

# Program Handbook



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## INTRODUCTION

Congratulations on your accomplishments and leadership skills that have brought you to this stage of your training. 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,

J. Trevor Milliron, Ph.D.

Kirstee Williams, Ph.D.

Eddie Stone, Ph.D.

Brandon Rodgers, Ph.D.

Julie Gardenhire, Ph.D.

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## FACULTY AND STAFF DIRECTORY

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# PROGRAM MISSION STATEMENT AND PHILOSOPHY

## **MFT Doctoral Program Mission Statement**

The mission of the Lee University Marriage and Family Therapy Doctoral Program is to prepare leaders in the marriage and family field that serve the underserved through faith communities. The program will help each student to become an innovative clinician, a proficient educator, a systemic supervisor, and a pragmatic researcher.

## **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.

## **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 Goals (PGs) and Student Learning Outcomes (SLOs)

**PG 1 - Knowledge:** Develop knowledge needed for research, supervision, teaching and advanced clinical practice in the field of marriage and family therapy.

**SLO 1** - Students will demonstrate the knowledge needed for research, supervision, teaching and advanced clinical practice in the field of marriage and family therapy..

**PG 2 – Skills:** Learn systemic and relational skills needed for research, supervision, teaching, and advanced clinical practice in the field of marriage and family therapy.

**SLO 2** - Students will demonstrate systemic and relational skills needed for research, supervision, teaching, and advanced clinical practice in the field of marriage and family therapy.

**PG 3 – Diversity:** Establish competency with diverse, marginalized, and underserved communities through research, supervision, teaching and advanced clinical practice in the field of marriage and family therapy.

**SLO 3** - Students will demonstrate competency with diverse, marginalized, and underserved communities through their research, supervision, teaching, and advanced clinical practice in the field of marriage and family therapy.

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**PG 4 – Ethics:** Promote ethical decision-making skills appropriate for research, supervision, teaching and advanced clinical practice in the field of marriage and family therapy.

**SLO 4** - Students will demonstrate ethical decision-making skills appropriate for research, supervision, teaching and advanced clinical practice in the field of marriage and family therapy.

**P5 5 – Research:** Cultivate the ability to produce original research contributing to the field of marriage and family therapy.

**SLO 5** - Students will demonstrate their ability to produce original research contributing to the field of marriage and family therapy.

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## **Program Requirements:**

### **Curriculum**

Doctorate of Philosophy in Marriage and Family Therapy - 60 credit hours

#### **Advanced Research (15 hours)**

##### Required

MAFT 790 Dissertation (3 credits x 3 times)

##### Choose two courses

MAFT 703 Quantitative Methods, Program Evaluation, and Client Outcomes (3)

MAFT 705 Qualitative and Process Research (3)

MAFT 707 Applied Multivariate Statistics (3)

MAFT 709 Psychometric Theory and Scale Design (3)

#### **Advanced Relational / Systemic Clinical Theory (6 hours)**

##### Choose two courses

MAFT 711 Group Interventions: Systems and Psychodynamics (3)

MAFT 712 Advanced Sex Therapy (3)

MAFT 713 Attachment Based Family Therapy (3)

MAFT 714 Advanced Play Therapy Strategies (3)

MAFT 715 Advanced Trauma Treatment (3)

MAFT 716 Interpersonal Neurobiology and Attachment Theory (3)

#### **Advanced Relational / Systemic Applications to Contemporary Challenges (9 hours)**

##### Required

MAFT 720 Ethics of Social Justice: Power, Privilege, and Diversity in Therapy (3)

##### Choose two courses

MAFT 731 Serving Christian Workers (3)

MAFT 732 Relationships and Family in Faith Communities (3)

MAFT 734 Self-Care and Resilience (3)

MAFT 735 Conflict, Reconciliation, and Forgiveness (3)

MAFT 736 Community Advocacy/Interventions for Families (3)

MAFT 737 Evidence-Based Strategies with At-Risk Populations (3)

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**Foundations of Relational / Systemic Teaching and Supervision (21 hours)***Required*

MAFT 741 Teaching Practicum (2)

MAFT 742 Teaching Practicum (1)

