



LIBERTY
UNIVERSITY

**DEPARTMENT OF COUNSELOR EDUCATION
& FAMILY STUDIES**

Fieldwork Manual

Academic Programs
Clinical Mental Health Counseling
Marriage & Family Counseling

2023-2024

HANCOCK WELCOME CENTER



Welcome to Fieldwork at Liberty University.

Congratulations on reaching this milestone in your Program! Fieldwork is one of the most crucial professional preparation activities in your educational journey. It is meant to be the culminating experience in your program of study by allowing you the opportunity to apply, evaluate, and refine clinical skills by bridging the gap between theory and practice. You will also develop the personal qualities, characteristics, and behaviors of a professional in your field as you transition from “Trainee” to “Practitioner.”

Professional growth and development are ongoing processes, and key patterns for this growth are established during your supervised clinical training experiences. May God richly bless you through your clinical fieldwork training!

Best,

A handwritten signature in black ink that reads "Michael T. Trexler".

Michael T. Trexler, Ph.D., LMHC, LPC, NCC, CCMHC, ACS
Director of Clinical Training

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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.

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 Course Requirements

The Clinical Mental Health Counseling and Marriage and Family Counseling programs require the completion of a one-semester supervised practicum of **100 clock hours** and a supervised internship of **600 clock hours** over two semesters. These fieldwork courses can only be taken **after the successful completion of all prerequisite requirements**. Please refer to the Program Handbooks for additional information.

Each student's fieldwork course includes the following:

1. **Direct service** through solo and/or co-therapy by working with clients through the therapeutic process (clinical in nature) learned during COUC 505, 512, & 667. Examples of direct client contact: individual counseling, marital counseling, family counseling, group therapy, or intakes.
 - a. **Practicum: Minimum 40 clock hours of direct service.**
Internship: Minimum 240 clock hours of direct service. Marriage & Family Counseling students must have at least 200 of the 240 hours counseling couples or families.
 - i. 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.
 - ii. Self-help or mutual help groups and/or counseling do not count as direct client contact.
 - iii. Groups that are exclusively psychoeducational in nature do not count as direct client contact but as related or indirect hours. *Note:* the fulfillment of the group requirement in practicum can be recorded as direct client contact, not to exceed five (5) hours.
 - iv. Please contact the Fieldwork Office for any question regarding whether an activity counts as direct client contact.
2. **A minimum of one hour per week** per site of individual and/or triadic supervision throughout fieldwork with the approved site supervisor. Telesupervision is permitted. **The site supervisor or another designated licensed or associate licensed individual must always be on-site while practicum or internship students are present.**
3. Attend weekly faculty group supervision with no more than two (2) absences over the course of the semester. Students must communicate with their faculty in advance if they plan to miss a class or within 24-48 hours after missing a class. Showing up late 15 minutes or more or missing part of a class meeting 15 minutes or more constitutes an absence. *Please note that students **cannot** miss the class meeting they are scheduled to present.
4. The opportunity for the student to become familiar with a variety of professional activities and resources in addition to direct service (e.g., record keeping, assessment instruments, supervision, information and referral, in-service and staff meetings).

5. The opportunity for the student to develop program-appropriate video recordings for use in supervision to receive live supervision of his or her interactions with clients. Students are required to share at least two videotaped counseling sessions (per semester) during Faculty Group Supervision and submit verbatim transcripts into Canvas. See the course syllabus for details. **Students not permitted to tape a client's session are required to secure a second site that permits the videotaping of client sessions.**
- For the purposes of faculty and site supervision, students must record:
 - Two counseling sessions to submit to site supervisors and to be presented during 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
- * Devices that are inherently cloud based such as phone and tablets **cannot** be used for video recording (please contact the Fieldwork Office if you are needing further clarification).
- * Cloud-based software (i.e., transcribing cloud-based services) is **not** permitted.
6. Evaluation of the student's counseling performance throughout fieldwork, including documentation of a formal evaluation after the student completes fieldwork by a program faculty member in consultation with the site supervisor. Students and site supervisors discuss the site supervisor's evaluation of student performance at midterm and final. In addition, the faculty supervisor consults with the site supervisor at least three times and as needed.

