

Marriage and Family Therapy Field Work Manual

PLYMOUTH STATE UNIVERSITY MARRIAGE AND FAMILY THERAPY PROGRAM

**PLYMOUTH STATE UNIVERSITY
MARRIAGE AND FAMILY THERAPY
FIELD WORK MANUAL**



Table of Contents

Acknowledgement Form	3
Mission Statement	4
Section I: Introduction	5
Practicum Overview	5
Internship Overview	6
The Training Lab Overview	7
<u>Section II: Practicum and Internship Policies</u>	<u>7</u>
Sequence and Schedule Requirements	7
Professionalism	8
Unsatisfactory Evaluations	8
Ethical Behavior	8
Insurance	8
COAMFTE Direct Client Contact Requirement	9
<u>Acceptable Client Contact Hours</u>	<u>9</u>
Supervision	9
Documentation of Hours	9
Recordings	10
Limits to Confidentiality	10
Finding and Applying to a Practicum/Internship Site	10
Supervisor Qualifications.....	11
Plymouth State University MFT Program Capstone Requirements.....	12
Section III: Forms and Contracts	15
Appendix A: Practicum Site Agreement	15
Appendix B: Intent to Enroll in Practicum	17
<u>Appendix C: Practicum Hours Summary Form</u>	<u>19</u>
Appendix D: Practicum Student Time Log	22
Appendix E: Sample Informed Consent for Recording Form	23
Appendix F: Student Evaluation of Site	24
Appendix G: Site Agreement – Roles and Responsibilities	26
Appendix H: Internship Hours Summary Form	27
Appendix I: MFT Student Evaluation Form.....	28
<u>Frequently Asked Questions</u>	<u>31</u>



Acknowledgement Form

Marriage and Family Therapy (MFT) Program

I hereby acknowledge receipt of the MFT Program Field Work Manual.

Name _____ **Student ID** _____

Day Phone (_____) _____ PSU Email _____

Signature

Date

Marriage & Family Therapy Program

Mission Statement: Plymouth State University

Plymouth State University serves the state of New Hampshire and the world beyond by transforming our students through advanced practices where engaged learning produces well-educated undergraduates and by providing graduate education that deepens and advances knowledge and enhances professional development. With distinction, we connect with community and business partners for economic development, technological advances, healthier living, and cultural enrichment with a special commitment of service to the North Country and Lakes Region of New Hampshire.

Mission Statement: Marriage and Family Therapy

The mission of the Marriage and Family Therapy Program at Plymouth State University is to prepare students to provide ethical, research-informed, culturally competent relational mental health services to a diverse range of individuals, couples, and families. The program trains students to accomplish this mission by embracing a scholar/practitioner model of systemic family therapy training that is informed by the Plymouth State University Integrative Clusters Model of Learning.

University Accreditation:

Plymouth State University is accredited by the New England Association of Schools and Colleges (NEASC).

SECTION I: INTRODUCTION

This Field Work Manual includes requirements and procedures to be followed by those involved in working with internship students on location in community agencies. Its primary purpose is to formalize and enhance the arrangements among the marriage and family therapy program faculty, practicum/internship on-site supervisors, and graduate student enrolled in field work courses at Plymouth State University. The practicum and internship activities and requirements have been based on the American Association of Marriage and Family Therapy (AAMFT), the guidelines of the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE), and New Hampshire licensure requirements, and marriage and family therapy faculty, teaching lecturer, and student recommendations.

Included in the Manual is an Internship Agreement form. We realize that an internship site may not be able to provide opportunities for every activity. The agreement provides a mechanism for assuring a reasonable degree of uniformity among internship experiences, and for assuring that internship requirements can be completed at a site.

PRACTICUM OVERVIEW

The Practicum is a 100-hour field-based experience designed to help students develop their ability to provide therapy to individuals and groups. Practicum students are responsible for a minimum of **40 direct** and **60 indirect** hours. Practicum is intended to help students integrate the theoretical and skills-based courses they have completed thus far in the Marriage and Family Therapy Program and to prepare students for internship. Practicum students must provide at least 40 hours of direct therapeutic services. Examples of direct hours include:

- Active engagement with clients/students
- Conducting individual therapy sessions
- Family therapy
- Couple therapy
- Leading or co-leading groups
- Client/student intakes or screenings
- Direct systems interventions
- Telehealth

The remaining 60 indirect hours can be spent in other activities including but not limited to on-site supervision, group supervision, observations, presentations, curriculum planning, administrative tasks, staff meetings, reading and researching treatment approaches, advocacy activities, case note documentation, and case conferences. If you are in doubt as to whether a given activity counts as a direct service hour, consult with your practicum/internship supervisor.

