course is more extensive than for other courses.



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

1. **All approval documents must be submitted by the stated deadline listed on the website. No late documents will be accepted.** Submission of the above forms does not mean automatic acceptance of the proposed site and/or supervisor: they must be approved first. The University wants to make sure the student's proposed site will provide a good educational experience and that it has adequate oversight and safeguards built in to ensure an appropriate clinical environment.
2. Students need to submit the completed Liberty University Affiliation Agreement or an Affiliation Agreement that is approved by Liberty University. **Extensions will not be granted for Affiliation Agreements negotiations.**

### **Online Students Only**

Students must choose two-time preference options when applying for fieldwork and are assigned to classes in the order that their application was received. Students must keep all days and times within the time preference of their assigned class open until they are notified of their class meeting time by their professor in their Canvas course. Specific days and times for each class are not available when students are assigned to their sections.

Students must choose two separate preferences when submitting their application. Please ensure you are able to accommodate your Teams meeting time as our office cannot switch you. Students who find they are in a class time that conflicts with their schedule should try the following:

- Speak with the site/supervisor/work about the schedule conflicts to determine if something can be moved.
- If the Teams meeting occurs while the student is at their site, ask if the site will allow two hours in a quiet place to attend class.
- If the student is unable to attend because of travel time home from work/their site, they should look for a quiet place at their work/site or nearby location they can use to attend Teams.
- Please note that our office is unable to honor section switches based on a preferred professor.

## **2.6 Site Supervision**

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.

***The site supervisor or another designated licensed or associate licensed individual must always be on-site while practicum or internship students are present.***

Typically, University 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 fieldwork activities appropriate to the specific setting.
4. Provide structure for the student to achieve fieldwork objectives.
5. Establish weekly individual/triadic supervisory meetings with the student. The supervisor uses this time to hear student's self-report of fieldwork activities, watch session recordings, provide feedback, plan tasks, and discuss other aspects of the fieldwork experience with the student.
6. Critique observed and recorded sessions. The supervisor shall have access to all recorded counseling sessions by the student.

7. Initiate immediate contact with the student's professor if problems are encountered with the student during placement.

## CORE:

### [CORE | Information Services | Liberty University](#)

- Your supervisor will receive an email invitation for CORE prior to the start of the semester to log into and create an account.
  - If your supervisor has trouble finding this link, you may want to encourage them to check their SPAM or JUNK folder, as the invitation may have ended up there.
- Provide evaluations of the student's counseling skills and progress through the CORE portal by completing a midterm and final evaluation.
  - A reminder will be sent automatically when these evaluations are due.
- Verify student's submitted hours.
- Complete supervisor evaluation of their experience with Liberty's students and faculty.

## 3.1 Hour Requirements

The Hour requirements are designed to meet the requirements for the Virginia Board of Counseling. Students who plan to seek licensure in a state other than Virginia after graduation should verify their state's licensure requirements.

The following hours must be completed by the end of the student's fieldwork experience:

- Practicum total: 100 hours of Clinical Mental Health counseling
- Internship total: 600 hours of Clinical Mental Health counseling
  - (Practicum) **Direct client contact**
    - Minimum of 40 hours
      - Minimum 20 hours in person
      - Remaining hours may in person, telemental health or group
  - (Internship) **Direct client contact**
    - Minimum of 240 hours
      - Minimum 120 hours in person
      - Remaining hours may in person, telemental health or group
  - (Practicum/Internship) **Individual/or Triadic supervision**
    - Must meet at least one hour per week per site with the site supervisor approved by the University.
      - Fall/Spring semesters minimum 17 hours
      - Summer semester minimum 14 hours.
    - If individual/or triadic supervision is skipped one week it may be made up and counted during the week before or after.
    - On site Group supervision does not count towards weekly supervision.
  - (Practicum/Internship) **Faculty group supervision**
    - Weekly with no more than 2 absences
      - Fall/Spring semesters minimum 26 hours
      - Summer semester minimum 22 hours
      - 2 absences **cannot** include the class meeting that the student is scheduled to present.



