



GRADUATE HANDBOOK: Masters of Advanced Studies In Marriage & Family Therapy

GUIDE TO GRADUATE PROGRAM PROCEDURES

**SCHOOL OF SOCIAL AND FAMILY DYNAMICS
ARIZONA STATE UNIVERSITY
PO BOX 873701
TEMPE, ARIZONA 85287-3701
(480) 965-6978
FAX: (480) 965-6779
Email: Karissa@asu.edu & Mary.Doyle@asu.edu**

School Homepage: <http://thesanfordschool.clas.asu.edu/>.

Graduate College Homepage: <http://www.asu.edu/graduate/>.

Graduate College Catalog On-Line:
<https://catalog.asu.edu/>.

Graduate College On-Line Application:
<https://webapp4.asu.edu/dgsadmissions/Index.jsp>.

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***Please note: This handbook is subject to change to maintain compliance with the university's Graduate College policies and procedures.**

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MAS-MFT Program Objectives

The purpose of this self-contained accelerated program is to provide high quality coursework and supervised internship/practicum¹ experiences that meet the degree requirements for licensure in the State of Arizona to practice marriage and family therapy as determined and set forth by the Arizona Board of Behavioral Health Examiners – <http://azbbhe.us/>. The degree requirements are specified by the Arizona Board of Behavioral Health Examiners; the MAS-MFT program is designed to train practitioners who wish to practice marriage and family therapy.

This 39-semester hour² program will prepare the student to:

1. Use appropriate written, verbal, and nonverbal communication skills with therapy clients and professionals.
2. Apply ethics to marriage and family therapy incorporating the rules and regulations of the profession, critical thinking, and compassion.
3. Conduct marriage and family therapy with clients of diverse backgrounds based upon an awareness and appreciation of diversity.
4. Apply knowledge of Systems Theory into practice.
5. Apply knowledge of marriage and family therapy models to practice.
6. Provide reasoning in support of diagnosis and treatment interventions.
7. Complete the educational requirements for MFT licensure eligibility in Arizona as defined by the Arizona Board of Behavioral Health Examiners (BBHE).

Faculty: Courses are taught by state-licensed marriage and family therapists.

Admission to the MAS-MFT Program/Program Requirements

1. **Submit Graduate College Application.** The first step in applying to a graduate program at Arizona State University (ASU) is completing the application to the Graduate College at ASU and submitting all application materials cited in the Graduate Catalog. To apply: <http://graduate.asu.edu/admissions/>.
2. **Assemble the following materials.** Supplemental materials may be submitted electronically: letters of recommendation, resume/vita, and personal goal statement.

¹ “Internship” is defined as the clinical placement at a community mental health agency approved by the MAS-MFT faculty. “Practicum” is defined as the MAS-MFT program class in which a student must be registered and enrolled for the entire duration of the internship.

² If a student does not complete the required total of 300 direct client contact hours by semester’s end in December of year two, the student will be required to register for additional semester hours of practicum in order to complete the internship/practicum. The number of semester hours will depend on the size of the deficiency and will be determined by MAS-MFT faculty.

- a. **Resume/Vita** – Current Resume or Vita. Please include educational history, academic honors, awards/scholarships/fellowships, publications, membership in professional organizations, volunteer activities, and employment history.
- b. **Letters of Recommendation.** Three letters of recommendation, including at least one from an undergraduate instructor. Letters from employers, supervisors or other professional mentors are also acceptable, but letters from friends or family are not. In extenuating circumstances when an applicant has been out of school for a number of years and is unable to contact a former undergraduate instructor for a letter, three professional letters are acceptable. Applicants should, however, make every effort to secure at least one letter from an undergraduate instructor.
- c. **Personal Goal Statement.** In three pages or less (double-spaced) please describe the following:
 - i. What has lead to your decision to apply to this MFT Program?
 - ii. What are your professional goals and aspirations?
 - iii. What are the strengths you have that will help you succeed in this program?
 - iv. What, if any, clinical and/or research experiences do you have (either paid or volunteer)?
- d. **Other.**
 - i. **Foreign Language Requirements.** None, except when English is not the student's primary language, in which case TOEFL scores must be submitted to demonstrate proficiency in English. Contact the Graduate College directly about this requirement.
 - ii. **Thesis Requirements.** None.
 - iii. **GRE Scores.** GRE scores are waived for this program and are not taken into consideration as an admission criterion.
 - iv. **Transportation.** For the internship/practicum, students are **required** to have a vehicle, a valid Arizona driver's license, and proof of current automobile insurance, which must be maintained for the duration of the internship/practicum in accordance with Arizona law. This requirement is in place because student therapists must be able to transport themselves not only to their assigned internship site for in-office therapy sessions, supervision meetings, and case management activities, but also to clients' homes when in-home therapy is part of the client's service plan.

3. **Admission and Denial Criteria.** No single criterion will serve as the sole basis for admission or denial to the MAS-MFT program. Admission is a competitive process. Criteria for admission will include:
 - a. Admission to ASU's Graduate College, including the minimum GPA requirement.
 - b. A minimum cumulative undergraduate GPA of 3.00 based on a 4.00 scale. Note: A cumulative undergraduate GPA of 3.00 or higher does not by itself guarantee admission to the MAS-MFT program.
 - c. Evidence of outstanding academic and clinical potential from previous academic record, and previous field-related work and/or volunteer experience as addressed in the applicant's personal statement and letters of recommendation.
 - d. Professional goals which are compatible with the MAS-MFT program.
 - e. Ability to pass a background check per the applicant's report: background checks are required by all internship site placements; individuals with felonies and/or certain misdemeanors on their record will not satisfactorily pass a background check in accordance with agency requirements. Internship sites may also require a Motor Vehicle Record from the Department of Motor Vehicles. Applicants who have concerns about their ability to pass a background check are encouraged to contact the State of Arizona's Department of Public Safety at: <http://az.gov/>. For concerns about Motor Vehicle Records, contact the State of Arizona's Department of Motor Vehicles at: <http://az.gov/>.
 - f. For international students, proficiency in English as demonstrated by satisfactory TOEFL scores as required by the Graduate College.
 - g. Three letters of recommendation
 - h. Successful completion of an interview with MAS-MFT faculty.
4. **Application Outcomes** will be one of the following:
 - a. **Regular Admission** is granted when the applicant meets the criteria of satisfactory grade point average, adequate field-related work and/or volunteer experience, favorable letters of recommendation and a successful interview when enrollment limits have not been met.
 - b. **Provisional Admission** is granted either when the applicant has less than a satisfactory academic record but shows potential for high achievement as a graduate student as evidenced by strong letters of recommendation, or the applicant meets the criteria for regular admission but has had insufficient preparation for the designated area for the graduate study. In such cases, the conditions for admission are stated in the letter of acceptance. The student must meet these stated conditions

prior to advancement to regular status. **The student is responsible for initiating a change in graduate classification after the conditions of provisional admission have been fulfilled.** If the conditions for admission are not met within one semester of the student's admission the student will be asked to withdrawal from the program. Students who are dropped from the program may reapply for admittance when they can present evidence that the conditions have been met. Presentation of such evidence does not guarantee re-admittance.

