



MARRIAGE and FAMILY THERAPY PROGRAM

ADVANCED PRACTICUM

HANDBOOK

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Welcome to the Utah State University Marriage and Family Therapy Program's Advanced Practicum Policies and Procedures Handbook! This Handbook was created so that all the parties involved in the Advanced Practicum have a clear understanding of what we are, our purpose, and our procedural guidelines.

Advanced Practicum affords a unique opportunity for students, agencies, and the MFT Program. Qualified students in their second year of clinical training work at agencies as therapists. At the same time, they receive intense supervision from clinical MFT supervisors. The relationships among MFT Program, agencies, and students can be complex. Therefore, we hope this Handbook will help clarify and facilitate these relationships for all of us.

The USU Marriage and Family Therapy Program is fully accredited by the Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) of the American Association for Marriage and Family Therapy (AAMFT). Accreditation is granted because the Program meets the highest standards of MFT education.

The responsibilities that go along with accreditation status are not insignificant. We must ensure that all students take the appropriate coursework and training in a synergistic way: each component (theory, practice, and research) informs and enhances the learning in all other areas. Thus, students are immersed in a total experience rather than fulfilling the Program's requirements a course at a time. Further, we must ensure that the MFT coursework satisfies the stringent curriculum requirements of the COAMFTE and that the students' clinical experiences meet the Commission's high standards. Finally, we must ensure that students' clinical training meets or exceeds the exacting standards of the Commission, including diversity of clinical experiences and appropriate supervision by AAMFT Approved Supervisors.

Thank you for your willingness to provide a training site for our MFT students. We look forward to working with you and your agency.

If you have any questions, please call me at 797-7431.

Again, welcome to the Handbook and we hope you enjoy being a part of the USU MFT Program's Advanced Practicum.

A handwritten signature in blue ink that reads "Dave Robinson, Ph.D.".

Dave Robinson, Ph.D., Director
Marriage & Family Therapy Program

Preparation for Advanced Practicum

Advanced Practicum Defined

Advanced Practicum provides an intensive training experience outside of the USU Marriage and Family Therapy Clinic for our students. As its name implies, it occurs after students have received training and experience in basic skills and have been approved for advanced training by the clinical faculty. Students are not expected to be polished clinicians, but are expected to be competent under supervision.

Philosophy

The Advanced Practicum serves many purposes. First, it provides students with clinical experiences in diverse settings. While training at the USU Marriage and Family Therapy Clinic is intense and effective at giving students a concentrated experience in learning basic skills, the setting is limited in its ability to offer opportunities to learn agency practices: working and collaborating with other professionals, agency paperwork, etc.

Second, the Practicum provides students with diverse supervision. While the MFT faculty are diverse in our perspectives regarding therapy and supervision, there are only three of us; and we are also the students' academic advisors, thesis supervisors, and classroom professors. This means that our relationships are complex. Providing students with professional relationships that do not include these multiple facets enhances their socialization and learning as mental health professionals.

The Practicum provides students with diverse clinical experiences. The USU MFT Clinic enjoys a diverse population, but not in the concentration or "in the trenches" way that agencies can. Students get initial training with relatively few cases and intense supervision, which is best for the "jump start." With Advanced Practicum, students can reach a critical mass of client work, which provides them with a different and important training experience.

The Practicum provides sites with the opportunity to help socialize new professionals in the field. The Program views the sites as partners in the students' education and training. All of us can remember our initial experiences and Advanced Practicum gives us the opportunity to help new professionals in similar or better ways.

The Practicum provides quality therapists-in-training who have been intensely trained and who are ready to provide services at selected sites under supervision. This is a benefit to clients, the host agencies, and the community.

MFT Program Admission

Our Program accepts six qualified students each year. Students are carefully screened for admission into the USU MFT Program. They must submit Graduate Record Examination (GRE) or Miller Analogies Test (MAT) scores and meet University minimums on these tests. They must submit official transcripts of undergraduate work and demonstrate a GPA of at least 3.00 on a 4.00 scale for the last 60 semester hours of coursework. They must also provide three letters of recommendation from people who can attest to their academic ability and aptitude for graduate work, aptitude for family therapy, and ability to relate to people. Finally, they must submit an essay describing their reasons for wanting an education in family therapy, their experience with family therapy ideas, their experiences with people, and their goals for graduate school and beyond. Students admitted to the USU MFT Program far exceed the minimum requirements of the Graduate School.

