



**DEPARTMENT OF COUNSELOR
EDUCATION AND FAMILY
STUDIES**

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

2026 – 2027

Table of Contents

Acknowledgment of Doctoral Internship Manual	3
General Information	3
1.1 Introduction to Manual	3
1.2 CACREP Requirements.....	3
1.3 CORE.....	4
General Course Information	4
2.1 Required Hours and Areas of Focus.....	4
2.2 Professional Liability Insurance	5
2.3 Background Check Policy	5
2.4 Audio/Video Requirement	5
2.5 Grading the Internship	6
2.6 Logs.....	6
2.7 Doctoral Fieldwork Course Requirements	6
Supervision of the Doctoral Internship	7
3.1 Faculty Group Supervision	7
3.2 Individual / Triadic Supervision	7
3.3 Supervisor Credentials	7
3.4 Site Supervisor Responsibilities.....	7
Fieldwork Placements	8
4.1 Leadership/Advocacy and Research/Scholarship Placements:	8
4.2 Teaching and Supervision Internship Placements:	8
4.3 Counseling Placements	8
4.4 Application and Approval Process	9
Professional Behavior Expectations	10
5.1 Professional Behavior	10
5.2 Communication with Faculty, Support Staff, and Program Leadership.....	10
5.3 Failing Evaluations, Site Dismissal, or Course Withdrawal	10
5.4 Professional Competency Expectations and Remediation Process	11
Contact Information.....	12

Acknowledgment of Doctoral Internship Manual

All students are expected to read this manual and thoroughly understand its contents. Students should also be aware that they can discuss this manual and direct questions and concerns regarding any material contained in it to the Director of Clinical Training and Operations, Dr. April Crable, and/or the Counseling Education and Supervision Program Director, Dr. Lisa McKenna. Students agree to abide by all procedures, policies, and guidelines in the manual. Students understand that this manual may be modified from time to time as University or Program policies, procedures, and guidelines are implemented.

General Information

1.1 Introduction to Manual

This manual provides students with information relevant to the successful completion of Fieldwork requirements within the Ph.D. in Counselor Education and Supervision program. It is important for all students to become familiar with the Fieldwork requirements prior to enrollment in the CES program. It is the student's responsibility to review all information relevant to fieldwork. This includes reviewing this manual, the [Program Handbook](#), information in the CES Advising Center, and the course catalog for course descriptions and prerequisite information.

Please feel free to contact the Director of Clinical Training and Operations or the Internship office (PhDInternship@liberty.edu) with any additional questions or concerns not addressed in this manual. This manual may undergo revisions periodically so that current and accurate information is provided to the students. When this occurs, students will be notified through appropriate methods (e.g., email announcements, classroom notifications, website notices, etc.).

1.2 CACREP Requirements

The Ph.D. in Counselor Education and Supervision is accredited by the Council for Accreditation of Counseling & Related Educational Programs (CACREP).

For further information on this accreditation, consult the agency website at www.cacrep.org

Doctoral students are required to complete doctoral-level fieldwork courses covering core areas that represent the foundational knowledge required of doctoral graduates in counselor education (counseling, supervision, teaching, research and scholarship, and leadership and advocacy).

CACREP internship requirements were updated from the 2016 to 2024 standards. Students will follow the requirements specific to their Degree Completion Plan.

For Students Enrolled Prior to Fall 2026:

Doctoral students following this DCP, aligned to 2016 CACREP Standards, are required to

complete COUC 998: Practicum, COUC 970 Teaching Internship, COUC 980 Supervision Internship, and COUC 999 Internship.

For Students Enrolling Fall 2026 and After:

Doctoral students following this DCP, aligned to 2024 CACREP Standards, are required to complete COUC 992 Internship 1, COUC 993 Internship 2, and COUC 994 Internship 3.

1.3 CORE

As a doctoral student, you are required to purchase CORE, which is a data management and assessment system. Review instructions and resources within your fieldwork course for more information on using CORE in the doctoral program.

General Course Information

2.1 Required Hours and Areas of Focus

Students must be enrolled in a fieldwork course during the semester they complete the internship-related activities to earn credit and accrue hours. These supervised activities occur in CEFS department-approved settings that can be internal or external to Liberty University.