- c. **Admission is denied** when either the student does not meet the requirements for admission, the student does not rank sufficiently high to be selected for available slots and/or it is deemed that the graduate program fails to match the applicant's needs, goals and interests.
- d. **Deferred admissions** are not available for this program.

5. **Additional Requirements/Considerations**

- a. **Financial Information**, including tuition, program fees, and residency status. Students pay graduate tuition (in-state or out-of-state), fees, and a per-semester-hour program fee of \$475 for each of the 39 semester hours. Residency status is determined by the Graduate College. Because this is an applied accelerated program, assistantships and other internal funding are not available. Students are encouraged to pursue scholarships or other forms of financial aid independently. **All questions about tuition, financial aid, tuition payment schedules and residency status should be directed to the Graduate College at:**
<http://graduate.asu.edu/>.
- b. **External Employment.** Because of the demands of any accelerated clinical graduate program, students can expect to accommodate, **at most**, flexible part-time employment while enrolled in the program. Both coursework and internship/practicum require that students be available during week-day hours for the duration of the program.
- c. **Clinical Employment.** Any clinical employment or nonpaid work experience outside the primary internship placement will **not count** toward the degree requirements. Under no circumstances will the university assume any liability for any work, paid or unpaid, outside of the parameters of the pre-approved internship placement.
 - i. **Background Check.** Although ASU will not conduct a background check, applicants need to be aware that potential internship sites will. Potential interns will need to be able to obtain a state-issued Fingerprint Clearance Card. Any felonies and/or certain misdemeanors in an applicant's or student's background will make

them ineligible to receive a Fingerprint Clearance Card and/or work at an approved internship site and thus be unable to complete the program. Applicants who have concerns about passing a background check must address their concerns with MAS-MFT faculty during the application process and should contact the State of Arizona's Department of Public Safety at: <http://az.gov/>. Any student who fails a background check or whose Fingerprint Clearance card is denied or revoked will be ineligible to begin or continue their internship and will be recommended for withdrawal from the MAS-MFT program. A student may appeal actions concerning dismissal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

- d. **Joining AAMFT/Liability-Malpractice Insurance.** Every MAS-MFT student must carry liability-malpractice insurance (available as a no-cost membership benefit through membership with the American Association for Marriage and Family Therapy (AAMFT) student membership. Thus, students are required to join AAMFT and maintain membership for the duration of the program. A copy of the liability-malpractice insurance certificate must be submitted to MAS-MFT faculty before a student will be cleared to register for Practicum and begin to see clients. Information about becoming a student member of AAMFT can be found at: <http://www.aamft.org/>. Students are encouraged to join AAMFT as early in the program as possible and must maintain their liability coverage for the duration of the internship.

MAS-MFT Program Policies

1. Timelines and Coursework

- a. **Coursework.** A Master's of Advanced Studies in Marriage & Family Therapy is a cohort-based, program that requires the successful completion of a minimum of 39 semester hours, including required coursework and completion of 300 direct client contact hours in a community internship placement approved by the MAS-MFT faculty. The program is self-contained, which means that only the students admitted to this program will be permitted to register for and attend the MAS-MFT classes. Classes outside this program cannot be used to meet the

requirements for this degree i.e. there are no elective courses, and courses taken elsewhere, either within ASU or at another institution, cannot be transferred or substituted for any of the courses required for this degree. Courses must be taken in the established course sequence, and students are expected to complete all program requirements with the rest of the cohort (see the Course Schedule on page 23). Courses, with the exception of Practicum, will meet twice each week during daytime hours, for 7.5 weeks (except for Summer Semesters, which follow the university's six-week format). Practicum will follow a Fifteen-week semester format, with the exception of Summer Semester, which is eight weeks.

- i. **Registration Requirements.** All graduate students enrolled in the MAS-MFT program (including students who are taking the required cohort-based course sequence and/or Practicum) must be registered for a minimum of one hour of appropriate graduate level credit in the department/school in which they are pursuing their degree program. According to the Graduate College, a graduate student who does not enroll at any point during one calendar year (Fall/Spring semesters) is automatically withdrawn from their program.
- ii. **Leave of Absence.** Graduate students may request a Leave of Absence from the Graduate College not to exceed two consecutive semesters, including summer. If a student does request of Leave of Absence and is granted a leave, the student will have to wait to repeat the course(s) missed the next time that particular course(s) is/are offered, typically one year later. See page 21 of this handbook for additional information in the event that practicum is interrupted by a Leave of Absence.
 1. Students who take an unapproved leave of absence from the program will be considered as withdrawn. If a student who has voluntarily withdrawn wishes to return, he or she must reapply for consideration for readmission.
- iii. **Program Completion.** Students who do not successfully complete all of the program requirements within these timelines and for whom an exception has not been granted will be given a deficiency notice first and a deadline for completing all requirements. If the student does not comply with the deadline outlined in the deficiency notice, the student will be recommended for withdrawal from the master's program. A student may appeal actions concerning dismissal by petitioning the Director of the School of Social and

Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

- b. **Internship/practicum** is expected to begin in January of the student's first year in the program and last for approximately 12 months. Exceptions must be approved by the MAS-MFT faculty and the head of the academic unit. (See page 19 for additional information about internship/practicum interruption.)
2. **Maintaining Satisfactory Progress.** Satisfactory academic progress is indicated by course grades as well as by clinical competence and professional conduct.
- a. **Attendance Policy.** Because this is an accelerated clinical graduate program, students are required to attend all classes. Program policy allows students one excused absence (one day) per course each semester at the discretion of MAS-MFT faculty, not to exceed a total of five excused absences (one day each) during the entire program. The only exception to this is a documented emergency. Any nonemergency unexcused absences will result in a loss of one letter grade for each day absent for the semester.
 - b. **Course Grades.** Graduate students are required to maintain a minimum of 3.0 GPA in (a) all coursework taken for graduate credit (courses numbered 500 or higher) (Graduate GPA); (b) all coursework in the student's approved program of study (Program of Study GPA); and (c) all coursework taken at ASU post baccalaureate (Overall GPA).
 - i. If any of the Graduate GPA, the Program of Study GPA, or the Overall GPA falls below 3.0, the student will be placed on academic probation and will receive a deficiency notice from the Graduate Committee in Family & Human Development.
 - ii. The student will be required to raise the Graduate GPA, the Program of Study GPA, and the Overall GPA to a minimum of 3.00 in one semester.³ The exception to this rule concerns the two required classes taken during the first 7.5-week semester of the program: FAS 570 – Introduction to Marriage & Family Therapy and FAS 581 – Professional Issues & Ethics. Students who fail to earn the minimum GPA of 3.0 during the first 7.5-week semester and/or