2.2 Documentation

Documentation will be important not only for these courses, but equally so in the years ahead as the student uses it to apply for licensure and/or employment. The course 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:

- 100 hours of activities related to the practicum should fall into one of the four categories below.
- 600 hours of activities related to the internship should fall into one of the four categories below.
 - (Practicum) **Direct client contact** (minimum of 40 hours required)
 - 20/40 of the *required* direct client contact hours can be via telehealth
 - (Internship) **Direct client contact** (minimum of 240 hours required) over two semesters
 - 120/240 of the *required* direct client contact hours can be via telehealth
 - **Marriage & Family Counseling students must have at least 200 of the 240 hours counseling couples or families**
 - (All Semesters) **Individual supervision**
 - Must meet at least one hour per week per site with approved supervisor
 - If individual supervision is skipped one week it may be made up and counted during the week before or after
 - (All Semesters) **Faculty group supervision** (weekly with no more than 2 absences)
 - Please note that these 2 absences cannot include the class meeting that the student is scheduled to present.
 - Showing up to a meeting 15 minutes late or more constitutes an absence.
 - **Students in an online section:**
 - Videos must be activated and your presence visible during the entire session even when not presenting unless directed otherwise by the faculty member.
 - All students are required to join in faculty group supervision using both audio and video connections through WebEx/Teams. Keep in mind that both verbal and nonverbal behavior

are being assessed by supervisors; therefore, be sure to connect from a confidential location, wear modest clothing, and practice professional verbal and nonverbal behavior during group supervision.

- (All Semesters) **Related or indirect hours**

Note: These courses are full-semester commitments, even if students complete the required hours before the official end date of the semester.

2.3 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.

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 allow 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 student counselor on ways to improve, ultimately improving the services offered to the client—our main objective in tape review. Like the process athletes use to improve their skills, tape review for counselors is an invaluable tool in improving and honing skills. 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.
- While role play is helpful, students participate in many roles plays throughout the duration of their time in the program (e.g. skills & techniques, group, and assessment classes). Therefore, we conceptualize the fieldwork 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 fieldwork activities appropriate to the specific setting.
4. Provide structure for the student to achieve fieldwork objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student's self-report of fieldwork activities, listen to session recordings, provide feedback, plan tasks, and discuss other aspects of the fieldwork experience with the student.
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 student is responsible for uploading these forms onto Canvas.
8. Tevera/LiveText: Provide evaluations of the student's counseling skills and progress through the Tevera/LiveText portal; this process will include verification of the hours that the student submits. This electronic submission is to be input for midterm and final evaluations. We also ask that the supervisor evaluates

their experience with Liberty's students and faculty through Tevera/LiveText as well. A reminder will be sent automatically when these evaluations are due. Your supervisor will receive an email invitation for Tevera/LiveText 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. **Tevera is used for online sections; LiveText is used for residential sections. CORE will replace both Tevera and LiveText in Spring 2024.**

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

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

2.4 Facts to Remember

1. Students must obtain a minimum of 1 hour of supervision per week per site.
2. Most supervisors give their time and expertise with no monetary reimbursement. Students can help their supervisors by lightening their workload through the cases the student takes on and doing clinically related tasks to free up supervisors' time.
3. Some supervisors may charge a fee for services rendered. The student is responsible for any financial cost associated with supervision.
4. Students must check their state board's requirements for supervision if planning to practice in another state after graduation. Some state boards have different requirements than Virginia for the supervisor and supervision.

3.1 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. 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.

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 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.

3.2 Professional Competency & 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 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 abovementioned behaviors constitute violation of the University's Honor Code, and the student's professor will submit an Honor Code Violation and Student Development Referral. This incident will be investigated by the 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.