Performance-Based Course Objectives (as outlined in the syllabus)

- MFT Practicum Site Agreement (due two months before first term of practicum)
- Liability Insurance (due two months before first term of practicum)

Marriage & Family Therapy Program

- Individual reading lists
- Case Presentations (1 for 100-hour practicum)
- Online supervision
- Weekly onsite supervision
- Bi-weekly on campus supervision
- Final Reflection Papers
- Fieldwork Logbook of hours
- Site Supervisor Evaluation Form
- Course Evaluation (available by e-mail)
- Student Evaluation of Internship Site
- Practicum Hours Summary Form

INTERNSHIP OVERVIEW

The internship is the culminating requirement of the degree(s). It is designed to expose students to a range of experiences that will enhance their personal and professional growth as clinical mental health counselors. The supervised setting of the internship is a unique opportunity to work with a highly qualified, experienced, licensed professional. This experience enables the student to actively demonstrate a working knowledge of the theory and skills learned over the course of time in the M.S. in couples and family therapy program, providing an opportunity to implement theory into action. By assisting students in developing their own integration of therapeutic skills and personal attributes, the internship experience allows for the development of expertise in systemic therapy. This interaction is essential in the student's development of an effective personal therapy style and clinical/systemic skills and simultaneously enhances the student's growth as a person. One-on-one, triadic, live, and group supervision are invaluable facets of the process as they allow for the improvement of the student's skills and case conceptualizations. Further reinforcement and exploration of skills and case conceptualization are encountered during the seminar portion of class as both faculty supervisor and fellow internship students discuss and share work-related experiences, make formal case presentations, and engage in group supervision.

The marriage and family therapy internship experience is 900 total hours (9-credits). All interns must complete 460 direct client contact hours at their chosen site. The remaining 440 hours are in-direct. All students registering for 3 credits of internship are expected to complete coursework associated with MFT 5900 Seminar and Internship in Marriage and Family Therapy (Please refer to most current syllabus). See the practicum section for examples of direct and in-direct hours.

Performance-Based Course Objectives (as outlined in the syllabus)

- MFT Internship Site Agreement (due two months before first term of internship)
- Liability Insurance (due two months before first term of internship)
- Individual reading lists
- Case Presentations (3 for 900-hour internship)
- Bi-weekly online supervision

Marriage & Family Therapy Program

- Weekly onsite supervision
- Bi-weekly on campus supervision
- Final Reflection Papers
- Fieldwork Logbook of hours
- Site Supervisor Evaluation Form
- Course Evaluation (available by e-mail)
- Student Evaluation of Internship Site
- Internship Hours Summary Form

Please note, if the student has not accrued the required client contact or supervision hours at the end of the year, they must re-enroll in MFT 5100 or MFT 5900 until the required therapy and/or supervision hours have been accrued.

THE TRAINING LAB OVERVIEW

The training lab is a training center for graduate-level students in the Marriage and Family Therapy. The primary mission of training lab is to train students to work effectively in a clinical/assessment based setting. Services that students receive training in could include therapy (e.g., individual, couple, family, child, and group), supervision training, mentoring, career exploration, and wellness. Note, the training lab adheres to the mission, vision, and process of the Marriage and Family Therapy Program.

The training lab facilities include a waiting room area, Supervisory Hub, and six center rooms, which are equipped for digital recording, live monitoring, and live supervision of session. The waiting area includes a multipurpose printer and a work station for the Clinic Graduate Assistant (GA). In addition to being designed for supervision, each center room is also equipped to be a clinical workroom, furnished with state-of-the-art technology and computers, and one room serves as a classroom. An additional monitoring area within the Center is the Supervisory Hub. This is a digital recording control room, which has a unique supervision station assigned to every center room. The training lab utilizes digital technology in recording the sessions. Students will use a flash drive that holds, at minimum, 32 GB to store sessions. Students must keep all client materials within the clinical area, which will be supervised at all times. This means that flash drives and/or client flash drives are not permitted to leave the clinic area. Practicum instructors and clinic staff will facilitate the storage of flash drives on site.

SECTION II: PRACTICUM AND INTERNSHIP POLICIES

Sequence and Schedule Requirements

Field placements are viewed as culminating field-based experiences that should be completed just prior to the completion of a graduate degree program, and upon successful completion of all prerequisites as outlined in the Field Work Manual. The practicum and internship must be completed in a maximum of five consecutive semesters, or 1 ½ full calendar year.

Permission of the internship instructor must be obtained 7 weeks prior to the date when the student plans to begin internship and enroll in the course.

Professionalism

While it is difficult, and hopefully unnecessary, to define and elucidate all aspects of professional conduct here; a few specific guidelines are offered:

- Do not **"chat"** about clients or practicum/internship experiences in any non-practicum setting. This would include **hallways, other classes, restaurants, etc.** Confidentiality must be maintained, and everything that is practicum/internship-related is considered confidential. Violations of this guideline would **constitute grounds for dismissal from the program.**
- Dress professionally. Professional dress does not include jeans or sports attire. If you are unsure about what constitutes appropriate clothing or how it affects the delivery of effective service, please discuss this with your supervisor or instructor.
- Familiarize yourself with your site's recording equipment.

Unsatisfactory Evaluations

In the event the on-site internship supervisor gives a student a negative written evaluation, the internship instructor will advise the Marriage and Family Therapy Program of the concern and request discussion during a faculty meeting. The faculty members, along with the internship instructor, will arrange for a meeting with the student in order to review his or her specific situation. The department faculty, along with the internship instructor and the internship coordinator, will determine if the student may continue the internship, if the student should receive a grade of unsatisfactory, and if the student will be required to do additional internship hours. Appropriate courses of action will be established.

MFT students who receive a grade of unsatisfactory or who withdraw must have written permission from their internship instructor and the program coordinator to be permitted to enroll again for internship. The internship instructor and the program coordinator will determine when the student may retake the internship. When the coordinator and the instructor are the same individual, the department faculty will appoint a second faculty member.