- **Absences should be reserved for emergency purposes only.**
  - Showing up to a meeting 15 minutes late or missing part of a class meeting 15 minutes or more constitutes an absence.
  - **Students cannot miss the class meeting they are scheduled to present.**
  - If a student accrues more than 2 absences, they will receive a 'No Pass' (NP) for the course and will be required to retake it in the following semester.
  - All hours earned during the term will be forfeited. No makeup assignments or alternative faculty supervision options will be provided.
- **Students in an online section:**
  - Camera must be activated and your presence visible during the entire session even when not presenting unless directed otherwise by the faculty member.
  - No blurred backgrounds/background effects
  - Camera must be on at all times
    - Any time off camera constitutes an absence
  - Students are not allowed to drive during University Group Supervision.
  - All students are required to join in faculty group supervision using both audio and video connections through Teams.
    - Keep in mind that both verbal and nonverbal behavior are being assessed by faculty supervisors; therefore, be sure to connect from a confidential location, wear modest clothing, and practice professional verbal and nonverbal behavior during faculty group supervision.
- (Internship 2) **Group Assignment Requirement**
  - Students must conduct 1-5 group sessions that run at least an hour for each session
  - The group experience can be completed during practicum, internship 1, or internship 2
    - Students need to review Group Assignment Instructions in Canvas
    - Group sessions **cannot** be used for recording assignments
    - Students can only complete the requirement at their approved practicum/internship site

## 3.2 Course Requirements

**Earn 840 points in Canvas for all combined assignments.**

- **Practicum:**
  - Video Case presentations (2)
  - Evaluations (Faculty & Site Supervisor)
  - Verbatims (2)
  - Benchmark Case Presentation (1)
  - Hours Reports (Midterm & Final)
  - Case Presentation Power Points (2)
  - Self-Reflection Paper (1)
  - Telemental Health Training Certificate
  - Informed Consents (2)
  - All Quizzes
  - Liability Insurance Verification
  - Religious and Spiritual Assessment
  - Practicum Passing Letter Grade Checklist Confirmation
  - Dispositions Reflection



- **Internship:**

- First Liability Insurance Verification Assignment
- Second Liability Insurance Verification Assignment
- Quiz: Video Informed Consent Confirmation: First Client
- Quiz: Video Informed Consent Confirmation: Second Client
- Benchmark Case Presentation Assignment
- Video and Verbatim: First Client Assignment
- Video and Verbatim: Second Client Assignment
- In-class Case Presentation PowerPoint – two completed
- Case Presentation PowerPoint: First Client Assignment
- Case Presentation PowerPoint: Second Client Assignment

**Supervision Requirements:**

- Attended and participated in all Faculty Group Supervision classes
  - No more than two absences
    - minimum of 26 hours for Fall/Spring semesters
    - minimum 22 hours for Summer semester of Faculty Group Supervision.
- Meet individually with faculty supervisor if or when he/she requested during the semester.
- Received a passing score (at least 80 points) on Final CCS-R from site supervisor and a passing score (at least 80 points) on the Final CCS-R from the faculty supervisor.

**Professional Behavior:**

- Adhered to the **ACA Code of Ethics** and complied with HIPAA at all times, including deleting case videos at the end of the semester and abiding by academic integrity and Liberty's Honor Code, and demonstrated all the professional dispositions at least at the "Proficient" level. If a disposition was marked at the "Developing" level or below, student completes growth work outlined by faculty members and/or site supervisors.
- These courses are full-semester commitments. Students must remain active at practicum/internship site until the end of the semester.

**Note:** All hours earned during the semester do not count when a student receives a No Pass (NP) for a fieldwork course.

## 4.1 Professional Behaviors

While at the fieldwork 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. [Program Handbook](#)

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 ACA Code of Ethics
- Be teachable and receptive to feedback given by the supervisor
- Students must receive passing evaluations on professionalism on the CCS-R.

