

**LIBERTY UNIVERSITY PASTORAL COUNSELING**  
**INTERNSHIP FIELDWORK CONTRACT**

*Please print neatly in blanks but sign in signature block*

**Student Name & Address:**

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**Site Name & Address:**

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**Internship year:** \_\_\_\_\_

**Internship semester (Circle one):**    Spring       Summer       Fall

**Semester start date:** \_\_\_\_\_

**Semester end date:** \_\_\_\_\_

**Student's Acknowledgement of Cooperation and Responsibilities**

I, \_\_\_\_\_, agree to submit to the oversight of the supervisor named below as I provide at least 150 hours of supervised training experience as a Masters-level fieldwork student for Liberty University's Pastoral Counseling degree program. My hours will be fulfilled during the time period identified above and at the above-listed site unless alternatively contracted. During this time, I will engage in collaborative services (face-to-face contact) as directed by my supervisor. Collaborative services may include spiritual direction, discipleship, lay counseling, life-coaching, individual, couple, family counseling, group counseling, and conducting intakes. I also agree to be available to assist with any additional activities such as active/observational participation in staff meetings, counseling-/discipleship-related administrative work, writing progress notes, filing counseling-related documents, telephone calls, and educationally relevant experiences that would be helpful to the site within the constraints of the hours I work. In all of my work, I will observe the established policies and procedures of the site, cooperating as outlined in the Student Addendum of the Pastoral Counseling Programs Affiliation Agreement.

**Supervisor's Acknowledgement of Cooperation and Responsibilities**

I, \_\_\_\_\_, agree to supervise the student named above in his/her work at the above-listed site during the period identified above and to meet the responsibilities of a supervisor as outlined in the "Supervisor's Responsibilities" attachment to this contract. This includes meeting at least once weekly for individual supervision, regardless of hours the student has spent with care-seekers. To the degree that I am able, I will try to structure the student's time so that he/she will have a minimum of 25 hours of direct care-seeker contact. I understand that this contact may include spiritual direction, discipleship, lay counseling, life-coaching, individual, couple, family counseling, group counseling, curriculum-based small group ministry, and conducting intakes done by the student. I will complete periodic evaluations of the student and, after discussing it with the student, will give him/her the original mid-term and final evaluations to be uploaded to Liberty University's Blackboard.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **SUPERVISOR'S RESPONSIBILITIES**

### **Attachment to Liberty University Pastoral Counseling Internship Fieldwork Contract**

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 typed written evaluations of the student during the semester. Accrued hours are reported and approved during the evaluation process. The supervisor has significant influence on the outcome of the planned ministry-based 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.

Typically, approved supervisors will:

1. Provide a student orientation with the organization and staff unless the supervisor is off-site. This should include such items as organization policies, structure, personnel, and resources.
2. Ensure access to organization manuals, policy statements, and files as needed for the student.
3. Assist the student to refine details of Internship activities appropriate to the specific setting.
4. Provide structure for the student to achieve Internship objectives.
5. Establish weekly supervisory meetings with the student. The supervisor uses this time to hear student's self-report of Internship activities, listen to session rounds, provide feedback, plan tasks, and discuss other aspects of the Internship experience with the student.
6. Critique collaborative services. The supervisor shall have access to all student notes and journal activities.
7. Verify hours accrued and provide evaluations of the student's counseling skills and progress, review these with the student, and give the original typed evaluations to the student. The student is responsible for uploading these forms on Canvas.
8. Initiate immediate contact with the student's professor if problems are encountered with the student during the placement.