³ Semesters in the MAS-MFT program are 7.5 weeks in the fall and spring semesters, and six weeks in the summer. Practicum runs on a 15-week semester (spring and fall) and on an eight-week semester (summer) concurrent with the community internship.

students who fail to earn a grade of B or better for either of these courses will be recommended for immediate withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

- iii. If the student fails to raise the Graduate GPA, the Program of Study GPA, and the Overall GPA to a minimum of 3.0 within the allotted time as defined in the preceding section, the student will receive a letter from the Graduate Committee notifying him/her that he/she will be recommended for withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
- c. **Incomplete Grades.** A MAS-MFT student cannot accumulate more than two incompletes at any given time while completing a graduate program of study.
- i. If a student accumulates three or more incompletes at any given time, the student will be placed on academic probation and receive a deficiency notice from the Graduate Committee in Family & Human Development.
 - ii. The student will be required to complete all incompletes within one semester (note: for classes within the 7.5-week semester format, the incomplete must be completed within the next 7.5 weeks).
 1. If the student fails to complete all incompletes within one semester, the student will receive a letter from the MAS-MFT Graduate Committee notifying him/her that he/she will be recommended for withdrawal from the program.
 2. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

- d. **Clinical Competence and Professional Conduct.** All students admitted to the MAS-MFT program are subject to the general standards of academic good standing of the university. Academic standards alone, however, do not necessarily guarantee that a student will be allowed to continue in or to graduate from the program. Because students obtaining a clinical master's degree are placed in positions of dealing with the public, including the internship site supervisors and staff, other mental health and social service professionals, and clients, they must also demonstrate the requisite qualifications for successful professional performance including sound mental health, interpersonal skills, basic communication skills and appropriate professional conduct:
- i. Students must follow the American Association for Marriage & Family Therapy (AAMFT) Code of Ethics (see Appendix D; also available online at [http://www.aamft.org/.](http://www.aamft.org/))
 - ii. Students are required to follow the policies and protocols specific to each of their respective internship sites, and to satisfactorily meet the expectations of the agency supervising their internship. Each internship site will have its own written policies and procedures, which the site supervisor will review with the student at the start of the internship.
 - iii. MAS-MFT faculty will check in with internship site supervisors informally on a monthly basis to inquire whether any concerns about any of the assigned students have arisen. If any concerns are identified, the MAS-MFT faculty, in consultation with the site supervisor, will determine how to proceed; the next step would typically include a meeting with the MAS-MFT faculty and the student and, if necessary, devise an Action Plan (see vi below).
 - iv. To formally assess students' adherence to the AAMFT Code of Ethics and to the policies and protocols of the internship site, the student's internship supervisor(s) will complete an evaluation twice during the internship (see the Internship Evaluation, Appendix C for the evaluation domains).
 - v. If any ratings of "inconsistent" or "unacceptable" are given by the internship supervisor(s), the MAS-MFT faculty will meet with the student and the internship supervisor. The MAS-MFT faculty and internship supervisor(s) will devise a formal Action Plan for the student to meet the requirements of a satisfactory standard. All parties will sign the Action Plan and a deadline for complying with the requirements will be specified.

- vi. If the internship supervisor or MAS-MFT faculty become aware of the student committing any policy violation(s), the MAS-MFT faculty and, if appropriate, the internship supervisor, will devise a formal Action Plan for the student to meet the requirements of a satisfactory standard. All parties will sign the Action Plan and a deadline for complying with the requirements will be specified. Examples of policy violations include but are not limited to: violating the agency or program dress code, failing to attend scheduled sessions or groups for clients, failing to report at the internship site when scheduled, failing to notify the internship site supervisor in the case of an emergency absence or failing to complete clinical documentation within the agency deadlines.
- vii. In special circumstances, a policy and ethical violation can be so egregious that it warrants an immediate recommendation that the student be withdrawn from the program without an ensuing Action Plan.
- viii. If the student does not comply with the Action Plan and the deadline, the student will be recommended for withdrawal from the master's program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
- ix. Classroom Behavior. All students are expected to comply with the university's Code of Student Conduct (available online at <http://students.asu.edu/srr>). In addition, students are expected to conduct themselves in a manner befitting appropriate clinical demeanor. Examples of inappropriate behavior include an aggressive and/or raised tone of voice, an implied or real threat against another, a hostile demeanor, or an implied or stated disrespect toward another. MAS-MFT faculty will meet with any student demonstrating these or other disruptive behaviors to determine an appropriate course of action. If a student fails to remedy these behaviors or refuses to cooperate in devising and following an Action Plan to remedy the behaviors, the student will be recommended for withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days

of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

3. **Comprehensive Exam.** Prior to starting the interview process for an internship placement, students must complete and pass the Comprehensive Examination. The purpose of the examination is to ensure that students are able to demonstrate sufficient knowledge and fluency with MFT theoretical, research, ethics and application concepts in order to be adequately prepared to begin clinical work. Exams will be written. MAS-MFT faculty reserves the right to amend the written exam with an oral exam when deemed necessary in order to evaluate the student's knowledge and competency.
 - a. **Eligibility to take the Comprehensive Examination.** To be eligible to take the comprehensive exam, the student must:
 - i. Receive a grade of B or better in **each** of the first two classes, FAS 570 – Introduction to Marriage & Family Therapy, and FAS 581 – Professional Issues & Ethics.
 - ii. Demonstrate appropriate classroom behavior (see preceding section).
 1. Students who are ineligible to take the Comprehensive Examination (see preceding section) will be recommended for immediate withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
 - b. **Outcome of the Comprehensive Examination.** Students who are eligible to take the Comprehensive Examination will do so following the conclusion of the first 7.5-week semester. Students taking the exam will earn one of the following outcomes:
 - i. **Passed:** A score of 80% or greater in **each and both** exam areas of theory and ethics.
 1. Students who earn a "Pass" on the Comprehensive Examination will be eligible to interview for an internship placement at an approved local site beginning in January and continuing for 12 months or until the student completes the required 300 hours of direct client contact.

