



Marriage and Family Therapy Program Internship Handbook

REICH COLLEGE OF EDUCATION

DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING

WEBSITE

<http://mft.appstate.edu/>

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This manual is subject to change.

APPALACHIAN STATE UNIVERSITY
DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING
MARRIAGE AND FAMILY THERAPY PROGRAM (MFT)

FREQUENTLY ASKED QUESTIONS

1. When do I need to start looking for an internship location?
 - a. Students can begin looking through the online internship database beginning the end of their first fall semester and throughout the beginning of their first spring semester. Students will need to pick five potential internship sites to include in their candidacy process.
 - b. If you have a specific population interest that is not included in the list of sites in the online internship database, it may be possible to add an additional site. Students will need to meet with the internship coordinator to discuss this further. This process must be started in the fall semester. An alternative site should also be chosen as a backup in the event the University is not able to finalize a contract with the original chosen site.

2. How do I find an internship location?
 - a. To begin, please visit the online internship database, which can be found on the ASUlearn MFT course site.
 - b. Then meet with your advisor or the internship coordinator to learn more about different sites.
 - c. Feel free to talk to second year students currently in internship about site locations and experiences.
 - d. Attend the annual spring internship fair hosted by the Student Association of Marriage and Family Therapy (SAMFT).

Please note you may **not contact internship sites until after you have been approved for candidacy and the internship coordinator has approved your application.**

3. What forms do I need to complete to start the internship process?
 - a. First you must complete the candidacy process. This consists of the candidacy form and a self-evaluation. You will meet with your advisor to submit these documents in the spring semester.
 - b. After you have been approved for candidacy you will contact your approved sites, with a resume, cover letter, and three references.
 - c. Once a site has accepted you, you will contact the **licensed** on-site supervisor. Your on-site supervisor will then sign your internship contract, which you will submit to the Marriage and Family Therapy Internship Coordinator on campus. (Some sites will have affiliation agreements and a contract will not be necessary, please see the MFT Internship Coordinator for more details.)
 - d. You will also need to complete the “permission to register for internship for MFT.” This form must be submitted to the internship coordinator who will then fill the paperwork in order for you to be registered for the HPC 6900 Internship in MFT course. **You will not be permitted to register for this course yourself.**
 - e. Internship sites require background checks and other requirements, which may include drug screenings or other information. Please speak with the internship coordinator prior to internship applications if you have questions or concerns about any requirements..
 - f. All forms may be found on the ASUlearn Marriage and Family Therapy course site. Please contact your advisor if you have trouble locating any form.

4. How do I complete internship?
 - a. MFT Internships are for a period of 12 months. You will be on site for 15-20 hours per week for the entire 12 month period.
 - b. You must complete 500 direct client contact hours total, 250 of which must be relational.
 - c. You must also complete 100 hours of supervision, 50 of which must be raw data/video hours. You will maintain a 1:5 supervision to client contact ratio.
 - d. Appropriate paperwork must be submitted at the end of each semester. See Appendix B for semester paperwork. See Appendix C for end of internship paperwork.

WHAT IS INTERNSHIP?

Internship provides for the application of theory and the development of therapy skills under supervision. These experiences are an opportunity for students to provide therapy to clients who represent the ethnic and demographic diversity of their community.

Internship includes the following experiences: (a) intake interview, mental status evaluation, biopsychosocial history, mental health history, and psychological assessment for treatment planning and caseload management, (b) techniques and interventions for prevention and treatment of a broad range of mental health issues, (c) strategies for interfacing with the legal system regarding court-referred clients, (d) strategies for interfacing with integrated behavioral health care professionals, and (e) strategies to advocate for persons with mental health issues. All therapeutic activities are based in theories and models related to marriage and family therapy principles.

Student therapists will demonstrate their ability to provide therapy related activities. Therapy related activities include the following:

- (a) document biopsychosocial assessment and case conceptualization,
- (b) use diagnostic processes, including differential diagnoses and the use of current diagnostic classification systems, including the Diagnostic and Statistical Manual of Mental Disorders (DSM),
- (c) maintain appropriate client records,
- (d) understand the process of third party reimbursement, and other practice and management issues in marriage and family therapy,
- (e) make appropriate referrals, and
- (f) provide prevention strategies for mental and emotional disorders.

Student therapists will gain an understanding of various important topics through their experiences. The following are topics that each student therapist must have an understanding of prior to graduating:

- (a) potential for substance use disorders to mimic and/or co-occur with a variety of neurological, medical, and psychological disorders,
- (b) impact of crisis and trauma on individuals with mental health diagnoses,
- (c) impact of biological and neurological mechanisms on mental health,
- (d) classifications, indications, and contraindications of commonly prescribed psychopharmacological medications for appropriate medical referral and consultation,
- (e) legislation and government policy relevant to marriage and family therapy, and
- (f) cultural factors relevant to marriage and family therapy.

PART ONE: INTERNSHIP TIMELINE

1. First Year: Fall Semester
 - a. At the end of the semester, begin to research different internship sites.
 - i. Site list can be found on the ASUlearn MFT page.
 - b. You may not contact any sites without approval. Ask the internship coordinator for assistance.**
2. First Year: Spring Semester
 - a. Continue to research potential internship sites.
 - i. Attend the annual SAMFT Internship Fair to meet supervisors and ask questions about the opportunities at potential internship sites.
 - b. Begin the MFT candidacy process.
 - i. Complete candidacy form and self-evaluation, which can be found on the ASUlearn Marriage and Family Therapy site.
 - ii. Meet with your advisor to discuss candidacy and submit all required documentation.
 - c. Once approved for candidacy, you may apply to internship sites approved by the MFT Department.
 - i. The approved internship sites will be included in the email you receive from the internship coordinator when your candidacy is approved.
 - d. When you have been accepted by an internship site, the internship contract or Site Agreement Form must be completed. The contract may not be needed if an affiliation agreement is already in place, the MFT Internship Coordinator will assist with this process.
 - i. This will be signed by you, the licensed site supervisor and the internship coordinator. A new internship contract must be completed and signed by all parties each semester.
 - e. You will also need to complete the Permission to Register for Internship course form. The completed form must be submitted to the internship coordinator, who will then fill the paperwork in order for you to be registered for the HPC 6900 course.
 - i. Normally, registration will occur at the end of the spring semester to begin internship during the following fall semester.
 - f. You must be covered by professional liability insurance, which will be triggered by your enrollment in the HPC 6900 course.
 - i. Insurance is triggered by enrollment in certain internship course and a fee will be added to your tuition charges through your student account. Please be sure all fees and tuition payments are made prior to beginning your internship or you will not have insurance coverage for your internship.
3. Second Year: Fall, Spring, and Summer Semesters
 - a. Begin internship when classes start in fall, though orientation may occur before the beginning of the fall semester.
 - i. You must wait to have client contact until after your 6900 course begins.
 - b. Make sure you meet the supervision requirements. They are:
 - i. 1 hour of on-site supervision with your licensed supervisor each week you are seeing clients (minimum is 1 hour every other week)
 - ii. 1 hour of individual supervision with University provided supervisor each week of the class semester (AAMFT Approved Supervisor or supervisor in training; minimum is 1 hour every other week)
 - iii. 2 hours of group supervision with University supervisor each week of class semester. This is the HPC 6900 course and it will be taught by a AAMFT