Ethical Behavior

Students are expected to demonstrate the highest level of ethical behavior, as set forth by the American Association of Marriage and Family Therapy (AAMFT) Code of Ethics. Unethical behavior will not be tolerated and will be considered cause for dismissal at any time during the student's program.

Insurance

All students registered for practicum and internship must provide documentation of professional liability insurance. This insurance may be obtained privately. However, AAMFT provides low cost student liability insurance. We recommend that you obtain your insurance from the AAMFT Insurance Trust, although you reserve the right to choose your insurance company.

COAMFTE Direct Client Contact Requirement

Marriage & Family Therapy Program

The minimum requirement for client contact hours for Masters students is 500 hours (40 = practicum and 460 = internship), by the time a student is ready to graduate. Client contact is a professional service provided to a client (s), measured in increments of one hour. These increments are rounded up to the nearest half hour. For example, 20 minutes spent with a client is recorded as .5 hour; and ½ hour spent with a client is also .5 hour. A 45 minute session with a client would be recorded as 1 hour, 1 ½ hours spent with a client would be recorded as 1.5 hours; 1 hour and 45 minutes would be recorded as 2 hours, and so on.

Each student must receive a minimum of one hour of individual supervision or two hours of group supervision within each calendar week that services are provided in order for any practicum/internship hours to be counted. Group supervision can occur in one hour segments, but must be in the same week. No hours of direct experience can be approved if the required amount of supervision is not received during each calendar week in which services were provided.

- Additionally, all students must receive a minimum of one hour of individual supervision or two hours of group supervision for every 10 client contact hours (two hours of group supervision are equal to one hour of individual). This minimum requirement is referred to as the 10:1 ratio. Additionally, no more than six hours of supervision, whether individual or group, may be accrued during a single week.
- Each COAMFTE accredited institution provides information that demonstrates its sufficient supervisor to student ratio. The Plymouth State University Marriage and Family Therapy program evaluates the ability for site supervisors to meet with students for one hour of individual supervision every week through the *Practicum/Internship Evaluation of Practicum/Internship Site Form*. The question on the form that directly addresses this expectation is below.
- The COAMFTE standard for field-experience courses is a maximum of 8 students. The Plymouth State University Marriage and Family Therapy program field work courses have an 8:1 student/supervisor ratio.

My supervisor provided individual supervision on a weekly regular basis.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

Acceptable Client Contact Hours

- **INDIVIDUAL:** face-to-face contact with an individual, where student and client are both in the same room.
- **RELATIONAL:** contact with a couple, a family, a child and that child's caregiver, siblings, or other individuals related by blood or marriage, and/or living in the same household, or group sessions (where the client resides in residential placement, or a school setting). Note that 250 of the 500 hours must be relational. The remaining 250 can be individual, relational, or a blend of both.
- **ALTERNATIVE:** Alternative client contact hours are considered teamwork and consultation hours. This may take on different appearances in different settings, but

Marriage & Family Therapy Program

alternative client contact hours always represent a service to the client or to the community. They are distinct from supervision hours, where the focus is on the intern's learning. COAMFTE only allows 100 hours, of the total 500, to be "alternative hours". Some examples of alternative hours include: A MFT Intern is with the team, behind the one way mirror, actively participating in a colleague's case.

Supervision

The COAMFTE Requirement: COAMFTE requires 100 hours of supervision for graduation. All of these hours must be with an AAMFT Approved Supervisor. Typically, this supervisor will be a faculty supervisor, although, if a therapist has an onsite supervisor with the AAMFT Approved Supervisor credentials, these supervision hours may count as well. Faculty supervisors should be consulted if there are questions in this area. Most often however, internship sites do not have AAMFT Approved Supervisors, however, your faculty supervisor is an AAMFT supervisor. Non-AAMFT approved site supervision is important and invaluable in its orientation to the real therapeutic world, but it is NOT counted towards the supervision requirement.

Of these 100 hours with an AAMFT Approved Supervisor, unless your site is approved as an exception, 50 hours must be live (based on direct observation or digital recording). Site supervisors are required to provide 1 hour of weekly supervision to practicum/internship students.

Documentation of Hours

Documentation of client contact and supervision hours must include the date, type of session (i.e., family, couple, or individual), and length of each session. Students must keep a copy of all completed and signed forms during their entire program and for future licensure needs.

Recordings

Session recordings and supervision are the core of the internship experience. It is extremely important that students have a reliable device capable of producing clear, audible recordings. When meeting for supervision, students will need to cue the recordings to the places that illustrate issues/questions they would like addressed in individual and group supervision. Students are required to use actual work samples in both their site and on-campus supervision. In order to record sessions or counsel clients under the age of 18, students must have written parental permission. Over the age of 18, clients may sign their own consent forms. Usually, the site in which students are working has its own consent form and specific policies around session recording. Please follow the site procedures for informed consent and for audio and video recording.

Limits to Confidentiality

Before beginning a treatment intervention with an individual, family, couple, or group, students must be sure to obtain informed consent. This needs to include information regarding the limits of confidentiality, clearly notifying clients of mandated reporting laws and the duty to warn if they say anything that the student believes will bring harm to themselves and/or others. Students

Marriage & Family Therapy Program

need to let clients know that they are interns, who their site-supervisor is, and that they will be discussing their work with the supervisor. They also need to let clients know that they attend a weekly seminar and that they will be discussing clinical work there as well. Students can inform clients that their university supervisor and classmates will not be given identifying information.