- ii. **Passed with Conditions:** A score between 70-80% in **either or both** exam areas of theory and ethics.
 - 1. Students who receive a “Pass with Conditions” will meet with MAS-MFT faculty within one week of the original exam date to receive feedback and will be given **one** opportunity to remediate their exam to bring their overall score in **each and both** exam areas of theory and ethics to a minimum score of 80%. If the score is not raised to the required level after one remediation attempt, the student will be judged to have failed the exam.
- iii. **Failed:** A score of less than 70% in **either or both** exam areas of theory and ethics.
 - 1. Students failing the exam will not be permitted to begin interviewing for an internship placement and will be recommended for immediate withdrawal from the MAS-MFT program. A student may appeal actions concerning dismissal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

4. **Clinical Internship/Practicum**

- a. **Approved internship sites** are selected by MAS-MFT faculty. Under no circumstances are students permitted to contact agencies or other mental health entities, including private practitioners, on their own to solicit a placement without prior written approval from MAS-MFT faculty. Such contact will result in the student being placed on Probation with a written Action Plan. Pre-approved sites are located locally throughout the Metro Phoenix and surrounding areas. All students will be supervised by a state-credentialed, licensed marriage and family therapist. Additionally, students must have:
 - i. **Their own car.** This is required because student therapists must be able to transport themselves not only to their assigned internship site for in-office therapy sessions, supervision meetings, and case management activities, but also to clients’ homes when in-home therapy is part of the client’s service plan.
 - ii. **A valid Arizona driver’s license** (out-of-state students with a valid driver’s license will be able to obtain an Arizona license once they have moved to Arizona). Internship sites may also require a Motor

Vehicle Record from the Arizona Department of Motor Vehicles or the equivalent report from the state issuing the student's current driver's license. A potential intern who has an unsatisfactory Motor Vehicle Record will be ineligible for internship placement and will be recommended for withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

- iii. **Proof of current automobile insurance**, which must be maintained for the duration of the internship.
- iv. **Ability to pass the internship site's background check.** All potential interns must be able to pass a background check for the purposes of obtaining a state-issued Fingerprint Clearance Card. Any student who is unable to pass this check, obtain a Fingerprint Clearance Card and/or whose Fingerprint Clearance Card is revoked will be ineligible to work at the internship site and will be recommended for withdrawal from the program. Students who do not have a current Fingerprint Clearance Card are encouraged to apply for one by November as the process can take up to six weeks. For information about obtaining a Fingerprint Clearance Card, contact the State of Arizona's Department of Public Safety at: <http://az.gov/>. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
- v. **Liability-Malpractice Insurance.** Every MAS-MFT student must carry liability-malpractice insurance for the entire duration of the internship. This insurance is available as a no-cost membership benefit through the American Association for Marriage and Family Therapy (AAMFT) student membership. A copy of the student's insurance certificate must be submitted to MAS-MFT faculty before a student will be cleared to register for Practicum or start seeing clients. Information about becoming a student member of AAMFT can be found at: <http://www.aamft.org/>. Students are encouraged

to join AAMFT as early in the program as possible and must maintain their liability coverage for the duration of the internship.

- b. **Acceptance for an internship placement** is ultimately at the discretion of the internship site supervisor. While MAS-MFT faculty will assist students in preparing for one placement interview, the outcome of the interview is beyond the control of MAS-MFT faculty or of ASU. Students who fail the internship interview will be required to:
- i. Locate their own community internship placement that meets the approval of the MAS-MFT faculty. The student must realize that a delay in starting the internship will delay their graduation from the program.
 - ii. Failure to secure an approved internship placement by the start of the first spring semester will result in the student needing to drop the practicum course (it is the student's responsibility to stay aware of the university's drop/add deadline dates).
 - iii. If the student has not secured an approved internship placement by the start of the first Summer semester, they will be recommended for withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
- c. **Enrollment in Practicum.** Practicum runs concurrent with the clinical internship. All students are required to be enrolled in Practicum for the entire duration of the internship (2 semester hours each for Spring, Summer and Fall semester).
- d. **Internship/Practicum Attendance.** The internship/practicum places significant time demands on students. Student clinicians registered for clinical practicum are required to spend a minimum of 10-15 hours during the work week at their internship site, which includes time spent seeing clients in home and in the office, attending supervision sessions, and completing required paperwork and case management responsibilities. Students who are employed part-time outside the program must schedule their work hours so that they are able to meet their internship requirements. Interns who are able to spend part of three days during the work week at their internship site typically have the most success accommodating these activities and accruing client contact hours. At the same time, students are expected to schedule internship activities around

scheduled classes. All internship site directors are aware that class attendance is a priority for student interns.

- i. **Practicum meetings.** Practicum meetings with MAS-MFT faculty will be held once a month. Attendance is mandatory. Dates, times and locations for these meetings will be announced at the beginning of each semester.
 - ii. **Internship attendance.** The internship is an intensive experience requiring 10-15 hours during the work week at the internship site. Extended vacations or absences of any kind are discouraged. Any absences exceeding 3 business days must be approved in advance by both the internship site supervisor and MAS-MFT faculty. In no instance except a documented emergency will a student be permitted to be absent from the internship longer than 5 business days; only two absences longer than 3 business days will be allowed during the internship. Unapproved absences will result in a reduction of the student's practicum grade for the semester and may place the student at risk for termination from the internship site and recommended withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
- e. Professional Conduct.** Participation in the clinical internship/practicum should be seen as a privilege rather than as a right. It is important to understand that the welfare of the client is just as important as the training needs of the student. Students enrolled in clinical practicum are expected to abide by the American Association of Marriage & Family Therapy (AAMFT's) Code of Ethics (Appendix D), the policies of the MAS-MFT program, and the agency's own policies and procedures. Violations of the Code of Ethics, the program policies and/or the agency's policies may result in permanent dismissal from both internship/practicum placement opportunities, and may additionally subject the student to dismissal from the academic degree program. Additionally, strict adherence to the Health Insurance Portability and Accountability Act (HIPAA) guidelines (<http://www.hhs.gov/ocr/privacy/>) is also essential to protect the privacy and confidentiality of clients being served at internship site clinics.
- f. Professional Attire.** The student's work at the assigned internship site represents a professional position; as such, the student is representing

both ASU and the internship agency. Therefore, it is important that the student's attire reflect that position and level of professionalism. It is recommended that women wear dresses or slacks/skirts and a blouse. Dresses and skirts should be of a professional length. The recommended dress for men is dress slacks or appropriate casual slacks, e.g., khakis. Jeans are not to be worn unless they are accepted on "casual Fridays" per the agency's policy. Shorts, midriff-baring tops, low-cut tops and short dresses or skirts are never acceptable. Students must adhere to the agency policy regarding tattoos and visible body piercings. This dress code is in effect any time the student is at the agency, is seeing clients or in any way representing the agency or ASU.