Approved Supervisor or supervisor in training

- c. Make sure you maintain the supervision ratio – 1 hour of supervision for every 5 hours of direct client contact
 - i. Total hours of supervision divided by total contact hours must be equal to or greater than 0.2.
- d. At the end of each semester, you are required to complete and submit the documentation listed below to the MFT Internship Coordinator and be sure to retain copies for your own files. These forms are available in Appendix B. The following documentation is required to be submitted at the end of each semester:
 - i. Form C (cumulative internship hours, divided up by site)
 - ii. Copies of your weekly hour sheets
 - iii. Diversity survey
 - iv. Evaluations of supervisors (onsite and University)
 - v. Supervisor evaluation of you
 - vi. Goals sheet
 - vii. Evaluation of off-campus internship

Overview of Regular Timeline of Internship and Program Responsibilities

Fall 1st year	Spring 1st year	Summer 1st year
<ul style="list-style-type: none"> -Begin looking at internship sites 	<ul style="list-style-type: none"> -Candidacy -Gain approval for continuing on internship process -Attend internship fair -Apply for internship -Secure internship -Complete paperwork for internship course registration -Complete background check 	<ul style="list-style-type: none"> -Prepare to begin internship, may attend orientation
Fall 2nd year	Spring 2nd year	Summer 2nd year
<ul style="list-style-type: none"> -Begin internship (not before the first week of classes) -Complete end of semester internship documentation and provide to internship coordinator -Site visit completed by 6900 instructor 	<ul style="list-style-type: none"> -Continue internship -Comprehensive exams – written and oral -Complete end of semester internship documentation and provide to internship coordinator -Site visit completed by 6900 instructor 	<ul style="list-style-type: none"> -Continue internship -Complete internship (usually the end of July) -Complete end of semester & end of program documentation and provide to internship coordinator -Site visit completed on as needed basis

PART TWO: INTERNSHIP EXPERIENCE AND EXPECTATIONS

1. Time at site:
 - a. You will be expected to be on site 15-20 hours per week during the entirety of your internship experience. Plan for 10-12 direct client contact hours each week.
2. Video tape footage of sessions:
 - a. You will be required to videotape your sessions and include audio.
 - b. You should do your best to have both you and your client in frame at all times.
 - c. These videos will be used in your oral comprehensive exams.
 - d. You will also show these videos during group and individual supervision.
 - e. Maintain the security of videos according to HIPAA standards. Students are required to follow any on-site policies related to confidentiality as well.
3. Onsite supervisor:
 - a. You will have a licensed onsite supervisor.
 - i. The onsite supervisor must have an active mental health license.
 - b. You will meet with them each week for one hour (a minimum of 1 hour every other week) for the entirety of the internship experience.
4. Documented hours:
 - a. You will document both your client contact hours and your supervision hours on the weekly hour form.
 - i. Definition of an “Hour” can be found on pages 14-15 of this handbook.
5. Documentation due each semester (students should retain copies for their own use):
 - a. Form C (cumulative internship hours, divided up by site)
 - b. Copies of your weekly hour sheets
 - c. Diversity survey
 - d. Evaluations of supervisors (onsite and University)
 - e. Supervisor evaluations of you
 - f. Goals sheet
 - g. Evaluation of off-campus internship
 - h. Note – additional paperwork is due your last semester of internship. This includes a closure letter from your site, and Form D. See Appendix C for forms.
6. By the end of internship you should be able to demonstrate your ability to:
 - a. Build relationships with diverse clients;
 - b. Perform assessments and understand diagnostic practices according to the DSM-V;
 - c. Complete and carry out treatment plans with clients and families;
 - d. Maintain client records;
 - e. Plan and execute interventions with clients consistent with a systemic model of therapy; and
 - f. Make appropriate referrals as necessary.
7. Following AAMFT code of ethics and legal codes
 - a. Throughout your time in the program and during your internship experience you will need to follow the AAMFT code of ethics and NC legal codes overseeing the practice of marriage and family therapy. Failure by any student to adhere to these requirements, may result in remediation, immediate removal from your internship site and/or dismissal from the program.

- b. Background checks are mandated before you begin any internship, see the NC licensure statutes (specifically § 90-270.60. Denial, revocation, or suspension of license; other disciplinary or remedial actions) for more details about what may interfere with your ability to gain employment as an MFT and MFT licensure in NC. These statues are available on-line and in the MFT Student Handbook.
- c. You are required to report to the program any arrests or convictions of misdemeanors or felonies, any potential or actual ethical violations, and/or professional/academic sanctions that occur during the internship experience.

8. Supervisor Requirements

- a. You will have one AAMFT approved supervisor (or supervisor candidate) for individual supervision assigned by the University.
 - i. You will meet with your University supervisor for individual (usually dyadic) supervision for 1 hour a week (minimum of 1 hour every other week) during the academic semesters (fall, spring, and summer).
- b. You will also have an AAMFT approved supervisor (or supervisor candidate) assigned to you by the University for group supervision sessions, through your registration in the HPC 6900 course.
 - i. This group will meet for 2 hours every week of the semester.
- c. Supervision is required for every week you see clients during your internship experience.
 - i. Outside of normal University schedules, you are expected to continue your internship. You must follow any on-site policies related to vacation time (i.e., internships follow a 12 month schedule, not an academic one, when the University is on break, you are not on break from internship responsibilities.)
 - ii. If you are seeing clients during University breaks (i.e., winter break) you are required to maintain ongoing supervision.
- d. You will have one on-site supervisor at the internship site. The on-site supervisor shall:
 - i. Possess an active license in the mental health profession;
 - ii. Schedule regular face-to-face individual (can be dyadic) supervision meetings with you, usually one hour per week, a minimum of 1 hour every other week;
 - iii. Provide an appropriate evaluation of your performance (see Appendix B), and be present for site visits;
 - iv. Provide a safe, secure, and non-discriminatory workplace where you are able to meet your educational objectives; and
 - v. Accept legal and financial responsibility for the client hours you are logging at the internship site. While the Marriage and Family Therapy program provides clinical supervision, it must be clear that the internship site is responsible for case assignment, protecting client welfare, and other client issues.