MAFT 750 Doctoral Internship (2 credits x 6 times)

MAFT 760 Systemic Supervision of MFTs (2 credits x 3 times)

**Electives (9 hours)***Choose three courses from advanced research, clinical theory, and/or systemic applications.***Comprehensive Exam - MFT Licensure Exam****Three Year Sample Track:****Year 1—Teaching Focus***Fall Semester - 10 credit hours**Required*

MAFT 741 Relational/Systemic Teaching Practicum (2)

MAFT 750 Doctoral Internship (2)

*Choose two from*

MAFT 703 Quantitative Methods, Program Evaluation, and Client Outcomes (3)

MAFT 736 Community Advocacy/Interventions for Families (3)

MAFT 711 Group Interventions: Systems and Psychodynamics (3)

*Spring Semester - 9 credit hours**Required*

MAFT 720 Ethics of Social Justice: Power, Privilege, and Diversity in Therapy (3)

MAFT 742 Relational/Systemic Teaching Practicum (1)

MAFT 750 Doctoral Internship (2)

*Choose one from*

MAFT 716 Interpersonal Neurobiology and Attachment Theory (3)

MAFT 719 Self Care and Resilience (3)

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## Year 2—Supervision Focus

### Summer Semester - 7 credit hours

#### *Required*

- MAFT 750 Doctoral Internship (2)
- MAFT 760 Systemic Supervision of MFTs (2)

#### *Choose one from*

- MAFT 715 Advanced Trauma Treatment (3)
- MAFT 735 Conflict, Reconciliation, and Forgiveness (3)
- MAFT 707 Applied Multivariate Statistics (3)

### Fall Semester - 10 credit hours

#### *Required*

- MAFT 750 Doctoral Internship (2)
- MAFT 760 Systemic Supervision of MFTs (2)

#### *Choose two from*

- MAFT 705 Qualitative and Process Research (3)
- MAFT 737 Evidence-Based Strategies with At-Risk Populations (3)
- MAFT 736 Community Advocacy/Interventions for Families (3)
- MAFT 711 Group Interventions: Systems and Psychodynamics (3)

### Spring Semester - 10 credit hours

#### *Required*

- MAFT 750 Doctoral Internship (2)
- MAFT 760 Systemic Supervision of MFTs (2)

#### *Choose two from*

- MAFT 709 Psychometric Theory and Scale Design (3)
  - MAFT 712 Advanced Sex Therapy (3)
  - MAFT 714 Advanced Play Therapy Strategies (3)
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**Year 3—Research Focus**Summer Semester - 8 credit hours*Required*

MAFT 750 Doctoral Internship (2)

MAFT 790 Dissertation (3)

*Choose one from from*

MAFT 707 Applied Multivariate Statistics (3)

MAFT 715 Advanced Trauma Treatment (3)

MAFT 732 Relationships and Family in Faith Communities (3)

Fall Semester - 3 credit hours*Required*

MAFT 790 Dissertation (3)

Spring Semester - 3 credit hours*Required*MAFT 790 Dissertation (3)

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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 directors (masters and doctorate) are responsible for leading the MFTGC and carrying out the policies in the program and the clinic set by the MFTGC. The directors have 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.

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**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.

**Degree Completion Requirements:** Beyond the required coursework listed under the curriculum above, all students must successfully defend their dissertation and pass the national licensure examination. Students are required to have accumulated 1000 post-masters clinical hours and 200 supervision hours from an AAMFT Supervisor.

**Tuition and Fees:** Current tuition and fees are found at <https://www.leeuniversity.edu/financial-aid/cost/>

Other required expenses include nominal fees for the binding of 3 copies of your dissertation.

**Academic Calendar:** <https://www.leeuniversity.edu/events/>

**Accreditation Status:** Lee University is accredited by the Southern Association of College and School Commission on Colleges (SACS-COC).

**Student Recruitment – Diversity and Inclusion Policy:** 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) and a master's degree in marriage and family therapy or a closely related field. 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.

**Non-discrimination Policy:** 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

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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 (Code of Conduct):**

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.

**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.

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**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.

