

Program Handbook



Last updated March, 2020. Next scheduled revision is March, 2021.



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INTRODUCTION

Congratulations on your accomplishments that have brought you to this stage of your training. It is a normal part of training to be both excited and nervous as you start working with clients. The good news is that you have the support of the faculty, supervisors, and your fellow students as you start applying the theories and techniques that you have been learning over the past year.

This handbook has important information that is critical to your success in this process. Please be familiar with the contents and ask if you have any questions or need clarifications.

Sincerely,

Kirstee Williams, Ph.D. Eddie Stone, Ph.D. Brandon Rodgers, Ph.D. Trevor Milliron, Ph.D.

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PROGRAM MISSION STATEMENT AND PHILOSOPHY

MFT Master of Science Program Mission Statement

The mission of the Lee University Marriage and Family Therapy Master of Science Program is to prepare students to become licensed marriage and family therapists who will work from a relational perspective that is holistic, systemic, and contextual.

MFT Program Philosophy

Recognizing the complexity of human relationships and the limits of our understanding, we seek to create a shared learning environment that authentically integrates faith, science, and experience into the clinical practice of marriage and family therapy. From our faith, we draw the concepts of hope, love, forgiveness, reconciliation, faithfulness, and commitment. From science, we embrace an empirical worldview where our treatments are evidence-based. We value our different experiences that may be based in our biology, culture, and environment.

We encourage a therapeutic stance based on curiosity, respect, and openness. We define our calling as one of service, reaching out to the underserved in a broken world. While recognizing reductionistic paradigms have some usefulness, we believe that a holistic approach which simultaneously considers the biological, psychological, social and spiritual aspects of the human experience offers a more powerful framework for case conceptualization, relational diagnosis, and treatment.

Program Goals

The goals of our MFT program are to accomplish our our program outcomes (knowledge, skills, diversity, research, and ethics) with excellence as we prepare our students for MFT licensure.

Professional Marriage and Family Therapy Principles

Our program has adopted the following Professional Marriage and Family Therapy Principles as the basis for our program:

- MFT Core Competencies
 - AAMFT Code of Ethics
 - Tennessee State Licensure Regulations
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EDUCATIONAL OUTCOMES

Program Outcomes (POs)

PO 1 - Knowledge	Graduates will demonstrate the knowledge needed for entry-level practice in marriage and family therapy.
PO 2 – Skills	Graduates will demonstrate systemic and relational skills needed for entry-level practice in marriage and family therapy.
PO 3 – Diversity	Graduates will demonstrate clinical competency in their work with diverse, marginalized, and/or underserved clients and show attitudes of openness and respect.
PO 4 – Research	Graduates will demonstrate the ability to use published research as a core foundation of their clinical services offered to clients.
PO 5 – Ethics	Graduates will demonstrate ethical decision-making skills appropriate for entry-level practice in marriage and family therapy.

Student Learning Outcomes (SLOs)

SLO 1 - Knowledge	<ol style="list-style-type: none">1. Students will be successful in passing the MFT licensure exam within two years of graduation.2. Students will be successful in applying concepts from MFT theories and family development.
SLO 2 – Skills	<ol style="list-style-type: none">1. Students will demonstrate their practical ability in selecting appropriate systemic treatment models, improving the quality of the therapeutic relationship, performing relational assessments, and collaboratively creating systemic treatment plans.2. Students will be able to articulate their therapeutic approaches and theories of change that are systemic, holistic, and contextual.
SLO 3 – Diversity	<ol style="list-style-type: none">1. Students will have clinical experiences with populations that are diverse, marginalized, and/or underserved clients.2. Students will demonstrate cultural awareness and competency during their internship experiences.
SLO 4 – Research	<ol style="list-style-type: none">1. Students will demonstrate use of the empirical literature in their treatment planning for their clients during their internships.2. Students will be able to describe the research underpinnings of their therapeutic approach and techniques.