PART THREE: INTERNSHIP POLICIES AND PROCEDURES

The information following in this part of the internship handbook, can also be found in the student handbook. Both direct client contact hours and supervision hours will be documented in records maintained by the student. The student is responsible for having their supervisor co-sign these records. At the end of each semester the student will forward these records to the Marriage and Family Therapy Program Director who will maintain these records on file. These records will be considered the definitive record of the student's therapy and supervision hours. Students will have periodic opportunities (i.e., at least at the end of every semester) to correct errors in these records, with their supervisor's approval. Records are not subject to further change as the result of student action after this review. Students must make and retain copies of all documentation submitted, and are responsible for maintaining the copies for future needs (such as licensure applications).

In order to obtain the Master of Arts in Marriage and Family Therapy, students must continue to accumulate direct client contact and supervision hours until all requirements are met. If requirements are not completed within one year, the student must develop his/her own plan for completing the requirement and submit the plan to the MFT Program Director for faculty review and approval. Students are encouraged to complete their internships in the given year, since space constraints limit the number of students who can be enrolled in the HPC 6900 (Internship in Marriage and Family Therapy) course per semester. If students are unable to complete internship in the one year allotted, they may need to secure their own AAMFT Approved Supervisor (or candidate), who is not an employee of the University, to supervise their remaining work at internship. This person may charge for his/her services, and that fee would be the responsibility of the student.

An evaluation of the intern's performance is completed each semester, at which time the student therapist and the internship on-site supervisor meet to review the student's performance. The student will be allowed to review this document, and must sign the last page to certify the review. The student's signature does not imply agreement with the supervisor's comments or evaluation. The student may add his/her own comments regarding the evaluation; however, these comments do not constitute an appeal of the grade for internship (See "Grievance and Dismissal Policies and Procedures" for grade appeal procedures). Each student will also be asked to evaluate the internship experience and supervision process in writing. Copies of the student evaluations are circulated to all Marriage and Family Therapy faculty members, including the internship supervisor. Students are encouraged to type their responses to provide anonymity for the student.

Off-Campus Internship Sites

Client contact hours will be obtained at off-campus internship sites. Off-campus sites must meet the following criteria:

1. Completion of a Marriage and Family Therapy Program contract or affiliation agreement.
2. Legal and financial responsibility must be accepted and acknowledged by the internship site. While the Marriage and Family Therapy program provides clinical supervision, it must be clear that the internship site is responsible for case assignment, protecting client welfare, and similar issues;
3. Administrative supervision is the right and responsibility of the internship site. Supervision of therapy may be provided (1) by the staff of the internship site and/ or (2) by members of the Marriage and Family Therapy Program faculty who are AAMFT Approved Supervisors or Supervisors-in-Training. A specific person must be named as the on-site supervisor. The person must hold a current appropriate Mental Health license. The Marriage and Family Therapy faculty member assigned as supervisor will maintain regular contact with the on-site supervisor, consulting with the on-site supervisor before assigning a grade for internship; and
4. The internship site and the on-site supervisor must agree to assist in completing an evaluation of the student's performance at the end of each semester. This document will be the major basis for grade assignment for the student. The observations of and information provided by the on-site supervisor are crucial in this process. However, the responsibility for final grade assignment rests with the supervising Marriage and Family Therapy faculty member. When the student is providing

services through the Marriage and Family Therapy Program's on-campus Marriage and Family Clinic and an off-campus site, an evaluation will be completed for each placement. The student will also complete a written evaluation of the internship experience.

Guidelines for Internships in Private Practice Settings

The Marriage and Family Therapy Program recognizes that students can benefit greatly from opportunities to have an internship in a private practice setting, however, we also recognize that there is a potential for exploitation in such a setting. To avoid exploitation we have adopted the following guidelines:

1. You are not allowed to practice in a private setting with the instructor for your section of the course HPC 6900.
2. You shall make full disclosure of your status as a student intern and obtain written consent from all clients that you are involved in treating.
3. Students are not allowed to receive payment for their services.
4. Students cannot be required to contribute to the overhead costs of the practice (internship site).
5. Students are not allowed to be employed by their site or to receive payment related to direct client contact hours completed.
6. If there is a conflict or a problem with any site, the Marriage and Family Therapy Program's normal policies, as spelled out in this Handbook, apply.
7. Each site must be approved by the Marriage and Family Therapy faculty.
8. The student should make a formal proposal to the Marriage and Family Therapy faculty requesting the site be considered and approved. The proposal shall address each requirement stated here and how it will be met by the additional site location.

Course Requirements for HPC 6900

Students shall do the following to receive a passing grade for this course:

1. Attend all supervision classes and individual sessions.
2. Complete all assigned readings.
3. Keep a list (which is signed off weekly) of all clients and the type of therapy provided.
4. Videotape therapy sessions, when approval for such videotaping is provided by the client.
5. Bring a minimum of one videotape to each internship session.
6. Abide by the code of ethics of the AAMFT at all times.
7. Work 15-20 hours a week at the internship site.
8. Other requirements as stated by your supervisor.

Students are expected to have some awareness of their interpersonal functioning in their intimate relationships and in their family of origin. While the supervision is not a therapy group, the student is expected to be willing to explore these relationships because parallel issues will occur in the group and with the clients the student is seeing in therapy. Some part of the group experience may be devoted to working on these issues.

A student whose behavior is disruptive to the supervision group and/or who appears unprepared for supervision may be asked to suspend his/her supervision until such a time that the Marriage and Family Therapy faculty feel the student has met criteria to continue.

A student may be referred to the counseling center for counseling when his/her issues appear beyond the scope of the supervision group.

Students are encouraged to communicate directly with other students or the supervisor about issues that arise in the group. Triangulating with others outside the group will be viewed as disruptive to the group process.

PART FOUR: CONTACT HOURS

Marriage and Family Therapy interns are required to obtain at least 500 hours of direct client contact under the supervision of an AAMFT approved supervisor prior to graduation. Hours are achieved through an approved off-campus site as well as through approved alternative experiences (see page 15 for a definition of alternative contact hours). Beginning Fall 2017, some students may also be placed at the on-campus Appalachian Family Therapy Clinic.

At least half (250) of the 500 direct client contact hours must be relational hours, as defined below. The Commission on Accreditation for Marriage and Family Therapy Education (COAMFTE) provides the following definition of direct client contact.