The departmental Graduate Admissions and Finance Committee initially screens all applicants to the master's program and forwards folders to the MFT Program of those applicants who have met the minimum requirements of the department. The MFT program faculty members then review the applications, weighing each of the admission criteria described above. Applicants with the highest scores are selected for personal interviews, which are conducted in the Family Life Center at USU. From these interviews, six applicants are chosen for admission to the specialization. These recommendations are sent to the School of Graduate Studies which notifies candidates of their acceptance into the Program. Places of those who decline the invitation are filled from an alternate list. Applicants who are not judged appropriate for our Program are notified that they will not be admitted.

The USU MFT Program and the USU MFT Clinic do not discriminate on the basis of race, sex, origin, marital or parental status, physical or mental disability, age, or sexual preference.

Students formally begin coursework in the fall semester of their first year. Incoming students are invited to observe practicum during the summer, both group supervision and behind-the-mirror observation. They do not work directly with clients, but we have found that this experience during the summer prepares them with a context for their theory classes. They have actual, observed cases to "hang their hats on" while they study the assumptions, principles, models, and skills of family therapy. It also gives them a chance to begin an identification process with students who, just one year earlier, were as new as they were to this field.

Coursework Prerequisites

Students are formally admitted to the Department's Family, Consumer, and Human Development Master's Program with a specialization in Marriage and Family Therapy. Matriculated admission to the Program requires prerequisites equivalent to an FCHD minor: a course in family relations, one in human development, a statistics course, and

an undergraduate course in research methods. Students are also encouraged to have completed an introductory course in marriage and family therapy, a course in human sexuality, and a course in abnormal psychology or psychopathology.

FCHD Master's Core Coursework

Students admitted to the FCHD Master's Program take one core Human Development course, one core Family Relations course, and a statistics course. They also complete a Master's thesis.

MFT Coursework

In addition to the FCHD core courses, MFT specialization students take an MFT survey course, which serves also as a pre-practicum course; four theory and practice courses ; a course in ethics and professional issues; a course in MFT research and methods; and a course in marital and family assessment, which also provides an introduction to principles of DSM and relational diagnosis. Students' Master's level research must be in the area of marriage and family therapy. See the Appendix for Course Descriptions.

FCHD core courses are taught every year. MFT specialization students typically are able to take most of these courses in their first year. The MFT specialization courses, except for the survey course, are taught alternate years. This means that students beginning Advanced Practicum have a foundation in family relations and human development and three MFT courses. Assessment, ethics, and research issues are taught throughout all coursework and clinical practica, though in a less formal way.

Clinical Preparation and Training

Students are clinically active the entire time that they are in the MFT specialization. In the Fall semester, all new students take Survey in Marriage and Family Therapy: Theories and Practice. This course introduces students to the basic theoretical assumptions, models and research in family therapy; begins a process of socialization into the ethics and professionalism of the field; and begins their learning in the basic skills of family therapy through guided observation, discussion, role play, and interviews with non-clinical families and couples. Beginning in the Spring semester, students work with clients in the MFT Clinic under direct observation/ supervision of the MFT faculty. They are allowed to apply for Advanced Practicum after the faculty has considered them sufficiently skilled in assessment, interviewing, intervention, and evaluation techniques to see clients independent of the MFT Clinic and live supervision. All students must have a minimum of one semester of live, supervised therapy experience before beginning Advanced Practicum. Students continue their supervision with MFT faculty while in Advanced Practicum.

Matching Students and Sites

The Marriage and Family Therapy Program considers the process of matching students and sites to be a cooperative effort. Typically, students are evaluated during the Spring semester of the first year for readiness to move into an Advanced Practicum. This judgment is made by the students' practicum supervisor in consultation with other

Marriage and Family Therapy Program faculty. The faculty discuss with each other and with the students the appropriateness of various settings for each student. Some sites may wish the program to simply choose an appropriate candidate; others may wish to interview the student. In either case, the program perceives the process to be more similar to employment than the us making an assignment. Ultimately, the student and the site must work out a fairly intense and intimate relationship.

After the faculty has determined that one or more students are ready for placement, and in consultation with the sites, students will be recommended for an interview. The sites may interview one or more potential candidates and make decisions regarding appropriateness. Then, in consultation with each other, the Program, student, and site will arrange details, including the length of the practicum, supervision, issues related to the contract and consent form, etc.

On rare occasion, a student's placement may not work out. If the program, student, or site perceives problems, the issues should be dealt with openly and professionally. If the problem cannot be resolved, the contract may be terminated after consultation between the MFT faculty and site representatives. We take the contracts very seriously, however, and prefer to work out difficulties rather than terminate the contracts.