## 4.2 Professional Competency & Remediation Process

According to the [Program Handbook](#), 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 a fieldwork course 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 fieldwork site or in the interaction with Liberty University faculty and staff
- Any verifiable complaints about the student from the Site Supervisor or Site Director
- 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 fieldwork experience or potentially places the student, or others, in harm's way of an unduly vulnerable position

The behaviors described above constitute a violation of the University's [Honor Code](#). Consequently, the student's professor will file an Honor Code Violation and a Student Development Referral. This incident will be investigated by the Assistant Director and Director of Clinical Training and the Program Director. If warranted, they may recommend a referral to the Remediation Committee. Please refer to the Program Handbooks for information about remediation.

## 4.3 Communication

All course-related concerns and concerns related to site, supervisor, or hours must be communicated directly to the course instructor. All communication with the Fieldwork Office will be conducted via email to ensure proper documentation. Students are expected to be courteous and respectful in all interactions with instructors, fieldwork staff, and clinical training directors. Unprofessional or discourteous communication will not be tolerated and may result in remediation, up to and including dismissal from the program. Please refer to the Program Handbooks for further details.

As counselors-in-training, students are expected to uphold the ACA Code of Ethics and the Graduate School Honor Code. Concerns or conflicts should be addressed directly with the individual involved. For more information, refer to the Graduate School Honor Code.

## 5.1 FN Policy

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



[luoacademicprogress@liberty.edu](mailto:luoacademicprogress@liberty.edu).

**Note:** All hours earned for the semester are forfeited when a student withdraws from a fieldwork course. Moreover, they must reapply for the course in a future semester.

## 5.2 Video Recording Policy

For the purposes of faculty supervision, **students must have at least one site that allows videotaping of sessions.** The purpose of videotaping is for students to receive professional training and constructive feedback on their counseling skills to improve the quality of counseling services being provided. Video recordings will be disclosed to and used by the student's fieldwork course instructor and the students in that course for educational and professional training purposes. All personally identifiable information of clients will be redacted from the written transcript and other written assignments.

Devices students can use for recording:

- Digital cameras
- Camcorders
- Computer webcams – must be recorded through a HIPAA compliant platform

Video Recordings:

- Recordings must feature different clients
- Student must be visible in the recording; the client does not need to be visible
- All recordings must be in English

**Note:** Devices that are inherently cloud based such as phone and tablets cannot be used for video recording. Cloud-based software (i.e., transcribing cloud-based services) are not permitted. Please contact the Fieldwork Office if you need further clarification.

## 5.3 Site/Supervisor Change Policy

1. All required paperwork must be submitted (correctly) within two weeks of changing a site/supervisor at your site, dropping a site/supervisor, or adding a site/supervisor. Example: If your site changes your supervisor on Aug. 30, 2025, our office will need all correctly filled out approval documents by Sept. 13, 2025. This would be two weeks after the change occurs.
2. Site changes after the start of the semester require approval from the Fieldwork Office.
  - a. Dropping and adding a site is no longer permitted after midterm unless there are extenuating circumstances. Students are required to inform their faculty supervisor and the Fieldwork Office.
3. Students may only earn hours once a site/supervisor has been approved by the Fieldwork Office. Hours worked prior to the official approval date given by the Fieldwork Office may not be counted.

## 5.4 Site Dismissal or Course Withdraw Policy

**Site Dismissal:** "Site Dismissal: If dismissed from a site, the student must inform the professor, who will then contact the site supervisor. The professor will submit a Student Development Referral. This incident will be investigated by the Assistant Director and Director of Clinical Training and the Program Director, who may refer the case to the Remediation Committee if necessary. Refer to the Program Handbooks for remediation information. The student will receive a 'No Pass' (NP) for the course, all hours for that term will be forfeited, and the student must complete a remediation plan (if recommended) before proceeding."



**Course Withdraw:** Students are required to fulfill their semester-long contract with their site. If a student makes the decision to withdraw from a fieldwork course, the student must notify their faculty supervisor and the Fieldwork Office before withdrawing from the site. Students must ethically terminate from the site and provide site supervisor with prior notice.