SLO 5 – Ethics

1. Students will demonstrate ethical competency for beginning practice prior to starting practicum or internship experiences.
 2. Students will demonstrate strong ethical decision-making skills during their internship experiences.
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POLICIES AND PROCEDURES

Academic Support Services: The Lee University Writing Center offers free tutorial help to both native and non-native English speakers by appointment. During business hours through the week, Information Services provides both walk-in and phone support to all students and faculty. Several computer labs are placed around campus for student use, including three public non-classroom areas in our primary building (Humanities). The Academic Support Program provides services to students with documented educational challenges. This program offers alternative testing sites, extended test times, readers or scribes for examinations, advising, note-taking facilitation, and mediation between students and faculty. The Financial Aid Office offers financial counseling for graduate students. The library has full-time reference librarians that are available to help students with finding resources. Finally, the Lee University Counseling Center offers free and unlimited therapy services to all marriage and family therapy students who pay the optional student health fee.

Governance of the Marriage and Family Therapy Program: The Marriage and Family Therapy Graduate Committee (MFTGC) is responsible for developing all policies for the marriage and family therapy program. This committee is also responsible for admissions, assessment, hiring recommendations, and responses to student appeals and complaints. The program director is chair of this committee, which includes all core marriage and family therapy faculty members. Major program and policy changes that are approved by the MFTGC are then brought to the Lee University Graduate Council for approval. The program director is responsible for leading the MFTGC and carrying out the policies in the program and the clinic set by the MFTGC. Dr. Williams has the responsibility to maintain oversight of the curriculum, clinical training, clinic and teaching facilities, services offered by the program, and the maintenance and enhancement of the quality of the program. Core faculty exercise governance of the program through their voting membership on the MFTGC. All of these faculty share a commitment for our program mission and philosophy and implement this commitment through development of our educational outcomes. The MFT Core Faculty are responsible for teaching the courses, supervising research, and overseeing service/practice activities that are congruent with our program's mission, goals, and outcomes.

Student Roles in Governance of the Marriage and Family Therapy Program:

- Once a year, all MFT students elect a second-year MFT student to serve on the MFTGC as a full voting member.
- Minutes of the MFTGC Meeting are sent to all current students.
- All MFT students are encouraged in the program handbook to express concerns to the representative and to the program director.
- Any MFT student may request to personally address to the MFTGC on any issue.
- MFT students may submit complaints following the process outlined in the program handbook.
- MFT students are also encouraged to meet in the monthly student concerns meeting held by the program director during the fall and spring semesters.
- Current MFT students annually assess the program, the program director, the faculty, and the supervisors in the program.

Program Requirements:*Foundations of Relational/Systemic Practice, Theories and Models*

- MAFT 511 – Introduction to Family Studies
- MAFT 522 – Traditional and Systemic Therapies
- MAFT 532 – Postmodern and Socio-cultural Therapies
- MAFT 541 – Family Stress and Resilience

Clinical Treatment with Individuals, Couples and Families

- MAFT 529 – Play Therapy and Child Trauma
- MAFT 552 – Couple Therapy
- MAFT 559 – Emotionally Focused Couple Therapy

Diverse, Multicultural, and Underserved Communities

- MAFT 516 – Christian Perspectives on the Helping Profession
- MAFT 547 – Cultural Contexts in Clinical Practice

Research and Evaluation

- MAFT 555 – Research Methods in Relationship Science

Professional Identity, Law, Ethics, and Social Responsibility

- MAFT 510 – Ethical, Legal and Professional Issues in Family Therapy
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Biopsychosocial Health & Development Across the Life Span

MAFT 523 – Human Growth and Development

MAFT 533 – Human Sexuality

MAFT 537 – Parenting

MAFT 549 – Human Development: Addiction and Recovery

Systemic/Relational Assessment & Mental Health Diagnosis and Treatment

MAFT 514 – Psychopathology

MAFT 524 – Clinical Assessment, Diagnosis and Treatment Planning

Required Clinical Experiences

MAFT 538 – Marriage and Family Therapy Practicum

MAFT 548 – Marriage and Family Therapy Internship*

* MAFT 548 must be taken at least twice. It must be repeated until 500 client hours are completed.