For Students Enrolled Before Fall 2026:

The following requirements for hours must be completed per course:

- **COUC 998 Practicum:** minimum of 100 hours, of which 40 hours must be providing direct counseling services. The practicum focuses on supervised advanced counseling practice.
- **COUC 970 Teaching Internship:** minimum of 200 hours. The teaching internship focuses on supervised teaching experiences.
- **COUC 980 Supervision Internship:** minimum of 200 hours. The supervision internship focuses on supervised counseling supervision experiences.
- **COUC 999 Internship:** minimum of 200 hours. The focus of this internship course is determined based on student experiences and goals.

For Students Enrolling Fall 2026 and After:

The following requirements for hours must be completed per course:

- **COUC 992 Internship 1:** minimum of 200 hours
 - 100 hours focus on supervised teaching activities, and
 - 100 hours of supervised leadership/advocacy OR supervised research/scholarship

activities.

- **COUC 993 Internship 2:** minimum of 200 hours
 - 100 hours focus on supervised counseling activities, and
 - 100 hours in an area of the student's choice (counseling, research/scholarship, leadership/advocacy).
- **COUC 994 Internship 3:** minimum of 200 hours
 - 100 hours on supervised supervision activities
 - 100 hours are in an area of the student's choice (counseling, research/scholarship, leadership/advocacy).

2.2 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
- 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 Background Check Policy

All Ph.D. students are required to complete a 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](#).
- All background checks must be completed through DISA Healthcare. No exceptions will be made for students.

2.4 Audio/Video Requirement

Supervision of the doctoral counseling fieldwork includes secure audio or video recordings in compliance with applicable institutional, state, federal, and international privacy requirements. A written supervision agreement will be provided to the student, faculty supervisor, and site

supervisor. Audio/Video recording is a requirement for supervised counseling experiences and may be required in other fieldwork courses per the faculty.

Devices students can use for recording:

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

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.

2.5 Grading the Internship

Students must complete the required hours for each fieldwork course before a grade is earned. The expectation is that students will finish each fieldwork course in one semester. Students who experience extenuating circumstances outside of their control can review the Incomplete Grade policy.

2.6 Logs

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

2.7 Doctoral Fieldwork Course Requirements

1. All fieldwork courses are a *full-semester commitment*, even if students complete the required hours before the official end date of the semester. For fieldwork courses involving placement in master's level courses (e.g., Teaching/Supervision), students are expected to attend all classes/group sessions consistent with the expectations of a faculty position. For Counseling experiences, students must remain at their counseling site for the full semester. For Leadership/Advocacy and Research/Scholarship Internship experiences, students work with their site supervisor on a consistent basis as contracted for the full semester.
2. No more than two (2) absences are permitted for fieldwork or assigned class courses. Missing more than 15 minutes of class (including being off camera without faculty authorization) constitutes an absence. Class participation must occur in a confidential and distraction-free manner.
3. Doctoral students in teaching and supervision internship experiences are not permitted to instruct/supervise LU master's students without CES faculty presence.
4. If the student does not complete the Internship as contracted, he/she may receive a failing grade for the course. The course must be retaken, and the hours repeated.
5. If a student fails or withdraws from the course at any point during the semester, all earned hours are lost, and the student will have to start earning internship hours upon re-enrollment.

6. A student cannot withdraw from an internship to avoid a failing evaluation or grade.

Supervision of the Doctoral Internship

Within each fieldwork course, students receive supervision from counseling professionals with a graduate degree in counseling or a related mental health profession with specialized expertise to advance the student's knowledge and skills.

3.1 Faculty Group Supervision

Doctoral students in fieldwork participate in faculty group supervision sessions in an online classroom format, averaging 1.5 hours per week across the semester.

3.2 Individual / Triadic Supervision

Students must obtain an average of one hour per week of individual and/or triadic supervision throughout the semester with each assigned Site Supervisor.

3.3 Supervisor Credentials

Supervisors serving as doctoral internship supervisors for counseling, supervision, teaching, research and scholarship, and leadership and advocacy experiences must meet the following requirements:

1. For counseling supervisors, a minimum of a master's degree, preferably in counseling or a related profession. Relevant training for counseling supervision, including technology utilized for supervision required.
2. For all other supervised experiences, a doctorate in Counselor Education or a related profession with specialized expertise to advance the student's knowledge and skills.
3. Active certifications and/or licenses, and a minimum of two years of professional independent experience.
4. Knowledge of the CES Program's expectations, requirements, and evaluation procedures for students.

