

Liberty University PACO Internship Fieldwork Agreement

Student Name: _____ Student LU ID: _____

Student Address: _____

Internship Year & Semester: _____

Site Name: _____

Site Director Name: _____ Site Director Position/Title: _____

Supervisor Name: _____ Supervisor Position/Title: _____

Please check all settings that apply to your site:

- ☐ Church
- ☐ Parachurch
- ☐ Counseling Center

- ☐ Hospital
- ☐ Other: _____

Please check all services that apply to your site:

- ☐ Pastoral Counseling
- ☐ Discipleship/Lay Counseling
- ☐ Marriage & Family
- ☐ Child & Adolescent

- ☐ Substance Abuse
- ☐ Rehabilitation
- ☐ Life Coaching
- ☐ Individual
- ☐ Group
- ☐ Other: _____

Please list at least three examples of the weekly fieldwork duties that the student will be performing:

1. _____
2. _____
3. _____

Student's Acknowledgement of Cooperation and Responsibilities

I, _____, agree to submit to the oversight of the supervisor named above as I complete at least 150 hours of supervised training. My hours will be fulfilled during the semester identified above and at the above-listed site unless alternatively contracted. During this time, I will engage in collaborative services (face-to-face contact). I agree to be available to assist with any additional activities such as active/observational participation in staff meetings and counseling-/discipleship-related administrative work within the constraints of the hours I work. I will observe the established policies and procedures of the site, cooperating as outlined in the Student Addendum.

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 semester defined above and meet the responsibilities of a supervisor as outlined in the "Supervisor's Responsibilities" attachment to this agreement. I will meet with the student once weekly (minimum) for individual supervision, regardless of hours the student has spent with care-seekers. To the degree that I am able, I will structure the student's time to provide a minimum of 25 hours of direct care-seeker contact. I will complete periodic evaluations of the student. After discussing the evaluation, I will give him/her the original mid-term and final evaluations to be uploaded to Liberty University's Canvas.

Student's Signature

Date

Supervisor's Signature

Date

Site Director's Signature

Date

Liberty University PACO Internship Supervisor Responsibilities

Supervisor will keep this document for their records.

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 evaluations of the student during the semester. Accrued hours are reported and approved during the evaluation process. These hours may include spiritual direction, discipleship, lay counseling, life-coaching, individual/group/couple/family counseling, curriculum-based small group ministry, and conducting intakes. The supervisor has significant influence on the outcome of the internship 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 items such 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 to Canvas.
8. Initiate immediate contact with the student's professor if problems are encountered with the student during the placement.