1. Direct client contact is defined as:

- COAMFTE defines clinical **contact hours** as the following: “Clinical Contact Hours are defined as therapist and client therapeutic meetings in the same physical location...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 minutes therapy session must be counted as 45 minutes, not one hour or as a contact hour.”
- Therefore, a 50-60 minute session may count as 1 hour of direct client contact and a 25-30 minute session may count for .5 of a direct client contact hour. 15 minutes can be counted as .25 of a direct client contact hour and anything less than 15 minutes may not be included in your hour record.
- Direct client contact therefore includes: face-to-face (therapist and client) therapy with individuals, couples, families, and/or groups from a relational perspective, assessment, and psychoeducation.
- Two therapists working together in the room with the client is considered direct client contact for both therapists.
- Following definitions from the NC state licensure board, **relational hours** are defined as: “Relational hours are defined as hours spent providing therapy with more than one client in the room who are all part of the same treatment plan. Relational hours may also include face to face communication with members of the larger system who are also working in direct collaboration with the same client(s). This contact may only be counted if it is authorized by the client(s) or required by law for the purpose of developing and carrying out a treatment plan.”
- Additionally if one member of the family is in the room with the student therapist and another family member is connecting via Skype (or another video option), can a student cannot count the hours while engaging in teletherapy with one family member and face to face with another as relational hour. However, a student will be able to count these hours as ‘direct client contact hours’. This definition is according to COAMFTE Standards Version 12, Key Element IV-C and the Glossary Definition on Clinical Contact Hours, 'direct client contact hours' must occur face to face in the same physical location.
- Students are required to complete a significant portion of their relational hours in work specifically with couples and families. This will be reviewed on an individual basis and discussed with students if a concern arises to ensure a foundation of adequate relational experience is gained by each student during their internship experience.
- Any questions about how to record hours should first be directed to your group supervisor/instructor for HPC 6900. If there are questions beyond those that can

be answered by your supervisor or any disagreement among faculty/supervisors, please consult with the MFT internship coordinator for final decisions and approval on correct hour recordings.

- The following are not approved as direct client contact:
 - 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.
 - Observation of another therapist's work, although valuable, does not constitute direct client contact.

2. Direct client contact and supervision stipulations:

- a. Students must meet weekly with an appropriate supervisor (AAMFT Approved Supervisor or AAMFT Supervisor-in-Training, see below) in order to have direct client contact hours counted toward the 500-hour requirement.
- b. Up to 100 hours of your 500 hours of internship may be **alternative contact hours**.
 - i. These hours must be approved by the MFT internship coordinator prior to the experience. Complete the alternative hours approval form on the MFT Program course site prior to beginning to accrue hours. After completion of hours, complete the form and essay and turn in with your end of semester paperwork to the MFT internship coordinator.
 - ii. These alternative hours must be systemic, interactional, and add diversity to your practicum experience.
 - iii. The hours must be face-to-face contact with clients. A therapeutic contract with the client(s) must exist.
 - iv. A qualified professional must be present with you on site when you have direct client contact to assist with any emergency situations that may arise.
- c. Students are required to obtain a total of 100 hours of supervision which includes the following:
 - i. At least 30 hours of individual supervision, which is defined as supervision of one or two individuals.
 - ii. No more than 70 hours of group supervision. Group supervision shall not exceed six students per group.
 - iii. Of the 100 hours of required supervision, at least 50 must be based on raw data - live (i.e., the supervisor viewing case via a two way mirror or being present in the room) or involve a student presenting videotaped case material.
- d. Students observing someone else's clinical work may receive credit for group supervision provided that at least one supervisor is present with the students during the session. (no more than six)
- e. Supervision will be distinguishable from psychotherapy or teaching.
 - i. The supervisory process, as distinguished from teaching, involves the observation and development of clinical skills in an applied setting, which, although it may have teaching components, requires more student autonomy and application of previously learned concepts and skills.
 - ii. The supervisory process, as distinguished from psychotherapy, requires the processing of student concerns only as they relate to the clinical competency of the student.
 1. If a student is found to be clinically impaired and is unable to

- provide competent and ethical services to his/her clients on internship, action will be taken by the MFT faculty.
2. If possible, a remediation plan will be co-created with a student to address deficits and ways to remedy them (see Appendix A). In more serious cases, a recommendation may be made for personal therapy in order to assist a student in performing the functions of the internship appropriately.
- f. If a student is simultaneously being supervised and having direct clinical contact, the time may be counted as both supervision time and direct clinical contact time.
 - g. When a supervisor is conducting live supervision, only the therapist(s) in the room with the client (up to two therapists) may count the time as individual supervision.
 - h. Supervision hours are counted towards fulfillment of clinical requirements only when the supervisor is either an AAMFT-designated Approved Supervisor or Supervisor-in- Training.
 - i. The Marriage and Family Therapy Program currently provides supervision by AAMFT approved supervisors and supervisors in training.
 - j. According to COAMFTE standards, students must receive at least one hour of supervision for every five hours of direct client contact.
 - i. Supervision will occur at least once every week in which students have direct client contact hours.
 - ii. Individual supervision will occur at least once every other week in which students have direct client contact hours.
 - k. In order to meet the 500-hour direct client contact requirement within a one-year period, the student will need to conduct ten hours of therapy each week under appropriate weekly supervision.
 - i. It is advisable that students leave a couple of evenings each week free for clinical work, in addition to the regularly scheduled group supervision class.
 - ii. Good clinical practice dictates setting aside 2-3 large blocks of time for clinical work, rather than trying to fit clients into odd free hours scattered throughout the week.
 - iii. In reality, more than 10 client contact hours per week must be scheduled to allow for vacation periods, slow times, illness, clients who fail to attend appointments, etc. Similarly, supervision sessions should be scheduled to allow for vacation times, conferences, illnesses, etc.
 - iv. Under normal circumstances, students in the Marriage and Family Therapy Program receive more hours of supervision than required.

PART FIVE: CLIENT SECURITY AND HIPAA

Marriage and family therapists are under an ethical obligation to avoid exploiting the trust and dependency of students and supervisees (AAMFT Code of Ethics, Section IV). Students are expected to share personal information about themselves and their family of origin in marriage and family therapy classes and in supervision. We believe that dealing with such material is essential to the process of marriage and family therapy training. Such information will be treated sensitively by the MFT faculty, and we will encourage the same treatment by fellow classmates. However, in a group setting, confidentiality cannot be guaranteed and students should consider this before sharing sensitive information with others.

Students will be videotaping sessions and transporting those videos from internship site to supervision. These videos must be kept secure at all times so that they remain confidential and protected. Videos must remain in locked boxes or on password encrypted, HIPAA compliant encrypted flash drives stored in secure areas as determined and provided by the facility. Additionally, students may not use any recording devices that connect to the internet (i.e., tablets, cell phones, etc.), and may not upload videos to any internet connected devices (i.e. laptops) or cloud-based data storage programs (unless they meet HIPAA standards of security). When viewing videos, students must always maintain the privacy and security of videos; videos should only be shown to others in supervision settings. All videos must be deleted at the time of the student's graduation from the program, if not sooner.