Supervision

Students must receive supervision from AAMFT supervisors or supervisor candidates. In addition, they may be supervised by non-AAMFT supervisors in their settings. In all cases, students are required to receive supervision according to the following philosophy and guidelines.

Criteria for approving supervisors:

1. AAMFT Approved Supervisors (AS) or Supervisor Candidate (SC)
2. If SC, in mentorship with AS
3. AAMFT Clinical member
4. Willing to work within MFT guidelines
5. Willing to work within MFT philosophy

Philosophy

The USU MFT program works to help students develop as competent therapists within an articulated, evolving theory of change and therapy. We recognize that students go through developmental phases in learning to do therapy and work within those developmental needs. It is our intention to help students learn the clinical and judgment skills necessary for competent therapy, *not* to do therapy through them, except in situations of safety.

All supervisors must be willing to work within this overarching philosophy, regardless of personal way of doing therapy or supervision. That is, there is room for quite a lot of flexibility in this philosophy. It is not the intent of the program to supervise SCs or to give

instruction on how they should supervise or be supervised by their mentors. Rather, it is to articulate an important value and to assure that students are being mentored within a broad, consistent philosophy.

The USU MFT program uses offsite agencies to complement students' learning experiences. Because this is a shared program, there is shared responsibility for students' learning. The offsite agencies are responsible for enhancing students' experiences, working with them within their developmental capabilities as therapists, and working with the MFT program so that communication about the students' learning is clear and open. The MFT program is not responsible for case management at offsite agencies. The MFT program *is* responsible for clinical management by direct supervision or indirect supervision through designated and approved supervisors.

The site agencies' responsibility is to provide facilities, clients, and agency supervision including emergency backup as agreed to in the contract with the program and the student. The students' responsibility is to work within the rules and regulations of the agency, to make sure that supervision is happening as needed, and to report to the program any difficulties as soon as possible.

Site supervisors who are AAMFT approved or are supervisor candidates under an AAMFT approved supervisor have the responsibility of supervising the student within the MFT program's philosophy and within the student's developmental level and as agreed to in the contract with the MFT program, to provide emergency backup or arrangements, and to inform the program of any difficulties as soon as possible.

Site supervisors who are not AAMFT approved supervisors or supervisor candidates have the responsibility of informing the program of the nature of their supervision, to work within the program's philosophy of supervision, to facilitate the students' clinical work and supervision, and to inform the program of difficulties as soon as possible. Site supervisors who work under a different philosophy should discuss this with the student's approved supervisor or the program director so that supervision is integrated and complementary.

1. **Students must receive supervision every week that they are clinically active.** We recognize that site supervisors have personal needs that may not allow them to be present every week. Therefore, it is acceptable for supervisors to be absent two weeks each semester, providing that a backup supervisor at the agency is available or that the MFT program supervisor or program director is informed so that adequate supervision can be provided.
2. **Supervision is conducted by Marriage and Family Therapy supervisors approved by the Program.** Typically, this means Approved Supervisors of AAMFT. The site may wish the student to be supervised in addition, an issue to be negotiated between the site and the student;

3. **Supervision must include a regular review of all cases that the student is responsible for or participating with.** Supervision must include **weekly checks** for serious situations (potential for abuse reporting, duty to warn, legal violations, or ethical violations). We do not expect students to always know the best courses of action and expect that they will have questions, concerns, and feelings that need to be discussed in order for them to become competent, independent therapists. Therefore, supervision (AAMFT approved or agency provided) must be a safe place for students to bring up questions and concerns in an atmosphere of learning without fear of judgment.
4. **Supervision occurs in a ratio of one hour of approved supervision for every five hours of clinical contact.** This supervision cannot be “loaded”; that is, it is not acceptable for students to count the many hours of supervision they receive early in the program as covering the clinical hours they conduct later. Supervision must be *continuous*, which means that, within reason, thirty hours of therapy in a particular month should be matched by six hours of approved supervision *during that month*, including group supervision;
5. **At least ½ of the hours of supervision must be based on raw data: live observation, video recording, or audio recording.** Students are responsible for monitoring and facilitating raw data supervision and sites are expected to cooperate and facilitate this need. The Program has three camcorders and tripods and one audio recorder for students to check out. The audio and videotapes are considered confidential material, as are any notes the students keep, and students are socialized regarding the safeguarding of the confidential material. Portable files with locks are provided for students to use in transporting confidential material. Students are instructed to view or listen to their tapes in confidential settings only;
6. Students are not required to record every session, but **they must be able to tape every case;**
7. **Supervision must concentrate on clinical material,** not agency administration.