3.3 Communication

All concerns regarding the course are to be communicated to the course instructor. Students may be then referred to the fieldwork support staff and/or the Director of Clinical Training. Please keep in mind that all communication with the Fieldwork Office will be by email so the student and University have documentation of the outcomes of the communication. Students are expected to be courteous and respectful in all communication with instructors, fieldwork support staff, and the Director of Clinical Training. Unprofessional, discourteous, communication will not be tolerated and will result in remediation procedures up to and including dismissal from the program. For more information, please refer to the Program Handbooks.

As counselors-in-training, students should conduct themselves in a way that is consistent with the ACA Code of Ethics and the Graduate School Honor Code. Thus, students are expected to communicate their concerns and seek to resolve any conflicts or misunderstandings directly with the person with whom the allegation occurred. When a student circumvents the process and contacts University administration (e.g., Dean, Provost, or Chancellor), this action constitutes retaliation and will be sanctioned accordingly. For more information, please refer to the Graduate School Honor Code.

4.1 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. Students can have no more than 20 of the *required* 40 direct contact hours as telehealth for Practicum and no more than 120 of the *required* 240 direct client contact hours earned as telehealth for internship.

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:

- 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
- No more than 50% of telehealth direct client contact hours permitted
- **Students are not permitted to provide telehealth services across state lines**

Please direct all questions regarding the Telehealth and In-Person Counseling Policy to the Fieldwork Office.

4.2 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 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.

4.3 Grading Policy

To pass the course, students must complete the following:

- Earn at least 840 points in the course
- Obtain the required clinical hours (direct client contact, individual supervision, faculty group supervision, related or indirect)
- Receive passing final evaluations by site and faculty supervisors (80 points or higher)
- Adhere to the ACA Code of Ethics at all times
- Complete a minimum of two video recorded sessions (per semester) with a verbatim transcript
- Meet the class attendance policy

Traditional Incomplete

A traditional incomplete is given to a student if they are needing a maximum of two-weeks after the last day of the semester to complete the requirements/hours for the fieldwork course. Students are to request the traditional incomplete by contacting their Faculty Supervisor. Though the supervisor's evaluation of the student weighs heavily on students' final grade, students must also successfully complete the other assignments in the class as outlined in the course syllabus.

Pass/No Pass Policy

P (Pass)

- Must meet all the requirements below:
 - Complete assigned work (see below) and receive at least 840 points for the semester
 - All clinical assignments, which includes, but not limited to, case presentation assignments, peer consultation, evaluations, hours reports, etc.
 - Site supervisor and faculty evaluations
 - Midterm and final hours reports with site supervisor and faculty approval of hours
 - Proof of liability insurance
 - Complete required hours:
 - *Direct:* 40 hours for practicum; 240 hours over two semesters for internship

- *Individual Supervision:* 1 hour per week per site
- *Faculty Group Supervision:* Weekly with no more than 2 absences
 - Absences cannot include the class meeting the student is scheduled to present
 - Showing up to a meeting 15 minutes late or more constitutes an absence
- *Related:* Any other hours completed that pertain to fieldwork or are assigned by the site supervisor
- *Total:* 100 for practicum; 600 hours for internship over two semesters
- As a reflection of student professionalism, all assignments are expected to be completed and submitted during the course of the semester.

NP (No Pass)

If you fail to meet any of the requirements above and/or do not earn a minimum of 840 total points for the semester
Note: Hours earned during the semester do not count when a student fails a fieldwork course

Grade Scale Breakdown:

P (Pass): 840-1010 (online programs) / 840-1000 (residential programs)

NP (No Pass): 0-839

Late Assignments

Course assignments, including discussion boards, exams, and other graded assignments, should be submitted on time. If the student is unable to complete an assignment on time, then he or she must contact the instructor immediately by email. Assignments that are submitted after the due date without prior approval from the instructor will receive the following deductions:

1. Late assignments submitted within one week after the due date will receive a 10% deduction.
2. Assignments submitted more than one week and less than 2 weeks late will receive a 20% deduction.
3. Assignments submitted two weeks late or after the final date of the course will not be accepted.