Additional Requirements

- Attend a Relationally-Focused Conference Attendance (AAMFT Preferred)
- Pass the Marriage and Family Therapy Comprehensive Examination
- Pass the Final Project

Program Sequence*Full-Time Sequence (2 years)*Fall – Year One

MAFT 510 - Ethical, Legal and Professional Issues in Family Therapy

MAFT 511 - Introduction to Family Studies

MAFT 514 - Psychopathology

MAFT 541 - Family Stress and Resilience

Spring – Year One

MAFT 522 - Traditional and Systemic Therapies

MAFT 523 - Human Growth and Development

MAFT 524 - Clinical Assessment, Diagnosis and Treatment Planning

MAFT 529 - Play Therapy and Child Trauma

Summer – Year One

MAFT 537 - Parenting

MAFT 532 - Postmodern and Socio-cultural Therapies

MAFT 533 - Human Sexuality

MAFT 538 - Marriage and Family Therapy Practicum

Fall – Year Two

MAFT 549 - Human Development: Addiction and Recovery
MAFT 547 - Cultural Contexts in Clinical Practice
MAFT 548 - Marriage and Family Therapy Internship
MAFT 516 - Christian Perspectives on the Helping Profession

Spring – Year Two

MAFT 552 - Couple Therapy
MAFT 555 - Research Methods in Relationship Science
MAFT 548 - Marriage and Family Therapy Internship
MAFT 559 - Emotionally Focused Couple Therapy

Logic of Program Sequences: The first semester is primarily an introduction which gives an overview of the science of studying families (MAFT 511 - Introduction to Family Studies), an overview of the profession of marriage and family therapy, the licensure process, and professional ethics (MAFT 510 - Ethical, Legal and Professional Issues in Family Therapy), problems that can occur in a family context (MAFT 541 - Family Stress and Resilience) and mental illness (MAFT 514 – Psychopathology). This first semester is focused on the emphasis of knowledge, covered in our knowledge student learning outcomes (SLO 1.1 and 1.2) that students will have the professional knowledge needed to begin entry-level practice the marriage and family therapy. The ethics course also addresses program outcome 5 (ethics) and prepares students to accomplish SLO 5.1 and 5.2.

The second semester covers essential skill necessary before beginning practicum. This includes the traditional and systemic approaches to marriage and family therapy (MAFT 522 - Traditional and Systemic Therapies), development (MAFT 523 - Human Growth and Development), working with children (MAFT 529 - Play Therapy and Child Trauma) and assessment, treatment planning, and how to keep clinical records (MAFT 524 - Clinical Assessment, Diagnosis and Treatment Planning). This semester focuses on the program outcomes and learning outcomes for knowledge, skills, and diversity.

The third semester begins their first clinical experiences (MAFT 538 - Marriage and Family Therapy Practicum) and well as continue their academic training. Parenting (MAFT 537) and sexuality (MAFT 533 - Human Sexuality) provides a basis on building practice on the principles of human development through the lifespan. Our students also continue their training in the major approaches to marriage and family therapy (MAFT 532 - Postmodern and Socio-cultural Therapies). This semester is focused around our skill and knowledge student learning outcomes.

In the fourth semester, they begin their internship (MAFT 548 - Marriage and Family Therapy Internship). Although diversity is discussed in every course throughout the program, we have a course dedicated to this important topic in our fourth semester (MAFT 547 - Cultural Contexts in Clinical Practice). We believe this course is more relevant to them at this point as they have already started seeing how diversity impacts the therapy context. It also follows the summer

MAFT 532 course, which also has a strong diversity component. MAFT 549 – Human Development: Addiction and Recovery is also assigned for this semester.