Additional security of client information is important in a time when technology is pervasive in clients' and therapists' lives. Students should not have any client information uploaded or stored on personal electronic devices (i.e., laptops, tablets, cell phones.) This includes client names, phone numbers, artwork, information from client files, etc. This also means that students should not be transmitting information about or from clients, clinical sites, or clinical work via electronic methods, including, but not limited to, social media, text message, and email (except in accordance with appropriate privacy practices and onsite policies through official work email addresses). Failure to abide by this guideline can result in a serious break in trust between clients and therapists, as well as legal and ethical violations that can lead to disciplinary action in the program.

Section 4.7 of the AAMFT Code of Ethics; Limits of confidentiality for supervisees:

- Marriage and family therapists do not disclose supervisee confidences except by written authorization or waiver, or when mandated or permitted by law.
- In educational or training settings where there are multiple supervisors, disclosures are permitted only to other professional colleagues, administrators, or employers who share responsibility for training of the supervisee.
- Verbal authorization will not be sufficient except in emergency situations.
- The Marriage and Family Therapy Program has a clear responsibility to protect clients under the care of student therapists from unethical or incompetent practices.
- We have an additional responsibility to protect the integrity and well-being of the Marriage and Family Therapy Program as well as an obligation to the profession of marriage and family therapy to prevent unethical and/or impaired individuals from entering the profession.
 - In response to our ethical obligations to avoid exploiting students, any decision regarding the fitness of any student to continue training as a marriage and family therapist must be made in consultation with the entire

clinical faculty.

- Additionally, students' clinical skills grow over time. Comparative evaluations of students must be made among faculty members. Such information will not be shared with other students. For these reasons, the clinical faculty must operate as a confidentiality unit.
 - A confidentiality unit means that information defined as sensitive will be retained within the group. The information gathered in supervision or classes, which is relevant to the well-functioning and ongoing evaluation of the student, must be shared among the clinical faculty but will not be shared with other students.
- Regarding the transportation, storage and transmission of confidential media, supervisees must keep tapes under lock and key and under their direct control at all times.
 - Trainees are responsible for maintaining the confidentiality of tapes.
- Information related to students' clinical performance will not be shared with other non-Marriage and Family Therapy faculty or administration, unless when permitted by law.
 - In the event that a student is dismissed from the program, personal information of the student shall not be shared.
 - If a student appeals any decision regarding standing in the program, then confidentiality cannot be maintained in the appeal process.

It is imperative that supervisee confidentiality be maintained within these outlined parameters. This confidentiality statement is provided to help students understand the limits of confidentiality. Successful Marriage and Family Therapy training and supervision is, in a large part, dependent on the quality of relationships between faculty and students. These relationships are built over time. The Marriage and Family Therapy faculty is committed to the respect and dignity of students. We feel that maintaining a faculty confidentiality unit is the most effective way of dealing with students' personal issues in a respectful manner, which allows us to fulfill our obligations to clients and the profession of marriage and family therapy.

**PART SIX: MANAGING DIFFICULTIES AT INTERNSHIP SITES,
REMEDATION PLAN, AND PROTOCOL FOR PREMATURE TERMINATION**

If issues arise on the internship site, the student should first speak with the onsite supervisor and the University group internship course instructor (group supervisor). If an on-site supervisor has difficulties with an intern, he/she should first speak directly with the intern. If this conversation and level of intervention does not resolve the issues, the person having difficulties should contact the MFT Internship Coordinator who will schedule a meeting with the on-site supervisor, intern, and additional parties as needed (i.e., a cotherapist) to discuss what issues have arisen and to create a written plan for moving forward if possible. This plan may follow the remediation form at the end of this document, or an alternative format that also includes concerns, actions needed, and dates to review these concerns. If satisfactory progress is not made by the dates on the plan, termination/removal from the internship site and/or the MFT program may occur. If students or on-site supervisors request a premature termination from an internship site, the above process should be followed if possible, though depending on circumstances a remediation plan may not be needed.

Emergency situations, harassment or discrimination, violations of ethical codes of conduct, and other dangerous situations perpetuated by interns or employees at clinical placement sites will be evaluated on an individual basis and addressed immediately. In the event a student has experienced one of these situations, the student should contact the MFT Internship Coordinator immediately.

Should students require disability accommodations, medical leave, religious accommodations, or other special considerations, appropriate Department and University policies will be followed. Students with such needs should discuss them as soon as possible with the MFT Internship Coordinator.

Appendix A:
**Documents for students and faculty in the Marriage and Family
Therapy Program.**

APPALACHIAN STATE UNIVERSITY
DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING
MARRIAGE AND FAMILY THERAPY PROGRAM

REMEDIATION PLAN

(Adapted from Kress, V.E. & Protivnak, J.J. (2009). Professional Development Plans to Remedy Problematic Counseling Student Behaviors. *Counselor Education and Supervision*, 48, 154-166)

Student Name: _____ Date: _____

MFT Internship Coordinator: _____ Date _____

Section I. Area(s) for Professional Development

It has been noted that _____ (student name) would benefit from professional development to remediate the following professional development issue(s):

(Areas for professional development may include progress toward degree completion, quality of foundational coursework, quality of specialization coursework, quality of clinical skill, quality of scholarly skill, cooperativeness, initiative, attendance, punctuality, dependability, empathy, acceptance of diversity, ethics, and/or professionalism.)

Section II. Professional Development Activities

For you to continue to progress toward receiving your MFT degree, the MFT faculty is collectively requiring that you engage in the following professional development activities that relate to the competencies addressed within our program's retention policy. For each competency listed, a date by which satisfactory progress must be made should be documented. Please consider that the faculty member developing the plan with the student will share the information on this form with site supervisors.

Section III. Faculty and Supervisor Comments:

Section IV. Student Comments:

Section V. Professional Development Activities Revised (check here if revision not needed)

Section VI. Commitment to Professional Development Plan

I understand and agree to all of the conditions of this document. If I do not follow through on completing all of the tasks outlined in this contract by the prescribed deadlines, I will be subject to termination from the internship site and/or the Marriage and Family Therapy Program.