g. Clinical Internship/Practicum Requirements:

i. Conduct 300 total hours of therapy. Students will need 8-10 hours of direct client contact⁴ per week for three semesters: Spring, Summer and Fall, for a total of a minimum of six credit hours. Meeting this goal requires that the student spend 10-15 hours per week at the internship site during the work week, including work days and some evenings depending on the agency's hours of operation. Note: Students cannot exceed 10 hours of direct client contact per week unless the supervisor is willing and able to provide extra supervision. The supervision/client contact ratio is 1:5; that is, one hour of supervision (either group or individual) for every five hours of direct client contact.

1. Therapy format. Students should ensure that at least 150 of the 300 hours is therapy with either couples or families, which is a requirement to complete practicum and graduate from the program. A maximum of 150 hours can be with individual clients. This will generally not be an issue since internship sites are agencies that mainly serve children and families. Therapy is typically conducted either on-site at the internship, or in the client's home depending on the service plan for the client.

ii. Attend weekly supervision. Students will meet with their clinical supervisor(s) each week. It is the student's responsibility to

⁴ Direct client contact is defined as face-to-face (therapist and client) therapy with individuals, couples, and families. Activities such as telephone contact, case planning, observation of therapy without active participation, record keeping, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact. Assessments (intakes) may be counted as direct client contact if they are face-to-face processes that are more than clerical in nature and focus.

schedule weekly supervision with the designated supervisor. At least 30 of the supervision hours must be individual supervision (i.e. the student will meet one-on-one with the supervisor). The remaining supervision may be group, where the supervisor meets with several students together.

- iii. **Maintaining a record of supervision and therapy hours.** It is important for the student to keep an ongoing record of all supervision and therapy hours he or she participates in for two reasons: first, when applying for AAMFT Clinical Membership and for state licensure, applicants must document the number of hours and dates when they occurred. Second, prospective employers will want to know how much experience the applicant has had when the applicant applies for professional positions. Therefore, the Internship Reporting Form (see Appendix B) is a monthly requirement. This completed form is to be submitted to the MAS-MFT faculty by the 15th of each month, signed by both the student and their supervisor(s). The internship agency may have a separate log that must be completed in accordance with agency policy. The supervisor and student should each keep a copy of all signed forms. Reporting forms must accurately reflect the student's therapy and supervision activities. Falsification of any reporting form is an ethical violation that is subject to the student's dismissal from both the internship/practicum and from the MAS-MFT program.
- iv. **Completion of the Capstone Project.** The Capstone Project is the culminating experience of the MAS-MFT program; successful completion of this project is required for graduation. The Capstone is an ongoing project completed over the three (or more) semesters the student is enrolled in Practicum. Details about this project will be given during the student's first semester in Practicum; semester-by-semester requirements will be included in the Practicum Syllabi.

h. Continuing in Internship/Practicum.

- i. Once students have been admitted to internship/practicum, continuing is not automatic, but is decided by the MAS-MFT faculty on a semester-by-semester basis and is dependent on the student's performance per the evaluation of the internship supervisor and MAS-MFT faculty. In rare circumstances, students who do not demonstrate sufficient clinical competence, conscientiousness, responsibility, or who commit ethical violations

of the AAMFT Code of Ethics (see Appendix D) program policies and/or agency policies may be prohibited from continuing in internship/practicum or in the MAS-MFT program. Students are expected to adhere to the policies and procedures of the MAS-MFT program, the internship agency and the AAMFT Code of Ethics at all times they are representing the agency or ASU in clinical activities that impact client welfare. If the internship supervisor or MAS-MFT faculty become aware of the student committing any ethical or policy violation, the MAS-Faculty and, if appropriate, the internship supervisor, will devise a formal Action Plan for the student to meet the requirements of a satisfactory standard. All parties will sign the Action Plan and a deadline for complying with the requirements will be specified. Examples of policy violations include but are not limited to: violating the agency or program dress code, failing to attend scheduled sessions or groups for clients, failing to report at the internship site when scheduled, failing to notify the internship site supervisor in the case of an emergency absence or failing to complete clinical documentation within the agency deadlines.

- ii. If a student fails to cooperate with devising an Action Plan or fails to comply with an Action Plan and deadline, the student will be recommended for withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.
- iii. Completion is also dependent upon the student remaining in good standing with state requirements to keep and maintain a Fingerprint Clearance Card. If a student's Fingerprint Clearance Card is revoked by the state for any reason, the student will not be permitted to continue working at the internship site and will be recommended for withdrawal from the program. A student may appeal actions concerning withdrawal by petitioning the Director of the School of Social and Family Dynamics within 10 business days of receiving the withdrawal notice from the Graduate Committee. In this circumstance, student appeals will be reviewed by the Graduate Committee in Family & Human Development.

- i. Completion of Internship/Practicum.** During the semester the student anticipates meeting the required number of client contact hours (typically the Fall semester of Year Two)⁵; the student should initiate a meeting with the supervisor to discuss active cases. Clients wishing to continue therapy will need to be transferred to another therapist, which should be determined in consultation with the supervisor in accordance with agency protocol. The student should then schedule a follow-up meeting with MAS-MFT faculty to keep them informed of the internship/practicum completion timeline.
- i.** If a student completes the required number of 300 client contact hours early in the final semester, the student must continue the internship until the end of the semester, including spending 10-15 hours per week at the internship site and completing 8-10 direct client contact hours per week.
 - ii. Practicum interruption.** Students are expected to adhere to the prescribed cohort-based course schedule, including practicum. If circumstances arise necessitating the student to drop out of the program because of a documented emergency and the student is granted a Leave of Absence by the university, the student will be allowed to rejoin the program the following year in order to complete the requirements. This extension will be granted **only** under circumstances of a dire emergency which makes it impossible for the student to continue, and which meet the university's requirements for a complete withdrawal. Whether the student will be able to return to his or her original internship placement will depend on whether the internship agency is able to accommodate the intern in terms of supervisory and client availability. In the event that the original agency cannot accommodate the student, the MAS-MFT faculty will try to assist the student in locating an alternate placement; however, ultimately the student will be responsible for securing an alternate local placement that meets the approval of MAS-MFT faculty. Students who are unable to rejoin the program the following year will need to reapply and start the program from the beginning. Program fees are not refundable, either in part or in whole. Tuition refunds or partial refunds are subject to University policies and timelines.