Finding and Applying to a Practicum/Internship Site

Preparing for field placement requires planning. It is essential that students begin surveying potential practicum/internship sites two semesters prior to beginning the internship. It is not unusual for students to visit potential internship sites, tour facilities, inquire and get to know clinical directors at least one semester before they anticipate beginning practicum and internship.

The following important documents **must be submitted** to the field placement coordinator **prior** to beginning an external practicum or internship:

- The original signed copy of the internship contract (field placement).
- A copy of the AAMFT Supervisor Certificate, if applicable.
- A brochure or written information about the internship site.
- A written digital recording informed consent document (see template) tailored to the particular site the student is attending.

Note: If the agency has not been approved or is not on the list, but would agree to accept the student as an intern, the above documents should be submitted to the internship coordinator for site approval. When the site has been approved, the student can begin their internship.

On-Campus Supervisor Qualifications

Practicum or Internship Faculty within the MFT program at Plymouth State University will meet the following qualifications:

1. Hold a graduate level degree in MFT or a closely related profession.
2. Hold an active state MFT license in their state, province or country.
 - The license must be a full license which allows the faculty Member to practice Marriage & Family Therapy independently.
3. Complete or be enrolled in a pre-approved 30-hour AAMFT Supervision Fundamentals training course.
4. Be an AAMFT Clinical Member and Approved Supervisor or Supervisor Candidate.
5. Evidence 2 years of post-licensure field-experience
6. Submit annual proof of continuous liability insurance

On-Site Supervisor Qualifications

Marriage & Family Therapy Program

If supervising an MFT student, ensure that one is a licensed therapist (i.e., LMFT, LCMHC, Licensed Psychologist, or LCSW) with at least two years of experience.

- It is preferable if local supervisors must be state approved supervisors defined as either being registered on a state approved list, if states have one, or meet the state specific post-degree requirements for supervising MFTs.
- It is preferable that site supervisors, who are not MFTs, have course work and training in systemic therapy and systemic supervision.

Plymouth State University MFT Program Capstone Requirements

All graduate students must complete "capstone project" in order to qualify for graduation. In the Marriage and Family Therapy Program, the Capstone Project takes the form of a Case Presentation, to be done after documenting the completion of most (at least 300) of the 500 clinical contact hours during the student's internship year. The format is designed to serve as a comprehensive written and oral examination, centered on application of the student's learning while in the program. The Case Presentation materials are made available to the core MFT full-time and part-time faculty upon completion.

This project is designed to help the student integrate their learning experiences in the program. Toward the end of the internship, the student will apply for the Case Presentation at least one month prior to the scheduled presentation. Students will receive an outline of all of the requirements of the presentation within the internship syllabus. The case to be presented will be taken from the student's caseload during the internship and must be of a session with either a couple or family. A written summary, an oral presentation, and presentation of edited pieces of videotape will be required. The student must obtain a release of information from the clients, signed by all family members involved in the case. Clinical material must be disguised to protect the family's confidentiality, using proper precautions and procedures.

The presentation will be graded on a pass/fail basis, with the faculty supervisor using pre-set criteria to judge the quality of the presentation and the student's degree of proficiency in handling him/herself in a clinical situation. Credit for completion of the Capstone Project will be given on recommendation of the core faculty internship supervisor and on documentation of completion of the 500 clinical contact hours. Upon passing, the student will be permitted to file for graduation, given that all other requirements have been completed. Failing the presentation suggests that the student has a serious deficiency in their capacity to function in a clinical setting. In such cases, a plan for remediation will be drawn up with the MFT Program Director and advisor, which may involve one or more of the following actions, depending on the particular circumstances: Repeating the Case Presentation, undertaking additional clinical contact in a supervised setting with more intensive faculty supervision, receiving a recommendation for therapy out of the program.

The purpose of the case presentation is to demonstrate clinical proficiency. This is accomplished by showing how students formulated and implemented a coherent plan for treatment. The digital recording excerpts should be used primarily to demonstrate to a professionally trained audience what the student did, not to illustrate family interaction. Students are prepared to give a pre-

Marriage & Family Therapy Program

timed thirty-minute oral presentation, delivered to the internship core faculty member and other MFT interns. Students should provide:

- (a) Between 5 and 10 minutes of edited digital recording, cued and ready to show. The digital recording can be of multiple segments of the same session or of multiple sessions, if desired;
- (b) Sufficient copies of a case summary (no more than 5 pages) for faculty and interns. Case summary information should protect client confidentiality and include: genogram, family composition, and presenting problem;
- (c) A written transcript of all video segments shown. Ten additional minutes at the end of the presentation will be available for questions by faculty and interns.