In their final semester, there is a particular focus on working with couples (MAFT 552 - Couple Therapy and MAFT 559 - Emotionally Focused Couple Therapy). The research methods class (MAFT 555 -Research Methods in Relationship Science) is designed to help promote life-long learning in the students by connecting them with the professional literature of the marriage and family therapy field as well as revisiting and updating the professional developmental plan they created in the first semester of the program. The Christian Perspectives course (MAFT 516 - Christian Perspectives on the Helping Profession) focuses on how to work with religious clients, as well as the implications for how a therapist's own religion impacts his/her practice. The final internship requires completion of the final project, which consists of both a paper and presentation (with video examples) of their clinical approach. Although we have been working to develop identity as a marriage and family therapist for the entire program, the final project represents a moment of self-definition that is critical to the development of an MFT identity. Program outcomes and student learning outcomes around research, skills, and diversity are the focus of this semester.

The curriculum is reviewed on an annual basis by the faculty of the marriage and family therapy program. Revision is based on student feedback, alumni feedback, changes in licensing law, COAMFTE requirements, and changes in the field.

Degree Completion Timeframes: Degree requirements must be completed within six years after formal admission into the program. Course work completed more than 10 years prior to admission is generally not accepted toward meeting degree requirements.

Tuition, Fees, and Technology Requirements: Current tuition and fees are found at: <http://www.leeuniversity.edu/student-financial/expenses.aspx>

Other required expenses for marriage and family therapy students include annual AAMFT Student Membership (\$58 per year), attendance at a conference by a relationally-focused organization, preferably AAMFT (\$500 to \$1500), iPad (minimum 32 gig), and book fees. During your practicum and internship, there is an annual liability insurance fee of \$20.

Technical Training for Students, Faculty, and Supervisors:

Information technology assistance is available through the Lee University Helpdesk (x8027) during business hours. Training for students on use of video, telehealth, and online notes is provided in MAFT 524 in the first spring semester. Training for faculty and supervisors is provided by the program director and the Center for Teach Excellence in Mayfield.

Academic Calendar: <https://www.leeuniversity.edu/LeeEvents.aspx?category=Academic>

Accreditation Status: Lee University is accredited by the Southern Association of College and School Commission on Colleges (SACS-COC). The masters MFT program is accredited by the Commission on Education for Marriage and Family Therapy Education (COAMFTE).

Student Recruitment: Lee University's Marriage and Family Program welcomes all students regardless of race, age, gender, ethnicity, sexual orientation, relationship status, gender identity, socioeconomic status, disability, health status, religion and spiritual beliefs and/or affiliation, and/or national origin. Requirements for admission include a bachelor's degree from a regionally accredited institution (or foreign equivalent). Admission preferences will be made for students with degrees in the social sciences. Although marriage and family therapists can and do often work with individuals, students applying into this program should specifically be interested in working with couples and families and becoming licensed as a marriage and family therapist.

Anti-discrimination: The Lee University Marriage and Family Therapy Program prohibits the discrimination of students on the basis of race, age, gender, ethnicity, sexual orientation, relationship status, gender identity, socioeconomic status, disability, health status, religion and spiritual beliefs and/or affiliation, and/or national origin with regard to the recruitment, admission, codes of conduct, hiring, retention, or dismissal of students. The marriage and family therapy program will not remove a student solely on the basis of identifying with a group, class, or category in the above mentioned groups provided he or she is otherwise in compliance with Lee's Lifestyle Expectations for Graduate Students.

Faculty and supervisors will also not be discriminated against on the basis of the above mentioned groups, with the exception that all faculty and supervisors of the program are required to be Christian, to teach from a Christian worldview, and to not teach or publish anything contrary to the established doctrines and the Declaration of Faith of the Church of God.