Special circumstances (e.g. death in the family, personal health issues) will be reviewed by the instructor on a case-by-case basis.

Test/Exams

Penalties will follow the late assignment policy as stated in the course syllabus.

4.4 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/WebEx/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.

4.5 Site/Supervisor Switch Policy

1. 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.
2. It is the student's responsibility to immediately let the Fieldwork Office and faculty supervisor know about any changes to the site and/or supervisor for fieldwork.

3. All required paperwork must be submitted (correctly) within two weeks of switching a site/supervisor at your site, dropping a site/supervisor, or adding a site/supervisor. Example: If your site switches your supervisor on Aug. 30, 2022, our office will need all correctly filled out approval documents by Sept. 13, 2022. This would be two weeks after the switch occurs.
4. Barring any extenuating circumstances, no paperwork will be accepted the last two weeks of the semester.

Time Limitation to Complete the Practicum

Students must complete their practicum hours in one semester. Since the required hours for practicum total 100 hours, students must select a site that will allow them to obtain all of their needed hours at that site. If students find themselves in a situation where the site is not meeting their agreed-upon hours, students should proactively address the situation with the site representative, approved supervisor, and/or faculty supervisor. If needed, students may request to switch to another site. Before changing sites, students must first obtain approval for the site from the Fieldwork Office. Do not wait until the last minute to address any shortage of hours. It takes time to approve another site, so students should carefully monitor their hours.

Important Notes:

- If the student fails to complete the practicum, they will also receive a failing grade for the course. The course must be re-taken, and the hours completed.
- If a student fails or withdraws from the course at any point during the semester, all earned hours will be lost and the student will have to start earning hours from the beginning.
- Hours accrued in excess of the 100-hour requirement will not rollover to the internship.

4.6 Site Dismissal or Course Withdraw Policy

Site Dismissal: If a student is dismissed from a site during fieldwork, the professor will notify the Director of Clinical Training and the Fieldwork Office. The Director of Clinical Training will examine the nature and reason for the dismissal. If the reasons are for professional incompetency as described in the Professional Competency and Remediation Process section of this manual, the student's professor will submit an Honor Code Violation and Student Development Referral. This incident will be investigated by the 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.

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 professor and the Fieldwork Office. 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.

4.7 Videotaping 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. Verbal and written consent of clients is required prior to showing any video recording in class. Therefore, the HIPAA Privacy Authorization and Release Form must be completed by each client prior to presenting in class. The form must not be uploaded to Canvas but kept on file at the student's fieldwork site. The Video Informed Consent Confirmation form must be completed and uploaded to Canvas prior to presenting in class. The face of the student counselor must be easily seen in the recordings. Seating for these recordings should be arranged in a comfortable manner for both student counselor and client but with the preferred option of being able to see both in the session.

The following statement is an example that can be used to introduce videotaping to clients: "As a part of this training, faculty 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 request you to acknowledge that you have been informed about how these recordings will be used and provide your permission and consent...”

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) is not permitted. Please contact the Fieldwork Office if you need further clarification.

Upload your recorded video to LU MyMedia.

- Click on watch.liberty.edu and log into your LU account.
- Click on “MyMedia” and upload the video by clicking “add new.”
- Save the video as your name and presentation number (e.g., Jane Doe, First Case Presentation). Ensure the video is unlisted and make your professor a collaborator. Verify your professor’s Liberty email address beforehand.

Please remove the video from MyMedia after your grade has been posted. You are responsible for this video, and it may only be shared with your site supervisor and professor. **Do not email the link.**

Below are the options for students to fulfill the videotaping portion of the in-class presentations and case presentation assignments:

- 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 student.
- Option 2: Videotaped sessions with camera on student only.