Documentation

AAMFT Approved Supervisors need to supply us with member number and supervision contract. AAMFT Supervisor Candidates and mentors must supply us with the Supervision Training Plan and Training Contract (October 2002 AAMFT Supervisor Designation Handbook) and a copy of the Supervisor Candidate Verification Form. Mentors must also provide a copy of the Supervision Contract, filled out as appropriate for mentors.

- Supervision Contract (All)
- Training Plan & Training Contract (SC)
- Supervisor Candidate Verification Form (SC)
- Supervision Contract (Mentors)

Evaluations

At least once each semester, students must be formally evaluated by their site supervisors. At the same time, students must evaluate their sites and site supervisors. Sites are also invited to evaluate the Advanced Practicum Program. We appreciate feedback and attempt to incorporate suggestions into our policies and procedures. Most of these evaluations will be sent to you electronically (See the Appendix for evaluation forms. Feel free to add to the forms and to make comments.)

Contracts

Before any Advanced Practicum can commence, certain paperwork must be filed with the USU MFT Program and approved by all parties. This includes (1) a contract between the practicum student, the practicum site, and the Marriage and Family Therapy Program; and (2) copies of the (blank) consent form that clients sign, informing them of the student's status as a therapist-in-training, of the supervision and video/audio taping requirements, and of persons to contact in case of questions. The contracts must be approved and signed by all accountable persons (Program Director, student, site supervisor, and/or person responsible for the student's work at the site), and Supervision contracts with all supervisors, AAMFT approved and otherwise, and with Supervision Candidate mentors when appropriate.

While these contracts might not be binding in a court of law, the Program considers them binding unless all parties agree to changes. That is, the Program expects the site to honor the details of the contract and the site may expect the Program and student to do likewise. Problems should be addressed early and not allowed to reach a point where they may affect clients' well-being or students' development as therapists.

Changes in circumstances for any of the parties should be addressed by all three as soon as they are known, including changes in the clientele, changes in supervisors, changes in agency constraints that affect the student (e.g., new therapy contracts with outside agencies, new rules that affect the student, etc.), or changes in students' or Program's circumstances that may affect the site. (See the Appendix for examples of Contracts and Consent Forms.)

Expectations

The Advanced Practicum site is expected to do the following:

1. Provide the student with a diverse clientele in terms of gender, ethnicity, economic status, family configuration, and presenting problem within the limits of the site's clientele. Cases assigned to the student must have the potential for including more than one family member in treatment such that a minimum of 50% of the student's clinical hours include more than one family member (relational hours);
2. Provide the student with an orientation to agency policies and procedures and inform students of changes in a timely manner;
3. Provide students with appropriate access to offices, consulting rooms, client charts, phones, etc.;
4. Provide students with adequate supervision and backup for consultation, crisis, or urgency situations;
5. Assist and facilitate students with their required paperwork, including clear informed consent forms for clients to sign;
6. Assist and facilitate students with their needs to audio and/or videotape therapy sessions;
7. Treat students as employees of the agency with all the rights and responsibilities within the agency's power;
8. Assist and facilitate students with their needs for approved MFT supervision, either with the Program or with a supervisor approved by the Program;
9. Work within the philosophy of the MFT program;
10. Provide the USU MFT Program with the names and phone numbers of students' supervisors and other agency personnel who are responsible for the administrative and/or clinical work of the students;
11. Provide emergency backup.
12. *Notify the Program and student of difficulties or changes as soon as possible;*
13. Evaluate the student at least once each semester.

The USU MFT Program is expected to do the following:

1. Screen applicants and provide names and qualifications to the Practicum site;
2. Provide an Approved Supervisor if one is not available at the site;
3. Facilitate the confidential handling of notes, audio or videotapes, or other materials;
4. Keep track of accumulated clinical and supervision hours for the students;
5. Notify the Practicum site and student of difficulties as soon as possible;
6. Monitor students' progress throughout the semester;
7. Facilitate resolution of difficulties;
8. Coordinate supervision and Program requirements with the site;
9. Take responsibility for assigning a letter grade to students each semester.

The Advanced Practicum student is expected to do the following:

1. Follow the policies and procedures of the Advanced Practicum site;
2. Follow the policies and procedures of the USU MFT Program;
3. Act as an employee of the Advanced Practicum site, including attending all requested staff meetings and supervision;
4. Evaluate the Practicum site and supervisor at least once each semester;
5. Evaluate the Advanced Practicum Program at least once each semester;
6. Turn in accurate accounts of clinical and approved supervision hours;
7. Notify the Practicum site and the USU MFT Program of difficulties as soon as possible;
8. Attend all supervision and other meetings as requested.