3.4 Site Supervisor Responsibilities

The supervisor has a significant influence on the outcome of the internship experience. Therefore, the supervisor's relationship with the student is vital. The site supervisor should serve as a model exemplifying professional behavior of a Counselor Educator in all daily activities.

Site supervisors are responsible for:

- Providing an orientation to the fieldwork placement for the student, including reviewing materials/training documents/expectations/evaluation forms/etc.
- Providing structure and opportunities for the student to achieve fieldwork objectives.
- Establishing weekly 1-hour individual or triadic supervisory meetings to discuss the student's activities, provide ongoing formative feedback, plan tasks, and discuss the overall experience with the student.
- Evaluating the student's performance throughout the semester and completing a formal evaluation of the student at the end of the semester.
- Initiate immediate contact with the student's faculty supervisor if challenges arise with the

student during the placement.

Fieldwork Placements

4.1 Leadership/Advocacy and Research/Scholarship Placements:

Because of the nature of the Leadership/Advocacy and Research/Scholarship Internships, students must take the initiative to approach potential supervisors who are actively engaged in these areas. Opportunities will also be communicated to students via the CES Advising Center as they arise.

Examples include:

- Collaboration with faculty and peers on research projects, presentations, and publications in the fields of counseling and counselor education.
- Supporting institutional (counseling program) leadership projects and activities.
- Engaging in professional (e.g., national and state professional counseling organizations) leadership opportunities/service. Contacting executive boards to explore opportunities, such as a graduate student representative, is an excellent strategy.
- Projects with CSI
- Leadership/Advocacy efforts within your community (e.g., through a counseling practice)

4.2 Teaching and Supervision Internship Placements:

For LU course placements, students will be assigned a Liberty University core faculty member to support them in teaching or supervising students in LU master's level counseling programs.

Students may select an off-campus teaching internship site as long as it meets the same requirements for an on-campus internship. Off-campus teaching internships must take place in an entry-level counseling program with at least one CACREP-accredited entry-level counseling program. Site supervisors must be a full-time member of the faculty and meet all requirements as stated in Section 3.3.

Off-campus supervision placements must meet the requirements of counseling placements and counseling site supervisors.

Students interested in an off-campus site should begin contacting sites that meet these requirements at least 3 months before the fieldwork application deadline. Once an off-campus site is tentatively secured, students must submit the approval paperwork for departmental approval of their site and supervisor. Students whose off-site internships are not approved should notify the site as soon as possible. Please e-mail phdinternship@liberty.edu for questions on this process.

4.3 Counseling Placements

Students need to be intentional in picking a site and/or supervisor. When looking for a placement, ensure the site can offer you enough direct client and supervision hours to allow you to complete your minimum required hours within the semester. Also, confirm that the supervisor meets all supervision requirements. In the interview, clarify a potential supervisor's expectations of you in terms of hours and times you will be available, the duties you will perform, etc. Finally, you want to select a supervisor who you feel you can communicate and work with in a collaborative and professional manner.

You are permitted to use your own private practice as a site as long as you have a supervisor that meets requirements. It is important to note that non-traditional counseling sites will not be approved (i.e. intensives, adventure, equestrian, alternative therapies, etc.)

Fieldwork Site Presence Requirement and Telemental Health Policy

Active participation in clinical practice at an approved fieldwork site is a fundamental requirement of the program. All counseling services, including both in-person and telemental health sessions, must be conducted on-site at the approved fieldwork location. This requirement is essential to ensure appropriate supervision, client, and counseling intern safety, and adherence to professional and ethical standards. Counseling interns must have access to an on-site supervisor or designated clinical professional who is physically present and available at all times when the counseling intern is providing counseling services. This structure allows for immediate consultation, intervention, and support when clinical concerns arise.

Approved fieldwork sites also provide structured, professional environments that are critical for counselor development. Counseling interns benefit from exposure to interdisciplinary teams, documentation systems, intake procedures, and real-time consultation. Furthermore, approved sites utilize vetted platforms that meet privacy and security standards and maintain secure documentation systems.