⁵ The last date a student is permitted to accrue client contact hours is the last day of the final exam schedule reflected in the university's online academic calendar. If the student does not accrue the required 300 direct client contact hours by that date, the student will be required to register for practicum for the next semester and keep their malpractice liability insurance policy current.

Post-Graduate Information

- 1. State Licensure.** Currently there are two licensure levels for marriage and family therapists in the state of Arizona, as defined by the Arizona Board of Behavioral Health Examiners (BBHE): Licensed Associate Marriage and Family Therapist (LAMFT) and Licensed Marriage and Family Therapist (LMFT). Graduates are also eligible to apply for a Temporary License. Please visit the BBHE website for current restrictions and requirements. Upon graduation, it is advisable to contact the BBHE and follow the required instructions to obtain licensure at the Associate level and, if desired, a Temporary License. Note: BBHE requirements are subject to change. It is the graduate's responsibility to obtain a copy of the current requirements. The BBHE website is: <http://azbbhe.us/>.
- 2. American Association for Marriage & Family Therapy (AAMFT)** is the national professional organization for marriage and family therapists. By joining, members automatically become a member of the state organization, the Arizona Association for Marriage & Family Therapy (AzAMFT). As a graduate of the program, membership must be upgraded from Student to Pre-Clinical Fellow. After a period of 24 months, members are eligible for Clinical Fellow when all the requirements are met. The AAMFT website is: www.aamft.org.

MAS-MFT Program Course Schedule⁶

FALL, Year One

- FAS 570 – Introduction to Marriage & Family Therapy (August-October) – 3 semester hours. 7.5-week semester.
- FAS 581 – Professional Issues & Ethics (August-October) – 3 semester hours. 7.5-week semester.
- FAS 571 – Assessment in Marriage & Family Therapy (October-December) – 3 semester hours. 7.5-week semester.
- FAS 576 – Applied Issues in Human Development: Psychopathology (October-December) – 3 semester hours. 7.5-week semester.

SPRING, Year One

- FAS 577 – Applied Issues in Children & Adolescents (January-February) – 3 semester hours. 7.5-week semester.
- FAS 572 – Advanced Techniques in Marriage & Family Therapy (January-February) – 3 semester hours. 7.5-week semester.
- FAS 573 – Dysfunctional Families (March-April) – 3 semester hours. 7.5-week semester.
- FAS 580 – Practicum, concurrent with clinical internship (January-April) – 2 semester hours. Fifteen-week semester.

SUMMER, Year One

- FAS 575 – Applied Issues in Couple's Therapy (First Six-Week Semester) – 3 semester hours.
- FAS 578 – Applied Issues in Sexuality (Second Six-Week Semester) – 3 semester hours.
- FAS 580 – Practicum, concurrent with clinical internship (Eight Week Semester) – 2 semester hours.

⁶ Some courses may be presented in a hybrid format, combining in-class and online instruction. This schedule is subject to change as needed to comply with university scheduling.

FALL, Year Two

- FAS 579 – Applied Research Issues in Marriage & Family Therapy (August-October) – 3 semester hours. 7.5-week semester.
- FAS 574 – Family Theory for Marriage & Family Therapy (October-December) – 3 semester hours. 7.5-week semester.
- FAS 580⁷ – Practicum, concurrent with clinical internship (August-December) – 2 semester hours. Fifteen-week semester.

⁷ Students are required to remain in the clinical internship/practicum until the semester ends in December, even if they complete their 300 hours while the semester is in progress. If the student has not completed the required hours by the end of the semester, defined as the last day of the final exam schedule per the university's academic calendar, the student must enroll in practicum for the following semester and remain in internship/practicum for the duration of the semester.

Frequently Asked Questions

Can I attend this program part time?

Because the program is a self-contained, accelerated program, students must attend full time and take courses according to the class schedule provided in the Program Description.

Can I take some of the MAS-MFT courses as a non-degree student?

Enrollment is limited to students who have been formally admitted to the MAS-MFT program.

Can I keep my job while I'm in school?

It is important to remember that most master's programs take 2-3 full years to complete. This program is an **accelerated** advanced degree program and is very demanding. While students can usually manage a flexible, part-time job, we discourage students from attempting to work full-time, even with a flexible schedule. Remember, you will be attending classes two full days per week and, after the first two 7.5-week semesters, be spending a minimum of 10-15 hours each work week at your internship placement. This does not take study time into account. You will be very busy with this program!

Are assistantships available?

Because this is an accelerated, applied program with no research activity, assistantships are not available. Assistantships in other Sanford School graduate programs and in other ASU programs are typically granted to students admitted to and enrolled in those programs. Students are free to independently pursue scholarships or other forms of financial aid.

How much does the program cost?

Contact the Graduate College directly for **all** questions about tuition, the tuition payment schedule, and determination of residency status at: <http://graduate.asu.edu/>. There is a program fee of \$475 per **each** of the 39 semester hours in addition to tuition. The student is also responsible for books, transportation, parking, fees charged by the university, and any other miscellaneous expenses.

When are classes offered?

Classes are held two days each week on the Tempe campus (days may vary from semester to semester depending on classroom availability). Typically students will attend two three-hour classes twice a week. Evening and weekend classes are not offered.

What is the class attendance policy?

Because this is an accelerated, clinical graduate program, students are required to attend all classes. Program policy permits students a maximum of one excused absence (one day) per course each semester at the discretion of MAS-MFT Faculty, not to exceed a total of five excused absences (one day each) during the entire program. The only exception to this is a documented emergency. See page 9 of the Student Handbook for additional information.

Will I be licensed as soon as I graduate?

At present, the State of Arizona has two levels of licensure: Associate and Independent, plus a Temporary License for new graduates who are planning to take the licensing exam on the next available date it is offered. Upon graduating, you can apply to take the licensing exam and, upon passing it, you will receive an Associate License. (Whether or not you apply for a Temporary License depends on the timing of your exam date.) This requires that you work for a minimum of 24 months in an approved setting while accumulating additional supervision and client contact hours. Once you've obtained these hours, you can apply for full licensure, which allows you to practice independently. For the most current information, go to <http://azbbhe.us/>.

Will I be able to get licensed in other states?

The MAS-MFT program is designed to meet the educational requirements for licensure in Arizona. Each state determines its own credentialing requirements for mental health professionals. Arizona has one of the more stringent licensure requirements, but it is impossible for us to keep current with other states. If you are considering a move to a particular state, we recommend visiting that state's website to find out what credentialing requirements are.