Liability Insurance

The University Risk Management office provides a letter of assurance regarding the University's coverage of liability for malpractice for students enrolled in practica and programs (see letter in the Appendix). All students enrolled in the Marriage and Family Therapy Program are covered by the University policy. The Program requires students to register for at least one course credit in practicum each semester they are in the

program, ensuring their coverage. The Program can provide letters testifying that particular students are, indeed, enrolled in the Program. Call the Program Director or the University's Risk Management Office with questions.

Monitoring

Accreditation guidelines require that we monitor Advanced Practicum sites in line with its Standards and with the contract between the student, site, and Program. During site visits, representatives of the Commission on Accreditation for Marriage and Family Therapy meet with Practicum site personnel and review the procedures and policies of the setting. We will notify sites of such visits and work together to prepare for them.

Conclusion

We hope that this Handbook provides you with answers to most of your questions. We realize that we may have overlooked some issues or were not clear about others. We invite your comments and suggestions.

APPENDICES

MFT Revised Curriculum Fall 2013 – (MMFT 50 credits; MS 56 credits)

Theoretical Foundations of Marital and Family Therapy (6 semester credits)

- 6310** Survey of Marriage & Family Therapy Theory – Core Therapy Skills
Core MFT Theories I – System, Structural, Bowen, Strategic/MRI, Experiential (FALL YEARLY)
- 6320** Foundations in Marriage & Family Therapy
Core MFT Theories II – EFT, FFT, Narrative, IFS, Solution Focused (SPRING YEARLY)

Clinical Practice (21 semester credits)

- 6325** Diversity
- 6330** MFT Practice I: Traditional Marriage and Family Therapy Practice
Focus: Couples Therapy & Sex Therapy
- 6340** MFT Practice II: Contemporary Approaches
Focus: Collaborative Healthcare, Psychopharmacology, and Group Therapy
- 6350** Clinical Issues in Marriage & Family Therapy
Topics - Domestic Violence & Addictions
- 6355** Engaging the Children in Therapy
Utilizing Play Therapy as a Therapeutic Tool
- 6370** Assessment in Marriage & Family Therapy
- 6960** Readings/Conference, section 001, 1 credit, repeated for 3 credits total

Professional Identify and Ethics (3 semester credits)

- 6360** Ethical and Professional Development in MFT

Individual Development and Family Relations (6 semester credits)

- 6060** Human Development Theories
- 6070** Family Theories

Research (6 or 12 semester credits)

Statistics course

- 6380** Survey of MFT Research
- 6970** Thesis Research (6 credits, MS students only)

Supervised Clinical Practice (minimum 8 semester credits)

- 6390** Practicum

Clinical Credentials of MFT faculty:

Dave Robinson, Ph.D., Licensed Marriage and Family Therapist; Clinical Fellow and Approved Supervisor of AAMFT

Megan Oka, Ph.D., Licensed Marriage and Family Therapist; Clinical Fellow, and Approved Supervisor of AAMFT.

Ryan Seedall, Ph.D., Licensed Marriage and Family Therapist; Clinical Fellow and Approved Supervisor of AAMFT.

USU clinical faculty members are covered by the University's Risk Management Liability Insurance.

Credentials of other approved supervisors will be provided upon request.

Advanced Practicum students:

Please evaluate each site supervisor, MFT and otherwise

Name of student: _____

Name of supervisor: _____

Program Approved Supervisor: Yes No

1. What did your supervisor do to provide for your needs? Was s/he available for consultation? Did s/he provide supervision as agreed upon in your contract? If not an MFT supervisor, was s/he sufficiently facilitative of your learning marriage and family therapy from a systems perspective?

2. What could your supervisor have done to better meet your needs?

Advanced Practicum students:

Please evaluate your Practicum site:

Name of student: _____ Name of site: _____

Name of contact person, if other than supervisor: _____

1. What are the advantages of this site in terms of clientele? Were you exposed to diverse issues and clients?

2. What are the disadvantages of this site in terms of clientele?

3. What are the advantages of this site in terms of supervision?

4. What are the disadvantages of this site in terms of supervision?

5. What are the advantages of this site in terms of agency relations, policies, and procedures?

6. What are the disadvantages of this site in terms of agency relations, policies, and procedures?

Advanced Practicum site:

Please evaluate the advanced practicum student as follows:

Name of student _____

Name of site _____

Name of evaluator _____

Please comment on students' strengths as well as areas needing attention/improvement.