Using the case selected, students must demonstrate their skills and understanding of the clinical process, as well as of the client and treatment systems, in each of the following areas:

A) Conceptual (Theoretical rationale):

- 1) Systemic Orientation
- 2) Metaframeworks domains
- 3) Role and function of the therapist regarding:
 - a) Self-disclosure of therapist
 - b) Hierarchical stance of therapist
 - c) Attitude toward differences between therapist and family (due to: operating styles, gender, ethnicity/race, class, religion, and life-cycle stage)

B) Perceptual (Observational data based on chosen conceptual frame)

- 1) Assessment data (bio-psycho-social) regarding estimated resources (strengths) and constraints (weaknesses) of:
 - a) Individuals (including any relevant DSM dx)
 - b) Family/Relational System Dynamics
 - c) Extrafamilial Systems, if relevant
 - d) Person/self of the therapist
- 2) Rationale for selective attention to observations

C) Executive (Processes, assessments, and interventions)

- 1) "Blueprint"
 - a) Joining/Engaging in treatment
 - b) Problem Identification
 - c) Hypothesizing
 - d) Planning/Contracting
 - e) Conversing/intervening
 - i. change-facilitating language
 - ii. change-facilitating technique
 - f) Reading feedback from:
 - i. In-session family behavior/process

Marriage & Family Therapy Program

- ii. Reported out-of-session family behavior/process
 - iii. Therapist's subjective responses
 - 2) Handling of treatment phases, including termination
 - 3) Case management
 - a) Timing and pacing of interventions
 - b) Administrative procedures followed (i.e., describe how intake record was produced, progress notes, summaries, consultations, referrals made and other collaborations, releases signed, protection of confidentiality, etc.)
 - c) Clinical/referral context of treatment (including larger systems)
 - i. Constraints
 - ii. Resources/opportunities
- D) Description of any actual or potential ethical dilemmas or problems and how handled.

The written material provided should be prepared with a view to demonstrate student awareness of how their case was handled in light of each of the above-mentioned topics, **NOT** to demonstrate student scholarly knowledge of them. One suggestion is to write a case narrative, which includes the above outline numbers and letters in brackets.

**SECTION III: FORMS AND CONTRACTS
APPENDIX A**



**Plymouth State University Marriage and Family Therapy Program
Practicum Site Agreement**

Each party is responsible for initialing next to the responsibilities outlined, filling out the required information, and signing and dating the bottom of the agreement. Failure to complete any area will forfeit the practicum agreement.

Site Supervisor's Responsibilities:

- _____ If supervising a MFT student, ensure that one is a licensed therapist (i.e., LMFT, LCMHC, LCSW) with at least two years of experience.
- _____ Provide an opportunity for the practicum student to observe your work with clients if feasible in your setting.
- _____ Provide opportunities for the practicum student to obtain 100 hours of practicum experience (at least 40 direct hours with students/clients).
- _____ Provide opportunities for the practicum student to counsel individuals, couples, families, and groups, and to record sessions for review in university supervision.
- _____ Provide individual supervision for one hour per week that the student is on site.
- _____ Provide a formal written evaluation of the student's performance.
- _____ Consult with the Practicum Instructor and the student at the beginning and the end of the practicum placement. The initial meeting is to clarify practicum expectations and the final meeting is to review student performance.
- _____ Regularly keep the Practicum Instructor apprised of any significant problems that arise regarding the student's performance or site issues that would interfere with the student's successful completion of the field experience.
- _____ Review the PSU MFT Program Field Work Manual prior to beginning your supervision with the MFT student

Student's Responsibilities:

- _____ Complete the fieldwork hours (100 total and 40 direct) as defined in this agreement.
- _____ Consult immediately with Site Supervisor if issues of client safety emerge.
- _____ Provide therapy to couples, families, individuals, and groups as assigned by their site supervisor.
- _____ Complete all required documentation of delivered services (Time Log).
- _____ Behave in a professionally ethical manner (as defined by the AAMFT Code of Ethics).
- _____ Actively participate and come prepared to on-site and university-based supervision.
- _____ Attend and complete all requirements for biweekly Practicum Seminar and biweekly online supervision by deadlines indicated in course schedule.
- _____ Identify practicum goals and demonstrate ability to critique self appropriately.
- _____ Demonstrate ability to receive and incorporate feedback.

University Program Director Responsibilities:

- _____ Provide an orientation to practicum to incoming students.
- _____ Facilitate and coordinate off-campus practicum placements.
- _____ Maintain the practicum section of the MFT Field Work Manual and provide copies to site supervisors and students

University Supervisor Responsibilities

- _____ Support student in developing and working toward appropriate practicum goals.
- _____ Consult with student and or site supervisor regarding any emerging issues with student placement.
- _____ Develop remediation plans as needed.
- _____ Provide supervision and supplemental individual or group supervision.
- _____ Provide formative and summative feedback to supervisee.
- _____ Participate in an exit interview with site supervisor and student to review the placement experience and to discuss student evaluation.

STUDENT INFORMATION	
Name of Student	
SITE INFORMATION	
Name of Site/Organization	
Phone Number	
Address	
SITE SUPERVISOR INFORMATION	
Name of Supervisor	
Title	
Highest Degree	
Years of Experience	
License type	
Phone Number	
E-mail Address	
PRACTICUM AGREEMENT	
Practicum Start Date	
Practicum End Date	

I have read and agree to my responsibilities as outlined in this agreement.

Site Supervisor's Signature

Date

Student's Signature

Date

University Supervisor's Signature

Date

Field Experience Coordinator's Signature

Date

APPENDIX B

Intent to Enroll in Field Experience in Marriage and Family Therapy

Please fill out the following information and submit this form to: Marriage and Family Therapy Program Attn: Field Work in Marriage and Family Therapy Coordinator.