Date

Student Signature

Date

MFT Internship Coordinator

Date

Supervisor

APPALACHIAN STATE UNIVERSITY
DEPARTMENT OF HUMAN DEVELOPMENT AND PSYCHOLOGICAL COUNSELING
MARRIAGE AND FAMILY THERAPY PROGRAM

SITE FORM FOR INTERNSHIP

Agency/School Site Information

Name of Agency/School: _____

Address _____ State _____ Zip code _____

Telephone: _____ Website _____

Agency Site Supervisor Information

Site Supervisor Name: _____

Direct Phone Line: _____ Email: _____

Highest Degree and Field: _____

Supervisor Area of Specialization _____

Years of Therapy Experience: _____ Years of Supervision Experience _____

AAMFT Approved Supervisor: yes no AAMFT Supervisor Candidate: yes no

Supervisors Current Licensure/Certification Held (NCC, LPCS, LPCS, LPC, LMFT, LCAS, CCS, or specify):

Professional Memberships (ASCA, ACA, NCCA, AAMFT, NCAAMFT, or specify): _____

Agency Clientele and Description of Site:

Type of Direct Service Offered (Check all that apply)

Individual counseling _____ Couples counseling _____ Family counseling _____

Group counseling _____ Career counseling _____ Intake Assessments _____

Appraisal Services _____ Diagnosis Assessment _____ Others _____

Site Supervision Provided (Check all that apply)

Individual supervision _____ Group supervision _____

Education Opportunities for Interns (Check all that apply)

Professional training seminars _____ In-service training _____

Research opportunities _____ Others _____

The following are requirements that the student intern must meet for primary internship site placements:

1. Onsite supervision

Supervision should be one hour a week, individual (or dyadic), with the supervisor on record who holds an active mental health license, and focused on clinical (not administrative) issues. One hour of supervision every other week is the minimum.

2. Direct client contact

Completion of 500 hours of direct client contact, and a minimum of 250 relational hours; Clinical contact can only happen when a clinician with a mental health license is also on-site

3. Time of placement

12 month placement at the agency, usually August to July; Interns are expected to be on site 15-20 hours, with an average of 10-12 direct client contact hours per week though some sites may require more hours.

4. Ability to video tape client session

5. Evaluations, communication, and paperwork

Supervisors and interns complete end of semester evaluations and participate in site visits with faculty from Appalachian State University. If issues arise with the site or intern, they are communicated with the internship coordinator.

Audio and/or Video Tape of Clients Permitted** Yes _____ or No _____

** The Department of Human Development and the Marriage and Family Therapy Program is accredited nationally by COAMFTE. As part of this accreditation requirement, and to facilitate optimum and ethical professional development through supervision of developing clinical skills, practicum and internship students must be permitted, with proper informed consent, to audio and/or videotape counseling sessions. Audio and/or videotaped sessions are to be heard and/or viewed **ONLY** by the following: onsite supervisor, university site supervisor, and supervision group. All internship students are pledged to the ethical codes of the AAMFT, including all aspects of confidentiality and transporting of video back and forth from the internship site.

The Reich College of Education and the Department of Human Development would like to thank you for your support of our students. We could not effectively train marriage and family therapists without your help and expertise. Thank you for your assistance and cooperation.

Site Supervisor's Signature _____ Date _____

Internship Coordinator's Signature _____ Date _____

Permission to Register for Practicum, Internship or Prof. Practice in CSD Human Development and Psychological Counseling

Instructions:

1. Student fills out form...**all information is required.**
2. Student's advisor signs form.
3. Student submits signed form to the following (based on your degree program):
 - a. CSD students submit form to Instructor
 - b. MFT students submit form to Program Director
 - c. CMHC students submit form to 5900/6900 Coordinator
 - d. PSC students submit form to 5900/6900 Coordinator

Semester course is to be taken: _____			
Subject: <u>HPC</u>	Course #: _____	Section #: _____	Credit Hours _____ Course Title: _____
_____		Course Instructor _____	DOMESTIC
(WITHIN U.S.) INTERNSHIP: _____			or
INTERNATIONAL INTERNSHIP: _____			

Student Information:

Banner ID: _____

Student's name: _____

ASU Email: _____

Student's address: _____

Student's phone: _____

Cumulative GPA: _____ Major: _____

Compensation Information:

Paid: _____ Unpaid: _____ If paid: pay rate is _____

<i>Student's Emergency Contact Information</i>	<i>Internship Agency Contact</i>
Name: _____	Agency Name: _____
Relationship: _____	Address: _____
Phone: _____	Agency Site Supervisor Name and Title: _____
_____	Address: _____
	Phone: _____ Fax: _____
	E-mail: _____
	Location of Internship, if different from Agency: _____

Advisor's Signature: _____

Date: _____

All information on this form must be completed. You will be registered by the Registrar's Office; they will send you and the instructor an email when registration has occurred.

WEEKLY REPORT OF CASES

Therapist: _____

Practicum in Marriage and Family Therapy

Supervisor: _____

Week: _____

CLIENT CONTACT		Individual					Relational				
Date	Client Code/Name	Individual	Group/Individual	Alt. Individual	Couple Individual	Couple Group	Couple Alt.	Family Individual	Family Group	Family Alt.	
Weekly Total											
Totals for Semester											
Totals to Date											
Individual Total					Relational Total						

SUPERVISION		Raw					Other			Total
Date		Live Individual	Live Group	Live Alt.	Video Individual	Video Group	Video Alt.	Case Rpt. Ind.	Case Rpt. Grp.	Case Rpt. Alt.
Weekly Total										
Previous Total										
Total to Date										
Raw Total							Other Total			

RATIO (s/c should equal .20 or greater)

Group Supervisor's Signature (ASU) _____
 Site Supervisor's Signature _____

HOURS WITH TARGET POPULATION (ages 5-25)

CONTACTS WITH PRIMARY CARE

Weekly Total
 Previous Total
 Total to Date (a)

Weekly Total
 Previous Total
 Total to Date

RATIO (a/c should equal .5 or greater)

Appendix B:

The following documents are for students to submit to the MFT Internship Coordinator at the end of each semester of internship.

FORM C

CLIENT CONTACT AND SUPERVISION HOURS REPORTING FORM

Master's/Certificate Graduates

If the program is submitting a self-study, complete Form D for ALL master's graduates since the last Annual Report. Doctoral graduates should be listed on Form D (Internship). See attached instructions before completing this form.