Lee's Lifestyle Expectations for Graduate Students: Graduate students will be expected to adhere to all of the rules and policies of Lee University while on campus. Lee University is a smoke-free, alcohol-free, drug-free campus. Graduate students are expected to respect campus norms. Sexual harassment, unwelcome sexual advances, extra- or pre-marital sexual conduct, requests for sexual favors and other verbal or physical conduct of a sexual nature will not be tolerated on campus. Students who are subjected to harassment should promptly contact the Vice President for Student Development.

Disciplinary Process: If a student, staff or faculty have a complaint against a student, this complaint is made to the program director. If the complaint cannot be resolved by discussion with the parties involved, the complaint is then taken to the Marriage and Family Therapy Graduate Committee. The student may provide a written defense or may appear before the committee. The committee may require in some circumstances for the student to appear before the committee.

Authenticity of Student Work: All assignments and exams must be the original work of the student. Ideas and concepts from other people, even if not quoted, must be appropriately cited. Students violating this concept of academic integrity are subject to failing grades and dismissal.

Student Complaint / Grievance Process: If a student has a complaint or grievance regarding the program, faculty, or fellow students, the student should submit a written complaint to the program director, unless the complaint is against the director, in which case the complaint should be given to the Behavioral and Social Sciences Department Chair. The complaint will be reviewed by the appropriate committee, usually the Marriage and Family Therapy Graduate Committee, depending on the nature of the complaint. The student may appear before the committee when the complaint is reviewed.

Admission: After submitting the application, fee, essays, transcripts, recommendations and GRE score (if required), potential students will be scheduled for an interview. While in-person interviews are preferred, full consideration will be given to applicants needing phone interviews due to distance from Cleveland, Tennessee. Role-plays will be conducted during the in-person interviews. After completion of the interview, the Marriage and Family Therapy Graduate Committee will meet to determine whether an offer of admissions will be made.

Retention, Remediation, and Dismissal: Satisfactory progress toward the degree is required. A student may be disqualified from further graduate work if a 3.0 grade-point average is not maintained. In the event that the grade-point average drops below the minimum level, the student may be given one enrollment period to raise it to the satisfactory level. A cumulative GPA of 3.0 is required for graduation. Special advising will be offered to students in this situation to help raise their GPA. If problems occur regarding competency in the practicum and internship, the supervision team will meet with the student to develop a remediation plan for improvement. If that improvement does not occur within the specified length of time allotted, students may be terminated from the program. Certain serious ethical violations (academic or clinical) can result in immediate termination from the program.

Transfer Credit: Lee University will allow up to six semester credit hours of a graduate program to be comprised of transfer credit from a regionally accredited graduate program when the grade received is a "B" or better. The individual program committee must approve application of transfer credits. Exceptions to this policy may be determined by the respective graduate program committees.

Graduation: In the first week of the final semester when all coursework will be completed, MFT students should submit an application for graduation through Portico. All client hours must be completed prior to graduation with a copy of the client log turned into the faculty supervisor. The graduate students must defend their final project and pass the comprehensive examination 10 days prior to graduation. Students must also have attended a relationally-focused conference prior to graduation.

Portability of Degree: This program prepares you for licensure as a marriage and family therapist in the United States. No guarantees are offered regarding this degree for any other type of professional license or for any other country. Although the degree requirements are built around national models and Tennessee licensure requirements, other states may have additional requirements that are not offered in this program. Some states may require accreditation through COAMFTE, which this program does not currently have. It is up to the student to determine and achieve the requirements of other states for marriage and family therapy licensure.

Racial and Cultural Composition of Our Faculty, Supervisors, and Students: The four core faculty of our program, who also serve as the supervisors, are all Caucasian, one who is a female. We have three additional faculty in the program, all Caucasian, two of who are female. Of our 28 current students, 19 are female, two are American-American and one is international.