Name: _____

Home Phone: _____ Cell Phone: _____ Date: _____

Home Address: _____

PSU E-Mail Address: _____

Practicum in Marriage and Family Therapy Prerequisite Courses Completed

GENERAL COURSES			
Course #	Course Title	Term, Year	Grade
CO 5020	Counseling Skills		
CO 5040	Social Behavior and Diversity		
CO 5260	Theories of Counseling and Personality		
CO 5430	Assessment and Consultation		
CO 5070	Research Design in the Helping Professions		
CO 5780	Working with Youth and their Systems		
CO 5130	Psychopharmacology & Biological Bases of MH		
CO 5600	Foundations of Mental Health Counseling		
CO 5670	Working with Children and Families		
CO 5710	Crisis and Trauma Counseling		
CO 5720	Substance Abuse and Co-Occurring Disorders		
CO 5770	Psychopathology		
CO 5790	Assessment, Diagnosis, and Treatment Planning		
MARRIAGE AND FAMILY THERAPY CORE COURSES			
MFT 5010	Foundational Methods in Marriage and Family Therapy		
MFT 5020	Current Issues in Marriage and Family Therapy		
MFT 5030	Foundations and Ethics in Marriage and Family Therapy		
MFT 5040	Human Sexuality		
MFT 5100	Practicum		
MFT 5900	Seminar and Internship in Marriage and Family Therapy		

Student Signature _____ Date _____

Your signature indicates that you have successfully completed the above requirements.

Marriage & Family Therapy Program

Possible placements identified in consultation with your Academic Advisor:

Name of Placement	Name of Possible Supervisor	Phone Number
1.		
2.		
3.		

Please indicate your preferred travel distance: (e.g., within 30miles of Concord)_____

Note: we will attempt to secure a nearby site but cannot guarantee one will be available.

Academic Advisor Signature_____ Date_____

Field Experiences Coordinator Signature_____ Date_____

APPENDIX C

Practicum Hours Summary Form

AAMFT Approved Supervision Hours

University Group Supervision	University Individual/Triadic	Site Supervision

Practicum Hours

Total Indirect hours	Total Relational hours	Total Direct hours	Total Practicum hours

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____
Recommend for Internship? Yes No

University Supervisor Signature: _____ Date _____
Recommend for Internship? Yes No

APPENDIX D: Practicum in MFT Student Time Log

Student Name _____

Semester & Year _____

Date	Activities Please include site supervision <i>and its length</i> in your description here when it occurs. For example, <i>site supervision (1/2 hour), process notes...</i> <i>Reminder: 1 hour of documented weekly site supervision is required</i>	Indirect Hours (includes site supervision)	Direct Hours	Total Hours	*site supervisor initials	University Group Supervision	University individual/triadic Supervision
TOTALS							

*Site supervisor should initial next to hours logged during weekly supervision, but need not sign each line

Site supervisor signature _____

University supervisor signature _____

APPENDIX E
Sample Informed Consent for Recording Form

Dear (Parent/Guardian/Client):

My name is (insert name), and I am currently a student in the (Marriage and Family Therapy) program at Plymouth State University. As the culmination of my academic training, I am completing my practicum/internship at (insert name of site) under the supervisory guidance of (insert site supervisor's name).

Throughout this experience, I am encouraged to develop and practice my therapeutic skills in order to ensure that I provide the best possible services. To facilitate my clinical training, it is highly recommended that I audio and/or video record my sessions with (students/clients). These recordings will be used strictly for academic purposes and will not be labeled with identifying information. The recordings may be viewed by my direct site supervisor and colleagues at (name of site), and my university supervisor and classmates at Plymouth State University. The recordings are the property of the PSU Marriage and Family Therapy Program and shall not be shared with others besides the site supervisor, university supervisor, and seminar members.

In recording sessions, your privacy is of the utmost importance. Any site supervisor, university supervisor, colleague, or classmate who views these sessions is to keep all information strictly confidential. Additionally, these recordings will be stored in a secure, password-protected location (e.g., computer), transported via a locked bag/box, and promptly erased at the end of the term. While it is critical that your information be kept private, there are a few limitations whereby confidentiality may be breached:

- 1) If you are in danger of hurting yourself or someone else.
- 2) If there is suspicion of abuse, maltreatment, or neglect of a child or an incapacitated adult.
- 3) If the court system or Board of Mental Health orders the release of records.
- 4) If you sign a release requesting outside consultation or information.

Your participation in recording is voluntary and nonparticipation will not affect treatment. If you have any questions or concerns, please feel free to contact me at (your contact information), my site supervisor (name of site supervisor) at (contact information), or my university supervisor (name of university supervisor) at (contact information).

By signing this form, I agree for my therapy sessions to be recorded and used for supervisory and educational purposes.

This release will be effective from (first day of term) to (last day of term).

Printed Client/Parent Name

Client/Parent Signature

Date

Printed Student Name

Student Signature

Date

APPENDIX F

Practicum/Internship Student Evaluation of Practicum/Internship Site

This information may be shared with prospective Practicum in Marriage and Family Therapy students seeking information about potential sites

Name and Location of Practicum Site _____

Name of Field Supervisor _____

Number of hours student was on site _____

Please respond to the following questions using a following scale:

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

1. My experience at this site provided adequate opportunities to meet with multiple clients for individual, couple, and family therapy.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree
2. My experience at this site provided adequate opportunities to do small group therapy.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree
3. This site provided a welcoming atmosphere.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree
4. I was encouraged to participate in staff meetings, professional development opportunities, and other experiences that broadened my understanding of the role of a marriage and family therapist.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree
5. This experience enhanced my professional identity as a Marriage and Family Therapist.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree
6. The expectations of my supervisor were appropriate to my level of training.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree
7. My supervisor provided individual supervision on a weekly regular basis.
1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