Can I transfer credits from another MFT program into this program?

All of the courses in this self-contained program must be taken as prescribed in the course schedule. No transfer credits or course substitutions are permitted.

Who teaches the classes in the MAS-MFT program?

All MAS-MFT faculty are licensed as marriage and family therapists in Arizona.

Do I have to find my own internship?

In most instances no. All approved MAS-MFT internship sites are selected by MAS-MFT faculty. Sites are located throughout the greater Phoenix area. In some specific instances, such as a student failing the internship interview, it will be the student's responsibility to secure an alternate internship placement that meets the approval of MAS-MFT faculty.

Do I automatically start my internship/practicum in the Spring Semester?

Although our first two 7.5-week semester's classes will prepare you to begin your internship/practicum, students will be required to pass a comprehensive examination after successfully completing the first two 7.5-week classes in the fall semester with a grade of 3.0 or higher. Once a student passes this exam, they will be able to interview with internship site directors at potential placements. Each agency will also conduct a background check before approving a student.

Important: A felony and/or certain misdemeanors in a candidate's background will make the candidate ineligible for placement at internship sites and thus unable to complete the program.

When are internship/practicum hours?

Internship hours vary from agency to agency. Students must be at their internship site for a minimum of 10-15 hours each work week and can expect to work a combination of daytime hours, evening hours, and, in some cases, on Saturdays. This reflects the typical work schedule of therapists employed at agencies. The more flexible a student is, the sooner they will be able to complete their client contact hours.

Why do I need a car for my internship?

Although Phoenix has public transportation, it is not adequate to get you to and from your internship. In addition, you will likely be providing services to clients in their home as part of your internship. Agencies will also require a valid Arizona driver's license and proof of current automobile insurance, which must be maintained for the duration of the internship in accordance with Arizona law. Having one's own car is also required because student therapists must be able to transport themselves not only to their assigned internship site for in-office therapy

sessions, supervision meetings, and case management activities, but also to client's homes when in-home therapy is part of the service plan.

How is in-state residency determined?

Residency status is determined by the Graduate College.

<http://graduate.asu.edu/>.

What is the English language requirement for international students?

For international students, proficiency in English as demonstrated by satisfactory TOEFL scores is required. Contact the Graduate College directly through:

<http://graduate.asu.edu/>.

Do you admit students each semester?

No. Students are admitted for the fall semester only.

Is this program accredited with COAMFTE (Commission on Accreditation for Marriage & Family Therapy Education)?

No, and there are no plans to apply for accreditation. While the role of accreditation is to ensure a high standard of quality across all MFT programs, we have demonstrated a high standard: our graduates are successfully passing the national licensing exam and becoming licensed in Arizona as MFT's, which is what our program is designed to do. Our faculty members are all Arizona-licensed MFTs with experience in all aspects of working in Arizona as an MFT, including community mental health and private practice. Faculty member Dr. Karissa Greving Mehall served as President of the Arizona Association for Marriage & Family Therapy from 2010-2012 and then served as Past President (term ending 12/2013), and Mary Doyle is a member of the Arizona State Board of Behavioral Health Examiner's Marriage & Family Therapy Credentialing Committee and has been the Chair of that committee since January 2014.

Prospective students who wish to investigate accredited programs will find a list of them at <http://www.aamft.org>.

How do I apply?

Click here for application information: <https://www.asu.edu/gradapp>. The application deadline each year is January 15 for admission for the following fall. We do not admit students in the spring semester.

When will I know if I've been accepted?

The application deadline is January 15. After we review the pool of applications, some applicants will be selected for a personal interview, which is the next stage of the admission process. Interviews are typically scheduled in mid-February and are conducted in March. At the conclusion of the interviews, we will make admission recommendations to the Graduate College. The Graduate College makes the final admission determination and will notify applicants of the outcome of their application, typically by late April.

If I'm admitted to the program, can I defer my admission?

Deferred admissions are not available for this program. If a student who has been admitted determines that he or she cannot attend the program for the year of admission, the student will need to reapply to the program and resubmit the required application materials.

How do I learn more?

Because of the high volume of prospective applicants, it is no longer possible to schedule individual informational meetings. We encourage prospective students to attend one of the group informational meetings on campus in the fall (dates will be posted on the program's webpage by late summer) to learn more about the program. Specific questions that are not covered on this webpage can be directed to either Karissa.Greving@asu.edu or Mary.Doyle@asu.edu.

APPENDICES

Appendix A

Course Descriptions

Appendix B

Internship Reporting Form

Appendix C

Internship Evaluation Form

Appendix D

AAMFT Code of Ethics

Appendix A – MAS-MFT Program Course Descriptions

- FAS 570 Introduction to Marriage & Family Therapy**
An introduction to family systems theory, and an overview of the major theories of marriage and family therapy
- FAS 581 Professional Issues & Ethics**
Examination of legal and ethical concerns of marriage and family therapists, emphasizing Arizona licensing standards and the AAMFT Code of Ethics
- FAS 571 Assessment in Marriage & Family Therapy**
A critical examination of the assessment process for individuals, couples and families, with emphasis on the current state-mandated assessment format used in community mental health agency settings
- FAS 576 Applied Issues in Human Development: Psychopathology**
Emphasis on developing skills necessary to recognize and diagnose maladaptive behavior according to current Diagnostic & Statistical Manual (DSM) criteria while maintaining a systemic perspective
- FAS 577 Applied Issues in Children & Adolescents in MFT**
An overview of the research and major treatment modalities for children and adolescents with an emphasis on developmental and systemic factors
- FAS 572 Advanced Techniques in Marriage & Family Therapy**
Practical implementation of systemic intervention skills in marriage and family therapy
- FAS 573 Dysfunctional Families**
Evaluation of family lifespan development from a multicultural perspective, and a review of factors related to the development of family dysfunction.
- FAS 580 Practicum**
Community-based placement designed to give students a scope of experience under the supervision of Arizona-licensed marriage and family therapists who have completed the mandatory state-supervisory course
- FAS 575 Applied Issues in Couples' Therapy**
A critical examination of issues unique to couples therapy from a systemic perspective, including consideration of multicultural diversity

- FAS 578 Applied Issues in Sexuality for Marriage & Family Therapy**
Examination of major methods used to assess and treat sexual disorders, utilizing both behavioral and non-behavioral methods.
- FAS 579 Applied Research in Marriage & Family Therapy**
A critical examination of research concepts, quantitative and qualitative research designs, and applicability of clinical settings.
- FAS 574 Family Theory for Marriage & Family Therapy**
An in-depth examination of the major family theories, including the evolution, premises and assumptions of each.