Grading Policies: The Lee University graduate programs use the following system of grading and quality points for all graduate-level courses. These letter grades are assigned grade point values as follows:

A	4.0 quality points
A-	3.7 quality points
B+	3.3 quality points
B	3.0 quality points
B-	2.7 quality points
C+	2.3 quality points
C	2.0 quality points
F	0 quality points
I	Indicates the student's work was incomplete
P	Passing Credit (no quality points)
IP	In Process
W	Student officially withdrew from the class without penalty

A grade of "I" indicates the student's work is incomplete. The grade becomes "F" if the work is not completed by the end of the following semester unless a written extension has been approved by the Vice President for Academic Affairs. A grade of "I" is given only to students who encounter some personal difficulty such as a severe illness or an extreme family emergency near the end of the semester. The "I" grade is not given in order to allow students additional time to complete assignments.

A grade of “W” (withdrawal) is assigned to a student who, for any reason, officially withdraws or is withdrawn by the official semester date. This “W” is assigned without quality point penalty to the student.

Alumni Survey and Program Outcomes: In order to demonstrate the achievements of our program outcomes, we must collect data from you and your future employers after you graduate. You will be asked to complete an annual survey in the spring of each year and to provide a brief survey to your employer. Your participation is important for the improvement of the marriage and family therapy program. You may also be contacted by phone for more information.

Student Learning Outcome Assessments: Throughout the program, assessments are completed to help verify we are achieving our student learning outcomes. This includes data such as results from the comprehensive examination, final project, supervision evaluations, MCKAS scores, client hour logs, annual current student survey, and conference attendance.

Student Achievement:

Current student achievement statistics can be found on our website:

<http://www.leeuniversity.edu/academics/graduate/mft.aspx>

ETHICAL AND LEGAL STANDARDS

Code of Ethics

The Lee University Marriage and Family Therapy Program has adopted the current AAMFT Code of Ethics as the standard for our students. A serious violation of the ethics code may result in the termination of the student from the program. Students are expected to adhere to this code regardless if their training site is on or off campus. The current version of the AAMFT Code of Ethics may be found at:

http://www.aamft.org/imis15/content/legal_ethics/code_of_ethics.aspx

State Laws and Board Rules

Students are expected to know and follow the state law and board rules applicable for the physical location at which they are seeing clients. When working under the licensure of the faculty supervisors and the Lee University Marriage and Family Therapy & Play Therapy Center, students may only work with clients in physical locations in Tennessee.

Titles and Advertising

The only official title that can be used by practicum and internship students is MFT Intern (e.g., Jill Smith, B.A., MFT Intern). Any advertising media (e.g., business cards, flyers, websites) created by students must be approved by the program director prior to being used.

Liability Insurance

Lee University purchases a liability policy that covers the students for malpractice. Students will need to pay a yearly fee (usually around \$20) prior to beginning their practical experience. Students also receive a free policy as part of their benefits of being an AAMFT Student Member.

Background Check

The background check completed at the beginning of the program is sufficient for work in our campus clinic. However, external internship sites may require an additional background check. If a student is accused or arrested

for a felony or misdemeanor (other than a minor traffic offense), s/he must immediately inform the faculty supervisor and program director.

MANDATED REPORTS

Knowing and Following State Law

MFT Interns are required to follow all state laws regarding mandated reports. The relevant state laws are based on the location where the therapy occurs, not the residence of either the therapist or client. Anytime a mandated report appears to be necessary, the therapist should immediately contact their site supervisor. If there is a disagreement between the supervisor and MFT Intern about the necessity of the report, the supervisor's decision should be the determining factor. If in disagreement, the MFT Intern should talk to the clinical director of the MFT program for guidance. If it is a life threatening emergency and the supervisor is not immediately available, the therapist should contact the appropriate authorities immediately and follow-up with a supervisor as soon as possible.