**Note:** All hours earned for the semester are forfeited when a student withdraws from a fieldwork course. Moreover, they must reapply for the course in a future semester.

## 5.5 Telehealth Policy

### 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 50/50 ratio of in-person and telehealth direct client contact hours. This is to ensure students have a well-rounded counseling experience using both modalities.

***Please note:** There will be no exceptions to this policy unless directed by federal and/or state mandates.*

Students will be responsible for the following when telehealth services are used:

- Students **must** be **onsite** when conducting telehealth services, telehealth services **cannot** be performed at home or any other location outside of the approved site.
- 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
- Midterm and Final hours reporting on telehealth services

## 5.6 Social Media Policy

### 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, fieldwork are unofficial, not sponsored by Liberty University, and views expressed in these groups do not necessarily represent those of Liberty University. Such group pages must state that they are unofficial and not run by Liberty University or its School of Behavioral Sciences. It is imperative you be mindful of professionalism, ethics, laws, university honor codes, and be aware you are bound by confidentiality and cannot share confidential client information or violate HIPAA .

## 5.7 Winter Break Policy

The Fieldwork Office will allow internship students (not practicum) to continue to count hours during the Winter Break between Fall and Spring semesters. However, the Fieldwork Office must receive an official letter on the site's letterhead from the approved supervisor, listing the following:

- 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 a course during this break.
- Students will need to submit this letter with their request for an additional semester of internship during the Fall semester through the Module 10: Week 10 Internship Documentation Quiz.
  - Internship 2 students who are unable to complete hours prior to Spring semester but after the final day of Fall semester must request a Traditional Incomplete (a maximum of two-week extensions) from their Faculty Supervisor.

- Any student that meets the criteria for earning winter break hours must provide the Fieldwork Office with their letter no later than the last week of the Fall semester to receive approval to count those hours between semesters. All winter break hours must be logged under Week 1 of the Spring semester once enrolled.
  - Note: This policy only applies to internship students who will remain at the same site and with the same supervisor from Fall semester to Spring semester. Students must remain enrolled in the Spring semester of COUC 694. Additionally, internship students switching sites/supervisors or adding a new site/supervisor will not be permitted to earn hours over the Winter Break.
- Practicum students may remain at their site during Winter Break with the required letter but cannot count any hours accrued during this period. This policy ensures continuity of care for clients. If beginning at a new site, practicum students must wait until the new site is approved before starting.

**Please note:** Internship 1 and Internship 2 must be completed in consecutive semesters

- Issues that arise will be reviewed on a case-by-case basis by the Fieldwork Office

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## Contact Information

\*Students are expected to first contact their faculty supervisor with questions and/or concerns that arise during fieldwork.

**For questions regarding Clinical Mental Health Counseling (Online) fieldwork, please contact:**

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

Internship: [internship@liberty.edu](mailto:internship@liberty.edu)

For more information, please visit the following websites: [Practicum](#) or [Internship](#)

**For questions regarding Clinical Mental Health Counseling (Residential) fieldwork, please contact:**

Practicum: [cmhcpracticum@liberty.edu](mailto:cmhcpracticum@liberty.edu)

Internship: [cmhcinternship@liberty.edu](mailto:cmhcinternship@liberty.edu)

For more information, please visit the following websites: [Practicum](#) or [Internship](#)

**For questions regarding Marriage and Family Counseling (Residential) fieldwork, please contact:**

Practicum: [cmhcpracticum@liberty.edu](mailto:cmhcpracticum@liberty.edu)

Internship: [cmhcinternship@liberty.edu](mailto:cmhcinternship@liberty.edu)

For more information, please visit the following websites: [Practicum](#) or [Internship](#)

**For questions about CORE, please contact:**

[SBScore@liberty.edu](mailto:SBScore@liberty.edu)

For more information, please visit the following websites: [CORE](#)

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