Appendix B – Internship Reporting Form

**ARIZONA STATE UNIVERSITY
MAS-MFT PROGRAM
Internship Reporting Form
CLIENT CONTACT AND SUPERVISION HOURS**

This form is to record your hours once per month, beginning on the first day of the month and ending on the last day of the month (if a new month begins in the middle of the week, start a new form; do not overlap months). The form is to be signed by your internship supervisor(s) each month and given to your practicum instructor either in paper or electronic format **NO LATER THAN 12:00 noon on the 15th** of the next month (if the 15th falls on a Saturday or Sunday the form is due on Monday no later than 12:00 noon). **Late submission will result in a loss of one letter grade for practicum for each late submission.**

Student Name: _____ Month: _____ 20__

Internship Site: _____

Supervisor's Name(s): _____

Week of:	Direct Client Contact Hours ⁸			Supervision Hours		
	Indiv.	Family	TOTAL	Indiv.	Group	TOTAL
Current Month Total						
CUMULATIVE TOTALS (All Monthly Totals to Date)⁹						

Student's SignatureDate

Internship Supervisor's SignatureDate

⁸ Direct client contact is defined as face-to-face (therapist and client) therapy with individuals, couples, and families. Activities such as telephone contact, case planning, observation of therapy, record keeping, writing documentation, travel, administrative activities, consultation with community members or professionals, or supervision, are not considered direct client contact.

⁹ This is a running total of all of the hours you have accumulated since the beginning of your internship.

Appendix C
Masters of Advanced Studies in Marriage & Family Therapy
Internship Evaluation Form



Intern's Name:

Supervisor's Name:

Intern's Title

Supervisor's Title

Internship Dates: From _____

To _____

Intern Evaluation	RATING
<p><u>Attendance and Punctuality</u> (the degree to which the intern can be depended upon to be available for work and to fulfill position responsibilities)</p> <ul style="list-style-type: none"> ◆ Time off is scheduled in advance ◆ Work is begun on time ◆ Partial and full day absences are kept within guidelines ◆ Job responsibilities are covered when absent (if appropriate) 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Client Service</u> (the degree to which the intern provides effective front line services to external customers/clients)</p> <ul style="list-style-type: none"> ◆ Client confidence is increased through education ◆ Clients receive accurate guidance in service processing ◆ Clients are respected, encouraged, and provided opportunities to inform staff as to the nature of their needs ◆ Cultural and socioeconomic characteristics of the service population are utilized 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Interactions with Others</u> (the extent to which the intern shows understanding and sensitivity to the needs and problems of others internal to the organization or doing business with the agency, i.e., contractors, vendors, consultants, etc.)</p> <ul style="list-style-type: none"> ◆ Working relationships are effective ◆ Positive image of self and others is displayed ◆ Demeanor is respectful and cooperative 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable

<p><u>Work Habits</u> (the manner in which the intern conducts him or herself in the work environment)</p> <ul style="list-style-type: none"> ◆ Applicable laws, rules, policies and directives are observed (including HIPPA, Confidentiality Standards, Employment Compliance Requirements, etc.) ◆ Safety standards and procedures are followed ◆ Agency equipment is properly used and maintained 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Assessment & Planning</u> (the degree to which the intern manages client assessment, planning and termination activities)</p> <ul style="list-style-type: none"> ◆ Strengths, Needs, and Cultural Discoveries are completed as appropriate ◆ Client assessments are completed as appropriate ◆ Clients are actively engaged throughout the process ◆ Educational activities are made available as appropriate ◆ Discharge criteria is utilized ◆ Service assessment is consistent with the Arizona Model and 12 Principles where applicable 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Intervention Strategies</u> (the degree to which the intern applies appropriate intervention methodologies)</p> <ul style="list-style-type: none"> ◆ Service Deliveries to families are consistent with the MFT Models ◆ Crisis intervention techniques are utilized as needed ◆ Age-specific treatment is applied in accordance with Human Development and Family Life Cycle standards ◆ Culturally sensitive knowledge and applications are appropriate and timely applied ◆ Service assessment is consistent with the Arizona Model and 12 Principles where applicable 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Clinical Records Management</u> (the degree to which the intern demonstrates ability and proficiency in maintaining clinical/case records)</p> <ul style="list-style-type: none"> ◆ Clinical/case records are created and maintained in accordance with required protocols ◆ Appropriate time frames are established and met ◆ Documents are appropriately completed pursuant to licensing requirements and records management standards ◆ Documents and files are accurately and confidentially maintained 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Case Management</u> (the degree to which the intern demonstrates proficiency in utilizing resources, maintaining boundaries/ethics, and professional relationships)</p> <ul style="list-style-type: none"> ◆ Coordination with Client occurs on systems of care ◆ Knowledge of Community Resources is observed ◆ Professional demeanor and ethical conduct are observed with Clients and other professionals 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Education</u> (the degree to which the intern reflects professional standards in a public setting or within the agency when providing educational services)</p> <ul style="list-style-type: none"> ◆ Educational presentations are clear, concise and appropriate to the audience ◆ Pre-established curricula and other related educational materials are utilized ◆ Reporting and documentation requirements are in accordance with agency training protocols 	<input type="checkbox"/> Surpasses <input type="checkbox"/> Successful <input type="checkbox"/> Inconsistent <input type="checkbox"/> Unacceptable
<p><u>Evaluation Narrative</u> (reflects an overview of performance)</p>	

SIGNATURE SHEET

1. Rating Supervisor's Signature

I conducted a progress review discussion with the intern during the appraisal cycle. I also reviewed the performance appraisal ratings and, if appropriate, used the time to explain internship expectations, areas needing clarification, or performance issues requiring improvement.

Rating Supervisor: _____ **Date:** _____

Rater Comments:

2. Intern's Signature

I was given the opportunity to discuss the contents of this evaluation with the Rating Supervisor. I understand that I may respond to the appraisal within five (5) calendar days from the date of issuance in the space provided below or by attaching one (1) supplemental typewritten page (or handwritten, if legible). I also understand that this appraisal is not subject to review within the agency's Problem Resolution Procedure. The completed appraisal will be forwarded to Human Resources for inclusion in my official personnel file.

Intern: _____ **Date:** _____

Intern Comments:

Appendix D – AAMFT Code of Ethics (2012)

(please click on the link below to access the Code at the AAMT Website)

[AAMFT Code of Ethics \(July 2012\)](#)