Client Safety

If a client reports desires or intent to self-harm, the MFT Intern should immediately complete and document a full suicide assessment, including history of previous attempts, current plan, and intent. A safety plan should be created, agreed upon, and documented. If the therapist is not convinced regarding the safety of the client, the therapist should encourage self-hospitalization. If this encouragement fails, the therapist should contact the police, releasing the minimal amount of information necessary to protect the safety of the client and the police. It is NOT the responsibility of the therapist to keep the client at the location of service. In most settings, MFT Interns do not have the authority to physically restrain a client or keep them from leaving.

Abuse

All incidents of child and dependent abuse or neglect must be reported according to the state law according to the location of service.

Duty to Warn

If a client makes a threat of physical harm that a reasonable therapist thinks the client could and would act on against an identified person, it is the obligation of the therapist to warn the appropriate parties or take action to have the client hospitalized.

REQUIRED CLINICAL EXPERIENCES

Types of Services

Students are expected to work as marriage and family therapists in training. Clinical experiences involve the provision of clinical services, which includes activities such as psychotherapy and psychoeducation. Passive observation, role plays, case management without the client present, and advocacy work are not considered clinical services. Being a member of a live reflecting team or working with standardized clients do count as clinical services. Under supervision, you will diagnose and treat mental illness from a relational perspective. You should have opportunities to work with individuals, couples and families. Intakes for all clients should include a genogram and family map.

Diversity of Clients

As part of your developmental process as a MFT Intern, you should seek to work with a wide diversity of clients. This includes both presenting problem / diagnostic diversity and demographic diversity. Sites that do not have this type of client diversity (e.g., eating disorders clinic or an addictions treatment facility) will not be acceptable as the primary source of your clinical hours. You should seek diversity on age, gender, race, culture, orientation, religion, relationship status, and socioeconomic status. In your client log, you will be documenting the diversity of your clinical experiences with clients.

Clinical Hours Required

Prior to graduation, you must complete 500 clock hours of face-to-face clinical experience with clients. 200 of these 500 hours must be relational hours, where at least two clients were in the session at the same time and they were in some type of relationship with each other. To complete the practicum and internship experiences in three semesters, students will need to complete 140 hours in practicum and 180 hours in each internship. Students must get a least 100 hours in practicum and 133 hours in an internship in order to get academic credit for the course. Up to 100 of these hours may be “alternative hours” consisting of experiences such as couples or family groups, live cases with reflecting teams directly involved in working with clients, psycho-education, etc.

Clinical Contact Hours are defined as therapist and client therapeutic meetings in the same physical location. Activities such as telephone contact, case planning, observation of therapy, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact. Assessments may be counted if they are face-to-face processes that are more than clerical in nature and focus. Sessions with other systems, groups of individuals who do not define themselves as a couple or family, but come together in a face to face meeting with a therapist for therapy can be counted as clinical hours. A 45-minute therapy session must be counted as 45 minutes, not one hour or as a contact hour.

Supervision Hours Required

Prior to graduation, you must complete 100 clock hours of face-to-face supervision with either an AAMFT Supervisor or an AAMFT Supervisor in Training. Half of these hours must be based on either video or live observation of your work with clients. 80 of these hours may be group supervision where no more than eight students are present in the supervision session. At least 20 of these hours must be in either individual or triadic supervision. You must have at least one hour of supervision during any week that you are also seeing clients. You should receive one hour of supervision for every five hours of clinical work. Supervision at off campus sites by supervisors who are not AAMFT Supervisors or AAMFT Supervisors in Training will not count for any of the requirements in this paragraph.

EMERGENCY SITUATIONS

Client Safety

You are responsible for following the client safety rules in place at the site-of-service. This will involve the emergency procedures for in-session incidents as well as protocols to follow if a client has an emergency or urgent need between sessions. For procedures for the on campus center, please refer to the Lee University Marriage and Family Therapy & Play Therapy Center Handbook.