Marriage & Family Therapy Program

8. My supervisor was available to me (or provided other supervision resources) outside of regularly scheduled supervision times on an as needed basis.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

9. My supervision helped me develop my systemic therapy skills.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

10. My supervision helped me develop case conceptualization skills.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

11. My supervision helped me to be a more culturally responsive therapist.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

12. My supervision contributed to my professional development.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

13. My supervision helped me to better understand ethical decision making.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

14. I felt valued by my supervisor.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

15. I would recommend this supervisor to another practicum student.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

16. I would recommend this practicum site to another student.

1=strongly disagree 2=somewhat disagree 3=somewhat agree 4=strongly agree

Optional:

Would you be willing to have prospective practicum students contact you for further information? Yes No

Name: Contact preference (phone or email):

Please add any additional comments that you have below and on the back of this page:

APPENDIX G: Internship Site Agreement

MARRIAGE AND FAMILY THERAPY PROGRAM

The Internship Site Supervisor

I have read the Marriage and Family Therapy Handbook and Field Work Manual and agree to abide by its provisions.

Therefore, I accept the responsibility of supervising _____ (student name)

from _____ (start date) to _____ (conclusion date).

Site Supervisor Name (print): _____ Telephone: _____

Site Supervisor Signature: _____ Date: _____

Email Address: _____

Name of Site: _____

Address: _____

Highest Degree Earned: _____ Date of Degree: _____

Years of Experience: _____ License Type and Number : _____

The Student/Intern

I agree to comply with the role and responsibilities of the Intern as described in the Marriage and Family Therapy Handbook and Field Work Manual.

Intern Name (print): _____ Telephone: _____

Intern Signature: _____ Date: _____

Email Address: _____

University Supervisor

I agree to comply with the roles and responsibilities of the University Supervisor as described in the Marriage and Family Therapy Handbook and Field Work Manual.

University Supervisor Name (print): _____ Telephone: _____

University Supervisor Signature: _____ Date: _____

Email Address: _____

Site Supervisor's Responsibilities:

- Be a licensed professional in the state where supervision is occurring.
- Provide an opportunity for the student to observe your work with counselees if feasible in your setting.
- Provide opportunities for the internship student to obtain 900 hours of internship experience (at least 500 direct hours with clients and, of the 500 direct hours, 250 must be relational).
- Facilitate opportunities for the student to counsel individuals and groups, and to regularly audio/video record sessions for review in university supervision.
- Provide individual supervision for one hour per week that the student is on site.
- Provide a formal written evaluation of the student's performance after each term.
- Consult with the Field Experience Coordinator and the student at the beginning of the internship placement. The initial meeting is to clarify internship expectations.
- Regularly keep the University Supervisor apprised of any significant problems that arise regarding the student's performance or site issues that would interfere with the student's successful completion of the field experience.
- Participate in one final meeting with the student and the University Supervisor to review student performance.

Site Supervisor Compensation: To thank you for your time and support, you will receive a 12-month appointment as an affiliate faculty member of the Marriage and Family Therapy program. Benefits of this appointment include access to Lamson Libraries state of the art databases.

Site Supervisor's Initials: _____

Student's Responsibilities:

- Complete the fieldwork hours (900 total and 500 direct, 250 relational) as defined in this agreement.
- Consult immediately with Site Supervisor if issues of client safety emerge.
- Counsel clients in relational, individual, and group therapy sessions as assigned by their site supervisor.
- Complete all required documentation of delivered services (Logbook).

Marriage & Family Therapy Program

- Behave in a professionally ethical manner (as defined by AAMFT Code of Ethics and agency policies).
- Actively participate and come prepared to on-site and university-based supervision.
- Attend and complete all requirements for biweekly Internship Seminar and supervision by deadlines indicated in course schedule.
- Identify internship reading goals and demonstrate ability to critique self appropriately.
- Demonstrate ability to receive and incorporate feedback.

Student's Initials: _____

Field Experiences Coordinator Responsibilities:

- Provide an orientation to internship for incoming students.
- Facilitate and coordinate off-campus internship placements.
- Connect with prospective supervisors and internship students to determine appropriateness of placement and to clarify placement expectations.
- Maintain the Field Placement Handbook and provide copies to site supervisors and students.

University Field Experiences Coordinator's Initials: _____

University Supervisor Responsibilities:

- Conduct initial site visits for new placements or coordinators.
- Support student in developing and working toward appropriate internship goals.
- Consult with site supervisor on a biweekly basis regarding any emerging issues with student placement.
- Develop remediation plans as needed.
- Provide individual, group supervision/triadic, and online supervision.
- Provide formative and summative feedback to supervisees.
- Participate in an exit interview with site supervisors and students to review the placement experience and to discuss student evaluations.