1. What is your evaluation of the student in terms of agency relations?
2. What is your evaluation of the student in terms of fit with your agency?
3. What is your evaluation of the student in terms of therapy skills? (Building relationships, assessing, intervening, ongoing evaluation of therapy, terminating therapy)
4. What is your evaluation of the student in terms of inter-professional skills? (Working with other professionals in and out of the agency.)
5. What is your evaluation of the student in terms of ethics and other professional behavior? (Reliability, attendance and promptness, adherence to requirements for paperwork, etc.)

6. What else would you like us to know about the student?

7. Have you evaluated the student in person and/or given him/her feedback?

8. Have you received feedback from the student?

ADVANCED PRACTICUM SITE (Spring only)

Name of student _____ Name of site _____

Name of evaluator _____

Please comment on the USU MFT Program's strengths, as well as areas needing improvement.

In general, how well do you see the Advanced Practicum Program working?

Please comment on the preparation you believe students receive/need for placement with your agency.

Please comment on the selection process for students in placement with your agency.

Please comment on the ongoing process between student/agency/MFT Program (contact, supervision, problem-solving, etc.).

Please comment on the Advanced Practicum site representative meeting we have each Spring semester.

Utah State UNIVERSITY

We value your input and feedback. Please reflect on the Advanced Practicum Program and provide us with any thoughts you may have.

**Marriage and Family Therapy Program
ADVANCED PRACTICUM PLACEMENT AGREEMENT**

Agreement of cooperation between the Marriage and Family Therapy Program in the of Family, Consumer, and Human Development Department, Utah State University, and

The MFT Program will:

1. Assume initial responsibility for screening appropriate practicum student candidates.
2. Provide the placement with an opportunity to review practicum student candidates prior to placement.
3. Assign a practicum student to work at the placement for approximately _____ hours per week for a minimum of _____ semesters.
4. If there is no an AAMFT supervisor or Supervisor Candidate onsite, conduct group supervision and individual supervision for a total of at least one (1) hour of supervision for every five (5) hours of client contact.
5. Provide a secure way for the practicum student to bring audio/video recordings back to the USU MFT Clinic for AAMFT approved supervision if the on-site supervisor is not AAMFT approved.
6. Require practicum student to meet all practicum placement requirements.
7. Provide a faculty member as a liaison between the placement and MFT Program. The liaison person will:
 - a. discuss the progress of the student with the on-site supervisor at least once each semester,
 - b. be available to the on-site supervisor regarding problems pertaining to the student.
8. Be responsible for the final determination of the student's grades based partially on the feedback of the on-site supervisor.

_____ will:
(Practicum Site)

1. Interview prospective practicum students and accept or reject them for reasons related to function or performance of specific tasks and assignments of the placement.
2. Accept students in practicum placement without regard to race, color, sex, national origin, religion, sexual orientation, or disability.
3. Provide the student with professional experience, including:
 - a. assignment of a sufficient caseload to provide _____ therapy hours per week, **50% of which should be with two or more family members per session;**
 - b. opportunity to attend educational experiences; and
 - c. participation in on-going projects.
4. Assign an on-site supervisor who will:
 - a. agree to work within the supervision philosophy of the program and complete appropriate supervision contracts,
 - b. immediately inform the university supervisor of any problems,
 - c. evaluate the student's performance in writing at least once during the semester,
 - d. discuss performance at least once during the semester with the program supervisor,
 - e. provide weekly on-site evaluation,
 - f. facilitate weekly supervision by an AAMFT Approved Supervisor in a ratio of one (1) hour of supervision for every five (5) hours of clinical contact, a least one hour of supervision each week that the student is seeing clients, at least 50% of which will be based on *raw data* (live observation, audio and/or video review). Supervision must consist primarily of discussion related to client therapy,
 - g. monitor clinical hours and review all cases with the student, and
 - h. complete *Supervision Assurance Reports* each semester.
5. Have arrangements for emergency supervision.
6. Provide at least a minimum of required working resources to support the practicum student's functioning within the placement (office space, clerical services, phone, supplies, etc.)
7. Provide a copy of the *Informed Consent for Treatment* forms that are used with the clients informing them of the practicum student's relationship with the program and her/his need for supervision using audio and/or video tapes.
8. Facilitate the transportation of audio/video tapes by the practicum student to and from the USU MFT Clinic for AAMFT approved supervision if the on-site supervisor is not AAMFT approved.

_____ will:
(Practicum student)

1. Provide the placement with _____ hours per week of client contact, including:
 - a. actively working to maintain _____ therapy hours per week,
 - b. completing required paperwork, and
 - c. attending required staff and supervision meetings.
2. Adhere to the policies and procedures of the practicum placement.
3. Notify the on-site supervisor and university of any problems.
4. Conduct him/herself according to the AAMFT Professional Code of Ethics.

