CHECKLIST FOR MFT STUDENTS

\_\_\_\_\_ Completion of Program of Study

* Prior to the close of the first semester
* Forms available in the departmental office

\_\_\_\_\_ Application for Admission to Candidacy

* After the student has completed one semester (8-12 hours) of graduate study, but before the student completes 18 hours
* Schedule an appointment with advisor to complete Admission to Candidacy Evaluation Form (Appendix D)

\_\_\_\_\_ Locate an internship site

* Internship site must complete On-Site Internship Agreement (Appendix B)
* February or March of first year

\_\_\_\_\_ Enroll in Internship in Marriage and Family Therapy (HPC 6900)

* Typically for the fall semester of the second year of the program
* Form available in the departmental office

\_\_\_\_\_ Clearance and application for degree

* By the end of the first week of the final semester
* Obtain necessary forms and instructions from the Graduate Office
* Evaluation of off-campus internship site

\_\_\_\_\_ Comprehensive Exam

* Spring Semester of 2nd year
* Form available in the departmental office

\_\_\_\_\_ Thesis Option

* See thesis advisor for specific requirements