University Supervisor's Initials: _____

**Appendix H
Internship Hours Summary Form**

AAMFT Approved Supervision Hours

University Group Supervision	University Individual/Triadic	Site Supervision

Practicum Hours

Total Indirect hours	Total Relational hours	Total Direct hours	Total Practicum hours

Student Signature _____ Date _____

Site Supervisor Signature _____ Date _____
Recommend for Graduation? Yes No

University Supervisor Signature: _____ Date _____
Recommend for Graduation? Yes No

APPENDIX I
Evaluation Form For:
Practicum and Internship in Marriage and Family Therapy

Intern's Name: _____

Supervisor's Name: _____

Please rate your student's performance in the following areas using a scale of 1-4 where:

1= Inadequate

2= Adequate

3=Above Average

4= Excels

N/A= Unable to Assess

	Performance	1	2	3	4	N/A
1.	Demonstrates the use of self as a couple and family therapist					
2.	Demonstrates an openness to supervision					
3.	Implements feedback into action					
4.	Demonstrates the ability to adhere to and apply the ethical standards of professional organizations and credentialing bodies.					
5.	Demonstrates the ability to apply and adhere to ethical and legal standards in therapy					
6.	Demonstrates knowledge of systems theory					
7.	Demonstrates application of systems theory					
8.	Provides case conceptualization from a systemic lens					
9.	Coordinates effective strategies to promote client understanding of and access to a variety of community resources.					
10.	Develops relational interventions					
11.	Demonstrates knowledge of contemporary couples issues					
12.	Demonstrates knowledge of contemporary family issues					
13.	Sensitivity to issues of diversity					
14.	Demonstrates substance abuse knowledge					
15.	Applies current record-keeping standards related to the mental health setting.					

Marriage & Family Therapy Program

16.	Demonstrates the ability to recognize his or her own limitations as a marriage and family therapist and to seek supervision or refer clients when appropriate.					
17.	Demonstrates knowledge of physical and sexual abuse					
18.	Demonstrates knowledge of violence and intimate partner violence					
19.	Demonstrates an understanding of the basic classifications, indications, and contraindications of commonly prescribed psychopharmacological medications so that appropriate referrals can be made for medication evaluations and so that the side effects of such medications can be identified.					
20.	Applies relevant research findings to inform the practice of systemic therapy					

Learning Outcomes

The following are the seven student learning outcomes for the MFT Program. Please rate the trainee’s progress on each of these key program goals.

	Student Learning Outcomes	1	2	3	4	N/A
21.	Students will demonstrate awareness and regulation of self in system including engagement with cultural and contextual differences					
22.	Students will demonstrate MFT clinical competency skills					
23.	Students will demonstrate knowledge of MFT legal and ethical guidelines and professional standards					
24.	Students will demonstrate an applied knowledge of MFT historical and current theoretical information					
25.	Students will demonstrate knowledge and skills as a researcher in the field of MFT					
26.	Students will understand and apply principles of inclusion and social justice into their practice as an MFT					
27.	Students will develop the ability to evaluate clinical situations for ethical, legal, and professional issues affecting therapy					

Marriage & Family Therapy Program

Please address areas of demonstrated strength:

Please address areas of needed improvement:

I have read and discussed this evaluation with my supervisor.

Student's signature: _____ Date: _____

Student's comments:

_____ has completed _____ hours of internship and has received _____ hours of individual supervision.

Supervisor's signature: _____ Date: _____



FREQUENTLY ASKED QUESTIONS

Some of the most frequently asked questions by practicum/internship students

Q. Who should I speak with about internship/practicum questions?

The Field Experience Coordinator is your first source for questions regarding starting, maintaining and completing internships. In addition, you may speak with your program director or faculty advisor.

Q. What are the requirements of a student prior to beginning practicum/internship?

All students must obtain professional liability insurance, find a site, and fill out a contract with the site and site supervisor.

Q. How do I find a site?

There are a couple of ways to find a site. Explore the site list that is available at our online Moodle 2 website. Each site has information on what the site offers and who to contact. You should be ready with a Resume and cover letter and be prepared to send or take it to the field coordinator for an interview. If a student locates a site not listed on the site list, the site may be come approved for student interns by providing information to the internship coordinator for a review. This review determines if the site meets minimum standards.

Q. How long will I have to commit to a site?

We encourage students not to change sites because most sites require a two term commitment and it can be very difficult to find an additional field placement that is willing to take you for just one semester. However, if things are not working out, adjustments can be made through the field experiences coordinator.

Q. What if I start the field based placement and determine it's not a site I want?

Contact the field experience coordinator immediately, she/he will discuss with you the reasons you wish to change sites. Each case will be handled on an individual basis.

Q. If I have questions about my clients who can I speak to?

Your site supervisor and any other clinical supervisors approved at your site as well as your PSU faculty advisor.

Q. What paperwork do I need to submit if I decide to add a secondary site?

You must submit a new completely signed contract to the field experience coordinator, as soon as possible. Refer to the resource website for forms.

Q. Can I accrue hours in between semesters?

Yes. However, you must have a supervisor to meet with and to approve your hours on the direct contact hours, and supervision forms. Contact the internship supervisor with questions in this area.

Q. How accurate should I be in counting hours? And what counts as an hour

Marriage & Family Therapy Program

Do not count anything less than 15 minutes. Using 15 minute blocks of time, round to the nearest quarter hour. A clinical hour is considered 45-50 minutes, with 10 -15 minutes for documentation.

Q. What do I do if I am not getting enough direct client contact hours?

Go directly to your site supervisor and ask for more client referrals, consider adding more time to your site availability, consider taking on individual and group cases. In some cases, an additional site will be necessary.

Q. If I have accumulated all necessary hours to complete Practicum/Internship, may I leave my site early?

No, sites require that you be on site for the entire semester. They are depending on you to carry a client load.