Additional comments and conditions specific to the practicum student and agency name in this contract:

_____/_____
Practicum Student Print Name

Date

_____/_____
USU MFT Program Representative/Print Name

Date

_____/_____
Placement Representative Print Name

Date

MARRIAGE AND FAMILY THERAPY AGREEMENT (minimum)

I, _____ (Client) understand that my counselor at

_____ (Agency) is a Marriage and Family Therapy student at Utah State University. In order to obtain the highest quality of care possible, I hereby grant permission for my counselor to video and/or audio record my sessions and to discuss them with his/her supervisor. These tapes will be used for the sole purpose of review with an approved MFT clinical supervisor.

I understand that all of my therapy sessions are strictly confidential. All information recorded on audio and/or video tape will be destroyed following review with the clinical supervisor.

Client Date

Client Date

Therapist Date

Agency Supervisor Date

**INFORMED CONSENT FOR TREATMENT
(Suggested)**

I understand that receiving therapy at _____(Agency) may involve discussing relationship, psychological, and/or emotional issues that may at times be distressing. However, I also understand that this process is intended to help me personally and with my relationships. I am aware of alternative treatment facilities available to me.

I understand that at _____ (a) therapy is conducted by a Utah State University Marriage and Family Therapy student, (b) therapy sessions are routinely video and or audio recordings for the purpose of supervision, and (c) my therapist will receive supervision from Marriage and Family Therapy faculty at Utah State University.

I understand that all information disclosed within sessions is kept confidential and is not revealed to anyone outside _____ and the Marriage and Family Therapy faculty at Utah State University without my written permission. The only exceptions to this are where disclosure is required by law (e.g., where there is a reasonable suspicion of abuse of children or elderly persons, where the client presents a serious danger of violence to others, or where the client is likely to harm him/herself unless protective measures are taken).

My therapist has answered all of my questions about treatment satisfactorily. If I have further questions, I understand that my therapist will either answer them or find answers for me. I understand that I may leave therapy at any time, although I understand that this is best accomplished in consultation with my therapist.

I agree to have my sessions video and/or audiorecorded for therapeutic supervision purposes. I understand that audio and/or video tapes are erased at the end of my treatment.

This form is to be signed by all participating members.

Signed _____

Date _____

Witness _____

Date _____

S A M P L E O N L Y

Assurance Statements for Hours Report
(student's form; to be attached to monthly report of hours)

Name _____ Month _____

Site _____ Supervisor _____

We have reviewed all for this month, paying particular attention to cases that may involve crises, reporting, or litigation issues and those that have terminated or dropped out of therapy. We have discussed cases that might involve dual relationships or other potential for exploitation of clients. We also have discussed other questions or concerns about ethical issues or self of the therapist. An accurate, coded list of clients is provided. In addition, we have discussed the following issues and skills. (Include a sentence or two of what you have learned about your clinical skills, case management skills, agency relationship skills, supervisory skills, or other things that have enhanced your therapy or your development as a therapist. Also include a sentence or two about what skills you currently are working on. Please add anything you want us to know about what is happening in an offsite setting, either good or bad. The sooner we know about concerns, the better we can help you.)

_____ (initials) **INCLUDE A CODED LIST OF CLIENTS INCLUDING THOSE THAT TERMINATED IN THE LAST MONTH.**

Issues

Skills

Current skills working on

Other (e.g., circumstances, concerns; if you tell us about concerns, also tell us whether you've discussed with your supervisor and what help you'd like from us, if any.)

Signatures and Date _____ / _____

Assurance Statements for Hours Report

(Supervisor's form; to be included with students' monthly report of hours)

Site _____ Supervisor's name _____

I have carefully read this report of clinical and supervision hours. The student's figures and mine coincide, especially in regard to relational clinical hours and raw data supervision hours. _____ (initials).

I have reviewed all of the cases that this student has open (not just conducted therapy with) this month and discussed them with the student, particularly those that may involve problems, those that have terminated or dropped out, those that have not been seen by the student this month, and those that involve dual relationships or other potential for exploitation. An accurate coded list of clients is provided with the report of hours. In addition, the student and I have discussed the following issues and skills this month (e.g., joining to prevent dropouts, managing relationships with multiple professionals, referrals, etc.):

Issues

Skills

Other (e.g., circumstances, concerns)

Signature and Date

_____ / _____

Supervision Contract

(AAMFT Supervisors, Supervisor Candidates, and Mentors)

Agreement of understanding between the Marriage and Family Therapy Program in the Department of Family, Consumer, and Human Development at Utah State University and _____ (AAMFT Approved Supervisor, Supervisor Candidate, or Supervision Mentor).