4.8 International Fieldwork Policy

The Department of Counselor Education and Family Studies is aware of many challenges that students living abroad face regarding the completion of the fieldwork requirements. Therefore, the Fieldwork Office has created the following policy in order 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 be sponsored by an American Organization
 - 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 with 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 Clinical Psychologists (LCP with a preferred Psy.D.; all other degrees are reviewed on a case-by-case basis)
 - Licensed Clinical Social Workers (LCSW)
 - Psychiatrists
 - Ph.D./Ed.D. in Counselor Education and Supervision from a regionally accredited university.
- 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 to find 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.

5.1 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 picking 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 have been approved by the Fieldwork Office.

First, 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. Second, make sure that the supervisor can meet the requirements for supervision as well as provide you a minimum of one hour of 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. Finally, 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 within a collaborative, professional matter. A list of currently approved sites may be accessed on our website. You are not limited to these sites; you may submit a site that is not on the list for approval.

Other considerations to keep in mind include:

1. Do the supervisor, activities, and site meet the requirements?
2. Is the clientele of the agency like the clientele whom the student wishes to work with during his/her professional career?
3. 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.)?
4. Does the agency have a large enough client base to have adequate face-to-face client hours to meet course requirements?
5. Are qualified supervisors available who are willing to invest the time to provide a quality fieldwork experience, which includes provision of individual supervision?
6. 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?
7. Is this agency one in which the student might be interested in employment after the fieldwork is completed?

5.2 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 receipt as part of the application and approval paperwork process through SharePoint. The background check website can be found on the [CastleBranch website](#).

- The Liberty Background check page can be found on the [Liberty University Background Check website](#).
- If students have not purchased and completed their fingerprints through CastleBranch in their 500-level course, these will need to be completed prior to applying to fieldwork courses.

5.3 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
- 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.

5.4 Complete Required Approval Documents

Please note that in order 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 to SharePoint. The student should retain copies of all documents for his/her own records.

1. **All approval documents must be submitted to the Fieldwork Office through the SharePoint submission portal 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 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. The time preference for the class the student has been assigned to will be provided with the student's approval. 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. Please see below a list of the **start time** preference options:

- Weekday Morning – Monday through Friday 6am-11:30am (ET) start time
- Weekday Afternoon – Monday through Friday 12pm-4:30pm (ET) start time
- Weekday Evening – Monday through Friday 5pm-9:30pm (ET) start time
- Weekend Morning – Saturday 6am-11:30am (ET) start time
- Weekend Afternoon – Saturday or Sunday 12pm-4:30pm (ET) start time
- Weekend Evening – Saturday or Sunday 5pm-9:30pm (ET) start time

Note: Students must choose two separate preferences when submitting their application.

The Fieldwork Office will place you into a section based on the time preference chosen on your application. Please do not try and drop/re-add yourself to a more preferred section, as students are unable to add themselves to fieldwork courses. If you need to request to be switched to a new section, please email our office and we will review your situation on a case-by-case basis.

Please ensure you are able to accommodate your WebEx/Teams meeting time as our office will be unable to switch you except for dire circumstances that must be first reviewed by our office. Therefore, please try to choose a time preference that will work best for you at the time of application, as we cannot guarantee that your switch request will be granted. 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 WebEx/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/church, they should look for a quiet place at their work/site/church or nearby location they can use to attend WebEx/Teams.
- The student may contact the Fieldwork Office through Tuesday of Week 1, but they cannot be guaranteed a seat in a time slot that will work with their schedule.
- Please note that our office is unable to honor section switches based on a preferred professor. Students are placed in sections that best align with their chosen WebEx/Teams time at the time of application.



Contact Information

Students are expected to contact university personnel with comments, questions, and/or concerns that arise during fieldwork. Generally, it is best to contact us sooner rather than later if challenges arise during your clinical training.

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

Practicum: practicum@liberty.edu

Internship: 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

Internship: 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

Internship: cmhcinternship@liberty.edu

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

For questions about Tevera or LiveText, please contact:

Tevera: COUNTevera@liberty.edu

LiveText: LiveText@liberty.edu

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

For questions not addressed in this manual, please contact:

Michael T. Trexler, Ph.D., LMHC, LPC, NCC, CCMHC, ACS

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