**Student Technology Requirement:** There are no specific technology requirements for doctoral students. All doctoral students will have access to the lab computers at Lee which have word processing and statistical software.

**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 have successfully defended their dissertation and submitted an electronic copy and two bound copies of their dissertation.

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**Racial and Cultural Composition of Our Faculty, Supervisors, and Students:** As of 2022, the five core faculty of our program are all white/non-Hispanic, two who are female. We have two additional faculty in the program who are both white/non-Hispanic (one female and one male). Five of the core faculty serve as supervisors (two females, three males, all white/non-Hispanic). Of our 29 current students, 21 are female, 8 are male, 1 is Latino, 4 are African-American, and 1 is international.

**Authenticity of Student Work:** As a Christian community of scholarship, we at Lee University are committed to the principles of truth and honesty in the academic endeavor. As faculty and students in this Christian community, we are called to present our academic work as an honest reflection of our abilities; we do not need to defraud members of the community by presenting others' work as our own. Therefore, academic dishonesty is handled with serious consequences for two fundamental reasons: it is stealing – taking something that is not ours; it is also lying – pretending to be something it is not. In a Christian community, such pretense is not only unnecessary, it is also harmful to the individual and community as a whole. Cheating should have no place at a campus where Christ is King because God desires us to be truthful with each other concerning our academic abilities. Only with a truthful presentation of our knowledge can there be an honest evaluation of our abilities. To such integrity, we as a Christian academic community are called. Unintentional plagiarism due to technical errors in citation is to be avoided but are not considered an ethical failure. Intentional plagiarism representing others work as your own may result in failing the course and dismissal from the program.

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**Student Acknowledgement Policy:** Prior to enrollment, all doctoral students will read and sign the following form regarding use of this degree for licensure purposes:

**Student Acknowledgment Form:** In the Marriage and Family Therapy Field in the United States, there is no national licensure. Licensing is handled by the individual states, each with their own specific requirements. While our MFT degree follows national standards set by the Commission on Accreditation for Marriage and Family Education (COAMFTE), we can offer no assurance that our degree will meet all of the educational requirements for the state from which you might be interested in getting licensed. While our faculty is happy to help you in this process, It is ultimately your responsibility to find out the requirements of the specific state you want to work in. It is unlikely that your degree will be useful in the licensure process to become a therapist in other countries, with perhaps the exception of Canada.

This doctoral degree is not intended to offer the primary coursework necessary for licensure – it is expected that you took the appropriate classes as part of your masters program. The clinical hours earned in this doctoral program will count toward the required clinical hours for licensure in Tennessee, but it is up to the student to check to see if the hours meet the requirement for any other state they may seek licensure in.

By signing, you acknowledge receiving and reading this student acknowledgement form.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date



**Grading and Assessment 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.

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# Graduate Achievement Data Disclosure

Graduate Achievement Data for Lee University Doctoral MFT Program Accredited: Not COAMFTE Accredited Advertised Program Length*: 3 years						
Cohort Year Students Entered Program	# of Students in Program		Graduation Rate in Advertised Time (%)*		Job Placement Rate (%)**	
	FT		FT		F T	
2020 – 2021	13		IP		IP	
2021 – 2022	7		IP		IP	
2022 – 2023	9		IP		IP	

FT=Full-time

IP=In Process: Students from the cohort listed have yet to graduate from the cohort year listed.

Programs are only required to provide data on the past 7 years/cohort or since the program was initially accredited, whichever is shorter.

\* Graduation Rate is the program's Advertised Length of Completion which is how long the program is designed to complete as written.

\*\* Job Placement Rate is the percentage of graduates from the cohort year that are employed utilizing skills learned in the COAMFTE accredited program.

# 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](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 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.

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# 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.

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## 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 1000 clock hours of face-to-face clinical experience with clients.

Clinical Contact Hours are defined as therapist and client therapeutic meetings in the same physical location or through telehealth (which can only be conducted with clients present in Tennessee). 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 200 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. At least 100 of these hours must be in either individual or triadic

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supervision. You must have at least one hour of supervision during any week that you are also seeing clients. 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.

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# 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.

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# 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 an 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.

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