I have read and agree to the conditions of supervision for _____, a student in the MFT program.

Specifically,

1. I agree to supervise the student on a weekly basis for at least one hour per five hours of client contact time. If I am ill or on vacation, I will provide for alternative supervision or notify the MFT program supervisor or program director so that adequate supervision can be provided.

2. I agree to supervise with at least 50% of the supervision hours based on live observation, audio review, or video review of the student's therapy.

3. I agree to assist the student in doing relational therapy with more than one person in the room.

4. I agree to be available or to have arrangements for availability for emergency consultation at all times. (Documentation provided)

5. I agree to work within the USU MFT program's training philosophy of helping the student to develop clinical skills and an evolving theory of change and therapy within an atmosphere of learning to develop personal clinical judgment rather than doing therapy the way that I would do it.

6. I agree to provide a nonjudgmental atmosphere of safety so that the student will feel free to discuss questions and concerns without fear of reprisal.

7. I agree to consult with the MFT program supervisor frequently so that difficulties are addressed early and to the best advantage of the student.

8. If I am an AAMFT Supervisor Candidate, I agree to continue to work diligently toward the goal of receiving the AAMFT Approved Supervisor designation, seeking consistent mentoring on a regular basis, informing the USU MFT program of the name of my mentor and our schedule for mentoring, and informing the program should any arrangements of mentoring change. I understand that I will need to obtain that designation within three years of beginning my mentoring or I may not continue to be approved by the program to supervise USU students.

9. If I am an AAMFT Supervisor who is mentoring a Supervisor Candidate, I have read and understood the philosophy and requirements of the USU program and agree to abide by them and the philosophy of the program. I will provide the program with

information about the arrangements I have with the SC and will report the number of hours we spend in mentoring each semester.

10. As the student's supervisor, I agree to work within the policies and procedures of the agency in which the student is conducting therapy and to facilitate the safe and confidential transport of case material whenever necessary. I agree to visit the student at least twice during each semester at the agency in which the therapy is being conducted.

Signatures:

AAMFT Approved Supervisor (or Mentor)

AAMFT Member number _____

Supervisor Candidate _____

AAMFT Member number _____

USU Program representative _____

Phone numbers for USU program: 435-797-7430

Phone numbers for supervisors:

Business: _____

Emergency: _____

Emergency backup plan and contact: (attach mentoring plan and contract if applicable):

Supervision Contract, Non-AAMFT Approved Supervisors

Agreement of understanding between the Marriage and Family Therapy Program in the Department of Family, Consumer, and Human Development at Utah State University and _____ Supervisor at _____ (site).

I have read and agree to the conditions of supervision for _____, a student in the MFT program.

Specifically,

1. I agree to assist the student in doing relational therapy with more than one person in the room.
2. I agree to be available or to have arrangements for availability for emergency consultation at all times.
3. I agree to work within the USU MFT program's training philosophy of helping the student to develop clinical skills and an evolving theory of change and therapy within an atmosphere of learning to develop personal clinical judgment rather than doing therapy the way that I would do it.
4. I agree to provide a nonjudgmental atmosphere of safety so that the student will feel free to discuss questions and concerns without fear of reprisal.
5. I agree to consult with the MFT program supervisor frequently so that difficulties are addressed early and to the best advantage of the student.
6. As the student's supervisor, I agree to work within the policies and procedures of the agency in which the student is conducting therapy and to facilitate the safe and confidential transport of case material whenever necessary.

Signatures:

Supervisor _____

USU Program representative _____

Phone numbers for USU program: 435-797-7430

Phone numbers for supervisors:

Business: _____

Emergency: _____

USU MFT Program Advanced Practicum Checklist

- Contract with AP site – back of AP Handbook.
- Copy of Informed Consent that clients will sign – needs to note that therapy is done by USU Graduate student under supervision and needs to approve taping sessions.
- Supervisor Contract

AAMFT Approved Supervisors assures that supervisor is OK with our philosophy

AAMFT Supervisor Candidates and their mentors need to sign the Supervisor Contract for AAMFT Approved Supervisors

Non-AAMFT approved supervisors – assures that they are OK with our philosophy of supervision and will work within it

- Supervision log – fill out each time you attend supervision and get supervisor initials (including USU supervision)
- Monthly logs

Report of clinical and supervision hours, include marketing

Assurance statement from supervisor

Assurance statement from student