Student Safety

At no time should you place your own safety at risk at any of your sites. If you are concerned about your safety at any time, please immediately take actions to get to safety and immediately inform both your site supervisor and faculty supervisor of the incident.

PROFESSIONALISM

Dress

At all sites, a minimum dress code of “office professional” should be followed when meeting with clients. Shorts, jeans, and revealing clothing are not acceptable.

Punctuality

It is critical to start and stop sessions on time in respect of both your clients and your fellow therapists. It is also important to be on time for all meetings and supervision sessions. In the case of absences, which should be extremely rare, you should have access to the needed telephone numbers to reschedule appointments. Problems with punctuality and absences can result in termination from the program.

Attitude

As you will be working with people with mental illness, relationship problems and boundary issues, it is important that you always treat clients with respect, even if they do not seem deserving of that respect at that moment. It is important to develop strong working relationships with your supervisors, allowing for interactions that include constructive criticism.

CONFIDENTIALITY

Safety of Recordings

All videos must be stored and transported on electronic devices that are appropriately password protected. Videos should never be backup up on alternative media unless that media has been appropriate encrypted. Videos should be immediately erased after used for supervision purposes.

Records

Clients records should not normally be transported. If transportation is necessary, permission from supervisors should be obtained prior to transportation. Records should never be out of your possession during transportation. Keeping records in a unoccupied locked car is never acceptable.

Group Supervision / Class Discussions

During group supervision and class discussion, it is critical to remove all identifying information about the clients during case presentation. If someone realizes that they have a non-clinical relationship with a client who's case is being presented, the intern should immediately speak up and leave or the presentation should be immediately terminated and deferred to individual supervision.

COMPLAINTS

Harassment and Discrimination

At no time is it acceptable for faculty, supervisors, interns or clients to harass or discriminate or be subjected to harassment and discrimination. Any inappropriate behaviors should be immediately reported to the program director, Dr. Kirstee Williams. If clients engage in harassing behavior toward an intern, the intern should discuss such behaviors with their supervisor to set boundaries or alter the situation (including adding a co-therapist, switching therapists, or transferring the client). At no time should a session continue if a therapist believes his or her safety is at risk or if the experience is degrading.

Student Complaint / Grievance Process:

If a student has a complaint or grievance regarding the program, faculty, or fellow students, the student should submit a written complaint to the program director, unless the complaint is against the director, in which case the complaint should be given to the Behavioral and Social Sciences Department Chair. The complaint will be reviewed by the appropriate committee, usually the Marriage and Family Therapy Graduate Committee, depending on the nature of the complaint. The student may appear before the committee when the complaint is reviewed.

EVALUATIONS

Client Log Form

The client log form should be completed on a weekly basis and presented to the supervisor for their signature. The following should be indicated for EACH therapeutic hour:

- Low Socioeconomic Status
- Ethnic Minority
- Sexual Minority
- Physically Challenged

Paperwork

It is an ethical violation to not complete your client notes in a timely matter. Failure to do so can result in an F in your practicum or internship and termination from the program. You put yourself and your supervisors at legal risk unless you are consistent with both the quality and timeliness of your paperwork.

Remediation / Termination

If problems occur regarding your competency in the practicum and internship, the supervision team will meet with you to develop a remediation plan to help you improve. If that improvement does not occur within the specified length of time allotted, you may be terminated from the program. Certain serious ethical violations can result in immediate termination from the program.

Final Project

In your final internship semester, you will complete a final project as listed in the syllabus. It will consist of a position paper and a formal presentation with video examples of your work.

Approval

As mentioned earlier, students are expected to work as marriage and family therapists in training. Off-campus sites must allow for the provision of clinical services, which includes activities such as psychotherapy and psychoeducation. You should be able to complete at least some relational hours at the off-campus sites. All off-campus sites must be approved by the program director and supervisor. Off-campus supervisors must complete evaluation forms on your performance at least twice a semester.