Graduate's Name: _____		Did student transfer in hours from another program? # Yes # No (If yes, please list these hours as a separate site below.)					Date Entered Program (mo/yr):		Date Graduated Program (mo/yr):			
Graduate's employment setting (check one): # MFT Setting # Non-MFT Setting # Unemployed # Other												
		CLIENT CONTACT HOURS					SUPERVISION HOURS					
Site Name	Modality	Indiv	Couple (relational)	Family (relational)	Relational (add couple & family hours) 250 hrs	Total Hrs 500 hrs	Case Rpt	Live (raw data)	Video (raw data)	Audio (raw data)	Direct Obs. (add audio, video & live) 50 hrs	Total Supv. Hrs 100 hrs
	IND											
	GRP											
	ALTERNATIVE											
	IND											
	GRP											
	ALTERNATIVE											
CUMULATIVE TOTALS (add hours earned at all sites)						aa						bb
RATIO OF SUPERVISION TO CLIENT CONTACT (1:5) = bb/aa = _____ (should equal .20 or greater)												

Graduate's Name: _____		Did student transfer in hours from another program? # Yes # No (If yes, please list these hours as a separate site below.)					Date Entered program: (mo/yr):		Date Graduated Program (mo/yr):			
Graduate's employment setting (check one): # MFT Setting # Non-MFT Setting # Unemployed # Other												
		CLIENT CONTACT HOURS					SUPERVISION HOURS					
Site Name	Modality	Indiv	Couple (relational)	Family (relational)	Relational (add couple & family hours) 250 hrs	Total Hrs 500 hrs	Case Rpt	Live (raw data)	Video (raw data)	Audio (raw data)	Direct Obs. (add audio, video & live) 50 hrs	Total Supv. Hrs 100 hrs
	IND											
	GRP											
	ALTERNATIVE											
	IND											
	GRP											
	ALTERNATIVE											
CUMULATIVE TOTALS (add hours earned at all sites)						aa						bb
RATIO OF SUPERVISION TO CLIENT CONTACT (1:5) = bb/aa = _____ (should equal .20 or greater)												

Future Supervision Goals Forms

After you set supervision/training goals for yourself for next semester please have each of your current supervisor provide you with their suggestions.

Student's Name _____

Student's goals for next semester

Site supervisor's suggested goals for next semester

Group supervisor's suggested goals for next semester

Individual supervisor's suggested goals for next semester

MFT Internship Client Diversity Survey

Intern's Name: _____ Semester _____

Indicate which characteristics describe the clients you have worked with at your internship site by completing the following statements.

1. The **ages** of the clients I have worked with at my internship site(s) include (Circle all that apply):
 - a. Preschoolers aged birth through five
 - b. School age children aged six through eighteen
 - c. Young adults aged 19 through 35
 - d. Middle aged adults aged 36 through 60
 - e. Older adults aged 61 through 100

2. The **race/ethnicity** of the clients I have worked with at my internship site(s) include (Circle all that apply):
 - a. Black or African-American
 - b. Native American (include Alaska Native and American Indian)
 - c. Asian or Asian-American (include Pacific Islander)
 - d. Hispanic or Latino/Latina
 - e. European-American
 - f. Other

3. The **physical ability** of the clients I have worked with at my internship site(s) include (Circle all that apply):
 - a. Restricted mobility
 - b. Sensory difficulties (e.g. blind, deaf)
 - c. Chronic physical illness
 - d. Other physical restrictions
 - e. Nonrestricted physical ability

4. The **family compositions** of the clients I have worked with at my internship site(s) include (Circle all that apply):
 - a. Single adults
 - b. Couples
 - c. Households with children
 - d. Stepfamilies
 - e. Children in foster-care or residential placement
 - f. Other _____

5. The **gender** of the clients I have worked with at my internship site(s) includes: (Circle all that apply):
 - a. Male
 - b. Female
 - c. Other (includes transgender, gender expansive) _____

6. The **religious orientation** of the clients I have worked with at my internship site(s) includes (Circle all that apply):
 - a. Christian
 - b. Jewish
 - c. Unaffiliated
 - d. Other _____

7. The **sexual orientation** of the clients I have worked with at my internship site(s) includes (Circle all that apply):
- heterosexual
 - gay/lesbian
 - bisexual
 - other
8. The **socioeconomic status** of the clients I have worked with at my internship site(s)
- lower class and/or below poverty level
 - middle class
 - upper class
9. The **diagnoses** of the clients I have worked with at my internship site(s) includes (Circle all that apply):
- Depressive Disorders
 - Anxiety Disorders
 - Bipolar and Related Disorders
 - Substance-Related and Addictive Disorders
 - Personality Disorders
 - Neurodevelopmental Disorders
 - Disruptive, Impulse-Control, and Conduct Disorders
 - Schizophrenia and Other Psychotic Disorders
 - Trauma and Stressor – Related Disorders
 - Eating Disorders
 - Other _____

MARRIAGE AND FAMILY THERAPY PROGRAM

Evaluation of Student Performance in Off-Campus Internship

Student's Name

On-Site Supervisor

Agency

Semester _____ Date

The individual named above is earning clinical contact hours through your agency. As a student in our training program, it is important that we obtain information on the student's clinical performance regardless of whether this is an internship placement arranged by the program or employment contracted directly by the student. Please complete this form and review it with the student near the end of the semester and mail it directly to the Director of the Marriage and Family Therapy Program, Department of Human Development and Psychological Counseling, Appalachian State University, Boone, NC 28608. We appreciate your help in providing feedback on the clinical performance of this student.

Please rate each area using the following scale:

1 = INADEQUATE; 2 = SOMEWHAT ADEQUATE; 3 = ADEQUATE;
4 = GOOD; 5 = SUPERIOR

_____ 1. Ability to develop and maintain appropriate caseload

- Determine who should attend therapy and in what configuration (e.g., individual, couple, family, extra-familial resources).
- Facilitate therapeutic involvement of all necessary participants in treatment.
- Explain practice setting rules, fees, rights, and responsibilities of each party, including privacy, confidentiality policies, and duty to care to client or legal guardian.
- Obtain consent to treatment from all responsible persons.
- Evaluate case for appropriateness for treatment within professional scope of practice and competence.

COMMENTS:

- _____ 2. Ability to form therapeutic relationships with a wide range of clients
- Establish and maintain appropriate and productive therapeutic alliances with the clients.
 - Solicit and use client feedback throughout the therapeutic process.
 - Manage session interactions with individuals, couples, families, and groups.
- COMMENTS:

- _____ 3. Professional behavior
- Manage progression of therapy toward treatment goals.
 - Manage risks, crises, and emergencies.
 - Monitor personal reactions to clients and treatment process, especially in terms of therapeutic behavior, relationship with clients, process for explaining procedures, and outcomes.
 - Advocate with clients in obtaining quality care, appropriate resources, and services in their community.
- COMMENTS:

- _____ 4. Relationship with agency staff
- Develop and maintain collaborative working relationships with referral resources, other practitioners involved in the clients' care, and payers.
 - Work collaboratively with other stakeholders, including family members, other significant persons, and professionals not present.
- COMMENTS:

- _____ 5. Dependability
- Utilize time management skills in therapy sessions and other professional meetings.
- COMMENTS:

_____ 6. Following agency procedures and policies

- Complete case documentation in a timely manner and in accordance with relevant laws and policies.
- Assess session process for compliance with policies and procedures of practice setting.
- Participate in case-related forensic and legal processes.
- Write plans and complete other case documentation in accordance with practice setting policies, professional standards, and state/provincial laws.