- Students must be physically present at the approved site when conducting telemental health sessions; telemental health services may not be performed from home or any unapproved location.
- If unlicensed, the site supervisor or another designated licensed or associate licensed individual must always be on-site while practicum or internship students are providing services, including telemental health services.
- Students must complete required and Liberty University-approved telemental health training prior to providing telemental health services.
- Students must accurately report telemental health hours at midterm and final evaluations.
- No more than 50% of direct client hours can be in telemental health.

Failure to comply with this policy may result in removal from the site, loss of accrued hours, and/or course failure.

4.4 Application and Approval Process

Review the PhD Practicum and Internship webpages linked on the CES Program webpage for the current application deadlines, process, resources, and forms. No late documents will be accepted without permission from the Fieldwork Office. You will be notified once the site and supervisor approval process has been completed.

Approval to Add or Change a Site or Supervisors

Students who want to add or change a site and/or supervisor once the semester has begun must inform their current site and faculty supervisors. The faculty supervisor of the fieldwork course will confirm approval with the fieldwork office. Upon approval, students will submit the necessary application materials to phdinternship@liberty.edu. Students may not see clients at the new site or under the new supervisor until the department has approved of the change. This includes sites that are affiliated with a currently approved site.

Professional Behavior Expectations

5.1 Professional Behavior

While at the Fieldwork site and in all interactions with students, supervisees, supervisors, peers and Liberty University faculty and staff, students are expected to exhibit attitudes and behaviors consistent with professionalism. In addition, as counselor educators in training, students are expected to conduct themselves in a manner consistent with the *ACA Code of Ethics* and the Graduate School Honor Code. This includes, but is not limited to, the following:

- Punctuality and preparedness for all course and supervision sessions.
- Appropriate dress and grooming (i.e., business attire).
- Professional written communication.
- Professional oral communication (includes avoiding inappropriate language or slang).
- Teachable and receptive to feedback given by supervisors.
- Respect for and adherence to established policies and procedures.

5.2 Communication with Faculty, Support Staff, and Program Leadership

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 Handbook](#) for further details.

As counselors-in-training, students are expected to uphold the ACA Code of Ethics and the LUO Honor Code. Concerns or conflicts should be addressed directly with the individual involved. For more information, refer to the LUO Honor Code and the [Program Handbook](#).

5.3 Failing Evaluations, Site Dismissal, or Course Withdrawal

If, during the Internship, a student fails to successfully demonstrate the required skills, professional behaviors, or personal or professional dispositions in this course and consequently receives failing evaluations, or if a student is dismissed from the site, the site supervisor will notify the student's professor. The professor will submit a referral to the CEFS Department's Student Support and Development (SSD) Committee and potentially other departments for review. The committee will determine next steps, including possibilities for remediation or recommendation for program dismissal.

At any point in this process, the student may receive a grade of "F" based on the severity of the skills deficit, professional behaviors, or personal or professional dispositions and/or dismissal from their site. The student will be placed on hold in the program during the remediation and/or grade appeals process.

Internship students are required to fulfill their semester-long contract with the site. If a student decides to withdraw from the Internship course, the student will forfeit all hours earned for the

semester. The student will need to re-apply for the Internship in a future semester.

Note: A student is not permitted to withdraw from an internship to avoid a failing evaluation or threat of dismissal from the site. The site supervisor and the director of the internship site must verify that the intern was in good standing at the time of the withdrawal from the course.

5.4 Professional Competency Expectations and Remediation Process

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 Director of Clinical Training and Operations and the Program Director. If warranted, they may recommend a referral to the Remediation Committee. Please refer to the [Program Handbook](#) for information about remediation.

Contact Information

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

Ph.D. Internship Office: PhDinternship@liberty.edu

For questions about Core ELMS, please contact:
SBSCore@liberty.edu

For questions not addressed in this manual, please contact:

April Crable, Ph.D., MBA, LPC, CSOTP, BC-TMH
Director of Clinical Training and Operations
Department of Counselor Education and Family Studies
acrable@liberty.edu

Lisa McKenna, Ph.D., LPC-S, BC-TMH
Program Director, CES
Department of Counselor Education and Family Studies
lmckenna2@liberty.edu

Tanisha Sapp, Ed.D., LPC, CST, NCC, ACS
Associate Director of Clinical Training

Kelli Yuzon, MA
Associate Director of Clinical Training Operations