COMMENTS:

_____ 7. Treatment planning

- Understand the effects that psychotropic and other medications have on clients and the treatment process.
- Understand recovery-oriented behavioral health services (e.g., self-help groups, 12-step programs, peer-to-peer services, supported employment).
- Integrate client feedback, assessment, contextual information, and diagnosis with treatment goals and plan.
- Develop, with client input, measurable outcomes, treatment goals, treatment plans, and after-care plans with clients utilizing a systemic perspective.
- Prioritize treatment goals.
- Develop a clear plan of how sessions will be conducted.
- Structure treatment to meet clients' needs and to facilitate systemic change.
- Assist clients in obtaining needed care while navigating complex systems of care.
- Develop termination and aftercare plans.
- Evaluate progress of sessions toward treatment goals.
- Evaluate level of risks, management of risks, crises, and emergencies.

COMMENTS:

_____ 8. Therapeutic interventions

- Know which models, modalities, and/or techniques are most effective for presenting problems.
- Recognize how different techniques may impact the treatment process.
- Provide psychoeducation to families whose members have serious mental illness or other disorders.
- Modify interventions that are not working to better fit treatment goals.

- Move to constructive termination when treatment goals have been accomplished.
- Evaluate interventions for consistency, congruency with model of therapy and theory of change, cultural and contextual relevance, and goals of the treatment plan.
- Evaluate ability to deliver interventions effectively.
- Evaluate treatment outcomes as treatment progresses.
- Evaluate clients' reactions or responses to interventions.
- Evaluate clients' outcomes for the need to continue, refer, or terminate therapy.
- Evaluate reactions to the treatment process (e.g., transference, family of origin, current stress level, current life situation, cultural context) and their impact on effective intervention and clinical outcomes.

COMMENTS:

_____ 9. Understand essential contexts

COMMENTS:

_____ 10. Assessment diagnostic skills

- Gather and review intake information, giving balanced attention to individual, family, community, cultural, and contextual factors.

COMMENTS:

_____ 11. General therapy skills

COMMENTS:

_____ 12. Use of supervision

COMMENTS:

_____ 13. Overall performance in your agency
COMMENTS:

_____ 14. Legal and ethical understanding
COMMENTS:

THANK YOU FOR YOUR HELP

Student's signature _____
Date_____

Site supervisor's signature _____
Date_____

Individual Supervision Evaluation Form
(AAMFT Approved Supervisor, or Supervisor in Training)

Individual Supervisor's Name _____

What was most helpful in your supervision?

What could your supervisor do to make supervision more helpful?

How would you describe the quality of your relationship with your supervisor?

Other comments?

On Site Supervisor Evaluation Form

Individual Supervisor's Name _____

Site Visit by Appalachian State University MFT program representative was completed on this date: _____

What was most helpful in your supervision?

What could your supervisor do to make supervision more helpful?

How would you describe the quality of your relationship with your supervisor?

Other comments?

MARRIAGE AND FAMILY THERAPY PROGRAM
EVALUATION OF OFF-CAMPUS INTERNSHIP SITE

Name: _____ Date: _____

Agency: _____ On Site Supervisor: _____

To assess the effectiveness of your off-campus internship experience, please answer the questions below and make ratings where indicated using this scale:

1 = inadequate, 2 = partly adequate, 3 = adequate, 4 = good, 5 = outstanding

_____ 1. Overall effectiveness rating of site/ experience

_____ 2. Number and availability of cases

What type (individual, family, groups, typical problems, consistency in keeping appointments):

Population served:

_____ 3. On-site supervision

_____ Individual

_____ Group

Describe the type (e.g. live, video, audio, etc.)

Time in supervision weekly/ how available is it?

Co-therapy available? Observing others doing therapy?

_____ 4. Coordinating with faculty supervision

_____ 5. Orientation (to clinic, with supervisor)?

_____ 6. Consultation with staff/ involvement with staff.

_____ 7. Facilities (adequacy of session rooms, videotaping available, one-way screens, etc.)

Transportation to and from site:

_____ 8. Contribution to your growth as a family therapist.

COMMENTS (about administration aspects and design of internship, what you found most valuable, suggestions for improvements):

Appendix C:

The following document is an additional one for students to submit their last semester of internship.

Note: A closing letter signed by your site supervisor is also required. This letter should affirm that you have closed out all cases, completed all progress notes, and are leaving the site in an appropriate and ethical fashion.

FORM D CLIENT CONTACT AND SUPERVISION HOURS REPORTING FORM

Master's/Certificate Graduates

If the program is submitting a self-study, complete Form D for ALL master's graduates since the last Annual Report. Doctoral graduates should be listed on Form D (Internship). See attached instructions before completing this form.

Graduate's Name: _____		Did student transfer in hours from another program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please list these hours as a separate site below.)				Date Entered Program (mo/yr):		Date Graduated Program (mo/yr):				
Graduate's employment setting (check one): <input type="checkbox"/> MFT Setting <input type="checkbox"/> Non-MFT Setting <input type="checkbox"/> Unemployed <input type="checkbox"/> Other												
		CLIENT CONTACT HOURS					SUPERVISION HOURS					
Site Name	Modality	Indiv	Couple (relational)	Family (relational)	Relational (add couple & family hours) 250 hrs	Total Hrs 500 hrs	Case Rpt	Live (raw data)	Video (raw data)	Audio (raw data)	Direct Obs. (add audio, video & live) 50 hrs	Total Supv. Hrs 100 hrs
	IND											
	GRP											
	ALTERNATIVE											
	IND											
	GRP											
	ALTERNATIVE											
CUMULATIVE TOTALS (add hours earned at all sites)						aa						bb
RATIO OF SUPERVISION TO CLIENT CONTACT (1:5) = bb/aa = _____ (should equal .20 or greater)												

Graduate's Name: _____		Did student transfer in hours from another program? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please list these hours as a separate site below.)				Date Entered program: (mo/yr):		Date Graduated Program (mo/yr):				
Graduate's employment setting (check one): <input type="checkbox"/> MFT Setting <input type="checkbox"/> Non-MFT Setting <input type="checkbox"/> Unemployed <input type="checkbox"/> Other												
		CLIENT CONTACT HOURS					SUPERVISION HOURS					
Site Name	Modality	Indiv	Couple (relational)	Family (relational)	Relational (add couple & family hours) 250 hrs	Total Hrs 500 hrs	Case Rpt	Live (raw data)	Video (raw data)	Audio (raw data)	Direct Obs. (add audio, video & live) 50 hrs	Total Supv. Hrs 100 hrs
	IND											
	GRP											
	ALTERNATIVE											
	IND											
	GRP											
	ALTERNATIVE											
CUMULATIVE TOTALS (add hours earned at all sites)						aa						bb
RATIO OF SUPERVISION TO CLIENT CONTACT (1:5) = bb/aa = _____ (should equal .20 or greater)												

